



COMMITTEE ON PROFESSIONAL MATTERS

MEETING MINUTES

MEETING DATE: September 13, 2013
LOCATION: Hawai'i Hall 208, Mānoa Campus
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
KALLIANPUR, Kalpana	P	STEVENS, Duane	P	VARGO, Stephen	P	David Ericson, SEC Chair	Full Meeti ng
MAYNARD, Ashley	P	SZYMCZAK, Victoria	P	VINCENT, Doug	P		
MOCZ, Gabor	P	TALLQUIST, Michelle	E	WIECZOREK, Anna	P		
SHOULTZ, Janice	P	TAM, Elizabeth	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	The meeting was called to order at approximately 12:00 pm on Friday September 13, 2013.	Doug Vincent
MINUTES	Round table introductions and discussion of officers for CPM for the academic year 2013-2014. Returning members to the Committee include: Ashley, Gabor, Janice, Victoria Appointments were made on a volunteer basis without objection. Volunteers: Chair, Ashley Maynard; Vice Chair, Duane Stevens; Secretary, Vicki Szymczak	Chair, Ashley Maynard Vice Chair, Duane Stevens Secretary, Vicki Szymczak
	Discussion of selecting a regular monthly meeting time and location took place. Ashley will contact Kristin Herrick to send a doodle scheduler to the group and select a suitable time and location. Returning members preferred to meet in one location for the entire year rather than moving each month. Members should expect to meet for two hours.	Ashley Maynard
	Review of issues assigned and pending for the Committee. The full list of the issues for this Committee can be found on the Committee web site at http://www.hawaii.edu/uhmfs/committee/standing/cpm.html Two of the issues received were highlighted by David Ericson and are outlined below.	Doug Vincent David Ericson



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	1) Establishment of a Post Tenure Review Committee a/k/a Mānoa Faculty Development Committee; 2) Mail Handling	
	<p>Mānoa Faculty Development Committee (MFDC) – Our Collective Bargaining Agreement outlines the existence of a committee that would assist faculty in meeting post tenure review recommendations and follow through with a professional development plan. The MFDC was never formed. The issue has been before the CPM for a few years. Vice Chancellor Dasenbrock would like the Senate to develop means for providing or selecting faculty to that committee. It is unclear if the MFDC would adjudicate post-tenure review challenges. Initial plans to meet this charge included the purpose for the committee (helpful and supportive, not punitive), what the process will be for involvement in post-tenure reviews, and who should serve of the MFDC. It was suggested that faculty pool be established similar to the pool of reviewers for tenure applications. Ashley will invite Bev McCreary to our next meeting in order to clarify the role of this future committee and how to ensure compliance.</p> <p>Vicki will distribute the Contract Addendum and Board of Regents policy that relate to this committee (R-02 and BOR 9-15)</p>	Ashley Maynard Vicki Szymczak
	<p>Mail Handling – There have been incidents and complaints from faculty about having their mail collected or removed by unit administrators. CPM is being asked to investigate department/unit policies for mail handling and to create recommendations to protect faculty members from abuses. We were advised that a legal opinion was provided to the SEC informing them that once the postal service delivers the mail to the University, federal law preventing tampering or removal of mail no longer applies. Discussion about this issue raised concerns about what was considered an “abuse”, if a new policy would actual deter or prevent any future abuses, or if this issue was the province of the CPM which is charged with “protecting the academic freedom of all scholars, and shall review and evaluate such topics as classified research, sexual harassment, gift giving, and the like.” Our response may be to recommend that that the Vice Chancellor for Administration, Finance & Operations, Kathy Cutshaw, initiate an investigation.</p> <p>Vicki will ask the law faculty if an opinion was rendered.</p>	
ADJOURNMENT	Chair Maynard adjourned the meeting at 1:12 pm	



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Respectfully submitted by Ashley Maynard

Approved on October 9, 2013 with 7 votes in favor of approval and 0 against.