

# EXECUTIVE COMMITTEE

## MEETING MINUTES

**MEETING DATE:** August 21, 2017 2:00 pm  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Christine Sorensen Irvine, Chair	P	David Duffy, Vice Chair	P	Stacey Roberts, MFS Secretary	P		
Douglas Vincent, SEC Secretary	P	John Casken (excused 2:30 pm)	P	Brian Powell	P		
George Wilkens	P	Sarita Rai	E	John Kinder - Staff	P		
Kelley Withy	E	Marguerite Butler (arrived 2:20 pm)	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Chair Sorensen at 2:03 PM.
<b>APPROVE AGENDA</b>		
<b>REVIEW OF MINUTES</b>	1. The minutes of the August 14, 2017 Senate Executive Committee had been circulated electronically and comments made.	1. Motion by Brian Powell to approve the August 14, 2017 minutes, seconded by John Casken. Approved unanimously.
<b>CHAIRS REPORT</b>	1. New Faculty orientation - orientation went very well and feedback was positive.  2. Possible new issues - faculty assignment; Concerns were made about the process for assigning faculty members from one Department to teach within a different Department. Agreements made without consulting the relevant program faculty is a concern.  3. Faculty web services - no link to MFS on MyUH.  4. Statement on racism. Something for the Congress Meeting?	1. No action.  2. Raise our concerns to iChancellor Lassner. Get the policy.  3. John K. will investigate who to contact  4. No action  5. No action

	5. The Chair reminding everyone (liaisons) to call their committees together.	
<b>ACTION ITEMS</b>	1. David Duffy raised concerns about situations where threats of audits regarding fiscal, and dispersing. We will investigate further. Discussion on possible audit form.	1. SEC will discuss this topic with President Lassner on Aug 28th.
<b>GUESTS</b>	1. None.	
<b>COMMITTEE REPORTS</b>	1. CAB (DV) – No report. 2. CAPP (BP) – No report. 3. CFS (GW) – No report 4. COA (BP) – No report. 5. COR (DD) – No report. 6. CPM (JC) – No report. 7. CSA (JC) – No report. 8. GEC (SR) – No report. 9. CEE (CSI) – No report. 10. UHPA (GW) – No report.	1. No action taken. 2. No action taken. 3. No action taken. 4. No action taken. 5. No action taken. 6. No action taken. 7. No action taken. 8. No action taken. 9. No action taken. 10. No action taken.
<b>UNFINISHED BUSINESS</b>	1. GEC and Boards MB raised a concern about the process of getting courses approved. Missed a deadline; so won't allow course to be included. Missing Focus designation deadlines; is the process fair and equitable. Why is it the individual faculty member or Dept's responsibility to remember Focus deadlines. To get a course based designation need three instructors. Onus is on the instructor; GEO office is the gatekeeper. Boards are overloaded. Need to evaluate the process. Students are being hurt; hurts graduation rates. 2. GEC Director position -- we need to discuss with iVCAA 3. GEC and Boards appointments	1. Liaison will discuss issues with GEC  2. Follow up with iVCAA on search committee for GEO director 3. John K. will provide information on volunteers to George W. who will call initial meeting of CFS for review and make recommendations.

<b>NEW BUSINESS</b>	<ol style="list-style-type: none"> <li>1. Discuss BoR testimony.</li> <li>2. New Senator Orientation -- we need to finalize and review PPT and handbook before the Monday.</li> <li>3. New Senate Website</li> </ol>	<ol style="list-style-type: none"> <li>1. Reviewed.</li> <li>2. SEC to review to the PPT and handbook by next meeting.</li> <li>3. SEC should have access to new web site to review.</li> </ol>
<b>ADJOURNMENT</b>	The next meeting of the Senate Executive Committee will be on August 28, 2017.	<p>Motion to adjourn by Douglas Vincent, seconded by Brian Powell.  Passed unanimously.  Meeting adjourned at 3:12 pm.</p>

Respectfully submitted by Douglas Vincent.  
Approved unanimously on August 28, 2017.