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## COMMITTEE ON PROFESSIONAL MATTERS Meeting Minutes

MEETING DATE April 21, 2020  
MEETING TIME 1:30 PM - 3:00 PM  
LOCATION Zoom Meeting

### 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/Secretary	Present
Truc Nguyen	SEC liaison	Present

#### Guests

Name	Role	Time
N/A		



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SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>	1. Call to Order	1. The meeting was called to order by D. Higginbotham, Chair at 1:32 PM.
<b>REVIEW OF MINUTES</b>	1. Review March 20 <sup>th</sup> , 2020 and April 10 <sup>th</sup> minutes for approval	1. Kathryn Hoffmann made a motion to approve with suggested edits; Jinan Banna seconded. The minutes were approved all in favor; 0 abstention.
<b>CHAIR'S REPORT</b>	Update on CAB and PhD waiver data: (1) CPM discussion on possible need for further advocacy for faculty with terminal degrees; (2) possible need to meet through Summer (e.g. to discuss the R-20 document on consultation or UHM re-organization).	1. Derrick Higginbotham will pull together our data and follow up with the SEC and CPM will maintain the option to revisit this topic. 2. CPM has committed to educating ourselves on the R-20 document and reconvening in Summer.
<b>UNFINISHED BUSINESS</b>	1. Determine this meeting's Secretary	1. Camaron Miyamoto volunteered.



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NEW BUSINESS	<ol style="list-style-type: none"> <li>1. In-person teaching issue (see Kathryn's email): how to address faculty need to practice social distancing due to health concerns in Fall 2020.</li> <li>2. Message to All Faculty Congress: message could come from SEC rather than CPM.</li> <li>3. Meeting Schedule: possible work into Summer to deal with issues as they arise.</li> <li>4. Final Report on CPM for this year</li> <li>5. Question was raised in CFS if students who are also faculty should serve in leadership roles on the UHM Faculty Senate</li> <li>6. The desire for additional IT Support and technology infrastructure for faculty who work and teach remotely was raised.</li> <li>7. Chair D. Higginbothom was thanked for effective leadership</li> <li>8.</li> </ol>	<ol style="list-style-type: none"> <li>1. CPM will remain abreast of this issue.</li> <li>2. Truc Nguyen will ask the SEC to send the message to the Faculty Congress.</li> <li>3. CPM members agreed.</li> <li>4. A final written report will be submitted and presented in May by Chair D. Higginbothom. A draft will be submitted on our shared drive within 2 weeks for CPM review prior to submission.</li> <li>5. Chair D. Higginbothom will forward the issue to next year's CPM and share the information with CAB.</li> <li>6. Truc Nguyen will share this concern with the SEC.</li> </ol>
ADJOURNMENT		<p>Motion to adjourn by Kathryn Hoffmann; seconded by Vanessa Irvin The meeting adjourned at 2:34 pm.</p>

Respectfully submitted by Camaron Miyamoto, Secretary/Vice Chair.

Approved on May X, 2020 with X votes in favor of approval and X against.