

**EXECUTIVE COMMITTEE**  
**MEETING MINUTES**

**MEETING DATE:** October 20, 2014      **1:30 pm**  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Ron Bontekoe - Chair	P	Bob Cooney – Vice Chair	P	Doug Vincent – Secretary	P	Interim Chancellor Robert Bley-Vroman	2:00 pm – 3:00 pm
Duane Stevens	P	Peter Garrod	E	Ashley Maynard	E	Vice Chancellor for Students Francisco Hernandez	3:00 pm – 3:30 pm
Stacey Roberts	P					Carolyn Stephenson, CAPP Chair	1:40 pm – 3:45 pm
Rebecca Fraser - Staff	P	Lorna Ramiscal - Staff	P				

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Chair Bontekoe at 1:30 pm
<b>REVIEW OF MINUTES</b>	1. The minutes of October 13, 2014 SEC meeting had been circulated electronically before the meeting.	1. Motion by B. Cooney to approve the minutes as amended; second by S. Roberts. Passed unanimously.
<b>CHAIRS REPORT</b>	1. Chair Bontekoe reported on the budget task force meeting and a subsequent meeting he had with President Lassner on Friday, October 17, 2014.	1. No action taken.
<b>GUESTS</b>	Interim Chancellor Robert Bley-Vroman 2:00 pm– 3:00 pm 1. Official statement of charge to the Budget Task Force. Interim Chancellor reviewed the charge to the Budget Task Force. The Task Force is not about “allocating funds” but the “process for allocating funds”. He expects the outcome to be “simple and perspicuous.”  The Interim Chancellor also reviewed how the budget process will work, going forward. In the previous several years, there have been no budget	1.

	<p>meetings between deans and directors and appropriate VC's. These will be reinstituted. These meetings will be held in the summer or early spring to enable hiring in time for the next academic year. Quarterly reports from Kuali will be provided showing actuals vs. budgeted. The budget process will also begin sooner to better coordinate with the needs of the BoR and the legislature</p> <p>2. Scheduling of regular meetings with the Chair and Vice-Chair of the MFS.</p> <p>Vice Chancellor for Students Francisco Hernandez: 3:00 pm – 3:30 pm</p> <p>1. Location of the Alumni Office within the UH Foundation. The SEC raised concerns about the UH Alumni relations office being tied closely with the UH Foundation. We asked whether the OVCS might consider taking the Alumni office from UHF, so that there would be clear separation of missions.</p> <p>2. Role of Manoa Office of Student Affairs in the UH system. The VCS was asked about what functions the UHM Office of Student Affairs does for the entire system. VCS Hernandez indicated that Student Employment, the Bookstore and some mental health services originate in the UHM Student Affairs but is provided to the system. He indicated it was a matter of economies of scale.</p> <p>3. Data on numbers of students entering UHM with an AA degree and their subsequent performance.</p>	<p>2. Ron will work with the Chancellor's office to schedule regular meetings with Interim Chancellor Bley-Vroman.</p> <p>The SEC thanked Interim Chancellor Bley-Vroman for his time and for meeting with the SEC.</p> <p>1. VCS Francisco Hernandez will discuss this with his staff and raise the issue with the Council of Deans.</p> <p>2. No action taken.</p> <p>3. The VC will provide data on the performance of students transferring into UHM from community colleges.</p>
--	---	---

<b>COMMITTEE REPORTS</b>	<ol style="list-style-type: none"> <li>1. MAC. Stacey Roberts reported. The committee is currently reviewing 191 assessment reports by October 26, 2014 for a November 5, 2014 deadline for posting.</li> <li>2. GEC. GEC met and is reviewing proposed common course evaluations. This will replace eCafe and would be tied to programs. Hae Okimoto and April Goodwin of the administration are liaisons.</li> <li>3. No other committee reports.</li> </ol>	<ol style="list-style-type: none"> <li>1. No action taken</li> <li>2. No action taken</li> <li>3. No action taken</li> </ol>
<b>OLD BUSINESS</b>	<ol style="list-style-type: none"> <li>1. The special election results are as follows.               <ol style="list-style-type: none"> <li>a. CTAHR – Soojin Jun</li> <li>b. ORU – Unhee Lim</li> </ol> </li> <li>2. Update on UH – UHPA Memorandum of Understanding regarding Faculty Senates. Chair Bontekoe reported that the ACCFSC is reviewing the draft Faculty—UHPA MOU regarding which items are in the purview of Faculty Senates and which are primarily the responsibility of UHPA. The ACCFSC will vote on the draft at their next meeting with the hope of getting the agreement to the President by December 1, 2014.</li> </ol>	<ol style="list-style-type: none"> <li>1. Lorna and Rebecca will notify the winners (and losers).</li> <li>2. No action taken</li> </ol>
<b>NEW BUSINESS</b>	<ol style="list-style-type: none"> <li>1. A&amp;S Faculty Senate Request to host the A&amp;S Faculty Senate Executive Committee webpage on the MFS Web Page.</li> <li>2. M.S. in Athletic Training [<a href="#">PDF</a>] – Urgent. VCAA Reed Dasenbrock asked the SEC to review a proposal to change the name of the M.S. in Kinesiology and Rehabilitation Science (KRS) with a specialization in Athletic Training to “M.S. in Athletic Training”. The urgency is that the accrediting agency, Commission on Accreditation of Athletic Training Education (CAATE) wants it changed or else the program will lose its accreditation. The proposal has been reviewed and approved by the COE, Graduate Council and the VCAA. See the document for additional</li> </ol>	<ol style="list-style-type: none"> <li>1. The MFS would be happy to provide a link to the A&amp;S web page on the MFS web site but cannot provide web development.</li> <li>2. The SEC will notify the CORGE Chair, the Senate as part of the next Senate’s Chairs report and endorse the proposed change.</li> </ol>

	<p>information.</p> <p>3. Advanced Degree ILOs. Institutional learning outcomes (ILOs) are a way to envision what graduate programs want students to know, do, and value by the time they graduate. They provide a means to promote the education that underlies an advanced degree, our desire for student success in their graduate experience, and to maintain WASC accreditation.</p> <p>4. General Education Office Faculty Administrator Position. Carolyn Stephenson, Chair of CAPP and subcommittee provided revised versions of the position announcement and position description. These versions were following subcommittee review and review by GEO staff review. A subcommittee of Stacey Roberts, April Goodwin, Lisa Fujikawa, Carolyn Stephenson and Monica Stitt-Bergh will review applications and make recommendations to the SEC and the VCAA.</p>	<p>3. The Advanced Degree ILOs will be referred to CORGE for review and action as <a href="#">Item 6.15</a>.</p> <p>4. SEC unofficially endorsed the process thus far. Since the PD was incomplete, the SEC will review at the next meeting.</p>
<b>ADJOURNMENT</b>	The SEC will meet next on Monday, October 27, 2014 at 1:30 pm in HH 208.	Motion to adjourn made by D. Vincent; second D. Stevens. All approved motion. Meeting adjourned at 4:20 p.m.

Respectfully submitted by Doug Vincent, SEC Secretary.  
Approved unanimously on.