

Faculty Senate
Executive Committee
Meeting Minutes

Meeting Date: December 20, 2010

Attendance:

Susan Hippensteele (Chair)	E	Kristin Herrick, staff	X	Chancellor Hinshaw	Greg Takayama
Lilikala Kameeleihiwa	X	Martin Rayner	X	VCGRE Ostrander	
Shirley Daniel	X	Halina Zaleski	E	VCAA Dasenbrock	X
Rosanne Harrigan	X	David Duffy	X	VCSA Hernandez	

Subject	Discussion	Action/Strategy
Call to Order	The meeting was called to order by the Senate Vice Chair at 3 p.m. in St. John Hall Room 400.	
Chairs Report	<p>The Vice Chair reported that Chair Hippensteele is ill. The SEC wishes her a speedy recovery.</p> <p><u>M3.101 Applicability</u></p> <ul style="list-style-type: none"> The M3.101 applicability meeting with the Senate Chair and Vice Chair and the Vice Chancellors that was scheduled for last Thursday, 12/16 at 3:00pm was cancelled. The Vice Chancellors and the Senate Chair and VC have preliminarily discussed a working plan for determining when M3.101 applies. The Senate Chair and Vice Chair provided the Vice Chancellors with a preliminary working plan to define M3:101applicability. This informal plan suggested one possibility for determining when M3.101 applies to campus reorganizations. Specifically, the plan suggested that facilities personnel preliminarily review campus renovations. If the facilities personnel determine that the renovations will not substantially affect the faculty's ability to function, then it will not be considered an item for Senate approval and would be worked out with the faculty member and the Dean. There would also be a mechanism by which the Senate could appeal these decisions where they can show that the renovation will affect faculty The Vice Chancellors are concerned that every reorganization will need to go through M3.101, and that every reorganization will need to have Senate approval. 	<p>The Vice Chancellors are reviewing the SEC's preliminary working plan.</p> <p>Once the SEC receives the VC's feedback, it will create a formal proposal to define the procedure for determining M3.101 applicability and will submit it to the Senate for their review.</p>

Subject	Discussion	Action/Strategy
	<p>One concern is that Senators may not have the particular expertise necessary to make department-specific decisions.</p> <ul style="list-style-type: none"> • Likewise, the SEC is concerned that the Administrators will make renovation and reorganization decisions independently, without affording faculty a meaningful role in the decision making process. • The SEC discussed the importance of implementing a formal, transparent process by which campus structures are reviewed and assessed on a regular basis by formal standards. A standardized process for facility renovation decisions may prevent individuals from feeling that decisions are being made on a subjective basis, rather than by objective, University-wide standards. This process should be conducted on a regular basis, and should include every building on campus, not just those in need of renovation. The SEC also noted that it is especially important to release the objective facility standards and assessments results in order to create a more transparent system. • The SEC discussed the ongoing problems with facilities management and maintenance. After so many years of problems, some members of the SEC were uncomfortable with the proposal. The SEC expressed a desire to see the administration provide evidence of timely and systematic planning for facilities maintenance. There also should be a system whereby a point person for each building aggregates and monitors requests for facilities services in the building to ensure that problems are addressed in a timely manner. Additional discussions about the facilities planning process are in order to supplement the proposed process. 	
SEC/Admin Retreat	<p>VCAA Dasenbrock is unable to attend the SEC/Admin Retreat, but the SEC will hold the Retreat in his absence.</p> <p>SEC/Admin Retreat Agenda</p> <ol style="list-style-type: none"> 1. Benchmarking process for Strategic Plan <ul style="list-style-type: none"> • The SEC noted that benchmarking suggestions for the Strategic Plan will likely take up a large portion of the meeting. • It is also important to have the Committee Chairs interact with the Administrators, which they don't often have a chance to do. <p>Suggested additions to Agenda <i>(from December 13 SEC Meeting)</i></p> <ol style="list-style-type: none"> 1. Standing invitations for Administration to attend all Senate Committee Meetings. 2. Brainstorming about upcoming issues for Spring 2011 semester. 3. M3:101 Applicability 	<p>Chair Hippensteele will send these suggestions to the Chancellor to solicit her input on the agenda.</p>

