

**EXECUTIVE COMMITTEE  
MEETING MINUTES**

**MEETING DATE:** November 30, 2015 2:00 pm  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Bob Cooney - Chair	P	Bonnyjean Manini, arrived 2:15 pm.	P	Jeff Kuhn – excused at 5:15 pm.	P	AVCAA D. Halbert  CSDC Dir A. Tanouye and Spc. M Helfer	3:00 pm – 3:45 pm  3:45 pm – 4:45 pm
Marguerite Butler -Vice Chair, arrived 2:10 pm	P	Ashley Maynard-Excused at 5:10 pm	P				
Kelley Withy-Secretary	P	Sarita Rai, excused 6:10 pm	P	John Kinder-Staff	P		

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Cooney at 2:03 pm.
REVIEW OF MINUTES	1. The minutes of November 23, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by M. Butler to approve the minutes as amended; seconded by S. Rai. Passed unanimously.
CHAIR'S REPORT	1. Faculty Senate – Research Assistant departure 2. RCUH Vacation payout issues-researchers	1. Planning for a farewell lunch.

	<p>have been funding a vacation payout fund for years but this is actually not legal. More information needed.</p> <p>3. Reminder to senators to add to breakdown of shared governance listing.</p> <p>4. Archiving project will need flat bed scanner. J. Kinder has assessed and found appropriate portable scanner for \$358.</p>	<p>2. Refer RCUH vacation payout to COR.</p> <p>3. Action to defer to next SEC meeting.</p> <p>4. Motion by A. Maynard to purchase scanner for up to \$400; seconded by B. Manini. Passed unanimously.</p>
<b>ACTION ITEMS</b>	NA	
<b>ADDITIONS TO THE AGENDA</b>	NA	
<b>GUEST #1</b>	<p>AVCAA D. Halbert- Discussion points: Debbie works on student engagement and graduation rates; chairs classroom committee (\$1,000,000 a year for renovation); reports on low enrollment classes; pressure point report; centralized assignment of classes was created four years ago with a report to UHMFS after two years and D. Halbert is aware; discussion regarding concern for increasing use of lecturers pursued; discussion of value of small programs; how much accreditation driven assessment is the right amount? How do we make it meaningful? Do we have to assess non-degree granting programs? Would like unified effort to improve UH opinion in the legislature, the BOR and the community.</p>	<p>1. R. Cooney to request 2014-2015 data on % of undergraduate students taught by non-tenure track faculty by 100 level, 200 level, etc.</p>
<b>GUESTS #2</b>	<p>CSDC Dir A. Tanouye and Spc. M Helfer- Discussion Points:</p>	<p>1. No action is required at this time. SEC agreed a graduated request</p>

	<p>Invested in expanding behavioral health services for UH students. Have 6.5 G funded counselors. National recommendations are 1 counselor per 1000 to 1500 students, so CSDC has less than half of what they should have. Also have 4 post docs, 3 predocs, and 2 practicum staff. National standards indicate no more than 50% should be trainees. We have 3 part-time psychiatrists, which is almost enough.</p> <p>Three support staff only. We provide 12 free visits per year for students. Start of fall semester until today 469 new people resulting in 350 intake forms; 62 freshman, 50 sophomore; 72 juniors; 75 seniors; 81 graduate students.</p> <p>Average waitlist time is 8 business days. Wait for a non-urgent visit is one to two weeks. Nobody knows how many UH suicides per year.</p> <p>Counselor in residence program for 4,000 students has 5 in-house counselors, which is a gold standard across the country. Over 196 hours of individual therapy hours provided per week plus blue line and group. Asked about a death policy and it seems that every case is different so the families should be consulted. Discussion of how to inform UH population on death events. Perhaps offer obituary in campus newspaper. Perhaps start with faculty.</p>	<p>for 3 new psychologists and one staff is reasonable. Presence on homepage at the beginning of the semester is reasonable.</p>
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<b>COMMITTEE REPORTS</b>	<ol style="list-style-type: none"> <li>1. MAC-advanced degree institutional learning objectives discussed; needed by WASC.</li> <li>2. CAB- Kathy Cutshaw described spaghetti model with 2015 data. Subcommittee created on budget (D. Chin, A. Sakaguchi, M. Angelo, L. Kame'eleihiwa). K. Cutshaw reported that Chancellor has decided to go ahead with Snyder Prime, and it is up to system.</li> <li>3. CAPP-no report</li> <li>4. GEC-QR resolution expected in January</li> <li>5. COR-OTTED would like to come to SEC to present.</li> <li>6. COA-no report, new football coach hired.</li> <li>7. CPM-meeting this week RBV and Vasilis about conflict of interest.</li> <li>8. CFS-running a special election test.</li> <li>9. CSA-no report</li> <li>10. UHPA-survey results not currently available to faculty.</li> </ol>	<ol style="list-style-type: none"> <li>1. No action required.</li> <li>2. No action required.</li> <li>3. No action required.</li> <li>4. No action required.</li> <li>5. R. Cooney will discuss with OTTED coming in January.</li> <li>6. No action required.</li> <li>7. No action required</li> <li>8. No action required.</li> <li>9. No action required.</li> <li>10. R. Cooney to request survey results.</li> </ol>
<b>OLD BUSINESS</b>	<ol style="list-style-type: none"> <li>1. Review SEC Resolution on Academic Analytics.</li> </ol>	<ol style="list-style-type: none"> <li>1. Action deferred.</li> </ol>
<b>NEW BUSINESS</b>	<ol style="list-style-type: none"> <li>1. New University budget categories and deviation from IPEDs. Administrative categories lumped in with instructional faculty.</li> <li>2. Microbiology space needs memo sent to VP, Jan Gouveia.</li> </ol>	<ol style="list-style-type: none"> <li>1. When more information known may defer to CAB.</li> <li>2. R. Cooney to request input from Biology Department. SEC needs to continue to ask for improvement in the planning process and make it clear what needs to change to build faculty governance.</li> </ol>

	3. Mental Health Hui correspondence-Eight points memo. 4. Promotion of UH with bumper stickers. 5. Finalize senate agenda for December 9, 2015.	3. J. Kinder to be get feedback from A. Tanouye if the Hui allows it. 4. “Proud to teach at UH” as a possible promotional activity. 5. Motion by K. Withy to cancel 12/9 meeting, seconded by S. Rai. Passed Unanimously.
<b>ADJOURNMENT</b>	The next meeting of the Senate Executive Committee will be December 7, 2015 at IfA.	Motion to adjourn by K. Withy; seconded by B. Manini. All approved the motion. Meeting adjourned at 6:15 pm

Respectfully submitted by Kelley Withy, SEC Secretary.  
Approved unanimously on December 7, 2015