

Faculty Senate
Executive Committee
Meeting Minutes

Meeting Date: August 2, 2010

Attendance:

David Ross (chair)	X	Susan Hippensteele	X	David Duffy	X	Chancellor Hinshaw	X	Greg Takayama	X	Others:
Martha Crosby	X	Martin Rayner (chair)	X	Rosanne Harrigan	X	VCGRE Ostrander				
Shirley Daniel	X	Halina Zaleski	X			VCAA Dasenbrock				
Tom Hilgers	X	Lilikala	X			VCSA Hernandez				

Subject	Discussion	Action/Strategy
Call to order	The meeting came to order at 2 p.m. in HH 208.	
Budget and biennium PCRs	<p>The SEC discussed the development of the PCRs and whether the faculty was properly consulted, and whether the biennium request will be well received by the state legislature.</p> <p>Lilikala reported that the AAUP fiscal management conference she attended was quite good and proposed that a similar workshop/conference be offered in Hawai'i for our faculty and administrators. It was noted that understanding the fiscal information is an important part of the strategic planning process.</p>	The SEC will follow up to determine the cost of such a workshop and see if there are funding sources or partners (UHPA) who might share the cost.
Gen Ed office staffing	<p>The SEC has proposed that the GenEd budget be separated from the Senate budget to facilitate continued funding and staffing for the GenEd office. Hilgers noted that the staff in the GenEd office is concerned about the lack of a replacement for him, and noted that there were a few potential candidates that he has discussed the position with this past week. Some of them are exploring the feasibility of taking the position. We need to rewrite the job description and re-issue it, and discuss this with the VCAA. We might also consider a one year appointment to fill the gap. Hilgers note that members of the GenEd committee were provided and candidates who were solicited are in the process of responding. It was noted that service on committees such as this is a lot of work and we may need to provide additional incentives to entice people to participate. Hilgers noted that the results of the work are important in motivating people to serve. Faculty are often frustrated that they spend time on issues and are then later ignored.</p> <p>One suggestion was that there might be a pool of money for conference attendance for people who serve. Another suggestion was that the T&P guidelines should include the value of service. Since there is a new T&P policy</p>	<p>Hippensteele and Hilgers will follow up with VCAA Dasenbrock and the potential candidates.</p> <p>CFS will take up this issue in the fall. It is important for the faculty to be recognized for service.</p>

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	<p>being proposed, the Senate will have the opportunity to weigh in on this. In addition departmental workload policies could incorporate service. There could also be a council of faculty to provide guidance to the administration on issues. This Council would have less turnover than the Senate.</p>	
Strategic Planning Process, etc.	<p>Hippensteele discussed the proposed agreement on the strategic planning process. It was noted that the timeline was aggressive in order to finish before the legislation meets. The memo to be presented to the Chancellor is focused on getting buy-in from the administration, and is therefore in action memo form with signatures from both the administration and the Senate.</p>	
Chairs Report	<p>Rayner mentioned that he has received the T&P proposal and he will send it out to the appropriate Senate committee. At the last spring Senate meeting it was brought to the faculty's attention, however, the final version was not reviewed by the Senate. It is also at UHPA, who has asked whether the Senate has weighed in on it. While the administration may wish to implement this in fall 2010, it is not likely that we will have time for adequate input from enough levels to implement this until 2011. The SEC feels that the proposed criteria should be reviewed by every faculty and department prior to the changes.</p> <p>It was noted that the Chancellor has been denying T&P for a number of faculty, in opposition to the departmental and TPRC recommendations. It was confirmed that this is the case, and UHPA has been discussing this issue with the administration.</p> <p>The MET will meet tomorrow.</p>	<p>The T&P proposal will be referred to CPM for consideration.</p> <p>In connection with the review, CPM should look at the process changes proposed in addition to criteria, and should also consult with UHPA.</p>
Assignment of senators to committees.	<p>A few changes will be necessary to resolve time commitments. (Particularly with regard to the 2 people that the senate assigned to GenEd committee members and chairs/vice chairs. Alternates have been asked, and we are waiting for them to respond.)</p> <p>There are a large number of senators who have requested to serve on CAPP. The SEC discussed the need to establish a working group for graduate education to deal with the issues that the VCGRE has brought up. The SEC determined that the working group members could come from CAPP and CoR, and they also will want input from the graduate chairs. In the longer run, we will consider whether we need a standing senate committee for graduate education.</p> <p>Various committee assignments were discussed.</p> <p>For the Athletics Advisory Board, names were discussed and will be conveyed to the administration.</p>	<p>Chair Rayner will convey the list for the Athletics Advisory Board to the Chancellor.</p>

