

**Faculty Senate**  
Executive Committee  
Meeting Minutes

Meeting Date: July 19, 2010

Attendance:

Martin Rayner (chair 2010-11)	Rosanne Harrigan	X	David Ross (chair 2009-10)	Chancellor Hinshaw	Greg Takayama	Others:
Martha Crosby	Tom Hilgers	X	Halina Zaleski	X VCAA	X VCAFO Cutshaw	
Shirley Daniel	Susan Hippensteele	X		Dasenbrock VCGRE		
David Duffy	Lilikalā Kame`eleihiwa	X		Ostrander VCSA Hernandez		

Subject	Discussion	Action/Strategy
<b>Call to order</b>	The meeting convened at 3 p.m. in HH 208 with Susan as Acting Chair.  Martin, Martha, Shirley and the 2 Davids were excused.	
<b>Update on GE and MWP Director hires and GEO budget</b>	Susan is handling the hiring for SEC in Martin's absence. Offers have been made to the selectees based on a straight buy-out from their departments. Sandy French from Cutshaw's office is determining the current sources and amounts of funding and how much additional funding may be needed.  The vacant APT position is still in the GEO but is unfunded. We need to request funding to be able to fill this position. APT support will be important for the Directors to be effective, especially if they are to do research.  Logistical issues were raised regarding the GEO budget and reporting lines. The budget would be easier to administer if it were consolidated. This is best done under the VCAA consistently with the AO and OFDAS budget and reporting lines.	Susan will follow up with the selectees and French and Cutshaw.  Susan will request funding to fill this position from Dasenbrock.  The SEC will discuss this with the VCAA.
<b>Liaison Reports</b>	Status of Committee notice of AY2010-2011 membership: Committee liaisons are reminded to contact their committee members to inform them of their committee assignments. Chairs that are continuing on the same committee can be asked to convene a meeting as early in the fall as possible. If the chair is not continuing, the liaison is responsible for convening the first meeting. Committee memberships need to be updated on the web site.  Necessary changes: Anna Ah-Sam resigned from the Senate last year and her replacement was already elected.	Liaisons will inform committee members of their assignments and will arrange for convening the first meeting.

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<b>GE Board Assignments</b>	The membership of the GEC is designed to be representative of particular constituencies. The membership of the GE Boards has no restrictions, but benefits from balance among related areas. An orientation meeting will be held in early fall for GE Board members. The SEC nominated faculty for vacant GEC and GE Board positions.	Hilgers will contact the nominees.
<b>Meeting with VCAA</b>	VCAA Dasenbrock joined the meeting at 4:10 pm.	
<b>GE and MWP Director Hiring</b>	<p>GE and MPW selectees have been contacted. We need to discuss the action to be taken should any of the selectees decline. Consolidating the GEO budget and reporting lines under the VCAA was agreed by all to be a good approach.</p> <p>The SEC/VCAA will need to request funding to fill the GEO APT position.</p>	<p>VCAA and Susan will follow up on consolidating the GEO budget and reporting lines.</p> <p>Susan will coordinate with VCAA to request funding for the APT position</p>
<b>Faculty Cliff</b>	<p>According to the VCAA, a third across the board cut will not be needed, but neither will new resources be available. Currently vacant positions are controlled by the Deans, but starting in January 2011 the Chancellor will control vacant positions. The VCAA has requested that the Deans submit hiring plans by early fall 2010 based on expected faculty attrition by December 2010. The Deans should both get faculty input on hiring plans and communicate the hiring plans to faculty. Good information flow is needed. Approved positions would be filled for fall 2011. About half of the Deans have submitted plans. The VCAA is making every effort to approve exemptions from the hiring freeze for realistic requests in a timely manner. The Senate can assist in good planning by surveying faculty regarding retirement plans, especially since some faculty seem to be delaying retirement.</p> <p>Because hiring faculty can be a lengthy process, instructors or lecturers are likely to be needed for spring 2011. Priority will be given based on pressure points as determined by student enrollment attempts. Shidler and TIM are likely to have students that need classes to move through the program, including 400 level courses. It is difficult to find qualified instructors for specialized courses. Low enrolment 400 level courses can be cancelled. In some cases graduation requirements for majors may need to be waived.</p> <p>When the Chancellor takes over position control, she has indicated that she is likely to look for cluster hires in priority areas. Such areas are likely to include Hawaiian issues, sustainability, and workplace issues/needs.</p>	The SEC will conduct a survey of faculty regarding plans for retirement or resignation. SEC numbers will be compared to those provided by the Deans.
<b>Budget</b>	UH System has requested \$60 million for the biennium budget, of which 2/3 would go to increasing enrollment and 1/3 to program change requests. Enrollment is over-weighted for STEM, Hawaii and Pacific, PELL, and transfers from community colleges. A plan for use of the funds has not yet been developed.	

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<b>Enrollment Planning</b>	The Enrollment Planning group has not met. The biggest challenge appears to be increasing the numbers of Hawaiian, Pacific and Philippine students.	
<b>Repeat Course Credit ("W")</b>	<p>The VCAA assured the SEC that students receiving a "W" grade can repeat the course for credit. Banner seems to be allowing unlimited repeats of courses.</p> <p>The VCAA raised a concern regarding majors that have a higher GPA graduation requirement than the Manoa graduation requirement; students that do not meet the GPA requirement for the major have very limited options for obtaining a degree from Manoa. On the other hand, strong support for the students could make a higher GPA requirement acceptable.</p> <p>"Killer" courses are a continuing problem. Courses should be designed so that the average student can learn the material.</p> <p>VCAA Dasenbrock left the meeting.</p>	The concern with killer courses will be referred to CAPP.
<b>BOR Meeting</b>	The increasing use of executive session by the BOR has raised concerns. The Sunshine Law establishes parameters for use of executive session. BOR agenda for the past year includes items for executive session discussion that may be inconsistent with the Sunshine Law.	The SEC will contact the Office of Information Practices regarding these concerns.
	The meeting adjourned at 6:00 p.m.	

Minute Taker: Halina Zeleski