

COMMITTEE ON PROFESSIONAL MATTERS

Meeting Minutes

MEETING DATE September 20, 2019
 MEETING TIME 1:00 PM - 2:00 PM
 LOCATION Hawaii Hall 209

Attendance

Members

Name	Role	Attendance
Jinan Banna	Member	Present
Katherine Davis	Member	Present
Derrick Higginbotham	Chair	Present
Kathryn Hoffman	Member	Present
Vanessa Irvin	Member	Present
Camaron Miyamoto	Vice Chair	Present
Truc Nguyen	SEC liaison	Present

Guests

Name	Role	Time
Grace Lin (COE)	Faculty	2:00 PM - 2:10 PM

MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by CPM liaison T. Nguyen at 12:59 PM.
Review of Minutes	1. First meeting. No minutes to review.	1.
Chair's Report	1. Introduction of members.	1. Introductions were made.
Guest(s)	1. Grace Lin (COE). (2:00 PM - 2:10 PM)	1. Grace Lin shared why she would like to join CPM as an Ex officio volunteer faculty member. Chair will place Ex officio CPM member offer to serve on the next agenda for discussion.
Unfinished Business	1. None	
Business	1. CPM Kickoff Presentation 2. Discussion on recent New Faculty Orientation concerns. 3. Election of Officers: Chair - Derrick Higginbotham	1. Presentation reviewed by members. 2. T. Nguyen shared recent issue received by the SEC. CPM Chair will invite Kathleen Kane Director OFDAS to a future meeting. 3. K. Hoffman nominated D. Higginbotham as Chair; second by C. Miyamoto. Approved 5 votes

	<p>Vice Chair - Camaron Miyamoto</p> <p>Rotating Secretary - duties to be established at the end of each meeting.</p> <p>4. Set CPM Fall meeting schedule</p> <p>5. Review 2018-19 CPM issues:</p> <ol style="list-style-type: none"> 1) CPM made recommendations to VPRI Vassilis Syrmos to Revise the UH Procedures for Disclosing and Addressing Conflicts of Interest (AP 12.304) 2) Investigation of Employee Misconduct Changing Principal Investigators (PI) on Grants. 3) CPM monitored draft Executive Policy on Safety and Protection of Minors Policy (Background checks) <p>6. Members share why they decided to join the Committee on Professional Matters.</p>	<p>in favor; and 0 abstentions.</p> <p>C. Miyamoto self nominated himself as Vice Chair; seconded by D. Higginbotham. Approved 5 votes in favor; and 0 abstentions.</p> <p>K. Hoffmann made a motion for a rotating Secretary; seconded by C. Miyamoto. Approved 5 votes in favor; and 0 abstentions.</p> <p>K. Hoffmann will be the next Secretary for the next meeting on Oct 18th.</p> <p>4. Approved Fall CPM meeting schedule: Oct 18th; Nov 15th; and Dec 20th from 1:00 PM to 2:30 PM in Hawaii Hall 208. https://hawaii.edu/uhmfs/news-calendar/</p> <p>5. Chair will set the next agenda with the past 2018-19 issues for members to consider for the 2019-20 CPM issues.</p> <p>6. Members shares personal comments.</p>
New Business	1. None	1.
Adjournment	The next meeting of the Committee on Professional Matters will be on October 18, 2019.	1. K. Hoffman made a motion to adjourn; C. Miyamoto seconded the motion. Meeting adjourned at 2:25 PM.

Respectfully submitted by John Kinder acting Secretary
Approved unanimously on October XX, 2019.