

Faculty Senate
Executive Committee
Meeting Minutes

Meeting Date: December 6, 2010

Attendance:

Susan Hippensteele (Chair)	X	Kristin Herrick, staff	X	Chancellor Hinshaw	Greg Takayama	Others:
		Martin Rayner	X	VCGRE Ostrander		
Lilikala Kameeleihiwa	E					
		Halina Zaleski	X	VCAA Dasenbrock		
Shirley Daniel	X					
		David Duffy	X	VCSA Hernandez	X	
Rosanne Harrigan	X-tel					

Subject	Discussion	Action/Strategy
Call to order	Meeting called to order at 3 p.m. in HH 208	
Meeting with VCSA Hernandez	<p>VCSA Hernandez provided answers to questions/issues being considered by UHMFS committees.</p> <p>CAPP – The issue of recruitment of international students was discussed. Hernandez noted that there has been no analysis of the financial impact of recruiting or admitting international students. Thus, the Office of Student Services is not currently focused on recruiting more international students, but is focused on maintaining and improving existing international programs.</p> <p>CAPP & Co-Athletics- On the issue of good academic standing, Hernandez noted that most institutions have one policy for good academic standing - specifically a 2.0 minimum GPA requirement. There are often varying entrance/admission requirements for different programs, but he's rarely seen it as an exit or requirement. When such higher requirements exist, it sometimes results in students taking extra courses to increase their GPA, which delays graduation. This is problematic. It was noted that some fields require higher GPAs due to their own program accreditation requirements. CAPP has been provided with a list of all the various graduation/good standing requirements and is using this in their discussion.</p> <p>The issue of student retention has come up in almost every forum. There is a question about whether there is an emphasis on student recruitment and not</p>	<p>This message will be relayed to the Committee by the SEC liaison.</p> <p>This issue will be formally included in the charge for CAPP for spring.</p> <p>VCSA Hernandez will meet with VCAA Dasenbrock on these issues and get back</p>

Subject	Discussion	Action/Strategy
	<p>enough on retention and graduation rates (particularly by the administration). Hernandez noted that he put together a report in 2008 and is now meeting with the UHM staff in IRO to update the report. He and VCAA Dasenbrock are looking at the issue in more depth to address the issues. For example, Hernandez noted that in the past students left because the student housing was poor. This has been improved with the new dorms. He noted that recruitment focus is moving from just recruiting students to UH to recruiting students with an understanding that they come to UH for a good, serious academic experience in the fields we offer (rather than to just enjoy Hawai'i). The SEC noted that providing additional data on recruiting and completion and time to completion by departments and fields would be useful to faculty and units.</p> <p>The SEC reviewed a report on Fall 2010 Preliminary Classified first-time freshmen highlights. (See report). One trend seems to be an increasing proportion of Hawaiian and part/Hawaiian students. He noted that they do have a goal of recruiting more Hawai'i students and certain ethnic groups. The VCS's office will release this report yearly in order to ensure the success of this goal.</p> <p>The med school has received a request from NINDS to increase their diversity and especially minorities, including Pacific Islanders. The SEC noted that recruitment can be targeted to minority groups, but the admission process must be equally applied to all groups. The SEC inquired whether there was a target for Hispanic students, and Hernandez indicated that there is not at this time. The Hispanic population in Hawai'i is low but growing fast, especially on Maui and the Big Island. Most have children that are still in grade school.</p> <p>The SEC inquired about the recruitment of Veterans. Hernandez noted that he had created a report on what they do to recruit Veterans, which was previously distributed. Hernandez noted that dealing with the Federal Government is difficult. For example, we need to have gap funding because Veterans sometimes don't get their funds until after the semester starts. Also, we need a method to make exceptions when people get deployed or move.</p> <p>Hernandez left the meeting at 3:50 p.m.</p>	<p>to Hippensteele with additional information on actions and data.</p>
Chairs Report	<p>Hippensteele noted that she had spoken with Ron Bonteco on the graduate working group and the group will provide a report on their recommendations at next Monday's SEC meeting. They will meet with us at 3:00 pm</p> <p>System International Proposal - the SEC's response was drafted by Duffy and conveyed by Hippensteele to the system administration.</p>	
Approval of Minutes	<p>Minutes of the SEC meeting of Nov 29 were approved as revised.</p>	

