

## Committee on Faculty Service Meeting Agenda

Date: October 24, 2023

Time: 12:00 PM

Zoom link:

### Attendance

#### Members

Name	Role	Attendance
Marguerite Butler	Co-Chair	Present
Naiyi Fincham	Member	Excused
Lori Fulton	Secretary	Present
Richard Medina	Co-Chair	Present
Birendra Mishra	Member	Present
Wesley Palmer	Member	Present
Liang Wang	Member	Absent
Carolyn Stephenson	SEC liaison	Present, arrived at 12:05 pm.
John Kinder	UHMFS Office	Present

#### Guests

Name	Role	Time
None		

<b>Subject</b>	<b>Discussion/Information</b>	<b>Action / Strategy / Responsible Person</b>
<b>Call to Order</b>		Meeting was called to order by Richard Medina at 12:01 PM.
<b>Review of Minutes</b>	1. Review of Oct 10 minutes	1. Medina moved to approve the minutes from Oct. 10. Palmer seconded. Minutes approved by unanimous consent.
<b>Chair's Report</b>	<ol style="list-style-type: none"> <li>1. Items from SEC <ol style="list-style-type: none"> <li>a. Two motions from Oct. 10 meeting - led to concern about committee members doing work or asking John Kinder to do work - suggestion that co-chairs can talk with SEC</li> <li>b. Textbook committee, provost asking for representative(s); SEC debating request and how many people to appoint; does this interfere with faculty autonomy? SEC could send out a call for volunteers and forward names fo CFS</li> </ol> </li> <li>2. SEC approved on 10/9 Kaliko Baker (HSHK) to be assigned to CPM</li> <li>3. SEC approved on 10/9 Joseph Foukona (HAP) revising original 2-year term to a 1-year term and reclassifying expertise from Asian Issues to Pacific Island issues.</li> <li>4. SEC approved on 10/16 Ethan Caldwell for a 1-year appointment to the Academic Grievance Committee (AGC) for AY 2023-2024.</li> <li>5. Special election results <ol style="list-style-type: none"> <li>a. CALL folder Recap: 3 open seats with 2 candidate submissions. Both candidates are elected in the first round. There were a total of 276 eligible voters with 77 valid votes cast and no empty ballots. CALL Turnout 27.5%.</li> <li>b. SOEST folder</li> </ol> </li> </ol>	

	<p>Recap: 3 open seats with 1 candidate. The single candidate is elected in the first round. There were a total of 185 eligible voters with 62 valid votes cast and 2 empty ballots. SOEST Turnout 34.6%.</p> <p>c. OUTREACH folder Recap: 1 open seat with 1 candidate. The single candidate is elected in the first round. There were a total of 7 eligible voters with 5 valid votes cast and 1 empty ballot. Outreach Turnout 71.4%.</p> <p>6. GenEd Requests (10/10 roster)</p> <p>a. Adjust Foukona's term from 1 to 2 years</p> <p>i. GenEd aligns terms so that they overlap; it is unknown if Foukona had prior service in this area; assume endorsement means they are a fit for the work</p> <p>b. Adjust Santos' term from 2 to 3 years</p> <p>c. Recommend or release a Call for Volunteers for two candidates for O and W boards (current breakdown):</p> <p>i. W (Former A&amp;S)</p> <p>ii. O (open?)</p> <p>d. Should a regular process for recruitment be created? Prior practice has been to work with Gen Ed office on viable candidates for vacancies and then do a Call for Volunteers</p> <p>e. Chair of O-Board, Emiko Taniguchi-Dorios, has resigned, one-year term remaining to fill</p> <p>7. Recruitment letter for current unfilled vacancies (AGC, SCAB, GTWC, GenEd)?</p> <p>a. John Kinder can prepare a survey of opportunities for Chairs to review; committee can vote on it and then it can be released</p>	<p>After acknowledging that the CFS has previously processed term modifications from GenEd for this same seat, Medina made a motion to deny the request for special extension of the term (6a). Butler seconded and amended the request to include both terms (6a,6b) and request GenEd to follow the normal schedule and process for filling vacancies. Approved by unanimous consent.</p> <p>6c. Butler made a motion to call for volunteers for two vacancies on the O board and 1 vacancy on the W board. Mishra seconded. Approved by unanimous consent.</p>
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<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. Recommend Special Election candidates for certification. Once approved, Kinder will commence with unboarding with MFS. Limit the committees that are currently over subscribed (CAPP - currently at 10 and CAB - currently at 11)</li> <li>2. Recommend Kenika Lorenzo-Elarco as faculty representative on Academic Excellence &amp; Student Success Committee statement CV</li> <li>3. Approve Faculty Congress poll on proposed amendments to MFS Charter and Bylaws <ol style="list-style-type: none"> <li>a. CAB generated amendments; clarify student vote on CSA business; each individual line item will be voted on by the Congress</li> <li>b. sending this back to the SEC to make the announcement on the proposed amendments to MFS Charter and Bylaws</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Medina moved to recommend candidates for certification by SEC. Palmer seconded. Approved by unanimous consent. Saori Doi is elected as an OUTREACH Senator with a 2-year term (2023-25). Michael Rappe is elected as an SOEST Senator with a 2-year term (2023-25). Florina Titz and Joseph Foukona are elected as CALL Senators with a 2-year term (2023-25).</li> <li>2. Medina moved to recommend Kenika Lorenzo-Elarco as faculty representative on Academic Excellence &amp; Student Success Committee. Palmer seconded. Approved by unanimous consent.</li> <li>3. Butler moved to approve the commission of the poll. Medina seconded. Approved by unanimous consent.</li> </ol>
<b>Guest(s)</b>	1. None	1. No action
<b>Committee Reports</b>	1. None.	1. No action
<b>Unfinished Business</b>	1. Graduate Tuition Waivers Committee seeking 3-5 faculty members - could include graduate chairs (via informal discussion w/ SEC); reach out to COR; recruiting from faculty senators for names? seek clarification on request for dept chairs; could email COR and CAPP, at	1. 10/10: Emailed chairs of CAPP and COR. No response.

	<p>least one from COR, and general call who work with graduate students to participate</p> <p>2. Request for one nominee for Student Conduct Appellate Board (SCAB), 2-year term, and 3 nominees for the Academic Grievance Committee (AGC), 1-year terms. (SCAB recruitment letter) - Plan: ask current members if they would like to extend term; Communication from Pualani Pereira Spreadsheet of past AGC &amp; SCAB members who can be contacted to consider another term. (AGC recruitment letter) <i>Ethan Caldwell confirmed interest in extending term for AGC to AY23-24.</i></p> <p>3. Co-chairs' proposal to poll admin offices for anticipated MFS/Faculty representation needs. September and February are the slower months for this committee rather than waiting until the end of the academic year.</p>	<p>2. 10/11: Text provided to John Kinder to solicit interest from former members of both committees. Senate office sent emails to the SCAB former member listing. Senate office to complete the remaining task to the AGC former members later this week.</p>
<b>Business</b>	<p>1. 10/19/23 Effective resignation from O-Board: Emiko Taniguchi-Dorios has resigned her 3-year term that began July 1, 2021 and is supposed to end June 30, 2024.</p>	<p>1. Resignation noted.</p>
<b>Adjournment</b>	<p>The next meeting of the Committee on Faculty Service will be on date/time</p>	<p>Butler made a motion to adjourn; seconded by Palmer. Meeting adjourned at 1:06.</p>

Respectfully submitted by Lori Fulton, Secretary  
 Approved unanimously on November 14, 2023.