

**EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: April 17, 2017 2:00 pm
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
John Casken -- Chair (left 6:01 pm)	P	Christine Sorensen-Irvine	P			ICHancellor David Lassner	3:00 pm - 4:00 pm
Marguerite Butler	P	Sarita Rai -- MFS Secretary	P			Kaveh Abhari	4:52 pm - 5:50 pm
Kelley Withy -- SEC Secretary arrived at 2:25pm	P	George Wilkens (approved as SEC member at 2:05 pm)	P	John Kinder -- Staff	P	Holm Smidt, ENGR Grad Student	5:01 pm - 5:50 pm

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Casken at 2:01 PM
REVIEW OF MINUTES	1. The minutes of the April 10, 2017 Senate had been circulated electronically and comments made.	1. Motion by S. Rai to approve the April 10, 2017 minutes, seconded by J. Casken. Approved.
CHAIRS REPORT	1. BoR 4/20 testimony 2. Meeting with D. Halbert. Ambassador program and faculty involvement in retention efforts. 3. Senate procedures discussion. CPM reviewing. 4. Discussion of March 15 minutes and Robert's Rules. 5. Update on draft MFS Bylaws. Email from D. Vincent. 6. Populated UHM budget model update (M. Butler). Last piece of missing data is the graduate tuition by college.	1. J. Casken to testify on IAFP and survey. M. Butler also attending. 2. No action. 3. No action. 4. No action. 5. Recommended use track changes in Word. 6. Request to K. Cutshaw for data. 7. No action

	7. College senate chairs / MFS chairs meeting w. IVCAA M. Bruno 4/18. Focus on retention.	
ACTION ITEMS	<ol style="list-style-type: none"> 1. CFS recommendation to the Research Integrity Program - Ethics Committee. Discussed potential conflict. Discussion of faculty representatives on non-MFS committees and workload. Bylaws say majority on MFS committees be senators. 2. CFS recommendation to replace outgoing SEC member A. Sakaguchi remaining term to George Wilkens. 	<ol style="list-style-type: none"> 1. Motion by K. Withy, seconded by C. Sorensen to recommend Karen Selph, Associate. Oceanography for Research Integrity Program. Motion passed with two abstentions. 2. M. Butler moved and S. Rai seconded. Approved unanimously.
GUESTS	<p>iChancellor David Lassner (3:00 pm)</p> <ol style="list-style-type: none"> 1. Survey discussed. Almost 40% response rate. Results show only 8% of faculty respondents feel it is not important to have an independent full time chancellor. Only 2% of faculty rated morale as high or very high. Discussion of what we can do to bring up morale and trust. 2. IAFP to be voted on this week by BoR. 3. Retention-ideas shared for midyear mixer and ways for faculty to engage in recruitment and retention. 4. Discussed duplication of senate committees. 5. Administrative offices coming up with models for merging. Enrollment management should be concentrated in one location. Reorganization of major offices will not occur over the summer. 6. Program reorganization being discussed. Addressed faculty concern -- programs will not be reorganized during the summer and will involve discussions with faculty in Fall. <p>Kaveh. Abhari (4:52 pm)</p> <ol style="list-style-type: none"> 1. Discussion of work on election database in cooperation with CFS. Current platform does not allow verifiability. No interface currently so in order to make changes user has to directly modify backend database. 2. Reviewed options studied last year: adopt existing platform or develop own new one. Studied three 	<ol style="list-style-type: none"> 1. Survey results to be sent to BoR. 2. Chair to provide testimony. 3. No action. 4. No action. 5. No action. 6. No action. <ol style="list-style-type: none"> 1. Motion by K. Withy to purchase Contact Management System (CMS) for approx. \$7,020; and a customized Web-based Election System (WES) for approx. \$8,100.

	<p>vendors. Issues of cost, security, and customization needed.</p> <p>3. Presentation on developing Content Management CMS and Web-based Election System (WES). The SEC last year approved developing a customized election platform with integration with a Content Management System to replace outdated UHMFS website.</p> <p>4. Cost estimate and timeline presented. CMS - \$7,020 (260 hours or \$27 per hour.) and WES - \$8,100 (300 hours or \$27 per hour). Timeline 14 weeks (May 22 - August 27, 2017).</p>	<p>Seconded by M. Butler. Passed unanimously.</p>
COMMITTEE REPORTS	<p>1. CAB (SR) – MFS bylaws completed and voted. Resolution coming. MAC sending name change to CAB. CEE - Committee on Educational Effectiveness. Discussion with H. Valenzuela of CPM.</p> <p>2. CAPP (CSI) – No quorum. CES resolution in discussion related to campus level questions and procedures.</p> <p>3. CFS (KW) – CFS would like clarification of whether MAC is MFS committee. Request to recommend for GEC members in May. Other committees have requests to fill - Academic Grievance (3), Student Conduct (1), Study Abroad Council (1), Graduate Council (1).</p> <p>4. COA (KW) – No report.</p> <p>5. COR (MB) – No report.</p> <p>6. CPM (JC) – No report.</p> <p>7. CSA (MB) – No report. Met with APC member to discuss convocation initiative. Kokua resolution coming in May.</p> <p>8. GEC (CSI) – Approved courses. Governance committee update. Upcoming social next week.</p> <p>9. MAC (SR) – No report. Resolution on advanced ILOs and name change.</p> <p>10. UHPA (CSI) – No report.</p>	<p>1. No action taken.</p> <p>2. No action taken.</p> <p>3. Send information on GEC.</p> <p>4. No action taken.</p> <p>5. No action taken.</p> <p>6. No action taken.</p> <p>7. No action taken.</p> <p>8. No action taken.</p> <p>9. ILOs were submitted too late (4/17 at 2:17 pm) for consideration for April meeting. Will be on May agenda. J. Casken will report in chair report for MFS.</p> <p>10. No action taken.</p>

MĀNOA FACULTY SENATE

OLD BUSINESS	1. Leg update on draft Integrated and Academic Facilities Plan	1. Action
NEW BUSINESS	1. Congress Listserv request (M. Butler) to announce March for Science. 2. Finalize 4/19 Senate agenda 3. Prepare 4/24 SEC agenda	1. Approved. 2. Discussed. 3. Approved. 4. Approved.
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on April 24, 2017.	Motion to adjourn by K. Withy, seconded by S. Rai. All approved the motion. Meeting adjourned at 6:20 pm.

Respectfully submitted by Kelley Withy.

Approved unanimously on April 24, 2017.