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**COMMITTEE ON PROFESSIONAL MATTERS**  
**MEETING AGENDA**

**MEETING DATE:** October 31, 2018      **4:00 PM - 5:00 PM**  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Amy Brown	P	Brian Huffman	P			None	
Katherine Davis	E	Noa Lincoln	A				
Jeff Goodwin	P	Pallav Pokhrel	P				
Jason Higa	P						
Derrick Higginbotham	P	Carolyn Stephenson, SEC liaison	P	John Kinder, Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		1. The meeting was called to order by Chair Brown at 4:03 pm.
<b>REVIEW OF MINUTES</b>	1. The minutes of the September 12, 2018 Committee on Professional Matters (CPM) had been circulated electronically for comments.	1. Motion by D. Higginbotham to approve the September 12, 2018 minutes; seconded by P. Pokhrel. Approved unanimously.
<b>CHAIRS REPORT</b>	1. Welcome and Agenda	1. The meeting's agenda was circulated.
<b>UNFINISHED BUSINESS</b>	1. Draft Executive Policy EP X.XXX - Safety and Protection of Minors Policy 2. Conflict of Interest procedure (AP 12.304)	1. CPM awaiting response from VPs of Admin Academics & General Counsel. 2. A memorandum from VP of Research & Innovation V. Syrmos addressed to the SEC in response to MFS comments regarding AP 12.304 was circulated.
<b>BUSINESS</b>	1. Discussion on Delegation of Departmental Chair Duties to Associate Professors	1. No motions made.



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	<ol style="list-style-type: none"> <li>2. Executive Policy EP 9.210 Workplace Violence</li> <li>3. Approval of Fall &amp; Spring meeting schedules</li> </ol>	<ol style="list-style-type: none"> <li>2. CPM to review EP 9.210 and discuss at next meeting.</li> <li>3. The dates of the January and March CPM meeting were changed. The new schedule is: Fall 2018 Nov 28th 4:00PM - 5:00PM Spring 2019 Jan <b>30th</b> 4:00PM - 5:00PM Feb 6th 4:00PM - 5:00PM Mar <b>27th</b> 4:00PM - 5:00PM Apr 3rd 4:00PM - 5:00PM May 1st 4:00PM - 5:00PM</li> </ol>
ADJOURNMENT		Motion to adjourn by A. Brown; seconded by P. Pokhrel and approved unanimously. The meeting adjourned at 5:02 pm.

Respectfully submitted by Jason Kenji Higa, Secretary.

Approved on November 28, 2018 with 7 votes in favor of approval and 0 against.