

FACULTY SENATE
EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: April 18, 2011

ATTENDANCE:

Susan Hippensteele (Chair)	X	Bonnyjean Manini	X	Kristin Herrick, Staff	X	Chancellor Hinshaw	Elmer Ka'ai
David Duffy (Vice Chair)	X	Thomas Conway	E			VCRGE Ostrander	
Shirley Daniel	E	Ian Pagano	X			VCAA Dasenbrock	
Halina Zaleski	E	Richard Nettell	X			VCSA Hernandez	
Lilikala Kame`eleihiwa	X					VCAFO Cutshaw	
Martin Rayner	X						
Bob Cooney	X						
Rosanne Harrigan	L						

SUBJECT	DISCUSSION	ACTION/STRATEGY
CALL TO ORDER/ ANNOUNCEMENTS ➤ SEC ROLE	<p>In the absence of quorum, Hippensteele provided an overview of SEC duties to the incoming SEC members.</p> <p>In the past, committees were unable to organize themselves until later in the fall semester because committee assignments were made during the summer and committees did not meet until the Fall. Next year's committees should be in place and scheduled by the end of this semester. SEC liaisons initiate the first committee meeting in which Chairs are elected.</p> <p>There are 9 standing committees, and 7 SEC members. The Chair liaises to 1 committee, two SEC members liaise to 2 committees, and the rest liaise to 1 committee. SEC must also liaise with working groups/task forces. The liaison is responsible for keeping the committee apprised of all Senate actions, especially joint-items. To encourage collaboration amongst committees, SEC holds pre-Senate meetings with all SEC members and committee chairs every month. Liaisons provide committee reports at each SEC meeting. Standing committees meet monthly or bi-monthly. Some committees meet on an as-needed basis.</p> <p>In addition to SEC's weekly meetings, members must attend an average of 2-4 additional committee meetings each month. SEC Chair serves on 17 campus-wide committees. Chair and Vice Chair also serve on</p>	

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	<p>ACCFSC. Co-Chairs of ACCFSC are usually the MFS Chair and a Chair from a community college.</p> <p>An incoming SEC member asked why MAC and GEC were not included in the governing documents as standing committees.</p> <p>Hippensteele explained that MAC and GEC are standing committees, since they have been approved by Senate vote, but that they have not yet been formally added to the Bylaws. A proposal to this effect will be raised in May. Re-configuration of COR to include Graduate Education and another change to the bylaws concerning senate absenteeism will also come up in May.</p> <p>[Hippensteele officially called the meeting to order at 3:16pm, upon the achievement of quorum.]</p> <p>In addition to standing committees, there are other campus-wide committees with Senate appointees. We've pulled together a complete list of active committees and created a committee matrix that includes contact information and terms of appointment for all of the appointees - which is available online.</p> <p>SEC meets with either the Chancellor or Vice Chancellors on a rotating basis at every meeting. The schedule is in place at the beginning of the semester. Hippensteele put together a monthly-task cheat sheet which she will edit and forward to incoming SEC members.</p> <p>An incoming SEC member, reading from the Senate bylaws, noted that the incoming executive committee is tasked with populating standing committees and that the incoming SEC's appointment begins on June 1.</p> <p>Hippensteele reiterated that, as a practical matter, waiting until June to begin meeting and to appoint committees does not work and explained that the incoming SEC has been invited to the last few meetings for this purpose.</p> <p>Referring to a proposed standing committee composition provided by the Chair and Vice Chair, the incoming SEC member noted that only the Vice Chair is part of the incoming executive committee.</p> <p>Hippensteele explained that the proposed composition was provided as a starting point and that no decisions have been made. If the incoming SEC decides that it would rather go letter by letter with the Bylaws - then that is its decision.</p> <p>Another Senator relayed appreciation to the outgoing SEC Chair and Vice Chair for putting the template together and for saving the rest of the group time and effort in this capacity.</p> <p>An incoming SEC member asked how the outgoing SEC held votes.</p> <p>Hippensteele explained that the SEC did not vote on issues and worked instead to reach consensus. As far as committee work is concerned, SEC only looks to form – and not substance. The role of the SEC is largely management – to keep information flowing to committees from administration and faculty. The committees also bring issues forward through their own discussion – but they must first refer the issue to SEC to ensure collaboration with other committees, as necessary.</p> <p>An incoming SEC member asked whether there was a formal timeline for SEC officer elections.</p> <p>Hippensteele noted that there is no formal timeline and that the incoming SEC is formally seated on</p>	<p><i>Hippensteele will edit the monthly-task cheat sheet and forward it to all incoming SEC members.</i></p>

