

**EXECUTIVE COMMITTEE**

**MEETING MINUTES**

**MEETING DATE:** August 13, 2018      **2:00 PM - 4:30 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	Carolyn Stephenson, excused 4:04 PM	P	Thomas Conway	2:30 PM- 3:15 PM
Douglas Vincent, SEC Secretary	P	John Casken	P	Ann Sakaguchi	P		
George Wilkens	P	Stacey Roberts, MFS Secretary	P	Jennifer Griswold	P		
Brian Powell	P			John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Chair C. Sorensen Irvine at 2:05 PM.
<b>REVIEW OF MINUTES</b>	1. The minutes of the July 30, 2018 Senate Executive Committee had been circulated electronically.	1. Motion to approve the July 30, 2018 minutes by D. Duffy; seconded by J. Casken. 8 votes in support of approval and 2 abstention.
<b>CHAIR'S REPORT (C. Irvine)</b>	1. Meetings w. Interim Chancellor Lassner and Interim VCAA Bruno. Topics included: a. Planned parking fee increases and needs. Within 5 years, 100% increase in parking fees. Structural issues and need to be self-sustaining in terms of funding. Kaka'ako parking issue are ongoing. Disability parking differential between lower campus and upper campus. b. Reorganizations update -- Lassner shared a revised visual with C. Irvine. Deans have seen it but is has not been finalized. Still tweaking the reorganization. K. Cutshaw will lead the reorganization. Seeking agreement on the general principles before moving into the details.	1. SEC will schedule regular meetings with Lassner and Bruno.

	<p>Looking for conceptual agreements before going into details. Seeking stability in UHM administration.</p> <p>c. Orientation and advising -- VCAA told NSO to make orientation “free.” Was told two years ago to do this. NSO hadn’t made any changes (note that Welinia Manoa was out of the OVCAA). NSO was upset; changed programs originally planned. NSO is doing free orientation this week. Bottom line is that there needs to be better coordination.</p> <p>d. Grant support - Concerns have been raised from PI’s that there is not enough pre-award support.</p> <p>e. Online and distance learning -- changes will be happening with COE DCDC; loss of funding for fringe benefits for soft money faculty; so position counts in COE will be reduced. On the other hand, IT and the Outreach College received 6 positions to develop online courses; concerns that they do not have the skills to do it. Changes are driven by UH System with H. Okimoto running the program.</p> <p>f. TPRC’s -- Concerns have been raised about inconsistencies across TPRC’s reviewing T&amp;P applications. Seems to be a continuing problem. OVCAA needs to provide better training. Training needs to be more transparent. Several issues, especially, related to S faculty and inconsistent reviews.</p> <p>g. Priorities for 2018-19: reorganizations (TIM/Business; SPAS/A&amp;H/LLL; ARCH/ENGR; Admin), enrollment management, research support</p>	
	<p>2. Design Team update -- C. Irvine is not going off the Design Team; Lassner asked her to stay on. C. Irvine is willing to come back to SEC to report. Design Team is nearly done; new committees will be formed for each “bucket.” SEC needs to be involved. Hope to have one SEC member on each new “bucket” committee. Role of curricular materials especially for</p>	<p>2. SEC will continue to monitor. J. Kinder to bring information regarding agreement with MFS and Graduate Division regarding curricular matters. SEC needs to revisit and change if necessary.</p>

