

EXECUTIVE COMMITTEE
Meeting Minutes**MEETING DATE** October 14, 2019**MEETING TIME** 2:00 PM - 4:30 PM**LOCATION** Hawaii Hall 208**Attendance****Members**

Name	Role	Attendance
Tom Conway	Chair	Present
Paul McKimmy	Vice-Chair	Present
Jim Potemra	SEC Secretary	Present
Ann Sakaguchi	MFS Secretary	Present
Carolyn Stephensen	Member	Present
Jennifer Griswold	Member	Present
Truc Nguyen	Member	Present
John Kinder	Staff	Present

Guests

Name	Role	Time
None		

MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by Chair Conway at 2:02 PM.
Review of Minutes	<ol style="list-style-type: none"> 1. The minutes of the 10/7/19 Senate Executive Committee were circulated electronically. 	<ol style="list-style-type: none"> 1. C. Stephensen made a motion to defer approval of minutes until there was more time to review. A. Sakaguchi seconded and it passed 6 for and 0 against..
Chair's Report	<ol style="list-style-type: none"> 1. Follow-up on WASC Reaffirmation Review meeting 2. Follow-up on MFS Leadership Retreat 3. Review upcoming SEC Guest visits; there was discussion about keeping lines of communication open between President Lassner/Provost Bruno and the SEC, however if there are no pressing issues for one or the other they can be “released” from meeting. It was also agreed to try and stick to discussion topics agreed to by the SEC before the guests arrive. Finally, it was decided to try and get iVCAFO Sandy French to the Oct 28th meeting. 4. Discussion on UHM-Senator listserv 5. Chair Conway will be unavailable for the next SEC meeting. P. McKimmy will be the acting Chair. 	<ol style="list-style-type: none"> 1. No action. 2. No action. 3. Noaction. 4. No action. 5. No action..
Action Items	<ol style="list-style-type: none"> 1. CFS recommendations from Oct 9, 2019; motions to recommend were all unanimous by CFS members <ol style="list-style-type: none"> a. Kevin Nute (Arch) recommended to serve on COR. b. Sarah Yuen (CTAHR) recommended for confirmation as MFS Senator for the remaining term (2019-21). c. Mike Nassir (Physics and Astronomy) recommended for non-senator seat on GEC, 2019-2022. d. Faculty member recommended to be forwarded to VP Syrmos for Ethics Committee Co-Chair for a 1-year term. e. Three (3) faculty members recommended to be confirmed for nomination to be forwarded to VP Syrmos for Ethics Committee for a 3-year term. 	<ol style="list-style-type: none"> 1. P. McKimney made a motion to accept items a, b, c, f and g; A. Sakaguchi seconded and it passed 6-0. 2. The SEC asked CFS liaison T. Nguyen to get clarification as to eligibility of pre-tenured faculty to serve on the ethics committee (items d and e)

