

**Committee on Faculty Service
Meeting Agenda**

Date: October 10, 2023

Time: 12:00 PM

Zoom link:

Attendance

Members

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

Guests

Name	Role	Time
None		

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Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		Meeting was called to order by Marguerite Butler at 12:22 PM.
Review of Minutes	1. Review of 9/26/2023 minutes	1. Noted that unfinished items from 9/26 were moved to unfinished business here 1/10. Medina moved to approve, Fincham seconded. Approved by unanimous consent.
Chair's Report	1. Items from SEC 2. MFS Special Election Candidacy Period is open Monday, Oct 9 - Friday, Oct 13. As of today at 10:30 am, no candidate submissions.	1. Carolyn Stephenson reported that SEC clarified that official business should be submitted by the Chair of CFS to Chair of SEC with cc to senate staff and SEC liaison. 2. No action taken.
Action Items	1.	1.
Guest(s)	1. None	1. No action
Committee Reports	1. None.	1. No action
Unfinished Business	1. Graduate Tuition Waivers Committee seeking 3-5 faculty members - could include graduate chairs (via informal discussion w/ SEC); reach out to COR; recruiting from faculty senators for names? seek clarification on request for dept chairs; could email COR and CAPP, at least one from COR, and general call who work with graduate students to participate 2. Request for one nominee for Student Conduct Appellate Board (SCAB), 2-year term, and 3 nominees for the Academic Grievance Committee (AGC), 1-year terms. (SCAB recruitment letter) - Plan: ask current members if they would like to extend term; Communication from Pualani Pereira	1. Butler sent email requests to CAPP and COR on 10/10/23 2. Vote on 1 year appointment of Ethan Caldwell to Academic Grievance Committee (AGC) for AY23-24 (an experienced member who served AY22-23). Moved by Palmer, seconded by Medina. Approved by unanimous consent. <i>Note: Medina will clarify with Kinder whether the list of past</i>

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	<p>Spreadsheet of past AGC & SCAB members who can be contacted to consider another term. . (AGC recruitment letter) <i>Ethan Caldwell confirmed interest in extending term for AGC to AY23-24.</i></p> <p>3. Co-chairs' proposal to poll admin offices for anticipated MFS/Faculty representation needs. September and February are the slower months for this committee rather than waiting until the end of the academic year.</p>	<p><i>members has been exhausted. If so, Kinder to add these remaining vacancies to call for volunteers.</i></p> <p>3. No action.</p>
Business	1. None.	1.
Adjournment	The next meeting of the Committee on Faculty Service will be on date/time	Medina made a motion to adjourn; seconded by Butler. Meeting adjourned at 12:54.

Respectfully submitted by Marguerite Butler, Co-Chair
 Approved unanimously on October 24, 2023.