



EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: December 11, 2017 2:00 PM - 5:00 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	E			AVCAA Debora Halbert	2:30 PM - 3:00 PM
Douglas Vincent, SEC Secretary via polycom	P	John Casken, excused at 4:25 PM	P				
George Wilkens	P	Stacey Roberts, MFS Secretary	P				
Brian Powell	P			John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair C. Sorensen Irvine at 2:03 PM.
APPROVE AGENDA		
REVIEW OF MINUTES	1. The minutes of the December 4, 2017 Senate Executive Committee had been circulated electronically.	1. Motion by B. Powell to approve the December 4, 2017 minutes; seconded by J. Casken Approved unanimously.
CHAIR'S REPORT	1. Jan Gouveia requested to meet with SEC Chair on a monthly basis. 2. M. Bruno met with SEC Chair to discuss the credit removal and reorganization. Possible temporary halt pending CAPP review.. 3. Campus Climate and Free Speech Committee update. Student meetings have been held. Concerns about campus communication. Need to be more thoughtful what they communicate to students, need to better connect with students. Time for students to talk directly with	1. No action. 2. No action. 3. No action.



	<p>administrators (lunch or coffee hour to share concerns). More students on committees. Tuition is too high. Acceptable method to keep track of initiatives; more cooperation on communication of programs, more diverse faculty, transparency in reporting things; more clarity on policy on hate speech and gender violence; make the campus more welcoming; more connection after graduation; more student centered.</p> <p>4. Temporary hold on Credit Removal -- waiting for CAPP memo from Chair</p> <p>5. Senator sabbatical - David Chin (J. Kinder)</p>	<p>4. No action.</p> <p>5. SEC to forward issue to CFS.</p>
ACTION ITEMS	<p>1. CFS recommends Michelle Tallquist (JABSOM) to be assigned to Committee on Faculty Service (CFS).</p> <p>2. CFS recommends Andrew Nguyen (AA) as an alternate member for a 2-year term to Student Conduct Appellate Board (SCAB) and Karen Selph (SOEST) as an alternate member for a 1-year term to SCAB.</p> <p>3. CFS recommends Sarah Post (NATSCI) to fill the specialist FS / FQ expertise vacated Rufus Willett effective 1/1/2018 and ending June 30, 2018 on the Foundations Board.</p> <p>4. CFS recommends Willy Kauai to be assigned as a member of Undergraduate Research Office Faculty Advisory Board (UROFAB) for the 2017-18 academic year as the Native Hawaiian Student Services (HSHK) specialist.</p>	<p>1. Motion by J. Casken to appoint M. Tallquist to CFS; seconded by B. Powell. Approved unanimously.</p> <p>2. Motion by J. Casken to appoint A. Nguyen as an alternate member for a 2-year term to SCAB and K. Selph as an alternate member for a 1-year term to SCAB; seconded by B. Powell. Approved unanimously.</p> <p>3. Motion by J. Casken to appoint Sarah Post to the remaining term of Rufus Willett ending June 30, 2018 on the Foundations Board; seconded by B. Powell.. Approved unanimously.</p> <p>4. Motion by B. Powell to appoint W. Kauai (HSHK Specialist) to UROFAB for the 2017-18 academic year; seconded by J. Casken. Approved unanimously.</p>



UNIVERSITY
of HAWAI'I®
MĀNOA

MĀNOA FACULTY SENATE

GUEST #1	<p>1. Debora Halbert, AVC for Academic Affairs Discussion on her idea about starting a common book program at UHM. Came out of the Strategic Plan -- Student Engagement Committee -- common book program for UHM. Book chosen each year for review -- interdisciplinary foci and is required reading for incoming students; usually summer before. Can be fiction or nonfiction. Goal to create a sense of identity for students entering. Cohort opportunity -- LLL, A&H enthusiastic. Committees for selecting the book. Living author. Programming across the entire curriculum; whether it would be part of a course or part of orientation. Interdisciplinary conversations are allowed. What would it take to make it happen? Mini-book clubs -- does UH buy the book? Figure out the process -- incorporate as part of the curriculum. Would there be a class that champions it. Find out the interest, put together another committee. How will we pay for it. Are there other ideas that might fill this role?</p> <p>GEO Director -- Debora Halbert has offered the GEO Director position. SEC and AVCAA needs to work out a method for evaluation of the GEO position.</p>	<p>1. No action</p>



