

MANOA FACULTY SENATE
Committee on Faculty Service (CFS)
Meeting Minutes

Meeting Date: Monday, January 13, 2013

Location: Hawaii Hall, 208

Attendance:

Members		Members		Members		Guests	Time
Aurelio Agcaoili	P	Spencer Leineweber	E	Ian Pagano (SEC Liaison)	P		
V Balaraman	P	William Boisvert	E				
Miguel Felipe	P	Carol Plummer	P				
Brian Glazer (Sabbatical 2012-13)	E	Benito Quintana (Sabbatical 2012-13)	P				
Jing Guo	E	Lilia Santiago (For B. Quintana)	—				

Subject	Discussion/ Information	Action/Strategy/Responsible Person/s
CALL TO ORDER	Called to order at 10:02	
MINUTES	Approved 5-0 at end of meeting w/ minor revisions.	
CFS 2013 Procedures Manual	Reviewed manual w/ Kristin's revisions to dates and other details.	CFS confirmed intention to inform wider senate of this new manual at 1/16/13 meeting.
CFS Calendar	Discussed dates for our meetings	Monday, February 11, 2013, 10:00–11:00a (face-to-face meeting) Week of March 4–8, 2013 (e-discussion and vote only) Week of April 22–26, 2013 (e-discussion and vote only)
Committee lists Upcoming Survey of Faculty	Kristin reviewed for us her survey of existing campus-wide committees including committees that have confirmed and <i>not</i> confirmed their existence. We're trying to get a clear sense of each committee's charge, membership, terms, future needs	V Balaraman requested that we get membership lists that include terms so we can determine the needs for future appointments. Ian explained that he's stepping away from the database/survey system he created and deferred to the CFS and Kristin to execute in the future. Kristin will attempt to use our premium membership on Survey Monkey to survey

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		the faculty of their committee interests. She will send draft by week's end
Needed Appt: Study Abroad	Council on Study Abroad needs a new appointment from the Hawaiian Studies constituency.	Kristin will poll the applicable faculty and send the CFS a summary and suggest an e-vote.
Needed Appt: New Committee	VCAA has suggested the formation of a new committee to explore and adapt the idea of students selecting broad areas of intended interest (short of a 'major' but more than undeclared) to aid in more focused advising. The ultimate goal is to support 4-year graduations	Kristin will poll the faculty who have previously stated interest in "Student Affairs" and "Undergraduate Education. She will explain this opportunity and forward names to the CFS of those interested in this committee. We can e-vote from there.
MFS Election for 2013	As we prepare, Ian noted that he's having trouble contacting faculty of 0.5 FTE and above. Below 0.5 FTE aren't eligible to vote.	Ian will ask of ITS can parse the complete faculty list as such. If not, the CFS will attempt to identify those below 0.5 FTE. This list must be ready by February 4, 2013, in the precise file format that ITS provides (either straight from ITS or as edited to remove ineligible members)
ADJOURNMENT		

Approved on February 19, 2013 with 3 votes in favor of approval, 3 abstentions, and 0 against. Respectfully submitted by Miguel Felipe.