

**EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: **December 5, 2016 2:00 pm**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Marguerite Butler -- Chair	P	Lilikalā Kame'eleihiwa arrived 2:22 pm	P			i-Chancellor David Lassner;	3:00 pm - 4:00 pm
						AVCAA Debora Halbert	4:00 pm - 5:00 pm
John Casken - Vice Chair	P	Christine Sorensen-Irvine -- excused 4:54 pm	P				
Kelley Withy -- SEC Secretary arrived 2:45 pm	P	Sarita Rai -- MFS Secretary	P	John Kinder -- Staff	P	Peter Mouginis-Mark	2:00 pm -

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Butler at 2:06 PM
REVIEW OF MINUTES	1. The minutes of the November 28, 2016 meetings had been circulated electronically before the meeting.	1. Motion to approve the 11/28/2016 minutes by J. Casken; seconded by L. Kame'eleihiwa. Passed unanimously.
CHAIRS REPORT	1. Resignation of Vilsoni Hereniko from the SEC. SEC acknowledged V. Hereniko's resignation from SEC. 2. 1:1 Meeting with VPA Risa Dickson. CES driven by Hae Okimoto from ITS and Wendy Pearson Program Officer from OVCAA. There are serious concerns. We are missing the academic	1. Call for thanking his service. 2. Meet with Risa Dickson and April Goodwin to clarify the purpose of CES.

	<p>component. Other issues discussed were: Faculty Handbook; living document and created by faculty. Navitas - is expected to bring 200 students a year. 70% of the tuition of the first year only will go to Navitas.</p> <p>3. Meeting with Michael Bruno regarding GE.</p> <p>Fundamental issue is that curriculum belongs to the faculty, voice of the faculty is the UHMFS. General Education was approved by the Senate. Assembling a task force to review the General Education is the purview of the faculty senate. SEC working to clarify relationship with GEO and GEC.</p> <p>4. Call for faculty info BOR presentation in Jan 2017.</p>	<p>3. SEC meeting with GEC.</p> <p>4. Invite approved. Will put on agenda for MFS.</p>
ACTION ITEMS	<p>1. CFS recommendation - senator committee reassignments.</p> <p>2. CFS certification - alternate SEC member.</p> <p>3. SEC Liaison appointments and reassignments.</p>	<p>1. a) Motion by J. Casken, second S. Rai to name Ming-Bao Yue for CPM. Passed unanimously. b) Motion by J. Casken, second S. Rai to name Robert Cooney for CAB. Passed unanimously.</p> <p>2. Confirmation of Peter Mouginis-Mark as SEC member.</p> <p>3. (a) Motion by S. Rai, seconded by L. Kame'eleihiwa to appoint J. Casken to CPM. Passed unanimously.</p>

	4. Confucius Institute / UHM Agreement (J. Casken)	<p>(b) Motion by S. Rai, seconded by L. Kame'eleihiwa to appoint P. Mouginis-Mark to CFS and CSA. Passed unanimously.</p> <p>4. CI research to continue.</p>
GUESTS	<p>Guest #1- Interim Chancellor D. Lassner (3:00 pm)</p> <p>Update on chancellor search-no timeline yet.</p> <p>Gen Ed review-will discuss with M. Bruno. Understands that UHMFS would like to create a task force to review Gen Ed.</p> <p>Compliance and Permitting-requests a list of activities that need appropriate contact person.</p> <p>Confucius Institute-questions provided regarding written agreement. Concern expressed regarding ability to use classroom space.</p> <p>Navitas and others-UH campuses requested to hire agents who enroll international students. No proposal has been received.</p> <p>Guest #2 AVCAA D. Halbert -</p> <ol style="list-style-type: none"> 1. CES-agrees that intent should be determined by Mānoa; committee was formed but SEC declined to place faculty senators on the committee; a number of faculty on committee; performed survey regarding course evaluation; compared what different departments used; created list of 14 draft questions. 2. Classroom policy-draft provided. Discussion of facilities and need to tie in to academic mission and maintain faculty involvement in space planning. 	<ol style="list-style-type: none"> 1. P. Mouginis-Mark to develop list of questions on whom to request compliance and permitting assistance from. SEC will review, consult CAB and COR and send to D. Lassner. 2. No action taken.

	3. GEO. Discussed that SEC never claimed Gen Ed was “broken”, SEC working to clarify roles, streamline workload. Asking GEC to focus on charges given in September. GEC does not need to establish task force, SEC can do that.	
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB (LK) – No report. 2. CAPP (CS) – Benchmarking Gen Ed from other schools; reviewing Biobibs; Reviewing academic grievance policy; meeting with AVCAA re: CES. 3. CFS (PMM) – See actions above. 4. COA (KW) – David Matlin attended and explained academic and fiscal status. Student athlete welfare discussed with D. Matlin. Concussion policy reviewed and comments to team doctor Dr. Inouye. Strategic plan adequate. M. Bruno faculty mentoring program being reviewed. COIA representative question brought up. 5. COR (MB) – No report. 6. CPM (JC) – No report. 7. CSA (PMM) – No report. 8. GEC (SR) – Doing literature review of what General Education should look like. 9. MAC (SR) – No report. 10. UHPA (CS) – No report. 	<ol style="list-style-type: none"> 1. No action taken. 2. No action taken. 3. No action taken. 4. Will recommend both faculty senator rep and FAR attend COIA. 5. No action taken. 6. No action taken. 7. No action taken. 8. No action taken. 9. No action taken. 10. No action taken.
OLD BUSINESS	1. Review CFS report - next steps	1. Deferred.
NEW BUSINESS	<ol style="list-style-type: none"> 1. 2017 COIA meeting representative discussion 2. Review 11/16 Senate draft minutes. 3. Prepare 12/14 Senate Agenda 4. Prepare 12/12 SEC Agenda 	<ol style="list-style-type: none"> 1. As above. 2. Reviewed. 3. Prepared. 4. Prepared.
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on December 12, 2016.	Motion to adjourn by J. Casken, seconded by S. Rai. All approved the motion. Meeting adjourned at 6:16 pm.

Respectfully submitted by Kelley Withy
Approved unanimously on December 12, 2016.