UNIVERSITY
of HAWAII®
MĀNOA

MĀNOA FACULTY SENATE

COMMITTEE REPORTS	1. CAB (DV) – Meeting was held on Dec. 6th with guest K. Cutshaw. Cutshaw will be the point of contact for the plan for the administrative reorganization. She wants to meet monthly with CAB to discuss progress, starting in February or March. Engineering Reorganization: Some concerns were raised about the reorganization and have been communicated to Dean of Engineering, requesting comment. Plan is to review and have a motion ready for the January Senate meeting.	1. No action taken
	2. CAPP (BP) – Meeting was held on December 6th with guest AVCAA D. Halbert to discuss PLA. Michael Bruno spoke on the credit removal issue. Moratorium through Spring 2018. Subcommittee formed to study issue of credit removal. No resolution on the PLA. Subcommittee review the Dental Hygiene Advanced Professional Certificate.	2. No action taken.
	3. CFS (GW) – Meeting was held on December 6th. Set meeting times for next semester for twice a month. Two calls for volunteers for a variety of committees. Bundled together calls for volunteers. Next meeting is January 10, 2018.	3. No action taken.
	4. COA (BP) – Meeting was held on December 7th. Discussed call from COIA for additional representatives, COA decided to not submit additional names; discussed faculty mentoring plans -- faculty adopt a team and meet with students athletes. Talking with Athletic Department on Gender equality plan. Still in draft form.	4. No action taken.
	5. COR (DD) – Meeting was held on December 5th with guests, VCAA M. Bruno & AVC for Research V. Kameoka. Discussed RTRF; differences between R and I faculty; Better integrate research and teaching. ORU concerns were raised with Bruno.	5. No action taken.
	6. CPM (JC) – No report. Next meeting to be scheduled in January 2018. CPM could not meet quorum. SEC	6. CPM to send language to SEC so that a memorandum to VPRI



UNIVERSITY
of HAWAII®
MĀNOA

MĀNOA FACULTY SENATE

	<p>is still waiting for memo from CPM. CPM needs to discuss protection of minors plan. No meeting scheduled in January.</p> <p>7. CSA (JC) – Meeting was held on December 6th. Met with Jennifer Brown -- Chair of Academic Coordinators; transfers are >50% of students. Create a list of issues where faculty support is needed. Planning a resolution for future Senate Meeting. Advising is being evaluated. Go back to centralized advising? Advisors can do anything the registrar can do. Meet again on January 10, 2018.</p> <p>8. GEC (SR) – Meeting held on December 7th. Reviewed efforts that the GEC did over the Fall Semester. Working on getting the forms consistent for W, O, E focus classes, cleaning up paperwork and moving to online submissions by June 2018. Assessment office as been doing assessment on focus classes and have interest on how “O” focus classes are being assessed. Library website is undergoing a change and the beta website and English 100 help is buried. This needs to be resolved. Next meeting is January 12, 2018.</p> <p>9. CEE (CSI) – Met with chair to discuss concerns and ideas for future CEE work. Next CEE subcommittee meeting is scheduled for December 14th. Forwarded WASC documents.</p> <p>10. UHPA (GW) – No report. Next board meeting is January 6, 2018. Sent out email to UH faculty members and UH did not withdraw UHPA dues from retro pay. Future paychecks will correct this.</p>	<p>Syrmos.</p> <p>7. No action taken.</p> <p>8. No action taken.</p> <p>9. No action taken.</p> <p>10. No action taken.</p>
UNFINISHED BUSINESS	<p>1. None</p>	
BUSINESS	<p>1. Statement to Chancellor / BOR Concern about the relationship between Chancellor and President. This needs to be discussed. How can</p>	<p>1. Include this in our next meeting with iChancellor.</p>



UNIVERSITY
of HAWAI'I®
MĀNOA

MĀNOA FACULTY SENATE

	we have a provost without a clear discussion on the role of the Chancellor.	
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on December 18, 2017.	Motion to adjourn by B. Powell Passed unanimously. Meeting adjourned at 4:50 PM.

Respectfully submitted by Douglas Vincent, Secretary

Approved unanimously on December 18, 2017.