

COMMITTEE ON PROFESSIONAL MATTERS

Meeting Minutes

MEETING DATE 9/7/22
MEETING TIME 3:00 PM - 4:00 PM
LOCATION Zoom

Attendance

Members

Name	Role	Attendance
Amy Hubbard	Member	No
Kristiana Kahakauwila	Member	Yes
Shannon Sand	Member	No
Shiv Sharma	Member	Joined @ 3:24 pm
William Siegman	Member	Yes
Richard Wallsgrove	Member	Yes
David Flynn	SEC liaison	Yes

Guests

Name	Role	Time
None		

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Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	Called to order at 3:07 by Chair Kahakauwila	
Review of Minutes	Approval of minutes for prior CPM meetings: 3.29.2022 4.26.2022 8.24.2022	All three outstanding minutes approved by unanimous consent of CPM members present, with one correction to 8.24.22 minutes. (Action taken at approximately 3:30 pm)
Chair's Report	<ol style="list-style-type: none"> 1. Report from SEC liaison Flynn: <ol style="list-style-type: none"> a. Described process for receiving SEC updates, and clarified that CPM items for Faculty Senate meeting must be presented to SEC two SEC meetings before Faculty Senate meeting. b. Reported that Committee on Faculty Service will be reviewing minimum membership requirements for standing senate committees. 2. Chair Kahakauwila described the mandate of CPM and recent CPM activities/questions: <ol style="list-style-type: none"> a. Process for emeriti status (passed May 11, 2022), but with unresolved questions about adopting a non-gender-binary designation. b. Questions about overlap between CPM duties and UHPA obligations. c. Questions about the use of online submission for tenure/promotion documents. 	<ol style="list-style-type: none"> 1.
Guest(s)	1. None	
Unfinished Business	1. None	
Business	-	
New Business	1. Discussion of potential CPM inquiry into UH policy on responding to requests for faculty information (emails etc.).	1a. Chair to look into process for inquiry (e.g. hearing from ITS on how information requests are handled;

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		hearing from faculty members who have been subject to information requests, etc.). 1b. Secretary Wallsgrove to prepare short memo summarizing relevant portions of Uniform Information Practices Act, UH policy, UHPA collective bargaining provisions, etc. advance of 10/5/22 CPM meeting.
Adjournment	Next CPM meeting 10/5/22 at 3 PM.	1. Adjourned at 3:43 pm.

Respectfully submitted by Richard Wallsgrove

Approved unanimously on October 5, 2022.