



EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: October 23, 2017 **2:00 PM - 5:00 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Christine Sorensen Irvine, Chair	P	David Duffy, Vice-Chair	P			Robert Perkinson	2:30 PM - 3:00 PM
Douglas Vincent, SEC Secretary via polycom; excused 4:25 PM	P	John Casken	E			Kari Ambrozich; Mike Nassir; and Wendi Vincent	3:00 PM - 4:00 PM
George Wilkens	P	Stacey Roberts, MFS Secretary	P				
Brian Powell	P			John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER APPROVE AGENDA		Meeting was called to order by Chair C. Sorensen at 2:04 PM.
REVIEW OF MINUTES	1. The minutes of the October 16, 2017 Senate Executive Committee had been circulated electronically.	1. Motion by D. Duffy to approve the October 16, 2017 minutes; seconded by B. Powell. Approved unanimously.
CHAIRS REPORT	1. BOR meeting update. Christine sent notes on meeting to SEC on the BOR meeting testimony. 2. New committee President Lassner is forming, looking at free speech and conflict resolution. Campus Climate and Free Speech Task Force. The purpose is to generate useful conversations about free speech, hate speech, campus climate, conflict	1. No action. 2. No action. Christine will represent MFS.



	<p>resolution, and whether new policies/programs are needed.</p> <p>3. SEC guest discussion (D. Duffy) -- Concerns were raised about a faculty member removed from a course that had a high DFIW rate. Typically response is to provide help and resources are an option. Course had 30% of the class passing. Pressure put on the faculty member to increase passing rate. Can instructors be shifted based upon passing rate of the class?</p> <p>4. ACCFSC meeting update: items under discussion. *concerns about having documents with digital signatures available as public records. Access to digital signatures may be problematic. *ADA compliance on web pages is also a concern. *Concerns about the draft calendar and when is start of the duty period. *Should we do a resolution; Some members of ACCFSC are concerned about mandates from administration without consultation with the faculty. *Questions on the course evaluations.</p> <p>5. Update M. Bruno meeting - discussed Proud Boys activities on campus. Task force may be established regarding free speech.</p>	<p>3. Invite Joe Jarrett (Chemistry) to a future SEC meeting.</p> <p>4. No action was proposed.</p> <p>5. No action taken.</p>
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ACTION ITEMS	<ol style="list-style-type: none">ACTION #1: Manoa Campus Physical Plan Committee CFS recommends the following faculty nominees for consideration to the MCPP Committee Michelle Bisbee (AH); and Peiling Kao (AH)ACTION #2: Undergraduate Research Office-(URO) Faculty Advisory CFS recommends the appointment of faculty member Sandra von Doetinchem (Outreach) to the URO Faculty Advisory.ACTION #3: WASC Steering Committee CFS recommends the appointment faculty member Ruth Hsu (LLL) to the WASC Steering Committee.	<ol style="list-style-type: none">Motion by D. Duffy to forward the faculty nominees for consideration to the MCPP Michelle Bisbee and Peiling Kao; seconded G. Wilkens. Approved unanimously.Motion by D. Duffy to appoint Sandra von Doetinchem to the URO Faculty Advisory; seconded S. Roberts. Approved unanimously.Motion by D. Vincent to appoint Ruth Hsu to the WASC Steering Committee; seconded S. Roberts. Approved unanimously.
GUEST #1	<p>Robert Perkinson (2:30 PM) Better Tomorrow Speaker Series Faculty feedback on Commencement Speakers & Honorary Degrees -- Through the 2016-2017 AY Perkinson headed the Better Tomorrow Speaker Series. The Series is now in the hands of the OVCAA. OVCAA wants a committee to continue with the speaker series, identify honorary degree recipients, and recruit commencement speakers. Honorary degrees must be approved by BOR (RP 5.209). MFS to designate someone to work with the commencement committee to identify, recruit speakers and recommend for honorary degrees. Currently managed by OVCAA. Not just vetting but identifying value to the ceremony and to the university, the honorary degrees needs to reflect well on the University. Use CFS to suggest membership.</p>	<ol style="list-style-type: none">Perkinson will request the MFS in writing to suggest names to participate on the committee. Refer to CFS.



