

**EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: **October 15, 2018** **2:00 PM - 5:00 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Brian Powell, Chair	P	David Duffy, Vice-Chair	P	Douglas Vincent, SEC Secretary	P	Wendy Pearson VCAA Prog. Mgr.	3:00 PM- 3:49 PM
Stacey Roberts, MFS Secretary	P	Jennifer Griswold	E				
Carolyn Stephenson	P	Ann Sakaguchi	P	John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		The meeting was called to order by Chair B. Powell at 2:02 PM.
REVIEW OF MINUTES	1. The minutes of the October 8, 2018, Senate Executive Committee had been circulated electronically.	1. Motion to approve the October 8, 2018 minutes by S. Roberts; seconded by A. Sakaguchi. 5 votes in support of approval and 0 abstentions.
CHAIR'S REPORT	<p>1. Update on the one-on-one with iVCAA Bruno. Chair Powell discussed the relationship between the GEC and GEO.</p> <p>2. Update on Campus Climate Committee Meeting on Oct. 12. (A. Sakaguchi) The meeting was generally very positive, looking at ways to improve campus climate, through 'just environment and respectful ways'. Draft flyer on ten tips for 'free expression on campus' and summary of Gallup Poll data on free speech were circulated for comments. Next steps-offer workshops during Spring in January, February, March, April. Workshop planning to begin starting at the November meeting. Workshops to include interactive events, President's message, RIO tents, "just" and "respect" themes and empowerment topics. Next meeting scheduled for 11/8/18 at 2:00 PM.</p>	<p>1. SEC to call a meeting with the parties.</p> <p>2. No action is taken.</p>

MĀNOA FACULTY SENATE

<p>ACTION ITEMS</p>	<ol style="list-style-type: none"> MFS Senator Appointment College of Education (COE) Senate has nominated Truc Nguyen as their COE MFS representative. CFS recommends approving Truc Nguyen for a 2-year senator term (2018-20) on the MFS representing the COE and committee assignment to CAPP. Writing Intensive Board (WI Board) CFS recommends approving Ruth Hsu, LLL for the open faculty LLL seat on the Writing Intensive Board for a 3-year term. Academic Grievance Committee (AGC) CFS recommends the following: Michael Nassir (ORU) as an AGC Member for a 1-year term; Rosemarie Woodruff (AA) as an AGC Member for a 1-year term; Jane Onoye (JABSOM) as an AGC Alternate Member for a 1-year term; Pallav Pokhrel (ORU) as an AGC Alternate Member for a 1-year term; Katharine Moffat (AA); as an AGC Alternate Member for a 1-year term; and Merle Kataoka-Yahiro (SONDH) as an Alternate Member for a 1-year term. 	<ol style="list-style-type: none"> Motion to approve CFS Action Items (1-2) by D. Duffy; seconded by A. Sakaguchi. 5 votes in support of approval and 0 abstentions. See above. A. Sakaguchi moved. D. Duffy seconded. Approved unanimously.
<p>GUEST</p>	<p>Wendy Pearson, VCAA Program Manager (3:00 PM) Discussion of Program Changes and the role of MFS. Creation of programs goes through MFS, but changes to the program don't require MFS approval. There have been 47 different changes since January 1, 2018, according to Wendy Pearson, OVCAA.</p> <ol style="list-style-type: none"> The process of program modifications -- program proposal vs. program modified after approval. Reviewed to ensure that the proposed changes for undergrad students to enable them to graduate in four years. Board policy says that major changes in programs have to be approved by the BOR. W. Pearson shared examples-- what constituted a 'major' change was unclear to SEC. Addition or changes in internal tracks within programs, do not require Senate approval. OVCAA expects that 	<ol style="list-style-type: none"> The SEC thanked Wendy Pearson for her time and conversation. The SEC encouraged Wendy Pearson to send name changes and new programs to the SEC as an FYI. J. Kinder to remind their office.

	<p>these program modifications are vetted by the Department, Deans, and college faculty before approving changes. OVCAA does not second guess deans and faculty. Adding concentrations do not require Board approval. Name changes are not a program modification, so don't require Senate approval. The SEC's concern is that we are creating new silos when we permit these changes without notifying others. New names are "gobbled up" without discussions with other programs. OVCAA does contact other units; they assume that via the consultation process, other Dean's are consulted by the proposing Department. There should at the least be a notice given. Send an FYI. For new authorizations to plan (ATP), there is a required consultation indicating with who and when as part of the document. For new proposals -- it does come to the MFS, to CAPP. For program changes -- there isn't consultation required. Pearson said that often catalog deadlines often drive the urgency. OVCAA does the due diligence. The SEC suggests doing an FYI for program changes.</p>	
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB (DV) – Meeting was held on Wednesday, October 10, 2018, in Ag Sciences 219. Motions and resolutions were sent to the MFS office. Next meeting is October 30, 2018, in HH 309. Lassner to meet with CAB on the reorganization. 2. CAPP (CS) – Meeting was held on Wednesday, October 10, 2018. CAPP will bring resolutions on Undergrad certificate in geospatial information science, MS in Finance, and MS in Information Science to November Senate. CAPP members will attend the meeting with Sen. Kahele with OER on Wednesday, October 24, 2018, in Bachman 103 at 1:30 to 3:30 pm. 3. CFS (AS) – Meeting was held on Wednesday, October 10, 2018. See SEC action items (1-3). CFS approved special elections for NATSCI and SOCSCI. The timeline includes: 1-week email election announcement; 1 week candidacy period; 	<ol style="list-style-type: none"> 1. Propose to add placeholders for the Senate Meeting. 2. Resolutions will be provided for the November Senate Meeting. 3. See CFS action items 1-3.