	<p>graduate programs need to come to MFS. Check with agreement with MFS and graduate division -- we let them do it. All under vice-provost for student success. Titles of “buckets” are evolving. Does the President also become the Chancellor? Don’t get hung up with the proposed titles -- still a work in progress.</p> <p>3. Classroom Committee Update -- Classroom committee information sent to the SEC.</p> <p>4. GEO Director receipt of proposed agreement -- The SEC reviewed the draft provided by GEO Director Beaulieu. We reviewed and submitted changes back to the Director for her review.</p> <p>5. BOR meeting agenda  <a href="https://www.hawaii.edu/offices/bor/regular/materials/201808160930/BOR_Meeting_of_08_16_18_Materials_FOR_UPLOAD.pdf">https://www.hawaii.edu/offices/bor/regular/materials/201808160930/BOR_Meeting_of_08_16_18_Materials_FOR_UPLOAD.pdf</a></p>	<p>3. SEC to review new materials and will continue to monitor.</p> <p>4. The SEC will await feedback from GEO director before submitted to GEC.</p> <p>5. The SEC will monitor. The SEC is encouraged to review BOR agenda.</p>
<b>ACTION ITEMS</b>	<p>1. Contemporary Ethical Issues Board (E-Board) nominee of Megan Terawaki, AA Manoa Advising Center for a 3-year term ending June 2021.</p> <p>2. Writing Intensive Focus Board (W-Board) CFS nominee Andrew Nguyen, AA Manoa Advising Center as the <i>Faculty Specialist Advisor</i> finishing a 3-year term ending June 2020.</p>	<p>1. Motion by D. Vincent to appoint M. Terawaki to the E-Board; seconded by J. Casken. Approved unanimously.</p> <p>2. Motion by J. Casken to appoint A. Nguyen to the W-Board; seconded by J. Griswold. Approved unanimously.</p>
<b>GUEST</b>	<p>1. Thomas Conway, Center on Disability Studies (2:30 PM).  Discussion on the progress of his work on disability concessions with the agreement with Office of Civil Rights (a handout from ITS was provided, dated July 20, 2018). UH System is managing; under the VPR over non-compliance and agreement. Original information sent out was wrong; i.e. deadlines for compliance and when they needed to be met. All new content going up doesn’t have to be in compliance for several years. Earliest deadline is May 2019; with new content doesn’t have to be done until 2021. Content has to</p>	<p>1. The SEC thanked Tom Conway for his time and explanations regarding disability concessions.</p>

be made accessible. But UH has several years to make it compliant. It's up instructors to make it compliant but steps can be taken slowly, baby steps. As long as efforts are moving forward. Alternative text for images and structured headings; if everyone did that, it would have nearly be 90% compliance. Captioned videos, need speaker notes are also issues. The key is what is primary focus of the material. If the main focus of the material is to provide the primary content for the students, then the material needs to be compliant. But if it is supplemental, change can be slower; Use a template for tables. Recommend putting a line item on your syllabus, please contact Kokua, if your having problems accessing information. It is not your obligation to fix it while the class is ongoing. Engage the student; send them to Kokua to meet the student's need. Question: What is new material? A "new class session" is new, regardless of the age of the content. UH needs to provide resources to help resolve issues. There are conversations ongoing with UHPA. System is purchasing software to review websites for lack of compliance. Front-facing departmental websites are a greater problem and need to be in compliance. Departments need to be selective on what is most important for their websites; should no longer serve as a "library." Not OK for publicly available, must be compliant. Websites on private servers, if you are representing the University or linking to the University, then need to be in compliance. Some items can be grandfathered in; but UH needs to come up with a policy. Put language on websites and make options available and provide assistance. Baby steps and take them, need to take good faith efforts; need to get the right message out to Department Chairs. So far uncertainty. Public web sites are the number one items to be taken care of first.

<b>COMMITTEE REPORTS</b>	<p>Need to schedule first meetings called by liaisons as soon as usual.</p> <ol style="list-style-type: none"> <li>1. CAB (DV) – C. Measures, CAB Chair from AY17-18 was contacted by VCAFO Kathy Cutshaw regarding the reorganization (on 8/06/2018).</li> <li>2. CAPP (BP) – No report.</li> <li>3. CFS (GW) – No report.</li> <li>4. COA (BP) – No report.</li> <li>5. COR (DD) – No report.</li> <li>6. CPM (JC) – No report.</li> <li>7. CSA (JC) – No report.</li> <li>8. GEC (SR) - First meeting August 24. Orientation tomorrow.</li> <li>9. CEE (CSI) – No report.</li> <li>10. UHPA – No report.</li> </ol>	<ol style="list-style-type: none"> <li>1. No action taken.</li> <li>2. No action taken.</li> <li>3. No action taken.</li> <li>4. No action taken.</li> <li>5. No action taken.</li> <li>6. No action taken.</li> <li>7. No action taken</li> <li>8. No action taken.</li> <li>9. No action taken.</li> <li>10. No action taken.</li> </ol>
<b>UNFINISHED BUSINESS</b>	<ol style="list-style-type: none"> <li>1. Discussion on Election reporting. (G. Wilkens). We need clarity on the reporting of the votes. Original raw vote vs. system adjustment of ranks to determine who is elected. Current system is more analytical that previous versions.</li> <li>2. Attendance and testimony for August 16 BOR meeting. Our attendance at the BOR has been helpful. BOR hears the administration and student viewpoints and rarely hear from the faculty. Need to show interest in the BOR's actions. Our past MFS leadership has been helpful.</li> <li>3. Update on call for volunteers plan and GEC positions to be filled.</li> </ol>	<ol style="list-style-type: none"> <li>1. Deferred until next meeting.</li> <li>2. B. Powell will attend.</li> <li>3. J. Kinder will draft memo to faculty for review on 8/13/2018 requesting volunteers. J. Casken moved; D. Vincent to send out.</li> </ol>