	<p>f. Mark Wright (Entomology) recommended for a 3-year term on the Council on Study Abroad.</p> <p>g. Veronica Bindi (Physics) recommended for a 3-year term on the Council on Study Abroad.</p>	
Guest(s)	1. None.	
Committee Reports	<p>1. CAB (AS) – No report. Meeting on 10/11/19 was canceled.</p> <p>2. CAPP (CS) – Met October 9 with Hae Okimoto, Director of Academic Technologies, on Course Evaluation System. Hae agreed to change wording of announcement to students, and to send to faculty. She expressed concern that Manoa has one-week response period while other system institutions continue with two-week response period. She indicated that CES is supposed to be distributed to all classes, even small ones, and that Manoa would need to address this question to Lassner and Bruno. She provided data on Spring 2019 response rates and agreed to send to CAPP each semester in the future. Questions were raised on security of data and on bias of course evaluations.</p> <p>CAPP is awaiting Chair Sorensen’s request to Grad Council for most recent copy of proposal for Grad Cert in Sustainability and Resilience Education and questions and responses to proposer from Grad Council spring meeting.</p> <p>Committee was set up for initial review of Public Policy Undergraduate Program proposal.</p> <p>3. CFS (TN) – Next meeting is Oct 23. CFS respectfully makes the following requests of the SEC to support the CFS in its work to engender service participation by faculty.</p> <p>a. Consideration of doing the call for non-Senator 3-year positions for Permanent Committees of the MFS in February-March with a followup 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 GenEd Boards.</p> <p>b. Consideration that once the general call for service for non-Senator 3-year positions go out</p>	<p>1. No action was taken.</p> <p>2. No action was taken.</p> <p>3. J. Potemra made a motion to support these, noting that the the last two are simply internal reminders to the CFS itself. J. Griswold seconded and it passed 5-0.</p>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>4. COA (JG) – Went on a tour of the Nagatani Center and Athletics Facilities. Next meeting is Nov 7, 12-1 p.m.</p> <p>5. COR (JP) – COR met on Tuesday Oct 1 with invited guest iVCR Velma Kameoka who reviewed the re-org plan and other generalities regarding the research endeavor. There was also discussion about changing the Tenure and Promotion procedures for MFA degrees; this was recommended to CPM.</p> <p>6. CPM (TN) – No report. Next meeting is Oct 18.</p> <p>7. CSA (JG) – Met with Landon Li, ASUH President. Scheduled Roxie Shabazz for the next meeting on Nov 1st from 2:15-3:15 p.m.</p>	<p>4. No action was taken.</p> <p>5. No action was taken.</p> <p>6. No action was taken.</p> <p>7. No action was taken.</p>
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	<p>8. GEC (CS) – October 9 meeting began with Chair’s listing of “ground rules.” W and O Boards reported they had started looking at proposals for S2020, others not yet. Composition of Working Groups on Curriculum, Assessment, and Governance was announced. Survey sent last spring to Academic Advisors, and 40 replies, shared with GEC. GEC voted to accept two non-GEC volunteers for Diversification subcommittee. Motion passed unanimously to allow proposals by single instructors as part of proposed course-based focus and GEC changed the content of resolution submitted previously for 10/16 Faculty Senate meeting.</p> <p>9. CEE (PM) – No report. Next meeting is November 12.</p> <p>10. UHPA (AS) – No report. Next UHPA Faculty Forum will be on 10/19/19.</p> <p>11. WASC (CS) – No report. Next meetings Oct. 14 both 12:15 p.m. and then 3 to 4 p.m.</p> <p>12. Educational Excellence Committee (CS) – October 14 met with Ron Cambra (Undergrad Ed) and Stephanie Kraft-Terry (Interim Dir. of Advising for Natural Sciences) to discuss what issues might go into Undergraduate Education and whether academic advising belongs in EdEx or in Student Success.</p> <p>13. Equity, Climate and Conflict Resolution Committee (JG) – Committee members filled out Doodle poll to schedule next meeting sometime between Nov 7-Nov 15. No date announced yet.</p> <p>14. Enrollment Management Committee (TC/BP) – Statement and organizational charts completed and discussed at Oct. 4 meeting.</p> <p>15. Student Success Committee (PM) – No report.</p> <p>16. Research, Scholarship and Graduate Studies Committee (JP/TN) –No report. Drafts emailed and asked for 6- day turnaround. Jim asked for extension and entire committee now will respond by Oct 21.</p>	<p>8. No action was taken.</p> <p>9. No action was taken.</p> <p>10. No action was taken.</p> <p>11. No action was taken.</p> <p>12. No action was taken.</p> <p>13. No action was taken.</p> <p>14. No action was taken.</p> <p>15. No action was taken.</p> <p>16. No action was taken</p>
Unfinished Business	<p>1. None</p>	

Business	<ol style="list-style-type: none"> 1. Upcoming MFS meeting and Congress. The meeting will start with T. Nguyen giving an overview of Robert's Rules to orient new (and returning) senators. We will then move to resolutions. A. Sakaguchi asked whether the SEC will present a BOR testimony about the CAB resolution on Campus Services that will be presented at the 10/16 UHMFS meeting. It was decided to wait to inform the BOR until after the SEC votes, and thus align with ASUH and GSO and present in a more unified way to the BOR. 2. WASC reaffirmation review 3. GEC Reports. It was suggested to post a google sheet wherein SEC members can enter their thoughts/notes on these reports for discussion at the next SEC meeting. 4. Next week's agenda item. 	<ol style="list-style-type: none"> 1. No action. 2. No action. 3. Reviewed, deferred to 10/21/19; J. Kinder will setup google sheet. 4. No action.
Adjournment	The next meeting of the Senate Executive Committee will be on October 21, 2019.	P. McKimmey made a motion to adjourn; seconded by J. Potemra. Meeting adjourned at 4:45 PM.

Respectfully submitted by Jim Potemra, SEC Secretary
 Approved unanimously on October 21, 2019.