

SEC minutes of May 9, 2011
Approved on May 16, 2011

FACULTY SENATE
EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: May 9, 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	X			VCRGE Ostrander	
Shirley Daniel	X	Ian Pagano	X			VCAA Dasenbrock	
Halina Zaleski	X	Richard Nettell	X			VCSA Hernandez	
Lilikala Kame'eleihiwa	X					VCAFO Cutshaw	
Martin Rayner	X						
Bob Cooney	X						
Rosanne Harrigan	L						

SUBJECT	DISCUSSION	ACTION
CALL TO ORDER	Chair Hippensteele called the meeting to order at 3:05 in Hawaii Hall 208. Halina Zaleski was asked to serve as Acting Secretary.	
ANNOUNCEMENTS	The WAC Outdoor Track and Field Championship is being held May 10-13, 2011, at the Clarence T.C. Ching Athletic Complex.	
CHAIR'S REPORT	<p><u>WASC</u></p> <p>The WASC report has been received and is being reviewed by the Chancellor before public release. Apparently there are some misunderstandings and inconsistencies in the report.</p> <p>Strategic Plan</p> <p>Reed Dasenbrock and Cathy Kutshaw will co-chair the strategic plan committee, which is charged with establishing templates for reporting data relative to benchmarks. Some data is available through kualii, other baseline data will need to be collected over the summer from department chairs, deans, and VCs. The committee members remain to be appointed. A call for volunteers will be broadly disseminated.</p>	

SUBJECT	DISCUSSION	ACTION
MINUTES	The 4/25/2011 minutes were amended to show a Federal Register date in 2010, not 2011. The SEC voted to approve the 5/2/2011 minutes as revised.	<i>KH will post the minutes to the web.</i>
COMMITTEES ➤ 2011-12 STANDING COMMITTEES	<p>The timing and process for appointment of standing committee members was discussed. The new SEC members officially start on June 1, and the new SEC is responsible for appointing standing committee members. On the other hand, it is difficult for committees to start work in a timely manner in the fall unless senators know before summer on which committees they will serve. According to the bylaws, committees should be set up and should elect chairs preferably by June 15, and definitely by September 15. In the past, committee assignments were made in late summer. In order to be able to act in a timely manner, the SEC has invited the incoming members to its meetings starting April 25, 2011. This will also provide a longer transition period to better prepare the incoming SEC members for the challenges they will face. The current SEC chair term ends on August 31, and the new officers take over on September 1. A bylaw change to improve timing should be considered.</p> <p>The standing committee appointment list is provisional, but will allow senators to be informed this week of their committee assignments and enable scheduling of the first committee meetings early in the fall.</p> <p>Committee assignments have not always worked well. Those making the assignments do not always know the people being assigned, the skill sets they bring, and how effectively they can work together. While it is important to consider senator preferences, it may not be possible to meet committee requirements on this basis. As well as considering senator preferences, committee memberships should be staggered to provide some institutional memory. Committee holdovers now range from one to four members. Another consideration is balancing units, so that committees have reasonably broad representation. Senate bylaws and resolutions require specific representation on some committees. Senators can request to change committee, for example if their schedules conflict with the committee meeting schedule. The new SEC can revisit committee assignments in September if needed.</p> <p>Some senate committees have worked more effectively than others. Changing committee membership may not resolve problems. Good communication between the SEC and committees is essential to developing a common understanding. Committee meetings that conflict with SEC meetings can make the role of liaison difficult and complicate communication. The SEC is responsible for assigning charges to committees. The committees can initiate action by referring issues to the SEC. Not all charges match the committee responsibilities as listed in the bylaws, but important faculty governance issues that arise must still be addressed.</p> <p>The draft standing committee list was reviewed, and some changes were made based on the discussion.</p>	<i>SH will draft an announcement that KH will use to inform senators of their committee assignments. KH will set up a doodle for each committee to schedule fall meetings.</i>
COMMITTEES ➤ 2011-12 MAC	MAC appointments were made, ensuring representation from each of the colleges of Arts & Sciences, and from five professional schools.	<i>Hippensteele will contact appointees.</i>
COMMITTEES ➤ 2011-12 CORGE	CORGE needs graduate chairs from constituencies 2, 3, 7 and 8. Pat Cooper has provided a list of current graduate chairs.	<i>Pagano will solicit graduate chairs.</i>

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SEC ELECTIONS	David Duffy was unanimously confirmed as the incoming SEC chair by incoming SEC members. Elections of other SEC officers will be held once the incoming SEC is seated. The new SEC will also need to identify liaisons to the various committees. Liaisons are rotated every year so they maintain independence and do not develop a history with a particular committee.	
NEW BUSINESS ➤ BYLAWS	The Senate bylaws should be reviewed and revised. Questions to consider include: 1. CORGE : Expanding COR to become CORGE 2. MAC : Adding MAC as a standing committee 3. Inconsistencies : These should be corrected. 4. Voting : Electronic voting should be considered for the senate	
NEW BUSINESS ➤ SEC VOTING	SEC decisions are normally made by consensus. The SEC does not take positions on issues before it, but represents the decisions made by the senate. Working by consensus avoids lobbying of individual SEC members, and makes the SEC cohesive. In those cases, such as elections, where a vote is required, only the result is reported.	
NEW BUSINESS ➤ COMMITTEE REPORTS	1. CAB : The marine center draft should be sent out for wider discussion by faculty. This should be coordinated with CORGE. It is appropriate to ask UHARI to forward it to faculty. It should not be sent to deans or directors before it has been approved by the Senate.	<i>Liaison will talk to CAB</i>
ADJOURNMENT	Meeting adjourned at 5:35 pm.	