

CFS Annual Report 2019-2020

CFS met regularly throughout the academic year and on zoom during the last two months. Much of its business between regularly scheduled meetings was conducted via email, including votes on candidates for committees. Christine Beaulieu chaired the committee; Meda Chesney-Lind served as Vice-Chair, and Brian Huffman served as Secretary. Other members of the committee included Niels Grobbee, Marek Kirs, Seanyelle Yagi, and Sarah Yuan.

CFS's routine duties included selecting members for standing and permanent committees, subcommittees, ad-hoc committees, and task forces. CFS also assisted in staffing the non-Senate committees as they arose throughout the year. Additionally, the committee took up the issues and tasks described below.

Procedural changes

CFS gratefully acknowledges the work that our SEC liaison, Truc Nguyen, has put into the development of online tracking systems regarding vacancies on standing and permanent committees and terms of service on the latter. These include spreadsheets of standing committee service needs and the General Education Committee (GEC) and General Education Boards, a folder with volunteers' statements of interest and CVs, and Google forms for General Education Committee and Gen Ed Boards to submit their materials. Both Truc and John Kinder were instrumental in the organization and maintenance of these online tools, and we encourage future CFS members to use them as well.

Recruitment emails were also drafted and emailed to relevant groups (e.g., departmental assessment coordinators to fill multi-year vacancies on the permanent Committee on Educational Effectiveness; faculty to fill vacancies on the new Diversifications Board), and these were productive. We gratefully acknowledge John Kinder's work in sending recruitment emails to target constituencies (i.e. specific colleges/schools) and forwarding volunteers' responses to us.

Committee Alternates

When there were more candidates for permanent committees who met the criteria for specific vacancies, we appointed an alternate in addition to full committee members. Unlike the multi-year terms of full members, alternates are appointed for one academic year. This will help in case of an unexpected vacancy on a permanent committee; in that situation, the alternate can be contacted directly and appointed to serve the remaining term of the member who resigned.

General Education

The GEC and various boards (Foundations, Contemporary Ethical Issues, Hawaiian, Asian, and Pacific Issues, Oral Communication, and Writing Intensive Boards) review courses for Gen Ed designations and oversee the General Education program at UH Mānoa. Recruiting for and staffing these committees in a timely manner has been delayed in recent years, and rectifying this was a CFS priority this year. CFS discussed at length the importance of recognizing the terms of service and membership requirements laid out in the Gen Ed governing document, and followed those guidelines closely, as summarized below. We strongly encourage future CFS committees to follow the timeline and procedures implemented this year. The GEC and Gen Ed Boards have substantial workloads and their work must begin in earnest at the beginning of the fall semester. This work is unnecessarily delayed and hindered if the GEC and Boards are not fully staffed, or as close to fully staffed as possible, by the end of the preceding spring term.

1. CFS and the SEC agreed on the following four items. (Note that the SEC made a motion to support the first two below, and recognize and acknowledge the second two.)
 - a. Consideration of doing the call for non-Senator 3-year positions for Permanent Committees of the MFS in February-March with a follow-up call before the UHMFS elections. CFS is willing

to draft the emails for UHMFS office to send. This call would be accompanied by a short description of the 2 permanent committees and the Gen Ed Boards.

b. Consideration that once the general call for service for non-Senator 3-year positions go out for nominations or self-nominations, that all faculty are welcome to encourage other faculty colleagues to apply. Any nominations received are welcome and CFS will do its job to consider diversity needs and well as experiential needs for respective permanent committees when CFS makes recommendations to the SEC.

c. Reminder of CFS to itself that the two MFS seats in the GEC permanent committee are two-year seats. One is the Chair and the other the Vice Chair who serve in staggered terms. The Vice Chair technically becomes the Chair, so should be a UHMFS Senator who will be starting their 2-year term in the MFS. CFS would like to reach out to new Senators who indicate the GEC as a committee choice to see if they are willing to serve for two years in the GEC during their two years on the MFS.

d. Reminder of CFS to itself that for CEE, there are nine voting members. However, only two of the voting members are required to be senators who are appointed annually. CEE differs from the GEC in that CEE elects its own Chair and Vice Chair from among its members, with no stipulation that those positions are filled by senators. CEE also differs from GEC in that the 7 non-senator voting members of CEE serve 3-year terms.

2. Recruitment emails that included short committee descriptions, specific constituencies for vacancies (where applicable), and service terms, were drafted by the CFS Chair, who also happened to be the Director of the General Education Office this year. These were modified and approved by CFS before being sent out by John Kinder. The GEO Director provides valuable feedback to CFS regarding candidates' fit with needed constituencies specified in the Gen Ed governing document. This committee encourages future CFSs to work closely with the GEO Director to ensure that needed constituencies are met, service terms are correct, and remaining vacancies are identified as early in the process as possible. All agreed that this communication between CFS, John Kinder, and the GEO is critical to ensuring timely and accurate staffing of the Boards.
3. Anticipated vacancies for the GEC and Gen Ed Boards for the following academic year are provided to CFS in late February or early March. Recruitment email drafts should be drafted as soon as possible thereafter, and checked for accuracy by the GEO. They should be sent out in March before the MFS elections, so that CFS can consider one or more slates of volunteers quickly. Discussion and voting by email or another electronic method, especially when CFS meetings are scheduled only monthly, ensures their timely consideration. The goal underlying this timeline, shared by CFS, the SEC, and GEO, is to fill as many anticipated vacancies as possible by the end of April, so that the GEO can schedule fall committee meetings and Board orientations before the summer.

Senator and SEC Elections

The committee also oversaw the senate elections, including modifying and approving emailed correspondence with the faculty in colleges with vacancies, and recommended for certification the results of those elections. Similarly, CFS oversaw the election of senators to fill vacancies on the Senate Executive Committee. Committee members worked closely with John Kinder and the SEC liaison to CFS throughout this process. Notably, both the MFS and SEC elections were completed by the deadlines set in the MFS bylaws.

Respectfully submitted,

Christine Beaulé (CFS Chair) and Meda Chesney-Lind (CFS Vice Chair)