## MĀNOA FACULTY SENATE

	4. Parking data requested from VCAFO.	Unanimously approved.  4. Data shared with SEC. SEC will review and follow up.
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# MĀNOA FACULTY SENATE

<p><b>BUSINESS</b></p>	<ol style="list-style-type: none"> <li>1. New Faculty Orientation (NFO) presentation and reception on August 15, 2018.</li> <li>2. Testimony for August 16 BOR meeting.</li> <li>3. UHM-Athletics Advisory Board (AAB) requests 5 or 6 faculty nominations from either the SEC or CFS to the AAB. These nominations will be forwarded to the Interim Chancellor Lassner for appointment.</li> <li>4. Request from Council of Academic Advisors. Doing a self study and want to bring faculty into nine different committees regarding on excellence in academic advising.</li> <li>5. Nominees for GEC boards</li> <li>6. Election of SEC Officers - exiting SEC members will be excused at this time.</li> <li>7. SEC Liaison senate committee assignments.</li> </ol>	<ol style="list-style-type: none"> <li>1. The newly elected SEC Chair will decide to either present or have the past chair present a 15 minute overview on <i>Faculty Governance</i> at 2:00 pm Kuykendal 106; and attend the NFO reception 4:30 pm to 6:00 pm at College Hill. C. Irvine and B. Powell will attend.</li> <li>2. B. Powell will draft brief testimony.</li> <li>3. J. Kinder will send out request to faculty, calling for volunteers.</li> <li>4. SEC will invite representatives from Council of Academic Advisors meet with SEC. J. Kinder to invite.</li> <li>5. J. Kinder will send out requests to faculty calling for volunteers</li> <li>6. SEC Officer election results: Chair - B. Powell Vice Chair - D. Duffy MFS Secretary- S. Roberts SEC Secretary- A. Sakaguchi</li> <li>7. New Liaison assignments: CAB - D. Vincent (till 12/31)/A. Sakaguchi CAPP - C. Stephenson CEE - J. Griswold COA - D. Vincent (till 12/31) COR - D. Duffy CFS - A. Sakaguchi CPM - C. Stephenson CSA - J. Griswold GEC - S. Roberts UHPA -- A. Sakaguchi</li> </ol>
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## MĀNOA FACULTY SENATE

	<p>8. Research services -- V. Kameoka requested evaluation of a system (Academic Analytics) to match faculty with funding opportunities (for large grants). \$75K. Costs covered by RTRF.</p> <p>9. Digital T&amp;P documentation. DPC has to evaluate different. UHPA is exploring electronic T&amp;P at the Community Colleges.</p>	<p>8. A. Sakaguchi moved to refer to COR., D. Vincent seconded. Approved unanimously.</p> <p>9. Faculty member should be following approved Departmental procedures. If not, contact UHPA.</p>
<b>ADJOURNMENT</b>	<p>The next meeting of the Senate Executive Committee will be on August 20, 2018.</p>	<p>Motion to adjourn by C. Irvine; seconded by A. Sakaguchi. Passed unanimously. Meeting adjourned at 5:09 PM.</p>

Respectfully submitted by Douglas Vincent, Secretary  
Approved unanimously on August 20, 2018.