

Faculty Senate
Executive Committee
Meeting Minutes

Meeting Date: November 22, 2010

Attendance:

Susan Hippensteele (Chair)	Kristin Herrick	X	Chancellor Hinshaw	Greg Takayama	Others:
Lilikala	X	Martin Rayner	X	VCGRE Ostrander	VCAFO Cutshaw
Kame`eleihiwa					
Shirley Daniel		Halina Zaleski	X	VCAA Dasenbrock	
Rosanne Harrigan	X	David Duffy	X	VCSA Hernandez	

Subject	Discussion	Action/Strategy
Call to order	Meeting convened at 3 p.m by Vice Chair Duffy.	
Announcements	The SEC commends Chair Hippensteele for all of her hard work on the Strategic Planning Report.	
Chair's Report	ACCSFC: VC Duffy and Chair Hippensteele attended the ACCFSC meeting. The ACCFSC was not satisfied with UH System's Draft announcement titled "Mission Statement and Strategic Directions for International Engagement, 2010 – 2010." <i>The ACCFSC's comments for revision have been submitted and another draft is expected.</i>	
Minutes	<i>Minutes of Senate Executive Committee's November 15th meeting were approved.</i>	
Old Business	SEC/Administrative Retreat Scheduling: The SEC tentatively approved <u>January 6, 2010</u> as the date of the 2010 – 2011 SEC/Admin Retreat. Daniel has invited the Chancellors and Vice Chancellors, as well as the Senate Committee Chairs and SEC members to submit their availability for the Retreat using online scheduling software. <i>The SEC will discuss scheduling in further detail at the next SEC meeting, when Daniel is present.</i>	
New Business	<p>1. Provisions for Major facilities changes – CAB?</p> <p><u>Issue:</u> There is no process or criteria for effective faculty consultation on facility change on the UH Manoa Campus. VCRGE Ostrander has indicated his desire to close Kewalo Marine Laboratories, which is under PBRC. Kewalo is under Ostrander's control as Interim Director of PBRC. It is important to establish a process to monitor closures of major facilities in order to standardize the process and include appropriate consultation. Consultation is particularly important when</p>	<p><i>The SEC deferred this issue until the next SEC meeting, when Chair Hippensteele is present.</i></p> <p><i>The SEC will first consider the extent to which existing process under M3.101 already addresses major facility change at UH, and will then consider what action</i></p>

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	<p>major research studies might be affected.</p> <p>It may be difficult to establish criteria for major facility change due to inadequate maintenance and information on structural soundness of buildings at UH Manoa. The SEC discussed the importance of having someone in charge of assessing the facilities structurally.</p> <p>The SEC inquired about the extent to which the Strategic Plan guides us in determining criteria for instituting major facility change at UH. How do major facility changes fit into the Plan?</p> <p>The SEC agreed that there should be an explicit link between the strategic plan and the facilities. The administration should be required to show how a major facility change (1) will affect the strategic plan; and (2) will benefit the University financially. The process should have a defined relationship with the strategic plan. The Senate also noted the importance of explicitly stating in the process that the criteria for major faculty change apply to all facilities in which the faculty has a stake.</p> <p><u>Who should look at this?</u> The SEC considered asking CAB to draft a process for major facility change at UH, however, CAB already has a lot of work to do. This seems to fall under VC Kathy Cutshaw.</p> <p>2. System “International Proposal”</p> <p>The draft “Mission Statement and Strategic Directions for International Engagement, 2010 – 2020” is intended to promote UH’s success in achieving international engagement. The ACCFSC did not entirely agree with the language of the draft International Proposal. The ACCFSC voiced some of the following comments:</p> <ul style="list-style-type: none"> • The language should be shortened; the statement should not be multiple pages, and should only be a few paragraphs in length at most. • The focus area should be broadened to include the many areas of engagement beyond Asia and the Pacific. <p>3. Agenda items for December 8 Senate Meeting</p> <p>The SEC will inform committees that agenda items for the <u>December 8</u> Faculty</p>	<p><i>needs to be taken to address this issue.</i></p> <p><i>This issue will be placed on the agenda for our next meeting with VC Cutshaw.</i></p> <p><i>The SEC agreed with the ACCFSC’s concerns with the draft International Proposal, and will wait for a revised draft reflecting the ACCFSC’s comments.</i></p> <p><i>Liaisons will inform committee chairs.</i></p>