	<p>and 1-week election. Elections to be held in November.</p> <p>4. COA (AS) – No report. The next COA meeting is scheduled for October 31, 2018.</p> <p>5. COR (DD) – COR meeting Sept 26th, J. Potemra presented on Academic Analytics which matches grant opportunities to faculty interests. Will be paid for by VCR. COR had a series of questions so COR will ask Velma Kameoka to come to October meeting to elaborate. There was the surprise that L. Gouveia was named Director of ORS without COR and presumably SEC being told in advance. COR would like to invite J. Gouveia to a future meeting. The next COR meeting is scheduled for Wednesday, October 24, 2018.</p> <p>6. CPM (CS) – No report. The Chair canceled October 3rd meeting. Next meeting is scheduled for October 31st and Nov 28th, both from 4:00 PM to 5:00 PM.</p> <p>7. CSA (JG) – Meeting was held on Wednesday, October 10, 2018. CSA was provided an overview of the programs and offices in Student Affairs and New Student Orientation. Invited guests were VCS Lori Ideta; AVC Roxie Shabazz; AVC Roxie Shabazz; and Dir Office of Admissions Ryan Yamaguchi.</p> <p>8. GEC (SR) - Meeting was held on Friday, October 12, 2018, in Saunders 704. The committee continued to discuss the recommendations in the external review report submitted in Spring 2018. There is an agreement of committee members to move from instructor-based to course-based approvals, but there are some issues to be worked out regarding this that the committee is continuing to discuss. There was a long discussion about moving the General Education Office from under the direct supervision of the Office of the Vice Chancellor of Academic Affairs to its Office of Undergraduate Education (where it was previously located) because that office deals more specifically</p>	<p>4. No action is taken.</p> <p>5. No action is taken.</p> <p>6. No action is taken.</p> <p>7. No action is taken.</p> <p>8. S. Roberts will send the internal and external review to the SEC.</p>
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	<p>with issues related to General Education. The committee also wants the GEC governing documents changed to make clear that it is a permanent committee of the Senate, as opposed to a standing committee.</p> <p>9. CEE (JG) – No report. The next CEE meeting is scheduled for November 7, 2018.</p> <p>10. UHPA (AS) – The next UHPA Faculty Forum (for UHPA Faculty representatives) meeting will be on October 27, 2018. The agenda will focus on fringe benefits of faculty members with speakers such as Kalbert Young in his capacity as <i>ex officio</i> ERS trustee, Derek Mizuno, EUTF administrator, and Catherine Chan, UH faculty member and ERS trustee.</p>	<p>9. No action is taken.</p> <p>10. No action is taken.</p>
UNFINISHED BUSINESS	<p>1. MOU between MFS, VCAA, GEO, and GEC. The proposed language in the MOU was discussed.</p>	<p>1. Motion to include the language of the MOU item 8, last sentence. “The GEO Director attends GEC meetings as invited.” Motion, S. Roberts, Second. D. Duffy. Vote 4 in favor and 1 opposed. No abstentions.</p> <p>2. Change Manoa Faculty Senate to UH Manoa Faculty Senate and wherever MFS to UHMFS throughout the MOU. Motion by C. Stephenson, Second by D. Duffy. Unanimous approval.</p> <p>3. Motion to strike 11 the language and return the language to the original wording. Motion: C. Stephenson, Second. D. Duffy. Unanimous approval.</p> <p>4. Motion to accept the final document as amended. Motion S. Roberts; second A. Sakaguchi. Unanimous approval.</p>

MĀNOA FACULTY SENATE

BUSINESS	<ol style="list-style-type: none">1. SEC Chair's presentation to the BOR. SEC reviewed the slides to the BOR presentation. Graduation rates are up. We're waiting for the reorganization proposal.2. Noel Kent, Chair of the Arts and Sciences Senate Executive Committee would like to the MFS Chair to make an announcement in Congress for A&S Senate Executive Committee need for new faculty volunteers.3. Food Insecurity Issue -- Invite individuals to a future Senate meeting.	<ol style="list-style-type: none">1. The SEC provided suggestions.2. Action declined.3. The SEC will monitor.
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on October 22, 2018.	Motion to adjourn D. Duffy; seconded by A. Sakaguchi. Passed unanimously. Meeting adjourned at 4:45 PM

Respectfully submitted by Douglas Vincent, Secretary

Approved unanimously on October 22, 2018.