



COMMITTEE ON PROFESSIONAL MATTERS

MEETING MINUTES

MEETING DATE: **October 9, 2013**  
LOCATION: Hawai'i Hall Room 208  
ATTENDANCE: **[P = Present; A = Absent; E = Excused]**

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
KALLIANPUR, Kalpana	P	STEVENS, Duane	P	VARGO, Stephen	P	<b>Beverly A McCreary</b> Assistant Vice Chancellor for Academic Personnel	
MAYNARD, Ashley	P	SZYMCZAK, Victoria	P	VINCENT, Doug	P		
MOCZ, Gabor	P	TALLQUIST, Michelle	P	WIECZOREK, Anna	E		
SHOULTZ, Janice	P	TAM, Elizabeth					

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	The meeting was called to order at approximately 2:00 pm on Wednesday October 9, 2013.	Ashley Maynard
MINUTES	Minutes of September 13, 2013 were approved.	6 in favor, 1 abstain
	Brief discussion on e-voting if members cannot make the meeting.	Gabor Mocz
	Brief discussion to allow chair to vote on CPM matters.	Unanimously agreed.
	Bev McCreary came to address issue 2413, periodic review of faculty academic profiles. The Vice Chancellor would like to get input from the Faculty in preparation for upcoming contract negotiations with UHPA. She referred to her handout during discussion. The following were major discussion points: <ul style="list-style-type: none"><li>Deans would like to see the periodic review. Currently, review ends with department chair unless there is a Professional Development Plan in action.</li></ul>	Bev McCreary and full CPM



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MĀNOA FACULTY SENATE  
COMMITTEE ON PROFESSIONAL MATTERS (CPM)

	<ul style="list-style-type: none"><li>• Would like to create a procedure for faculty to undergo a review when there is no Department Chair or standing DPC</li><li>• Convening a “Mānoa faculty evaluation committee” when the faculty member does not agree with noted deficiencies in the review. Vice Chancellor’s office would like this committee to resemble the faculty advisory committee on academic freedom. This committee becomes involved when deficiencies are noted and the Dean agrees though the faculty member does not.</li><li>• Currently, if a post tenure professional development plan is in action, there is no way to end it even when it is successful. Would like to change the provision to either allow for continuation or conclude it utilizing article 27 of the collective bargaining agreement.</li><li>• Allow a faculty development committee to be engaged by the faculty member to have help from outside their unit to help develop a plan (useful when deficiencies are in field specific scholarship)</li></ul>	
	<p>Handling of Mail: Currently, there is no policy regarding handling mail at the University. We held discussion if this is a matter for the CPM and the faculty senate, or better left to administration. Vice Chancellor Cutshaw believe that the Deans should control their mailrooms.</p> <p>We decided that we needed clarification of our legal obligations concerning mail once it is delivered to the University. If the mail is delivered to our mailroom, is it still a federal violation to open someone’s mail?</p> <p>We have two recommendations:</p> <ol style="list-style-type: none"><li>1. Obtain a legal opinion from the General Counsel determining who is responsible for mail when it arrives at the university and if federal law still applies to tampering with the mail.</li><li>2. Send a reminder to the Mānoa system about mail abuse</li></ol>	<p>Ashley Maynard will try to get the opinion before the next meeting so that we can try and present it at the November Faculty Senate meeting.</p>



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ADJOURNMENT	The meeting was adjourned at approximately 4:00 pm	Ashley Maynard
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Respectfully submitted by Ashley Maynard.

Approved on November 6, 2013 with 6 votes in favor of approval and 0 against.