

FACULTY SENATE
EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: March 14, 2011

ATTENDANCE:

Susan Hippensteele (Chair)	X	Martin Rayner	X	Kristin Herrick, Staff	X	Chancellor Hinshaw	Greg Takayama
Lilikala Kame`eleihiwa	E	Halina Zaleski	X			VCRGE Ostrander	
Shirley Daniel	E	David Duffy	X			VCAA Dasenbrock	
Rosanne Harrigan	L	Bob Cooney	E			VCSA Hernandez	X
						VCAFO Cutshaw	

SUBJECT	DISCUSSION	ACTION/STRATEGY
CALL TO ORDER	Chair Hippensteele called the meeting to order at 3:10 pm in Hawaii Hall 208.	
VCSA HERNANDEZ	<p><u>Emergency preparedness</u></p> <p>The tsunami warning on Friday provided a good test of Manoa's emergency preparedness. VCRGE Ostrander is in charge when the Chancellor is gone - however the VCs were able to contact the Chancellor. The emergency center on campus was put into action. Assuming the power goes out, Sodexho has food for three days, and in this case Paradise Palms also had a supply of food. Food from campus vending machines would also be available for distribution in the event of an emergency. Frear has full power from an emergency generator, and some buildings have smaller generators. RAs went door to door in the dorms, and the UH alert system was used to contact students and parents and provide web links to information. This was a good drill, and Manoa learned that further planning is needed to assure a supply of water. Manoa also needs to consider that others will come to campus besides our students, faculty and staff. Some hotels sent tourists to the campus. People in the area and others may also come to campus. A plan is needed to coordinate, for example with Red Cross, if this happens, because it is beyond the scope of Student Services. Stan Sherif might be a potential shelter in the event of an extended emergency. Meteorologists' simulations of a category 4 hurricane hit on Waikiki indicate major problems. As follow up to this emergency, International Student Services is contacting students from Japan to see what help is needed. Students may need to return home to Japan, or may need to return to Hawaii from Japan.</p> <p><u>Renovations</u></p> <p>Johnson Hall is being renovated and should be finished for the fall semester. Gateway will be next. Campus Center work is in progress. Most of the demolition work for the Campus Center project will occur next week during Spring break since there will be a lot of noise. Because of LEAD requirements, the rubble needs to be</p>	

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	<p>sorted before it can be disposed of, which may cause delays.</p> <p><u>Student Veterans</u> Manoa is seeing continuous growth in enrollment of veterans, and is working on estimating numbers and availability of support. A student group is interested in obtaining space for a Veterans' Center on campus. Support may be available from legislators and from the state Veterans' Association. An event is being planned in April for students who are veterans to learn about services, and it may become a yearly event. The VCSA will meet with CSA to coordinate plans.</p> <p><u>Student recruitment</u> The online application system has reduced response time to 2 to 3 weeks instead of 4 to 6 weeks. It is hoped that this will lead to more student commitments. High achieving students received phone calls from Deans to encourage them to come to Manoa. Next year students will be called to apply to Manoa. Financial aid delays have been caused by Banner down time; federal methodology for financial aid becomes available in February, and the code for Banner has to be written. At this point the amount of aid that will be available through Pell grants is unknown as the Republicans are trying to cut Pell grants. There is no way of knowing how much Manoa can offer. UH does not have the resources to make up for the cuts, which could be \$3.8 million just for Manoa students. An initial and final payment system was suggested, where students are promised a smaller initial aid amount with a potential for an additional amount to be provided after the federal budget is set. This may be difficult to code in Banner.</p> <p><u>Student Housing</u> In the future, housing fees will increase, but students will have better service for the higher cost. Services such as the academically intensive housing are popular. Any increase over 5% has to go to the Regents. Housing cost are still set by the BOR in their proposed revised policies (Ch 7). Since planning for housing and meals can not be done on a year-to-year basis, a 6-year plan will be presented to the BOR. Future needs include addressing the Hale Noelani apartments, which are in the flood zone and have never been renovated. Needs will be surveyed to ensure appropriate housing is provided for graduate students, families, and children. One option is to face the front of the building toward the park. Current costs are for planning, which is done for 4 to 5 years ahead. The final cost may be \$100,000/bed, so rents will be higher. Options are being studied to amortize or spread costs. Borrowing \$110 million in bonds costs \$90 million in interest. Increasing rents now to build up savings can reduce costs. A functional design without frills can keep costs down.</p>	
ANNOUNCEMENTS	<u>None</u>	
CHAIR'S REPORT	<p><u>Faculty expert site</u> The Chair met with Elmer Kaai and Greg Takayama regarding a faculty expert site. President Greenwood and Chancellor Hinshaw want faculty to become more involved with the community. This will need more than just a media contact list as is currently being suggested by Greg. A faculty expert site would be more useful if it provided information such as faculty available to give community talks.</p>	<p><i>Bill tracking will be referred to CFS.</i></p>