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	<p>Senate Meeting are due to Chair Hippensteele by <u>December 1</u>.</p> <p>4. Budget Workshop</p> <p><u>Dates:</u> The tentative dates for the workshop are <u>January 7 & 8</u>. <i>The SEC agreed that it will arrange facilities for this date once the speakers have confirmed their availability.</i></p> <p><u>Funds:</u> \$10,000 + \$5,000 for ACCFSC for travel</p> <p>The ACCFSC must decide how to spend the \$5,000. The SEC can only advise ACCFSC about how to spend the \$5,000. The SEC discussed the administrative difficulties involved with compensating guests on Oahu for their mileage, and would advise the ACCFSC to reserve the \$5,000 for guests not on Oahu.</p> <p>Kame'eiehiwa described the budget workshop that she attended as including three total sessions with about 30 guests each. The speakers used power point, and the guests had the materials on their computers.</p> <p><u>Possible Venues:</u> Possible venues discussed included the Medical School Auditorium, the Art Auditorium, and the Law School.</p> <p><u>Data:</u> Daniel has agreed to get in touch with speakers and send them UH Data.</p> <p><u>Food:</u> Kame'eiehiwa noted that only the speakers were fed at the last budgeting workshop. The SEC agreed to collect donations to fund light refreshments, including coffee.</p> <p><u>Guest Count:</u> 40 (minimum); 80 (maximum).</p> <p><u>Speakers:</u> Kame'eiehiwa agreed to draft the letter of offer to the speakers immediately following the SEC meeting in order to ensure their availability before final arrangements are made.</p> <p><u>Invitations:</u> The SEC voiced its desire to help get the word out about the workshop. The SEC will confirm the speaker's attendance before announcing the event; the formal announcements to other campuses will come directly from the ACCFSC.</p> <p>Spring 2011 Committee Charges</p> <p><u>WGGE:</u> Due: <u>December 2010</u>. WGGE is currently trying to determine whether</p>	<p>Kame'eiehiwa will draft the letter of offer to the speakers immediately following the SEC meeting in order to ensure their availability before final arrangements are made.</p> <p><i>SEC members are asked to send any venue suggestions to Kristin Herrick.</i></p>

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	<p>assessment of graduate programs is possible. The SEC voiced its concerns with WGGE's decision that no faculty members in a department without a PhD program can serve as a member of a PhD committee in another graduate department. WGGE is still discussing this issue, and will produce a report on which the SEC can comment.</p> <p><u>CAPP, MAC, GEC: High Fail Courses:</u> Due: <u>December 2010</u>.</p> <p><u>CAPP: 148 Credit Notice to Undergraduate Students:</u> In progress.</p> <p><u>CAPP: Repeated Course Grading Options:</u> In progress.</p> <p><u>CAPP: 124 Credit Graduation Requirement:</u> Due: <u>December 2010</u></p> <p><u>CAB: Strategic Plan:</u> CAB should work closely with Kathy Cutshaw to develop transparent protocols.</p> <p><u>CAB, CAPP: Classroom Use:</u> CAB & CAPP have dealt separately with this.</p> <p><u>CAB: Fiscal Training:</u> CAB hasn't dealt with this yet.</p> <p><u>CAB: Senate Absenteeism:</u> CAB has come up with a change in policy that they will present at the December Senate Meeting. Under the policy, Senators with more than three unexcused absences will be required to involuntarily resign from the Senate. CAB also suggested that the SEC call a meeting and vote on behalf of the Senate when the Senate fails to reach quorum.</p> <p><u>CAB, COR: Procedures to deal with Centers:</u> CAB must develop a policy on this, since there is only a Regent's policy on this. The SEC cannot accept comments until we create evaluation criteria. <i>The SEC will address this issue further after reviewing the Strategic Plan.</i></p> <p><u>CPM: Funds to compensate faculty who receive partial salary grant:</u> Reed & CPM are working together on this.</p> <p><u>CPM: Issue of 9 v. 11 mo & I vs. R Faculty:</u> CPM had trouble understanding this issue. Harrigan explained that "S" & "R" have 11 month appointments & paid vacation, and that "I" does not. CPM will report back on this.</p> <p><u>CPM: New Draft P&T Procedures:</u> Due: <u>March 2011</u>. Reed is currently rewriting</p>	

