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EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: September 26, 2016 2:00 pm
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Marguerite Butler -- Chair	P	Vilsoni Hereniko	P	Lilikala Kame'eleihiwa	E	Deborah Halbert AVCAA; and Hokulani Aikau, Dir Gen Ed	3:00pm-4:15pm
John Casken - Vice Chair	P	Christine Sorensen-Irvine	P				
Kelley Withy -- SEC Secretary	P	Sarita Rai -- MFS Secretary	P	John Kinder -- Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Butler at 2:02 PM
REVIEW OF MINUTES	The minutes of the September 19, 2016 meeting had been circulated electronically before the meeting.	To be revised and reviewed next week
CHAIRS REPORT	1. Update on the governance of GEC-met with M. Bruno and Debbie Halbert and clarified that this is a faculty senate committee, populated by MFS. Charges are to examine streamlining GEC, membership of GEC, and examine Faculty Governance of General Education document for consistency with senate bylaws. We must clarify	1. Meeting with H. Aikau and D. Halbert today to discuss further



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	<p>that listserv has senators and appointed members of committee only. Need to simplify boards and make it a less administratively burdensome committee.</p> <p>2. Update on BOR meeting- Pres. Lassner indicated we may have Chancellor by January; discussion of dual credit program; groundbreakings for Pharmacy School and Culinary Institute; Maui enrollment down; approval of biennium budget process; and approved task group for Integrated Academic and Facilities Planning to be Chair Sullivan and the four subCommittee Chairs of the BOR.</p> <p>3. Update on ACCFSC meeting-faculty confidentiality document; biobibs and workload equivalencies are separate issues. VP Dickson planning a presentation to BOR in November.</p> <p>4. Update on Mini retreat on Academic Structure and Organization-faculty presence important, trust must be built, discussion of transparency, discussion of possible department or school mergers to improve function.</p> <p>5. SEC- short bio for BOR members</p> <p>6. Hawaii Hall office hours for the i-Chancellor and i-VCAA</p> <p>7. Letter from a concerned citizen to the SEC</p>	<p>2. No action taken.</p> <p>3. No action taken.</p> <p>4. No action taken.</p> <p>5. All SEC requested to create one-pager</p> <p>6. i-Chancellor office hours Mondays 8:30am - 10:30am & Fridays various AM hours. iVCAA Mon-Fri 7:30-12noon</p> <p>7. Topic will be described to CAB</p>
ACTION ITEMS	CFS Recommendations on vacant senate seat	Deferred until discussed with CFS



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GUESTS

Debora Halbert ACVAA and Hokulani Aikau,
Director of Gen Ed Office- discussed status of GEC
as a standing or permanent committee of the MFS.
GEC governance document indicates GEC is a
standing committee. MFS Bylaws may need to be
updated.

Questions:

SLOs, Hallmarks, assessment, proposal reviews are
all overseen by the GEC. SEC asked if we could
move to local (department/college) level to manage
review of writing intensive and other courses?

Answer: There would need to be a GEC proposal that
would then go through CAPP to simplify the process
by amending the 2000 Faculty Governance of
University of Hawaii at Mānoa General Education
document

1. We agree upon:

- GEC is a standing committee of MFS
and follows MFS committee procedures.
- Simplified gen ed requirements is
important so students can graduate on
time.
- Gen Ed program should work for the
improved education of students, not to
gain subscription to courses.
- SEC would like to simplify process
for GEC and boards to ease faculty
burden.

2. For this year, GEC will be tasked
with examining the 2000 Faculty
Governance of University of Hawaii
at Mānoa General Education
document and tasked with examining
the question of how to simplify the
General Education program and the
GEC process. For example, can all
the courses that have been approved
before be automatically approved?
Can we send certifications back to
departments for courses such as
writing intensive? Shall we start a
GEC task force to examine the
process?

3. SEC will be watching for a revised
2000 Faculty Governance of
University of Hawaii at Mānoa
General Education document from
GEC.

UNIVERSITY OF HAWAII AT MĀNOA FACULTY SENATE

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		<p>4. Replacements for GEC may be processed in spring so GEC is prepared to start up at beginning of duty period. GE staff can ask individuals if it is okay to submit their names for consideration by CFS. MFS webpage will include the GEC boards.</p>
COMMITTEE REPORTS	<p>1. CAB – No report.</p> <p>2. CAPP – Recommend to meet twice a month to handle additional issues including dual credit. Next meeting October 12.</p> <p>3. CFS – Coming to SEC 10/3.</p> <p>4. COA – First meeting 10/6.</p> <p>5. COR – Meeting with VCR Bruno.</p> <p>6. CPM – No report.</p> <p>7. CSA –No report.</p> <p>8. GEC – Scheduled to meet Thursday.</p> <p>9. MAC – No report.</p> <p>10. UHPA – No report.</p>	<p>1. No action taken.</p> <p>2. No action taken.</p> <p>3. No action taken.</p> <p>4. No action taken.</p> <p>5. No action taken.</p> <p>6. No action taken.</p> <p>7. No action taken.</p> <p>8. No action taken.</p> <p>9. New charge for MAC to recommend methodology for faculty to give input on how effective administrative offices (for example VCAA and VCS offices) are in supporting student success. Review sample instruments from other research universities (e.g. University of Michigan). SEC supports suspension on submission of assessment reports to MAC this year.</p> <p>10. No action taken.</p>



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OLD BUSINESS	Discussion on SEC and Standing Committee Listserv access	Changed listserv to receive public comment so members not on the list can write to the list but can't read the list. Congress listserv limited to chair and exec staff. All newsletters will include an email for discussion and responses by readers.
NEW BUSINESS	<p>1. Response to election concerns.</p> <p>2. Robert's Rules of Order and senate procedures.</p> <p>3. Prepare SEC agenda for October 3, 2016</p>	<p>1. SEC reviewed bylaws and previous actions to fill SEC vacancies and felt actions were in compliance. SEC will meet with CFS to review data and process next week and discuss possible changes to bylaws.</p> <p>2. SEC discussed incident at MFS meeting 9/21/2016 and determined that proper procedures were not followed. All election concerns should be taken to CFS and proposed actions should be forwarded from CFS to SEC for review.</p> <p>3. Senate agenda reviewed.</p>
ADJOURNMENT		Motion to adjourn by Vili Hereniko, seconded by John Casken. All approved the motion. Meeting adjourned at 6:00 pm.

Respectfully submitted by Kelley Withy.
Approved on 10/3/2016 unanimously.