

**FACULTY SENATE**  
EXECUTIVE COMMITTEE  
MEETING MINUTES

**MEETING DATE:** February 28, 2011

**ATTENDANCE:**

Susan Hippensteele (Chair)	X	Martin Rayner	X	Kristin Herrick, Staff	X	Chancellor Hinshaw	Greg Takayama
Lilikala Kame`eleihiwa	X	Halina Zaleski	X			VCRGE Ostrander	
Shirley Daniel	X	David Duffy	X			VCAA Dasenbrock	X
Rosanne Harrigan	L	Bob Cooney	X			VCSA Hernandez	
						VCAFO Cutshaw	

SUBJECT	DISCUSSION	ACTION/STRATEGY
CALL TO ORDER	Chair Hippensteele called the meeting to order at 3:05 pm in Hawaii Hall 208.	
ANNOUNCEMENTS	<p><b><u>Helen Yano Retirement</u></b> The SEC thanked Helen Yano, Senate secretary, for her many years of service.</p> <p><b><u>SB 120</u></b> A hearing on SB 120 is scheduled for March 1. This bill continues to be of concern.</p>	
CHAIR'S REPORT	<p><b><u>ACCFSC Meeting/Google</u></b> David Lassner provided a new proposal regarding the transition to Google mail at the ACCFSC meeting. Lassner has been invited to attend the March Senate meeting to further discuss the proposal with Manoa faculty, but not yet confirmed his attendance. At the ACCFSC meeting, Lassner noted that he wanted to hold a migration training session for the community colleges, but questions must first be answered. Concerns include ITS no longer paying for contracts to support our current e-mail system and Google's recent loss of thousands of email accounts. The contract with Google contains a clause that protects intellectual property on both sides. However, the contract is essentially an adhesion contract since it provides Google e-mail service for free for four years, after which point the University may become reliant on the Google mail system and may have to pay the current rate/user which is \$50/user. Another concern is whether faculty/students can keep their email accounts after they leave UH. Federal law requires preservation of student's e-mail addresses beyond graduation. Faculty must submit a formal request to have their e-mail preserved - otherwise their files are lost. Another concern was advertizing to user sub-classes. If user sub-classes are created, Google can send ads to alumni, creating a disincentive for using the UH email and making alumni harder to track. The contract has a liberal indemnification clause to protect Google.</p>	<i>Susan will follow up with Lassner regarding coming to the March Senate meeting.</i>

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	<p>Lassner says that UH legal counsel assisted with contract negotiations. With Google, storage space is dramatically increased, making it hard to change back after four years if we become dependent. Lots of time was spent on this at ACCFSC. There was no meaningful consultation; the decision was essentially made 18 months ago.</p> <p><b><u>Cluster Hires</u></b> The Chancellor's cluster hire announcement was sent out with all our edits.</p> <p><b><u>Good Academic Standing</u></b> Good academic standing was defined by the Senate as a GPA of 2.0. The Chancellor has signed the policy, which is consistent with Financial aid, NCAA and other standards.</p> <p><b><u>Academic calendar</u></b> A proposal is being circulated to have two schedules - the current TR and MWF schedule, and a TR and MW schedule that reserves F for special classes or meetings. Some departments use a TR and WF schedule because most holidays are on M. Need to consider the impact of using two types of schedules on students taking classes in more than one school or college.</p> <p><b><u>ASUH Committee Representation</u></b> ASUH is planning their elections and appointments for next year, and need to know the committees that require student representation and the numbers needed.</p>	
<b>ADMIN REPORT</b>	<p>The schedule of administrator meetings with the SEC is set for the rest of semester. Instead of meeting twice with VC Cutshaw, the SEC should try to schedule Chancellor Hinshaw or VC Hernandez for Mar. 14. Mar. 28 is the Kuhio Day holiday, and March 21 is the beginning of spring break.</p> <p>Kristin is putting together a committee appointee list. Since available list are outdated, she will email committee chairs for current membership. The updated committee list can be accessed at the following URL, though it is still in-progress: <a href="http://www.hawaii.edu/uhmfs/committee/index_othercommittees.html">http://www.hawaii.edu/uhmfs/committee/index_othercommittees.html</a></p> <p>Kristin will handle the ACCFSC website, listserv and laulima. Susan and Libby Young from WCC are co-chairs of ACCFSC.</p> <p>The BOR hearing on PBRC is March 1 at 8 am in Bachman 113. This is primarily a question and answer session with a 3 minute limit on testimony for new issues. The SEC has copies of the testimony presented and is ready for questions.</p> <p>The Strategic Plan has been sent out, and is on the March Senate agenda. Chancellor Hinshaw has not commented on it. It was sent to the SP working group. Duffy will handle discussion at the Senate meeting. Hippensteele, Kame'eiehiwa, Daniel and Cooney are not available for the March Senate meeting. It was suggested that Kualii Council be added to the SP flow chart in the September and December boxes. It was</p>	<p><i>Susan will check with VH re sending to all and handling editing suggestions.</i></p>

