

SEC minutes of May 16, 2011
Approved on May 23, 2011

FACULTY SENATE
EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: May 16, 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 | E | Ian Pagano | X | | | VCAA Dasenbrock | |
| Halina Zaleski | X | Richard Nettell | E | | | VCSA Hernandez | |
| Lilikala Kame'eleihiwa | E | | | | | VCAFO Cutshaw | |
| Martin Rayner | X | | | | | | |
| Bob Cooney | X | | | | | | |
| Rosanne Harrigan | L | | | | | | |

| SUBJECT | DISCUSSION | ACTION |
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| CALL TO ORDER | Chair Hippensteele called the meeting to order at 3:05 in Hawaii Hall 208. | |
| ANNOUNCEMENTS | No announcements. | |
| CHAIR'S REPORT | <p><u>ACCFSC</u> Shirley Daniel has been appointed to the kualii committee.</p> <p>New federal requirements were discussed for credit hour equivalents (grace period to 2013) and distance education (grace period to 2014). UH Manoa credit hour requirements were originally based on Carnegie standards and should in general meet the federal standard, but are not strictly enforced. It will be more difficult for the community colleges to meet the credit hour requirement. A UH System policy is needed. The UH System is addressing the distance education requirements.</p> <p>ACCFSC is planning a retreat on Aug. 19 to gain cohesion and focus so they can be more proactive. They will review their role, set their agenda, and identify projects for collaboration. One proposed project is a system-wide</p> | |

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| | generated/focus committee to improve coordination. The ACCFSC will elect co-chairs. | |
| ADMIN REPORT | SEC members were provided with updated committee information in their folders. The Student Activity Program Fee Board (SAPFB) has its own process for selection of members, but will inform the SEC as to which faculty will serve on the Board. | |
| MINUTES | The SEC voted to approve the 5/9/2011 minutes as revised. | <i>KH will post the minutes to the web.</i> |
| COMMITTEE COMPOSITION | <p><u>CORGE and Graduate Council</u> CORGE representatives to the Graduate Council were selected with consideration for the need to have diverse areas represented on the Council. CORGE also needs representation from diverse areas; representation is needed from Languages, Linguistics and Literatures, from Business, TIM and Law, and from Engineering and Architecture. CFS sent a call to current graduate chairs. CFS will contact department chairs, who can also contact former graduate chairs. (get list from Krystyna Aune - SH)</p> <p><u>GEC and MAC</u> The Vice-Chairs from last year are the new GEC and MAC Chairs. Vice-Chairs for these committees need to be in the first year of their Senate term, so that they can move into the role of Chair in the following year. Senators were identified to serve on these committees. It is important to have effective communication between each committee and the SEC via the chair and liaison.</p> <p><u>Representation on Manoa Committees</u> The SEC appoints faculty representatives to a variety of committees. The appointment periods are available on the web and should be checked each year in March. Faculty representatives should be asked for reports each semester, and issues, such as Enrollment Planning, that may need to come before the Senate should be identified.</p> | <p><i>KH will get a list of department chairs from Krystyna Aune.</i></p> <p><i>CFS will contact department chairs to identify volunteers for CORGE.</i></p> <p><i>Hippensteele will contact appointees.</i></p> |
| NEW BUSINESS ➤ SEC LIAISONS | <p><u>Committee liaison duties</u></p> <ul style="list-style-type: none"> • Provide reports to the SEC following each committee meeting • Address information needs through the SEC as needed • Report from the SEC to the committee to provide a context for the committee's work • Help in forming working groups as needed for joint issues <p>Monitor deadlines and progress in order to spread out action items over Senate meetings and to meet administrative deadlines. Last year the Senate addressed governance and process; administration needs to consult, and the Senate needs to be responsive. While due dates can be set by administrative needs, they can be negotiated if necessary.</p> <ul style="list-style-type: none"> • Communicate charges to committees, and gather charges from committees • Communicate process regarding use of motions, resolutions, and monthly reports. Resolutions are sent via the administration to the BOR, while motions go to the Chancellor and appropriate administrator. | <i>KH will communicate liaison assignments..</i> |

