

## EXECUTIVE COMMITTEE Minutes

**MEETING DATE**      October 19, 2020  
**MEETING TIME**     1:30 PM - 4:30 PM  
**LOCATION**             Virtual meeting via Zoom

### Attendance

#### Members

Name	Role	Attendance
Paul McKimmy	Chair	Present
Christine Sorensen Irvine	Vice Chair	Present
Brent Sipes	SEC Secretary	Present
Truc Nguyen	MFS Secretary	Present, arrived at 1:42pm
Penny-Bee Bovard	Member	Present
Tom Conway	Member	Present
Jim Potemra	Member	Present
John Kinder	Staff	Present

#### Guests

Name	Role	Time
None		

# MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>		The video conference meeting was called to order by Chair P. McKimmy promptly at 1:30 PM.
<b>Review of Minutes</b>	1. The minutes of the 10/12/20 Senate Executive Committee were circulated electronically.	1. C. Irvine moved to approve the minutes. T. Conway seconded the motion. The minutes were approved with 5 ayes and 0 abstentions.
<b>Chair's Report</b>	1. The Provost meeting on Long Range Planning for Post Pandemic Hawaii will allow attendance of CAB and CAPP chairs. It was not clear what can be accomplished by the group. The group meeting may be viewed as consultation by the administration.  2. The October BOR meeting included approval of the budget policy paper. Three types of reserve funds were discussed. Mānoa can expect a budget reduction of \$50-60 million.	1. No action taken.  2. No action taken.
<b>Action Items</b>	1. The Graduate Certificate in Clinical Research will require a resolution from the Chair of the Graduate Council Program Committee for Senate action.	1. J. Potemra will inform CAPP and remind the Graduate Council representative of the required resolution.
<b>Guest(s)</b>	None	
<b>Committee Reports</b>	1. CAB (BS) – The committee cancelled their meeting for 10/20.  2. CAPP (JP) – The committee met on 10/14 and the Chair asked subcommittees to be ready to present initial review of their respective proposals. The CAB resolution was discussed at length. CAPP will invite the Chair and Vice-Chair of ICS to the 10/28 meeting.  3. CFS (TN) – Dean K. Aune has been invited to the 10/23 meeting to discuss Graduate Council appointments.  4. COA (PB) – Scott Sinnett (FAR) has invited 2 student-athletes to speak to the committee on: “A Day	1. No action taken.  2. No action taken.  3. No action taken.  4. No action taken.

	<p>in the Life of a Student-Athlete” at the 11/06 meeting.</p> <p>5. COR (JP) – The next meeting will be on 11/4.</p> <p>6. CPM (TC) – Concerns with the survey were discussed and shared with the SEC.</p> <p>7. CSA (PB) – No report, next meeting Tuesday 11/10 at 11:00am - 12:00 noon. CSA officers are Lisa Uyehara Chair; Maile Speetjens Vice Chair; and Andrew Wertheimer Secretary. Inviting a representative from ASUH to attend.</p> <p>8. GEC (CSI) – The Oral focus was discussed after a presentation by J. Urashima on student achievement. Many possible remedies were discussed. Changes to the SEC-GEC-GEO MOU were discussed with plans to finalize and share with VCAA and GEC Boards to seek feedback.</p> <p>9. CEE (TC) – The next meeting will be on 10/19.</p> <p>10. UHPA (TC) – No report.</p> <p>11. Mānoa Design Team Committee (CSI) – Additional conversations on the Graduate Division took place. Phase 2 reorganization modified proposal should be ready to distribute by the end of October.</p>	<p>5. No action taken.</p> <p>6. No action taken.</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> <p>11. No action taken.</p>
<b>Unfinished Business</b>	<p>1. A Senate response to President/CEO Lassner’s request for input on an “operational process” was edited and discussed.</p>	<p>1. C. Irvine moved and B. Sipes seconded to send the letter to President Lassner. The motion passed unanimously with 6 ayes and no abstentions.</p>
<b>Business</b>	<p>1. The facilitating roles and protocols for the October Senate meeting were discussed and tested.</p> <p>2. An update on the MFS Feedback survey was not discussed.</p>	<p>1. T. Ngyen will post a video for Senators to familiarize themselves with the election senate meeting protocols.</p>

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<p><b>New Business</b></p>	<ol style="list-style-type: none"> <li>1. EP 12.205 consultation letter regarding textbook policy was reviewed.</li> <li>2. A request from the System administration regarding an aligned course repeat policy should be expected soon.</li> <li>3. A request was sent by N. Kent for the MFS to hold an election for the Arts &amp; Science Executive Committee. It is not the role of the MFS to conduct such an election.</li> <li>4. The Campus Fee Advisory Committee received a request to reduce a course fee to zero. The SEC has no objection.</li> <li>5. A draft of the SEC-GEC-GEO MOU was discussed. The suggestions seemed reasonable.</li> <li>6. A video on Robert's Rules of Order and how the Senate will be voting at the October meeting were presented.</li> <li>7. RONR recommends language using "or" regarding service terms to allow replacement of officers, i.e. "Officers shall serve for 1 year <i>or</i> until their successors are elected."</li> </ol>	<ol style="list-style-type: none"> <li>1. J. Potemra will remind CAPP of the 11/2 deadline.</li> <li>2. No action taken.</li> <li>3. Chair P. McKimmy will reply to N. Kent.</li> <li>4. No action taken.</li> <li>5. C. Irvine will provide the document when released by the GEC.</li> <li>6. T. Nguyen will email the video link to Senators.</li> <li>7. C. Irvine moved to send the suggestion to CAB for consideration as a Bylaw amendment. T. Conway seconded the motion. The motion passed unanimously with 6 ayes and no abstentions.</li> </ol>
<p><b>Adjournment</b></p>	<p>The next regular meeting of the Senate Executive Committee will be on October 26, 2020.</p>	<p>Chair P. McKimmy adjourned the meeting at 4:33 PM</p>

Respectfully submitted by Brent Sipes, SEC Secretary.

Approved unanimously on October 26, 2020.