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SEC/Admin Retreat	<p><u>Second Announcement</u></p> <ul style="list-style-type: none"> The SEC would like to send out a second notice for the ACCFSC Faculty Budget Workshop, and would like to encourage Senators to attend. VC Duffy will send the second announcement to UHARI (University of Hawaii Association of Research Investigators), and KH will send it to the Manoa Faculty Senate. <ul style="list-style-type: none"> <u>Subject line:</u> Faculty Budget Retreat 	VC Duffy and KH will send the second notice to Manoa Faculty Senators and UHARI.
Graduate Student Bill of Rights	<p>The SEC agrees that the expectations of Graduate Students are unclear and undefined, and that clarification is needed to protect Graduate Students.</p> <ul style="list-style-type: none"> <u>Example:</u> The Student Handbook contains language that is unclear – such as whether or not Graduate students have the right to only teach one class. One issue is that many graduate students get taken advantage of because they are only required to work 20 hours/week, and some professors provide them with more than 20 hours of work and do not pay overtime. Teaching multiple classes may require more than 20 hours of paid work. 	
VCAA Dasenbrock Meeting	<p>Overall the VCAA is pleased about the Senate's progress this semester, and has experienced success working with the Senate's Committees on the Faculty Fellowship Policy and 148 Credit Requirement, amongst other initiatives.</p> <p><u>International Reorganization</u></p> <ul style="list-style-type: none"> There are three units that specifically want to secede from "international:" (1) Study Abroad, (2) National Student Exchange, and (3) FSIS (Visas for visiting faculty). VCAA recommends the following: <ol style="list-style-type: none"> VCAA will support placement of Study Abroad under Ron Cambra. The VCAA will not support placement of Study Abroad under Krystyna Aune, because no degree seeking programs report to her. Placement next to honors makes sense. FSIS wants to move under Human Resources, but the Human Resources Director does not see this as a good fit. VCAA will submit a proposal that National Student Exchange should be reorganized and put under Ron Cambra, but expects disagreement. The SEC supports VCAA's proposal to announce that Study Abroad and National Student Exchange will likely be disaggregated from the "international" umbrella, but that FSIS will likely be consolidated under Ned in his dual role as the Assistant VC for International Programs. <p><u>Undergraduate Research Initiative</u></p> <ul style="list-style-type: none"> VCAA notes that there is a committee on Undergraduate Research, which is chaired by Terry Hunt and has Faculty Senate representation. VCAA is waiting on a proposal from the Committee. The SEC and VCAA agree that the proposal must increase research for all undergraduate programs, and not just Science programs. 	

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	<ul style="list-style-type: none"> VCAA also noted that changes to scholarship procedures at UH may also provide addition funding for this initiative. Specifically, donors will be able to contribute to specific international scholarships, not just to UHM general funds. <p><u>SEC/Admin Retreat & Strategic Planning</u></p> <ul style="list-style-type: none"> VCAA regrets that he is unable to attend the Admin/SEC Retreat – but will send Krystyna in his absence; VCAA believes that the SEC and the administration must come up with a proposal that explains how the strategic plan will be implemented: <ul style="list-style-type: none"> <u>Example:</u> how does the flowchart fits into position control and clusters. The SEC asked VCAA what his take was on the “winners/losers” perspective in light of Strategic Plan benchmarking procedures. <ul style="list-style-type: none"> VCAA noted that UHM has a very important role in the state because of its unique geographical location and that UHM needs to offer diverse programs and should not specialize to the point that would close these opportunities off to students. <p><u>Standing Committee Invitations</u></p> <ul style="list-style-type: none"> VCAA would support Standing Invitations for Administrators to attend committee meetings, and will attend CAPP meetings himself next semester. <p><u>VCAA’s Suggestions for next semester</u></p> <ul style="list-style-type: none"> Three main issues will need to be addressed during next semester: <ol style="list-style-type: none"> Accreditation visit in March; Position control/Cluster hiring Revenue Sharing. 	
Parking	VC Duffy provided the SEC with an update from the parking committee. Some issues discussed were the absence of parking for disabled individuals, improvement of the shuttle service, taxi service for faculty, and the actual numbers behind the parking office.	<p>VC Duffy will forward budget information from the parking meeting to the SEC.</p> <p>The parking issue should be added to the Spring committee Charges and forwarded to the Committee on Professional matters.</p>
SEC Meeting	The SEC canceled the 12/27 SEC Meeting. The SEC will meet against on 1/ 3.	
Adjournment	The meeting adjourned at 5:00 pm.	