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	<p><u>Bill tracking</u> A suggestion was made to have CFS track and identify bills that faculty should engage with, in addition to the bills that directly concern UH. CFS work is now very sporadic.</p>	
ADMIN REPORT	<p>A spreadsheet was provided with the list of committee charges. The Senate committee appointee list is being updated in consultation with the Chancellor. A suggestion was made to have the Manoa Faculty Senate web site consistent with the Manoa template. The logo colors can be changed, providing the logo is not defined in the Charter or Bylaws.</p>	<i>KristinKH will check the Charter and Bylaws</i>
APPROVAL OF MINUTES	The SEC voted to approve the 3/7/2011 minutes as amended.	<i>KH will post to the website.</i>
OLD BUSINESS	<p><u>UROC membership</u> The group is working well with all members contributing.</p> <p><u>BOR meeting Thursday (policy review testimony)</u> David Duffy will testify on BOR policy review for the ACCFSC. The testimony will focus on the need for more time for the UH Senates to complete their review. Many issues remain to be addressed, such as the new chapter on research. If BOR policies are amended before the executive policies are ready, there will be a hiatus when no policy exists.</p> <p><u>Senate agenda</u> Duffy will lead the discussion on the Strategic Plan. The Plan has four goals and a manageable number of progress indicators. Hippensteele met with CAB to explain the benchmarking process, which will be needed for implementation. CAB is not expected to set priorities, but to create a mockup of a template that can be used to enter and synthesize data. Cutshaw will then put the template on line. As described in the implementation section of the Plan, a committee will use the data to set quantifiable goals. The data collected in CAB's template will be used to create a report with bullet points detailing what is being done, including quantifiable measures. CAB will do as much as it can, and the SEC will finish the work during the summer.</p>	<i>Duffy will step in for Hippensteele, who will not be available for the Senate meeting on Wednesday, the BOR meeting on Thursday, and the ACCFSC meeting on Friday.</i>
NEW BUSINESS	<p><u>Certify Senate election</u> A list of Senators whose terms were extended was provided. The election was certified.</p>	
COMMITTEE REPORTS	<p>1. CFS</p> <ul style="list-style-type: none"> • <u>MFS election</u>: The election has been completed and the results certified. • <u>SEC election</u>: The next election is for the SEC. A vibrant and diverse pool of candidates is needed. Hippensteele will contact nominees to see whether they will serve. • <u>Committees</u>: As soon as the list of committees is complete, CFS can send out a call for service. <p>2. COA</p> <ul style="list-style-type: none"> • <u>General</u>: Issues being addressed or to be addressed include the cost of student athletes, collegiate paddling, the student athletic fee, NCAA recertification, the relationships among gender and 	

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	<p>athletics and academic ability, and the role of athletics</p> <ul style="list-style-type: none"> • <u>Complimentary tickets</u>: The complimentary tickets policy is an on-going problem. AAB members have been told that they are required to go to games as part of their job, although they have no duties to perform at the games. • COA should provide reports of their discussions and conclusions to the SEC and Senate. <p>3. COR</p> <ul style="list-style-type: none"> • <u>Policies</u>: COR went through the RTRF summary prepared by Bob Cooney and are proposing a policy. • They are comparing the proposed Manoa whistle-blower policy to the existing state policy to see whether the Manoa policy is redundant. They are looking to see whether the authorship policy is needed. E5211 does not cover authorship. • <u>I vs R vs S</u>: COR met with UHPA and the VCs and collected data. Common perceptions are not accurate, as many 11 month R faculty teach, and many I faculty have 11 month appointments. Manoa has nine different categories of faculty. COR recommends that all faculty be professors, with either 9 or 11 month appointments. Duties should be described for each position at hire and revised as needed, and should be based on teaching, research, extension, administration, and service expectations. For promotion and tenure, faculty should show excellence in one category and good work in two others. Faculty could choose the area of excellence. • <u>Centers</u>: COR recommends that centers approved by the BOR continue unchanged. If other centers exist, they should be renamed, so that the name center is reserved for BOR approved entities. <p>4. CAB</p> <ul style="list-style-type: none"> • <u>Centers</u>: CAB is working on the report on centers. They should look at COR's recommendations, so that a proposal can be sent to administration in a timely manner. • <u>Reorganization of Natural Sciences</u>: CAB recommends approval of the College of Natural Sciences reorganization. • <u>Others</u>: CAB is also looking at classroom use, marine facilities, and email changes. <p>4. MAC</p> <ul style="list-style-type: none"> • Did not meet <p>5. CPM</p> <ul style="list-style-type: none"> • <u>Administrator evaluations</u>: Evaluations can be posted openly if administrators give permission. CPM is talking to key administrators to see whether they would agree. CPM also needs to determine whether the secured system used by CFS to conduct elections may be used for the administrator evaluations. • <u>T&P guidelines</u>: CPM is bringing the final proposed revisions to the March meeting. • <u>I vs R vs S</u>: At some universities all faculty are professors, but may be teaching or clinical/practical professors. Our classifications are in the UHPA contract, and it would be helpful to know the history and reasons behind the classifications. CPM should meet with COR on this joint charge. 	

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	<ul style="list-style-type: none">• <u>Executive policies on whistle-blowers and authorship</u>: CPM considered the proposed authorship policy, and finds it to be inconsistent with the proposed P&T guidelines which ask for clarification of authorship conventions are the department level. A more reasonable standard is that authors should be able to take responsibility for and present the paper, while others go into the acknowledgments. Manoa has withdrawn the proposed authorship policy.• <u>Incivility</u>: Complaints have been heard regarding student incivility to instructors and to other students. SEC suggested that CPM talk to Kathy Kane regarding TA training and classroom management. <p>6. WGGE</p> <ul style="list-style-type: none">• A proposal is needed to change COR to CORGE. A bylaw change is needed.• Bontekoe will report to the Senate after 4:30 pm.	
ADJOURNMENT	Chair Hippensteele adjourned the meeting at 6:20 pm.	