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	<p>the guidelines based on CPM comments.</p> <p><u>CPM, CAB: Evaluation of Administration & Administrators:</u> CAB hasn't acted yet. We're behind schedule on this.</p> <p><u>COA, CPM: Complementary Tickets:</u> In progress.</p> <p><u>COA: Role of Athletics:</u> Due: <u>November 2010</u>. We need to catch up on this. <i>Rayner will determine COA's progress on this.</i></p> <p><u>COA: NCAA Recertification:</u> COA should report back on this in December. COA wants to invite Donovan to January meeting to present his point of view. COA should have some recommendations in January.</p> <p><u>COA:</u> The Coalition on Intercollegiate Athletics, a faculty governance coalition, will meet in January. Zaleski suggested that COA should send a representative. The Chancellor's office has provided funding in past years. <i>Rayner will speak to Kelley, COA Chair, and determine who will attend.</i></p> <p><u>CFS: Solicit Faculty Service Volunteers:</u> Ongoing – good progress.</p> <p><u>CFS: Voting Mechanism/Turnover:</u> Ongoing – good progress.</p> <p><u>CFS, CAB: Matrix of Committees:</u> CFS hasn't come up with anything yet.</p> <p><u>6. Attendance and Quorum</u></p> <p><u>Issue:</u> Can the SEC act on behalf of the Senate when there is no quorum at Senate Meetings?</p> <p>The SEC will check with the Parliamentarian in order to determine whether this is possible. The SEC agreed that it must provide adequate notice of its intention to act on behalf of the Senate if it does not meet quorum at the December Senate Meeting.</p> <p><u>Issue:</u> The Senate must establish a procedure for classifying excused and unexcused absences. CAB is working on this.</p>	<p><i>Duffy will follow up with the Parliamentarian.</i></p> <p><i>Kristin Herrick will draft an e-mail to serve as notice of the SEC's intention.</i></p> <p><i>The SEC will encourage Senators to forward absences to Kristin Herrick.</i></p>
Liaison Reports	<p><u>CAB:</u> CAB will raise a motion at the December Senate Meeting to revise the Senate Bylaws to require involuntary resignation of any Senator who has more</p>	

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	<p>than three unexcused absences to any Committee or Senate Meetings.</p> <p><u>CAPP</u>: In Progress.</p> <p><u>COR</u>: <i>Daniel was not present to report.</i></p> <p><u>MAC</u>: <i>Hippensteele was not present to report.</i></p> <p><u>GEC</u>: <i>GEC hasn't met since the last SEC Meeting.</i> GEC disagrees about whether math is a hard course. Engineering has requested money to provide math tutors system-wide in order to recruit more engineers to its programs.</p> <p><u>CPM</u>: <i>CPM hasn't met since the last SEC Meeting.</i></p> <p><u>CSA</u>: <i>CSA hasn't met since the last SEC Meeting.</i></p> <p><u>CFS</u>: <i>CFS hasn't met since the last SEC Meeting.</i></p> <p><u>COA</u>: <i>COA hasn't met since the last SEC Meeting.</i></p> <p><u>WGGE</u>: WGGE will draft a policy about changing the Graduate Council.</p>	
Suggested Change in Senate Meeting Schedule	The SEC briefly discussed the benefits of holding Senate Meetings on the second Wednesday of every month, rather than the third Wednesday, in order to communicate concerns to the BOR in a timely manner.	<i>The SEC deferred this issue to a time when Chair Hippensteele is present to comment.</i>
Adjournment	<i>Meeting adjourned at 5:05 pm.</i>	