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| | <p><u>Committee liaison selection</u> Committee liaison assignments are rotated every year to ensure that the liaison remains a communicator rather than a committee leader. There are so many committees that some SEC members get two. Working group assignments develop from committee assignments.</p> <ul style="list-style-type: none"> • Lilikala Kame`eleihiwa - CORGE • Bonnyjean Manini - CAPP • Ian Pagano - CFS, MAC • Bob Cooney - CPM • Tom Conway - CAB • David Duffy - GenEd • Richard Nettell - CSA, COA | |
| <p>NEW BUSINESS ➤ COMMITTEE CHARGES</p> | <p>Committee charges are a work in progress and need to be periodically reviewed and updated as issues arise that need to be addressed. Issues can be generated by either the Senate or Administration. At this point no major issues are expected over the summer.</p> <p><u>Library reorganization</u> A proposal is being developed. Based on discussion with administration this will come to the Senate early in the fall, and is expected to be on the agenda for the October Senate meeting.</p> <p><u>Facilities</u> Discussions have been held with VCAFO Kathy and VCRGE Gary to develop an alternate review process for major changes to facilities that includes faculty consultation. A rough proposal was outlined, but further work is needed on process. Consultation does not guarantee a result. The process should address when consultation is needed and when there is sufficient impact on teaching and research to trigger consultation. The process should specify handling of emergencies, such as Gartley, and taking buildings off-line as proposed for Kuykendall. The process should include bringing a proposal before the Senate. Both closing and opening of buildings can affect faculty work. New facilities are part of campus master planning, which should be tied to the strategic plan. The Manoa master plan is very long-term, and is available on the VCAFO website. The master plan is followed closely. Senate consultation can be effective on long-term plans.</p> <p><u>Kewalo and PBRC</u> PBRC is on the BOR agenda for this week. The Kewalo issue arose during BOR discussion of PBRC, but administration has decoupled Kewalo from PBRC. The marine centers report when finished will provide a valuable reference point and information for discussion of Kewalo.</p> <p><u>TPRC make-up</u> Administration has suggested having a single TPRC rather than multiple TPRCs, but has not made a formal proposal. Some institutions have departmental DPCs, followed by college-level TPRCs and a single university</p> | <p><i>SEC members will review the draft list of committee charges and suggest changes and additions.</i></p> |

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| | <p>TPRC. VCAA Dasenbrock has suggested a single TPRC to CPM. Meda Chesney-Lind has background on this from her work in the VCRGE's office. The broader issue includes the integrity of the entire process, including non-renewal of contracts. Departments should understand that contract renewal includes an assumption of future worth. Currently faculty have no role in the appointment of TPRCs. Faculty normally elect DPCs, but in some cases members are appointed, particularly if members are needed from outside the department. This may not be in accord with the faculty contract.</p> <p><u>Hooding of graduate students before defense</u> Since summer graduation has been discontinued, students graduating in summer can march in the spring. There is no guarantee that undergraduates have completed all requirements because commencement is held before final grades are entered. Do we need a different policy for graduate students, perhaps deferring the decision to the graduate committee? Sometimes special circumstances interfere with the timing of the defense, although the committee is confident that the student will successfully defend. There may also be controversial cases where the graduate chair will not sign the form; an appeal process may be needed. There are also cases where departments ignore the deadlines set by the Graduate Division. In some cases there may be a long gap between the defense and submission of the thesis or dissertation. This issue is referred to CORGE and CSA.</p> <p><u>Undergrad degree plan template</u> Four year templates have been developed for all undergraduate degrees, and are required by VCAA Dasenbrock for all new degree proposals. It is not clear to what extent the plans are feasible, which raises concerns regarding truth in advertising and obligations to students. These plans need to be coordinated with departments, not just advisers and chairs, and faculty should be made aware of them. The OVCAA is trying to create new sections for courses with long waiting lists. Some departments may need to prioritize course seats for majors. The plans may include summer classes, but no Pell grants are available for summer, so the cost rests entirely on the students. Students who are not prepared for key prerequisite courses, such as Math 140 or Chem 161, may not be able to graduate in four years.</p> <p><u>Course advertising</u> Some courses are being advertised in Ka Leo. The cost ranges from \$30 to \$1500 per ad depending on size. Is this a good use of funds that could otherwise be available for other uses, such as scholarships? Gfunds should not be used for this.</p> <p><u>Faculty classification</u> A lead committee should be designated.</p> <p><u>Student Athletic Fee</u> Administration took the Student Athletic Fee to the BOR, where students opposed it. Administration was required to negotiate a benefits package with a student working group, but this package has not been finalized in the negotiations. The free game entry benefit is just one item in the package. To what extent are students using the free game benefit? Students have complained about being seated in the nosebleed section and behind the scoreboard.</p> | |

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| | How are the funds used by Athletics? The process and benefits package need to be addressed. <u>Student Learning Objectives</u> SLOs should be objectives rather than outcomes according to a Senate resolution. | |
| NEW BUSINESS ➤ SENATE TASK SCHEDULE | A list of SEC and Senate tasks that must be addressed at particular times has been developed so that these can be planned and completed in a timely manner. Some institutional memory was lost when the secretary retired, and this is being recreated. | <i>SEC members will review the task list and suggest changes. SH will provide items to KH.</i> |
| ADJOURNMENT | Meeting adjourned at 5:15 pm. | |