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	<p>suggested that each unit hiring a native Hawaiian get an extra position as an incentive.</p> <p>Kristin and Hippensteele will be trained on Elluminate, a virtual meeting system similar to Skype.</p>	
APPROVAL OF MINUTES	The SEC voted to approve the 2/14/2011 minutes as amended.	<i>KH will post to the website.</i>
OLD BUSINESS	<p><b><u>Graduate Council/WGGE update:</u></b> Our proposed plan was discussed with VCRGE Ostrander and Dean Cooper, who had no objections, but want to discuss it at MET, particularly the change from a Dean to a CFS appointed Graduate Council. Under BOR policy, academic programs are under faculty purview; and it important to exercise our responsibility.</p> <p><b><u>Graduate Student Bill of Rights:</u></b> The proposal will be referred to WGGE</p> <p><b><u>Review of Graduate Programs:</u></b> Cooper has a draft template based on other institutions; review is referred to WGGE</p> <p><b><u>Graduate Council Structure:</u></b> The Graduate Council has constituency representatives. This can continue under the proposed changes. <i>Referred to WGGE.</i></p> <p><b><u>CORGE Structure:</u></b> COR has many representatives from ORUs; CORGE may need more balance, including representation from Arts and Humanities. <i>Referred to WGGE.</i></p> <p><b><u>Kuali:</u></b> Because DLAC has not met for 2 - 5 years, the ACCFSC formed a shadow DLAC. An information session was held for administration in the past, but no action resulted. Linda Johnsrud plans on having DLAC include 3 - 4 faculty members and meet twice a year. To try to make the process more accountable, ACCFSC will draft a statement of expectations that any issues be sent to the faculty DLAC for evaluation by users.</p>	<p><i>Duffy will go to MET to answer any questions.</i></p> <p><i>The following are referred to WGGE:</i></p> <ul style="list-style-type: none"> <li>- graduate student bill of rights</li> <li>- template for review of graduate programs</li> <li>- structure of representation on Graduate Council</li> <li>- structure of CORGE</li> </ul>
VCAA DASENBROCK	<p><b><u>Fellowship policy</u></b></p> <p>The policy provides a formalized campus framework for school and college policies. Not all units need it - but it can make a difference to those fields with limited funding. The VCAA will follow up to see who adopts the policy.</p> <p><b><u>Dean Searches</u></b></p> <p>Interviews of the 4 finalists for Dean of Natural Sciences are starting this week and ending in mid-April. The Search Committee is doing video interviews of 8 or 9 candidates for Dean of Social Sciences and expects to select 4 finalists this semester. Senate representatives were solicited from the Arts &amp; Sciences SEC.</p> <p>Manoa is up to 8 interim Deans. The VCAA does not expect to do more than 2 searches per year. The Arts &amp; Sciences or Faculty Senate of the unit will be contacted for faculty representatives. Which searches get priority? Having made the decision to keep the structure of the A&amp;S Colleges, it makes sense for them to have permanent Deans; Social Sciences and Natural Sciences are the largest, followed by Arts &amp;</p>	

