



UNIVERSITY
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COMMITTEE ON PROFESSIONAL MATTERS
MEETING MINUTES

MEETING DATE: September 12, 2018 **2:00 PM - 3:00 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Amy Brown	P	Brian Huffman, via polycom	P			None	
Katherine Davis	P	Noa Lincoln	A				
Jeff Goodwin	P	Pallav Pokhrel	P				
Jason Higa	P						
Derrick Higginbotham	P	Carolyn Stephenson, SEC liaison	P	John Kinder, Staff			

SUBJECT	DISCUSSION / INFORMATION		ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER			Meeting was called to order by SEC Liaison C. Stephenson at 2:00 PM.
REVIEW OF MINUTES	1. NA		1. NA
CHAIRS REPORT	1. Welcome and Introductions		1. Introductions were made..
UNFINISHED BUSINESS	1. NA		1. NA
BUSINESS	1. CPM Presentation Kickoff 2. CPM Officer Elections		1. Reviewed material and discussion by members. 2. J. Goodwin initially nominated as chair, but after discussion, CPM agreed to split Chair duties between semesters.



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	<p>Chair - Fall 2018 - Amy Brown elected unanimously. Chair - Spring 2019 - Jeff Goodwin nominated & elected unanimously. Vice Chair - Brian Huffman elected unanimously Secretary - Jason K. Higa elected unanimously</p>
<p>3. Review 2017-18 CLOSED CPM Issues:</p> <ul style="list-style-type: none"> - <i>Resolution to Encourage Collegial Behavior in the MFS</i> (withdrawn) - <i>Resolution to Make Recommendations for the Revised UH Procedures for Disclosing and Addressing Conflicts of Interest (AP 12.304)</i> [DOC] 	<p>3. Committee members reviewed closed issues. No motions to revisit were made.</p>
<p>4. Review 2018-19 OPEN CPM Issues:</p> <ul style="list-style-type: none"> - a) Draft Executive Policy EP X.XXX - Safety and Protection of Minors Policy. [DRAFT] - b) Discussion on Delegation of Departmental Chair Duties to Associate Professors 	<p>4.</p> <p>a). J. Goodwin updated that the Executive Policy is still drafted and CPM is waiting to hear back from VPs of Admin Academics & General Counsel.</p> <p>b) CPM to discuss issue at the October 3rd meeting</p>
<p>5. Approved Fall & Spring meeting schedules</p>	<p>5. Oct 3rd 4:00PM - 5:00PM Nov 28th 4:00PM - 5:00PM Dec 5th 4:00PM - 5:00PM Jan 9th 4:00PM - 5:00PM Feb 6th 4:00PM - 5:00PM Mar 6th 4:00PM - 5:00PM Apr 3rd 4:00PM - 5:00PM May 1st 4:00PM - 5:00PM</p>



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ADJOURNMENT		Motion to adjourn by A. Brown; seconded unanimously. The meeting adjourned at 2:50 pm.

Respectfully submitted by Jason Kenji Higa, Secretary.

Approved on October 31, 2018 with 6 votes in favor of approval and 0 against.