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	<p>June 1. Officers would need to be in place as of June 1. Outgoing SEC members leave on September 1.</p> <p>The incoming SEC decided tentatively to vote on new officers on May 2nd at 2:30 pm, pending availability of Tom Conway – who wasn't present to confirm his attendance.</p>	<p><i>KH will e-mail Conway to confirm availability.</i></p>
<p>CHAIRS REPORT</p> <p>➤ ACCFSC</p>	<p>ACCFSC met last week Friday. BOR Chair Howard Karr was present.</p> <p>ACCFSC was hoping that BOR would commit to periodically attending ACCFSC meetings – especially members of the subcommittee on Academic Affairs. Karr expressed concern with Sunshine Laws - which require BOR to provide notice of meetings on issues that involve the presence of 3 or more active members. Karr did believe that two Regents from the subcommittee on Academic Affairs could meet with the ACCFSC without problems.</p> <p>Karr took responsibility for the short time period provided for consultation on the BOR policy amendments, and attributed this to his corporate background. ACCFSC stressed that shared governance takes time and Karr noted this difference. The BOR policy revisions mean that the executive policies will need to be revised.</p> <p>The group also discussed the potential unintended consequences that stem from performance based funding. While Karr thought this to be a faculty issue, ACCFSC explained that departments that maintain high standards at the cost of failing more students run the risk of losing money. The BOR needs to support the faculty to ensure that quality is not lost in performance based funding.</p> <p>The group also inquired about a business model for West-Oahu and the Board's plans to pay faculty. Karr emphasized distance learning objectives for the school, and stressed the need to compete with other distance-learning based, commercial universities. The business model worked if faculty were paid at the lecturer scale.</p>	
<p>ADMIN REPORT</p>	<p>None</p>	
<p>MINUTES</p>	<p>The SEC voted to approve the 4/11/2011 minutes, with minor revisions.</p>	<p><i>Herrick will post to the website.</i></p>
<p>OLD BUSINESS</p> <p>➤ AGENDA FOR MAY 4 SENATE</p>	<p>Documents for the May Senate meeting are due by Monday, 4/25. The agenda will be discussed and finalized at the pre-SEC meeting on 4/20 at 2:00 in HH 208. E-mail Kristin and Susan if the May agenda is missing any items so that we can address any discrepancies on Wednesday.</p> <p>SEC has also been working on a list of committee charges for 2011-12. There are three carryover items (1) fiscal officer policy/procedure and training standardizing throughout UHM; (2) evaluation of administrators; and (3) graduate student bill of rights. E-mail additional charges to Kristin and Susan. Committee charges are put together to ensure predictability and transparency.</p> <p>CAPP and CORGE will divide review of new program proposals as they arise each semester for</p>	