GUESTS #2	<p>Gen Ed Steering Committee: Kari Ambrozich; Mike Nassir; and Wendi Vincent (3:00 PM)</p> <p><i>Discussion topics - General Education Committee:</i></p> <ul style="list-style-type: none">• Strengths and areas of improvement regarding the current Gen Ed curriculum• Strengths and challenges of the current governance structure for Gen Ed• Relationship between the SEC, GEC, GEO, and OVCAA• Role of the Gen Ed director• Impression of the Gen Ed Office <p>Wendi Vincent introduced the process. Wendi is staff at the GEO to explain GE process. GE has never been reviewed. GEC plan for review is to 1) Review the existing governance document and 2) then have the governance document review rolled into the program review. Internal steering committee was formed to do a self study, complemented by the subsequent external review. Steering committee includes 8 members, all GEC or Board members. Steering committee developed the self study process. This process to serve as a basis for future reviews (now scheduled for every 5 years). The curriculum, assessment and governance are all part of the self study. As part of the consultation process, GEC representatives are “interviewing the SEC”. Wendi Vincent serves as a neutral third party and as a facilitator.</p> <p>GEC member, Mike Nassir started the interview. They are interested in MFS SEC inputs about GEC. Q1) What are the strengths of the GE program? A1) Faculty involvement is a strength and diversity of faculty participation in the GE program. GEC and Boards provide oversight of the curriculum, reporting to the Faculty Senate. Curricular matters are purview of the faculty. One of weaknesses previously was the uncertainty about reporting lines. The GE program moving from the Writing Center, to the Office of Undergraduate Education, to finally to the OVCAA was a weakness. Uncertainty of the role of the GEO; it must be a support group; implementing the GE curriculum. But that the GEO director has to wear two hats; reporting to both the OVCAA and GEC has made it difficult. GEO Director needs</p>	<ol style="list-style-type: none">1. The SEC thanked the members for the conversation and the sharing of ideas. The SEC is encouraged to send other comments to Wendi Vincent.
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to have a clear understanding of the lines of authority. GEO director needs to manage the GEO office, and needs to work closely with the GEC Chair. When change is needed, there needs to be strong working relationship with the GEO director, GEC Chair, and the GEC as a whole. GEO Director, needs to bring issues and new ideas to the GEC committee. GEO Director needs to assist the GEC with continuity, because the GEC turns over with changing Senate composition. SEC questioned who is in charge for communication about the GE program -- is that the GEO director's responsibility or under the purview of the GEC and the individual boards? SEC suggests GEO director should educate the faculty about the GE curriculum and how to better implement the policies. **Q2)** What is the role of the SEC with the GEO director? **A2)** SEC relationship has been with the director; but the relationship has been dependent on the individuals involved. The GEC liaison provides information to the SEC. The relationship with GEO director and the GEC Chair and Vice-chair is critical for success. There needs to be clarity and agreement among all the parties on their role. The governing document needs to be unambiguous and clear about the role of the GEO Director and the GEC Chair & Vice-Chair. The SEC needs to provide feedback to the OVCAA about the GE program and the GEO director. Feedback should go to and from the OVCAA and the GEC. Need functioning at all levels. GEC faculty investment on the functioning of the GE program is critical. The GEO is being evaluated about functioning of the GE program. **Q3)** What are the strengths and weaknesses of the GE program. **A3)** Both the breadth of the curriculum and the skills development are strengths. A weakness is what makes it uniquely "UH Manoa" is uncertain. GE needs to articulate that "Every student who graduates from UHM understands "this" whatever "this" is. Another strength is that typically students can satisfy GE by taking courses in their major; certainly the foundation courses. Finding focus courses can be problematic in some majors. **Q4)** What's missing? **A4)** Sustainability and Transliteracy are two areas suggested. Transliteracy is how to communicate across different media. Information (ILO) literacy skills and critical thinking skills. **Q5)** What are areas of improvement?



	<p>A5) Focus courses are generally instructor based -- not course based. This is an area which needs improvement. Renewal process for Focus courses is in need of improvement. Streamline the process depending on experience of instructor. Can there be different levels of reviews depending on the experience of instructor (e.g. taught focus courses before.) Need to streamline renewal approvals. GEO needs to be more proactive to remind faculty and departments to renew Focus courses. The SEC thanked the GEC and the Boards and the GEO office staff for their hard work.</p>	
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COMMITTEE REPORTS	1. CAB (DV) – No report. Next meeting is scheduled for Nov. 1st.	1. No action taken
	2. CAPP (BP) – No report. Next meeting is scheduled for Oct 25th.	2. No action taken.
	3. CFS (GW) – No report. Next meeting is scheduled for Nov. 8th.	3. No action taken.
	4. COA (BP) – No report. Next meeting is scheduled for Nov. 1st.	4. No action taken.
	5. COR (DD) – No report. Next meeting is scheduled for Nov. 2nd. COR sent report to V. Symos.	5. Move to send COR report to UHPA, B. Powell Moved. S. Roberts Seconded. Unanimous approval.
	6. CPM (JC) – No report. Next meeting is scheduled for Nov. 3rd.	6. No action taken.
	7. CSA (JC) – No report. Next meeting is scheduled for Nov. 8th.	7. No action taken.
	8. GEC (SR) – Next meeting is scheduled for Nov. 26th. Proposal to devolve approvals of Focus decision to Boards; three term course based proposals; GEC can be freed to do other work.	8. No action taken.
	9. CEE (CSI) – Meeting held today, Oct. 23rd. Discussed high DFIW courses. Chair of CEE is working with assessment office to determine role of CEE. Trying to bring programs into “compliance”. Discussing OER and how to assess. Monica will present at the next meeting.	9. No action taken.
	10. UHPA (GW) – Next meeting is scheduled for November 4th.	10. No action taken.



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UNFINISHED BUSINESS	1. Electronic balloting for MFS Bylaws revision.	1. SEC needs to clear up conflicts. Make consistent before sending out for a vote by the Congress.
BUSINESS	<ol style="list-style-type: none">1. Discussion on the Ethnomathematics Resolution2. Discussion on the WCC (DRAFT) Resolution Requesting Modification of AY 2020-2021 Academic Calendar First Day of Instruction for Spring 2021 to the second week of January3. Discussion questions for Jan Gouveia VP for Administration.	<ol style="list-style-type: none">1. Action deferred until next meeting.2. No action.3. Describe Jan's role; feedback on online survey; space use physical survey; MCPP role; process for consultation with end users; long range plans & "campus town"; maintenance backlog at Manoa; craftsman shortage problem; what happened to LRDP; and faculty housing.
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on October 30, 2017.	Motion to adjourn by B. Powell; seconded D. Duffy. Passed unanimously. Meeting adjourned at 4:39 PM.

Respectfully submitted by Douglas Vincent, Secretary
Approved unanimously on October 30, 2017.