

Committee on Faculty Service Meeting Agenda

Date: September 26, 2023

Time: 12:00 PM

Zoom link:

Attendance

Members

Name	Role	Attendance
Marguerite Butler	Co-Chair	Present
Naiyi Fincham	Member	Present
Lori Fulton	Member	Present
Richard Medina	Co-Chair	Present
Birendra Mishra	Member	Present
Wesley Palmer	Member	Excused
Liang Wang	Member	Present
Carolyn Stephenson	SEC liaison	Arrived at 12:05
John Kinder	UHMFS Office	Present

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 Richard Medina at 12:22 PM.
Review of Minutes	1. Review of 9/7/2023 minutes	1. Marguerite Butler made a motion to approve. Naiyi Fincham seconded. Approved by acclamation.
Chair's Report	<ol style="list-style-type: none"> 1. Items from SEC 2. Senate resignations <ol style="list-style-type: none"> a. Dongping Zheng (CALL) 2022-24 resigned due to family emergency. b. Sandra von Doetinchem (OUTREACH) 2023-25 resigned due to outside employment. 3. Senate Committee Recommendations <ol style="list-style-type: none"> a. Kaliko Baker (HSHK) replaced resigning senator N. Segeral. Baker needs a committee assignment (no preference provided) b. CEE vacancies: 2 Non-A&S seats open (Scroll down to CEE roster); faculty positions, will put a call out for volunteers c. 2023-24 preferences - should aim to get members of all committees up to 9 as we get new members; good to have diversity across campus 4. Consideration of Fall Special Elections (these numbers include the recent resignations in item no. 2): <ol style="list-style-type: none"> a. ARCH - 1 open seat b. CALL - 3 open seats c. OUTREACH - 1 open seat d. SOEST - 3 open seats 5. Request for 1 nominee for Academic Excellence & Student Success Committee (AESCC email request) - can represent for the Senate but cannot speak for the Senate 6. GEC 	<ol style="list-style-type: none"> 1. Recommend Kaliko Baker be assigned to CPM 2. Richard Medina moved to recommend Kaliko Baker be assigned to CPM. Marguerite Butler seconded. Approved by unanimous consent. 3. Richard Medina moved to send out a call out for volunteers for CEE vacancies; exclude AA, Social Work & Public Health, Nawson. Lori Fulton seconded. Approved by unanimous consent. 4. Richard Medina moved to approve the Candidacy period of October 9-13, 2023 and Elections period of October 17-23, 2023. Naiyi Fincham seconded. Approved by unanimous consent. 5. Marguerite Butler will send an email to both CSA and CAPP to ask for a nomination to serve on AESCC. 6. Richard Medina moved to adjust Joseph Foukona's term from 2-years to 1-year and reclassify emphasis area from Asian Issues to Pacific Island Issues. Liang Wang seconded. Approved by unanimous consent.

	<ul style="list-style-type: none"> a. REF: GEN Ed Roster (as of 9/14) - confirm seats with Christine; is it possible to access a live working document? John will update in CFS drive b. HAP Board Adjustment Request (Joseph Foukona) John will send the full email c. O Board Resignation - suggest video conference to make recommendations based on skills for the committee to review, see procedures used in the summer; would require a new call for GEC d. Consider starting a process to fill GEC seats in February <ul style="list-style-type: none"> 7. 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 8. Request for a nominee for Student Conduct Appellate Board, 2-year term. (recruitment letter) - ask current members if they would like to extend term; 9. Request for 3 nominees for Academic Grievance Committee, 1-year term. (recruitment letter) 10. 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. 	<ul style="list-style-type: none"> 7. Chairs will compose text of email to send out to Senate and John Kinder will send out to Senate 8. John Kinder will query the existing members of the Student Conduct Appellate Board to continue their term and report back at the next meeting. 9. John Kinder will query the existing members of the Academic Grievance Committee to continue their term and report back at the next meeting.
Action Items	<ul style="list-style-type: none"> 1. Recommend Kaliko Baker for an MFS committee. 2. Set timeline for Fall Special Elections 3. Adjust the term for Joseph Foukona from two years to one and designate for Pacific Island Issues 	<ul style="list-style-type: none"> 1.
Guest(s)	<ul style="list-style-type: none"> 1. None 	<ul style="list-style-type: none"> 1. No action

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Committee Reports	1. None.	1. No action
Unfinished Business	1. None	1. No action
Business	1. None.	1.
Adjournment	The next meeting of the Committee on Faculty Service will be on date/time	Richard Medina made a motion to adjourn; seconded by Marguerite Butler. Meeting adjourned at 1:00 PM.

Respectfully submitted by Lori Fulton, Secretary
Approved unanimously on October 10, 2023.