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Draft Committee Charges	<p>Proposed committee charges were circulated via email. The SEC discussed them in more detail. Some liaisons have informed the senators of their assignments. We should inform the senators now so the committees can get started.</p> <p>There is concern within the administration about the number of credits that students take in excess of their graduation requirements. Some students are precluded from taking courses they want to take to double major or to qualify for foreign graduate programs. Others students are taking additional classes to raise their GPA, or because they are unclear about their plans or the requirements to meet their goals. This may be a concern because it impacts the graduation rates and completion time metrics. It was noted that the STAR system allows students to create a plan online, and wider use of this system might be helpful in this issue. The matter will be referred to CAPP as part of their charge.</p>	Refer to CAPP as part of their charge
Meeting with Chancellor Hinshaw	<p>The Chancellor entered the room, with Greg Takayama. She brought up the issue of the PBRC reorganization, and expressed concern that the issue has been dragging on a long time. The SEC responded that the issue of process is of key importance. The PBRC reorganization should be a model for good process and effective shared governance. The Chancellor noted that there is a perception that the SEC had already decided against abolishing PBRC and was not reviewing the proposal in good faith. The SEC assured the Chancellor that this was not the case but reemphasized the need to follow process and for the administration to document their proposals adequately. The SEC indicated that putting the issue on the October BOR agenda was most reasonable to allow adequate Senate consultation. The Chancellor again indicated her concern about the length of time this was taking, and the SEC agreed that this has been a frustration to us as well.</p> <p>The SEC brought up the issue of the proposed strategic planning process. The Chancellor noted that she had read the memo, and she had consulted with Denise Konan to learn more about the process used in the past. The Chancellor noted that it is an ambitious time frame, and the SEC agreed that it is, but noted that it is designed to prepare for the legislative session. She also noted that getting wide input is a good idea, and also there will be a need for people who have in-depth knowledge to pull the final plan together. In the last plan this was done primarily by the VCAA's office. The SEC agreed that such an integration will surely be needed, but it was not clear whether the VCAA's office would be willing and able to fulfill this role. This is an issue that will need to be addressed.</p> <p>The Chancellor provided some input about the questionnaire the group had developed. The group discussed the details of questionnaire and the coding of open ended questions and other logistics. The SEC also noted that additional budget information needs to be provided on the planning website to allow those participating to make informed decision. The interdisciplinary focus groups should also be given scenarios with increased and decreased budgets and faculty retirements to help determine priorities. It is important that participants not be</p>	

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	<p>allowed to lobby for their own groups in the process.</p> <p>The SEC inquired about how the PCRs that the administration has proposed were developed. The Chancellor noted that they were developed based on guidelines provided by the UH System. They were developed with a hypothetical amount of money that might be received in mind. They were developed around the System priorities, including Native Hawaiian graduates, STEM graduates, tech transfer and workforce development. The System gave the UHM administration a number \$ to use in developing these. Most of the input was from the administration and the Kualii Council. One of the key metrics that is being addressed graduation rates. The announcement was July 1 and the due date July 12, so this was a very quick turnaround, and was done differently than in the past as a result. The Chancellor noted that the strategic plan would be helpful in developing such request in the future; the SEC agreed, and reiterated that tying in with budgets is essential. It was noted that the Colleges and units were asked to develop plans, and these planning efforts should be integrated with the UHM planning process. It was noted that a 5 or 6 year rolling plan would make sense to develop and update on an ongoing basis.</p> <p>The SEC brought up some specific questions about the PCRs, particularly the request for additional nurse graduates. Prof Harrigan noted that there is currently a surplus of bachelors level nursing graduates and a shortage of graduate trained nurses and general practitioners and internal medicine experts.</p> <p>The SEC inquired about the issue of improving the graduation rate statistic. The Chancellor noted that nationally, the best way to improve graduation rate is to recruit out of state women students, who tend to be very focused in their studies.</p> <p>The SEC encouraged the Chancellor to approve the strategic plan process as soon as possible, and noted that it was critical to start the website and get the process started to meet the deadlines.</p> <p>The Chancellor left at 5:15 p.m</p>	<p>Hippensteele agreed to follow up with the Chancellor on the planning process and help keep the process moving forward.</p>
Approval of minutes	The minutes of the July 26 meeting were approved as corrected.	
Budget processes	<p>At our next meeting, Lilikala will provide a report on the AAUP conference she attended.</p> <p>Ross mentioned that he is meeting with the administration on August 17 about the agenda for the next ACCFSC which will be near the end of August. The SEC noted that we may want to issue a memo to the Chancellor informing her that we understand that the timing of the recent PCRs was quick, but in the future, we expect to be consulted on the biennium budget, and would like to start the</p>	

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	process in spring to allow adequate discussion time.	