Subject	Discussion	Action/Strategy
Benchmarking of the UHM Strategic Plan	<p>The benchmarking process is planned to begin in fall 2011. Therefore we need to begin to propose metrics to be tracked.</p> <p>VCGRE Ostrander had noted in a conversation with Susan that he would like to have a clearer idea of what the Senate can be expected to do.</p>	
Budget workshop	<p>The correspondence with the trainers was discussed. We will continue to work with them on the logistics of their travel and the content of the workshop. There was a consensus that there should be some material on budgets (as well as actual financials).</p> <p>There was some discussion of a webcast and/or satellite input. It was agreed that we wanted to video-tape the sessions to use later, and that we will cast the conference to individual computers, rather than to satellite locations using the STAN system.</p>	SDaniel will continue to communicate with the trainers to plan the workshop.
Senate response to BOR AA committee on PBRC abolishment	<p>The SEC discussed the draft response previously circulated by Hippensteele.</p> <p>After some minor revisions, the memo was finalized and approved. It was suggested that the 3 Senate Committee chairs be alerted of the meeting on Dec 13 at the UHM campus in case they want to attend.</p>	Hippensteele to notify the committee chairs of the BOR committee meeting at MFS mtg on Wed.
Applicability of M3.101 to facilities revisions	<p>The issue of whether major changes in the use of facilities qualifies/requires going through M3.101. The closure of Kewalo is likely to be proposed by the administration.</p> <p>The SEC discussed the previous movement of Outreach personnel from the UHM Campus to downtown and how the administration and the Senate dealt with that. While this was a more emergency issue, the Senate was less than happy about the process, and wanted to have a more formal process following UHM3.101 in the future. CAB has agreed to look at Marine laboratories which might be helpful.</p>	Hippensteele will contact the Administration/VCGRO Ostrander about his intentions regarding consultation on the pending proposal to close the Kewalo facilities.
Liaison communication with committees/ attendance	The SEC agreed that committee liaisons who are unable to attend a meeting will notify the rest of the SEC in order to secure coverage and ensure that an SEC liaison is present at the meeting to report back to the SEC about the committee's progress.	
Committee charges for spring 2011	CAPP has recommended changes in the organization of international programs, and is pushing for implementation/consideration of their recommendations. CAB has drafted a parallel resolution, which they want to bring up as a motion. The SEC has encouraged a delay in addressing this issue because we want to complete the Strategic Plan and also allow the MIEC to meet and get organized to consider the proposal. After some discussion it was decided to put the issue on the January Senate meeting agenda, in the hope that more progress will have been made on the issue by then.	The CAPP and CAB liaisons will relay this information to the committees.
Committee representation	There have been changes to the number of faculty, and CFS will provide information in spring about what representation is needed going forward.	

Subject	Discussion	Action/Strategy
Issue of Centers	<p>Some discussion occurred on the fact that there are many centers, some are dormant and some active. Some Centers are level 5 BOR approved, and others formed at the unit level to respond to funding opportunities or needs/desires of faculty research projects.</p> <p>For interdisciplinary centers, it might be required to have more than 1 administrator's approval and buy-in.</p> <p>CoR has addressed this issue in their last meeting. In summary, CoR's recommendations are:</p> <p><u>Centers</u></p> <ul style="list-style-type: none"> - Deans and administrators are responsible for the creation of and providing any University funds to a Center - Written contracts should be established by involved faculty and administrators ahead of time in terms of unit commitment, evaluation procedures and duration of support - Propose "sunset" or renewal clause for Centers that is included in the initial contract <p>The SEC decided to refer the recommendations of CoR to CAB for further consideration and perhaps bring up in spring.</p>	<p>Liaisons Duffy and Daniel will continue to work with CAB and CoR to provide some guidance for the administration to address the creation, evaluation and dissolution of non-BOR authorized Centers.</p>
Committee Charges	<p>Hippensteele noted that Prof Kipnis met with her relating to a previous freshman seminar initiative he was involved with aimed at improving retention. This was a matter considered by the Senate about 12 years ago.</p> <p>The SEC discussed some other possible additions to committee charges and agreed to continue to refine the expectations for work to be done by committees in spring.</p>	<p>It was recommended that the issue be referred to CAPP, CSA and/or GenEd.</p> <p>Hippensteele will compile and draft updated charges</p>
	Meeting adjourned at 6 p.m.	