

**Committee on Faculty Service
Meeting Agenda**

Date: November 14, 2023

Time: 12:00 PM

Zoom link:

Attendance**Members**

Name	Role	Attendance
Marguerite Butler	Co-Chair	Present
Naiyi Fincham	Member	Excused
Lori Fulton	Secretary	Present
Richard Medina	Co-Chair	Present
Birendra Mishra	Member	Present
Wesley Palmer	Member	Excused
Liang Wang	Member	Present
Carolyn Stephenson	SEC liaison	Present
John Kinder	UHMFS Office	Excused

Guests

Name	Role	Time
None		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		Meeting was called to order by Medina at 12:01 PM.
Review of Minutes	1. Review of OCT 24 minutes	1. Butler moved to approve the minutes. Medina seconded. Minutes approved by unanimous consent.
Chair's Report	<ol style="list-style-type: none"> 1. Items from SEC - nothing relevant to report 2. STATUS: Call for Volunteers <ol style="list-style-type: none"> a. Academic Grievance Committee <ol style="list-style-type: none"> i. 5 vacancies ii. CFV sent to faculty congress on 11/9, response deadline 11/20. b. Student Conduct Appellate Board <ol style="list-style-type: none"> i. 2 vacancies ii. Received 2 letters of interest. Can review and approve on condition of not receiving any further interest or can recommend candidates on 11/28 meeting. Wait until after 11/20 to review. Question if we might pick from current alternates as well. Recommendation is for alternates of regular member. iii. CFV sent to faculty congress on 11/9, response deadline 11/20. c. GenEd <ol style="list-style-type: none"> i. 3 vacancies (2 Oral, 1 Writing) ii. Received 1 letter of interest (O-Board, 1yr) iii. CFV sent to faculty congress on 11/9, open until filled. iv. Reviewed and discussed the letter of interest that was received. Discussed role of Gen Ed Board Members. 	<ol style="list-style-type: none"> 2. c Medina made a motion to recommend Robert Lipske for the Writing Board for a 3-year term. Wang seconded. Motion approved by unanimous consent.

	<p>Experience required for Oral requirements is not clear from materials received. Could recommend for Writing and let Chair of Writing Board know a potential member is available.</p> <p>d. Graduate Tuition Waiver Committee</p> <p>i. 11/9: CFV sent to MFS, response deadline 11/13. (J. Kinder note to be removed: No senators reached out as a candidate by the deadline. Next steps?)</p> <p>ii. Discuss: further recruitment - suggestion to get a list of graduate chairs to compile a list of names for this committee and reach out to individuals directly; Discussion of different colleges/programs and waiver requests;</p>	<p>2d. Committee members will reach out to Department Chairs and Grad Chairs of their department/college and ask if interested in serving on this committee. Butler will seek further clarification from Sandy French and copy members on the message. Members can use the language in this linked Google Doc to create a message that can be used to reach out to Department and Graduate Chairs. Wang - Social Sciences; Medina - CALL; Butler - Life Sciences, SOEST, Hawaiian Studies; Mishra - CTAHR; Fulton - COE</p>
Action Items	<p>1. Review UHM faculty (survey) collecting voting results on the proposed Congress Charter & Senate Bylaws. 245 total votes verified with hawaii.edu email addresses. CFS copy of voting results with timestamp Snapshots of voting summary:</p> <p>Charter</p> <p>Bylaws 1</p> <p>Bylaws 2</p> <p>Bylaws 3</p>	<p>A. Motion by Medina; seconded by Fulton to approve the Proposed Amendment to the Charter which updates the language regarding titles for UHM administration with 242 votes (98.8%) in support; and 3 votes (1.2%) opposed. Amendment to Charter passes by unanimous consent.</p> <p>B. Motion by Butler; seconded by Mishra to approve the three remaining Proposed Amendments: to the Bylaws to change Article 1, Section 5 (Special Meetings): membership can call for special meetings with simple majority with 232 votes (94.7%) in support; and 13 votes (5.3%) opposed.</p>

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		<p>C. To change Article 4, Section 1.e. (Membership and Quorum) only allows senators on standing committees with 199 votes (81.2%) in support; and 46 votes (18.8%) opposed. Amendment to Bylaws passes.</p> <p>D. To change Article 4, Section 1.n (Duties of the Committee on Student Affairs) making student representatives to CSA non-voting with 234 votes (95.5%) in support; and 11 votes (4.5%) opposed. Amendment to Bylaws passes by unanimous consent.</p> <p>CFS Co-Chairs will send recommendations to the SEC on the above actions.</p>
Guest(s)	1. None	1. No action
Committee Reports	1. None	1. No action
Unfinished Business	1. Recommend appointments for senators elected in Fall 2023 special election.	1. No action
Business	1. None.	
Adjournment	The next meeting of the Committee on Faculty Service will be on date/time	Business concluded at 1:00 pm.

Respectfully submitted by Lori Fulton, Secretary
 Approved unanimously on November 28, 2023.