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	<p>Humanities. Deans are also needed for CTAHR (interim retiring in 2 years), Library, SPAHS, TIM, and Outreach. What role should the Manoa SEC have in prioritizing searches? The SEC may be most effective in helping to decide on criteria for prioritizing searches. Searches should be conducted internationally, including, for example, New Zealand. At the Dean level head hunters are unnecessarily expensive, and make money on moving people. It is better to put out ads and ask faculty and others to help recruit, eg through professional societies. Previously Deans and VCs came from the ranks of faculty, not professional administrators, contributing to collegiality and involvement. Effective interims with strong support can be made permanent if interested; outside candidates do not receive preference. In order to keep some local talent and to train administrators for promotion, Manoa has had a Dean School and Chair School for those interested. More mentorship is needed.</p> <p><b><u>International Structure</u></b>  Study Abroad (Sarita Rai, Mirim Sharma) will propose a reorg to secede from reporting to Ned Schulz and to report to Ron Cambra (similarly to Honors). The locus of National Student Exchange will be decided by Sandy Davis. FSIS did not find a home in HR, and plan to continue with AVC for international programs. Ned Schultz will continue as AVC for international programs at no additional compensation. If funding becomes available priority will be given to staff rather than administration. The international programs office will continue, but no search is needed for an AVC.</p>	
<p><b>TERRY HUNT AND SHEELA SHARMA</b></p>	<p>Meeting with Terry Hunt, Director, and Sheela Sharma, Educational Specialist, Undergraduate Research Council/Honors Program.</p> <p><b><u>Honors</u></b>  Hunt is teaching to get to know students. He wants to increase flexibility, for example through equivalencies for classes, such as seminars or research methods, in programs with few honors students, such as engineering or nursing. It may be possible to create honors tracks within departments by finding courses that count. Honors has about 400 students; most are in selected studies. Enrollment is high in lower division, but drops in upper division. Honors is looking at the reasons students leave the program using an exit survey, at curriculum and relevance of courses, at interdisciplinary programs, while leaving first year unchanged for now. UC Irvine has been used for comparison and ideas. Irvine has a budget only for 2 faculty and 4 students and uses faculty volunteer to teach courses. What incentives can Manoa provide so the best faculty teach honors, rather than inexperienced graduate students? Postdocs can be good instructors. Faculty used to love teaching honors. Currently Manoa provides funds for a lecturer to buy out faculty to teach honors. Faculty apply to teach honors sections; this should be competitive. Honors classes are limited to 20 students, and, as for writing intensive classed, the department gets double credit for SSH (eg 40 not 20).</p> <p>Sheela is working on increasing office efficiency and service; making the office a nicer place to work; improving the atmosphere (eg lounge); improving training and communication; updating computers, software and web presence; converting to electronic files rather than paper; using online admissions with defined dates; getting ideas and suggestions; planning special events (eg Symposium on Apr 23); and looking at assessment. The SEC is invited to visit the office at the back of the first floor of Sinclair.</p>	

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	<p>The Honors Council is formed by CFS calls for faculty volunteers, not by administrative appointees. The Study Abroad Council is entirely Senate appointed and this makes it strong.</p> <p><b><u>Undergrad research:</u></b>  The draft proposal is to have honors facilitate. \$250,000 is available from tuition money and can be rolled into the new fiscal year. These funds are for undergraduates only. The Summer Program has an additional \$90,000. The Council has met five times. Hunt has visited UC Irvine to study their program, and has drafted a call for proposals based on Irvine's. Plans include building a web site, surveying research opportunities, and considering a faculty mentor award. Current plans include funding for individual and group projects during the semesters and stipends during the summer. Suggestions included having funding for research and stipends that can be used at any time; funding for travel to conferences, using Facebook for communication, encouraging students to get class credit for projects, using RTRF as appropriate for training/education, and having students present results at a symposium. Undergraduate research includes research and creative endeavors/scholarship. Stipends are for real research not bottle-washing; and require an adequate faculty-student ratio. The plan is to try the process as soon as possible and improve it based on experience.</p>	
<b>MARCH SENATE AGENDA</b>	<p>Motions and resolutions should be submitted in final form in word documents by March 7. Committee reports should include motion to accept.</p> <ul style="list-style-type: none"> <li>• COA will report on complimentary ticket policy.</li> <li>• CPM will present a motion on the proposed P&amp;T guidelines.</li> </ul>	<p><i>Kristin and liaisons will communicate deadline and submission requirements to committees.</i></p>
<b>COMMITTEE REPORTS</b>	<p><b>1. CPM</b></p> <ul style="list-style-type: none"> <li>• Will meet with UHPA on Friday to discuss concerns with the proposed P&amp;T guidelines.</li> </ul> <p><b>2. CAB</b></p> <ul style="list-style-type: none"> <li>• Is discussing, classrooms, centers, benchmarks, and budget</li> </ul> <p><b>3. MAC</b></p> <ul style="list-style-type: none"> <li>• Met today, but Hippensteele was unable to attend. The agenda included the assessment policy, which needs a memo for Dasenbrock's signature</li> </ul>	
<b>ADJOURNMENT</b>	<p>Chair Hippensteele adjourned the meeting at 5:30 pm.</p>	