

## EXECUTIVE COMMITTEE Meeting Minutes

**MEETING DATE** November 18, 2019

**MEETING TIME** 1:30 PM - 4:30 PM

**LOCATION** Hawaii Hall 208

### Attendance

#### Members

Name	Role	Attendance
Tom Conway	Chair	Present
Paul McKimmy	Vice-Chair	Excused
Jim Potemra	SEC Secretary	Present
Ann Sakaguchi	MFS Secretary	Excused
Carolyn Stephenson	Member	Excused
Jennifer Griswold	Member	Present
Truc Nguyen	Member	Present and excused at 2:25 pm
John Kinder	Staff	Present

#### Guests

Name	Role	Time
Michael Bruno	Provost	2:30 pm - 3:30 pm
Kristi Govella & Nandina Chandra	CAPP members	2:30 pm - 3:00 pm

# MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>		The meeting was called to order by Chair Conway at 1:38 PM.
<b>Review of Minutes</b>	<ol style="list-style-type: none"> <li>1. The minutes of the 11/4/19 Senate Executive Committee were circulated electronically.</li> </ol>	<ol style="list-style-type: none"> <li>1. J. Griswold made a motion to approve the 11/4/19 meeting minutes; seconded by J. Potemra. The minutes were approved 3 in favor; 0 abstention.</li> </ol>
<b>Chair's Report</b>	<ol style="list-style-type: none"> <li>1. Discussion items for Dr. Bruno</li> <li>2. Review upcoming SEC Guest visits for Nov 25th.</li> <li>3. Update on 11/13 Campus Climate meeting               <ol style="list-style-type: none"> <li>a. T. Conway and T. Nguyen attended. Update from T. Nguyen. Passive programming and active events are being planned. Events include a resource fair, workshop on intergenerational communication, and social media “takeover” day of positive messaging. Also planning an event with the College of Education. A big driver is strong relationships-strong communities. Ideas include unity, respect, resiliency, equity, and inclusion. Lots of concern about if admin can trust us (student, faculty, staff) with our voice...we should be heard and our voice should influence.</li> </ol> </li> <li>4. MFS Chair's Report</li> </ol>	<ol style="list-style-type: none"> <li>1. No action.</li> <li>2. D. Lassner 3:00 pm and M. Bruno 3:45 pm.</li> <li>3. No action.</li> <li>4. No action.</li> </ol>
<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. CFS recommends the following appointments:               <ol style="list-style-type: none"> <li>a. Assign Senator Sarah Yuan (CTAHR) to the Committee on Faculty Service (CFS).</li> </ol> </li> <li>2. Quorum was lost at 2:25 pm.</li> </ol>	<ol style="list-style-type: none"> <li>1. J. Griswold made a motion to assign Senator S. Yuan to CFS; seconded by J. Potemra. The motion was approved 3 in favor, 0 abstentions.</li> </ol>
<b>Guest(s)</b>	<ol style="list-style-type: none"> <li>1. Provost Michael Bruno (2:30 pm - 2:50 pm) Discussion points:  CES coordinator designation? Why is it now increased to 18 days, when we've been advocating 1 week?</li> </ol>	<ol style="list-style-type: none"> <li>1. No action.</li> </ol>

	<p>Kristi Govella &amp; Nandina Chandra attended as guests representing CAPP</p> <p>Grad Division status w.r.t. re-org</p> <p>GenEd review response</p>	
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<b>Committee Reports</b>	<ol style="list-style-type: none"> <li>1. CAB (AS) – November 8th meeting was canceled. Next meeting will be held on 11/22/19.</li> <li>2. CAPP (CS) – Meeting was held on Nov 13.</li> <li>3. CFS (TN) – Meeting was cancelled on Nov 6. Next meeting 11/20.</li> <li>4. COA (JG) – Meeting was held on Nov 7.</li> <li>5. COR (JP) – COR met on November 5th. The entire meeting was devoted to discussions on promoting research. Dan Meisenzahl, UH Director of Communications, attended as a guest and explained how the UH Comm office could help with messaging research.</li> <li>6. CPM (TN) – Informal meeting was held on Nov 15 with guest Kathy Kane who shared process of New Faculty Orientation topics. CPM will not be reviewing two items referred by SEC, but recommend that the issue be looked at by a more appropriate committee, if any. MFA “terminal degree” equivalency check off box in the T&amp;P procedures and the change of the order of MFS degree presentation in the commencement exercises.</li> <li>7. CSA (JG) – No report. Next meeting is Nov 19.</li> <li>8. GEC (CS) – Meeting was held on Nov 6.</li> <li>9. CEE (PM) – Meeting was held on Nov 12. M. Stitt-Bergh presented on the UHM program assessment process. Next meeting TBD in January.</li> <li>10. UHPA (AS) – No report.</li> <li>11. WASC (CS) – No report.</li> <li>12. Educational Excellence Design Team (CS) –</li> <li>13. Equity, Climate and Conflict Resolution Committee (JG) – Has not met in person since July 31, 2019. Tentative next meeting Monday Nov 25th 3-4:30pm.</li> </ol>	<ol style="list-style-type: none"> <li>1. No action was taken.</li> <li>2. No action was taken.</li> <li>3. No action was taken.</li> <li>4. No action was taken.</li> <li>5. No action was taken.</li> <li>6. No action was taken.</li> <li>7. No action was taken.</li> <li>8. No action was taken.</li> <li>9. No action was taken.</li> <li>10. No action was taken.</li> <li>11. No action was taken.</li> <li>12. No action was taken.</li> <li>13. No action was taken.</li> </ol>
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# MĀNOA FACULTY SENATE

	<p>14. Enrollment Management Committee (TC/BP) – No report. Committee work completed.</p> <p>15. Student Success Committee (PM) – Nov 7 meeting was cancelled, no explanation provided.</p> <p>16. Research, Scholarship and Graduate Studies Committee (JP/TN) – Met on 11/4 to discuss the comments from the committee. New draft sent out on 11/12 after the meeting incorporating comments. Informed that next steps will be with the “larger group” and it will be shared further after that. We think that concludes current work. No plans for additional meeting mentioned.</p>	<p>14. No action was taken.</p> <p>15. No action was taken.</p> <p>16. No action was taken.</p>
<b>Unfinished Business</b>	<p>1. GenEd report review</p> <p>2. RIO Ethics Committee appointments; message expressing concerns and recommendations</p>	<p>1. Discussion deferred.</p> <p>2. Discussion deferred.</p>
<b>Business</b>	<p>1. Review Nov 20 MFS Agenda</p> <p>2. Revisions to M5.301: Admission of Classified Students</p> <p>3. Review draft Elimination of \$21 Library Thesis Fee for Binding</p> <p>4. Review draft MFS minutes from Oct 16 meeting</p> <p>5. Topics/questions for VPA J. Gouveia, for 12/16/19</p> <p>6. Referral to Committee of MFA concerns for T&amp;P verification and commencement</p>	<p>1. Discussion deferred.</p> <p>2. Referral to CAPP</p> <p>3. No action.</p> <p>4. Reviewed.</p> <p>5. Discussion deferred.</p> <p>6. Referred to CAPP as this will require changes to policy</p>
<b>Adjournment</b>	The next meeting of the Senate Executive Committee will be on November 25, 2019.	J. Potemra made a motion to adjourn; seconded by J. Griswold. Meeting adjourned at 3:16 PM.

Respectfully submitted by Jim Potemra, SEC Secretary

Approved unanimously on November 25, 2019.