

MANOA FACULTY SENATE
Committee on Professional Matters (CPM)
Meeting Minutes

Meeting Date: September 6, 2012

Location: Hemenway 211

Attendance: [P = Present; A = Absent; E = Excused]

Members		Members		Members		Guests	Time
Lilikalā Kame‘eleihiwa	E	Henry Lew	E	Victoria Szymczak (For M. Levin)	P		
Kenneth Kipnis	P	Gabor Mocz	P	Halina Zaleski	P		
Scott Lozanoff	P	Thanh Truc Nguyen	P	David Ericson (SEC Liaison)	P		
David Leake	P	Janice Shoultz	P				
Mark Levin (Sabbatical)	E	Gwen Sinclair	P				

Subject	Discussion/ Information	Action/Strategy/Responsible Person/s
CALL TO ORDER	The meeting was called to order by SEC Liaison Ericson at 2:00 p.m.	
MINUTES	Minutes from the previous meeting available online.	
OLD BUSINESS	No old business was discussed.	
NEW BUSINESS	Members introduced themselves and described their previous experience serving on the Senate and in the CPM and other committees.	
	Ericson reviewed the CPM’s description from the MFS By-Laws. He explained the role of the Liaison.	
	Zaleski noted that the 2011-2012 annual report was not available on the MFS web site.	Zaleski will resubmit the annual report.

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	The committee reviewed issues in progress from last year, new issues, and issues completed in 2011-2012.	
	#76.12: Parking The University administration pulled back the proposal to increase parking rates for this year, but it will be reintroduced.	CPM needs to review the figures provided. SEC and CAB are the main bodies involved in this issue.
	#38.12: Composition and selection of Departmental Personnel Committees	This issue was completed and should have its status changed to Complete.
	#36.12: Evaluation of Administration/Administrators Zaleski confirmed that evaluations can only be shared with the administrator being evaluated and cannot be publicly released without his/her approval. They should not be referred to as “evaluations;” the term “feedback” is preferred, because evaluation has a specific meaning. Feedback from faculty cannot be forwarded as part of a performance review. University of Michigan releases average aggregate scores for administrators as reviewed by faculty and students. They are able to do this because it is part of administrator contracts. 360 reviews go into the administrator’s personnel file. However, the person being evaluated chooses their evaluators. Other methods of surveying faculty to review administrators were also discussed.	CPM will ask the UH administration for the 360 evaluation process.
	#35.12: Faculty classifications History: Some R faculty who were deemed non-productive because they had no successful grant proposals were asked to teach. The R faculty resisted this effort. CORGE took up the issue and presented a proposal to SEC, which rejected it. They developed a chart listing the seven classifications of faculty and what the MQs are	

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	<p>for each. CPM recommended that a task force be established to study the issue.</p> <p>Chancellor Apple believes that one faculty classification is sufficient and he will probably address this issue with the Senate. Last year, the SEC proposed to form a task force to study the issue, but this has not been done yet. Changing to one classification has implications for faculty housing priorities, tenure and promotion MQs, and other issues.</p>	
	<p>#33.12: Emeritus faculty This issue was deferred last year due to lack of time. Executive policy calls for internal campus procedures. Currently, a rank of Level V and 3 years of experience at UHM are required. There should be written procedures. Some faculty may be reluctant to forward names to a dean for emeritus status if their relationship with the dean is not good.</p>	
	<p>#5.13: Faculty hiring, promotion, and tenure vs. non-tenure-track positions There is a trend toward the growing use of adjunct faculty and lecturers and a decrease in the number of tenure-track faculty members. There is also an over-use of graduate assistants to teach classes, thereby reducing employment opportunities for doctoral students when they graduate. UHM has a higher proportion of tenured and tenure-track faculty than Mainland institutions. Our charge is to find data about this issue and identify trends.</p> <p>A related issue is an increased emphasis on hiring research faculty over teaching faculty. The search committee for the Chancellor included 48 people in research. This shift in priorities may be motivated by a desire to hire people who can</p>	<p>CPM will obtain data from Kathy Cutshaw's office. We need five years of data; also whether positions are on G funds or TSF. CPM recommends that CAB and SEC should address the issue of the proportion of the budget devoted to instructional faculty.</p>

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	bring in more money. There is a corresponding decrease in the emphasis on undergraduate education.	
	#6.13:Diversity hiring policy What steps are needed to achieve true diversity? There is a document for our review online. A policy to promote the hiring of Native Hawaiians might not pass legal muster.	CPM will seek input from Kame‘eleihiwa, who was unable to attend today’s meeting.
	#14.13: Examine the value of assessment There is pressure to put learning outcomes on course syllabi to make faculty accountable. The CPM could recommend that CAPP take the lead on this issue.	
	#22.13: Tenure for administrators There is pressure to give immediate tenure to administrators upon hire, without opportunity to review whether they have the academic background to qualify. When they are dismissed from administrative positions, they must be given a faculty position. Tenure in these cases is being based on non-academic grounds.	
	#24.13: Periodic review of faculty Post-tenure review needs to be evaluated. Is it effective? Should the reviews have more consequences? If post-tenure reviews were taken more seriously, the community would view tenure more favorably. There are other problems, such as reviewers who may themselves be reviewed by the person receiving a post-tenure review if he or she becomes a department chair. There is a need to protect reviewers. Having an outside reviewer would help with this kind of situation. Another issue is when the reviewee outranks all of the potential reviewers. If problems identified in a post-tenure review persist, the matter goes to a campus-wide committee.	There is a document to review asking about Senate input on committees that review post-tenure review issues.

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	#25.13 Partner hiring	Complete.
	<p>#27.13: Status of University Affiliated Research Center UH Manoa rejected the UARC, so it became a UH System entity. There was supposed to be a report at the end of three years, and the UARC was to have been reviewed to determine the University's continuing participation.</p> <p>The group that worked on the issue agreed in principle that faculty should not engage in research that could not be published -- this would affect both government- and commercially-funded research.</p>	CPM to determine the status of the three-year review and report.
	#77.12: Conflicts of Interest	Complete
NEW ISSUES RAISED BY CPM MEMBERS	<p>Language of promotion applications Faculty may submit dossiers written in Hawaiian, but members of the TPRC may not be able to read them. The VCAA has suggested that a Hawaiian speaker can tell the TPRC what the dossier says. CPM may wish to recommend that the VCAA pay for a professional translation.</p>	
	<p>Requests for confidential information CTAHR has received requests for information via the state Office of Information Practices about extension agents' interactions with particular farmers. The requests are coming from animal rights activists. CTAHR would like clarification about what kinds of information may be kept confidential. A policy on the confidentiality of information provided as part of a counseling relationship may be needed.</p>	
MEETING REMINDERS	Ericson reminded members that the Chancellor will host a reception for Congress members following the November 21 MFS meeting. BOR members will also be invited.	

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	<p>There will be a chairs' meeting with SEC on September 12 from 2:00-4:00 p.m.</p> <p>There will be a chairs' retreat with the University administration on September 26 from 1:00 to 4:00 p.m.</p>	
	Election of Officers	Kipnis and Nguyen agreed to serve as co-chairs for the Fall semester. The committee agreed that the secretary's duties would be rotated among the remaining committee members.
	Future Meetings	Meetings will be held on the first Thursday of each month from 2:00 to 4:00 p.m. Ericson will attempt to reserve Hawaii Hall 208 so that members can attend via Polycom.
ADJOURNMENT		The meeting was adjourned at 3:50 p.m.

Respectfully submitted by Gwen Sinclair.