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	<p>undergraduate and graduate programs respectively.</p> <p>CAB's proposal to change the bylaws to account for Senate attendance was suggested as an addition to the May agenda. CAB's attendance proposal must be voted on at the Congress immediately following the two meetings at which it is introduced. Since the Senate failed to reach quorum in February, this item could not be read in time for Congress.</p> <p>Senator Manini explained that CAB has been working on other items that are not listed as standing committee charges and are also not on the May agenda. These include (1) executive salaries in relation to faculty salaries and a proposal to cap executive salaries; (2) executive coaching – in which at least one Dean has allegedly paid 20K in University funds for an executive coach; and (3) increasing native Hawaiian faculty at UHM. Manini was unsure about whether CAB could provide formal reports on any of these issues by the end of the semester. SEC was unaware that CAB was working of these issues.</p> <p>Hippensteele suggested that next year's SEC may produce its own initiative to increase native Hawaiian faculty. Vice Chair Duffy has a proposal that any department with one native Hawaiian as one of the two top candidates be allowed to hire both the native Hawaiian and the second top candidate – but that the department would not be allowed to retain the position if the Native Hawaiian departed. One Senator noted that it may be difficult to track native Hawaiian faculty.</p> <p>At the end of every year, the Chairs of all the committees must submit a final committee report.</p> <p>The SEC briefly discussed the strategic planning process. Hippensteele explained that it does not make sense to come up with new initiatives for the next year since we do not yet have base-line data to gauge progress on these initiatives. We will be collecting benchmark data this summer. While these initiatives were chosen by the Chancellor, the SP committee is supposed to make specific initiative recommendations.</p> <p>One Senator noted that Kualii Council of Native Hawaiians sent a proposal asking the President to fire the UHM-Chancellor.</p>	<p><i>Herrick will add CAB's attendance item to the May agenda.</i></p> <p><i>Hippensteele will request final committee reports from committee chairs.</i></p>
<p>NEW BUSINESS</p> <p>➤ STANDING COMMITTEE COMPOSITION</p>	<p>The SEC was provided with a committee population spreadsheet that lists all new and returning senators, current committee assignment and attendance information, and standing committee preferences for 2011-12.</p> <p>Chair Hippensteele also provided the group with a proposed standing committee composition that was to be used as a starting point for discussion. Hippensteele explained that the numbers in parentheses show whether the committee was listed as the individual's first, second or third choice, while "n/a" means that either no choice was given or that three choices were not provided.</p> <p>In compiling the committees, Hippensteele explained the importance of maintaining a certain number of returning members, but also accommodating newcomers. This is especially true with CAB since most Senators indicated CAB as their first choice. CAPP is also difficult to populate because CAPP needs people with Senate and instructional experience, and members must represent a wide-range of constituencies. Many</p>	<p><i>Senators will continue to review the committee assignments in anticipation of resuming the discussion at the 4/25 SEC meeting.</i></p>

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	<p>CAPP members are rotating off the Senate this year. COA must be constituted to ensure that participants represent the interests of the faculty and not the athletics department, and with the consideration that COA will deal with budget issues next year.</p> <p>The SEC discussed the 2011-12 committee assignments in detail, and modified the proposed standing committee list accordingly. The process will continue at the next meeting.</p> <p>SEC also discussed the need to appoint a new Faculty Athletics Representative – since the current representative’s five-year term ended in 2010.</p>	<p><i>Hippensteele will contact Chancellor to discuss FAR appointment.</i></p>
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. Gen Ed: Gen Ed discussed the high-fail class issue and approved classes. They did not talk about common course numbering, although GEC Chair has the language that came from ACCFSC for review. SEC must report back to ACCFSC on common course numbering by May 23. 2. CFS: CFS has completed its charges for this semester, but has not yet submitted a final committee report. As a clarification, the list of alternates included in the election results is sorted in the order in which they should be contacted. – with the first runner up on the top. 3. COA: On May 4, COA will provide reports on its remaining charges including: NCAA re-certification, role of athletics, student athletics fee, and complimentary ticket policy. It is unclear whether these will come in the form of motions, reports, or resolutions. 4. MAC: MAC did not meet this week. 5. CAPP: CAPP has finished its charges for the year. 	<p><i>Senator Kame`eleihiwa will make sure GEC reviews the common course numbering issue by May 4</i></p> <p><i>Senator Rayner will make sure COA provides motions/reports for May 4.</i></p>
ADJOURNMENT	Meeting adjourned at 5:15 pm.	