

COMMITTEE ON ADMINISTRATION AND BUDGET (CAB)
MANOA FACULTY SENATE
MEETING MINUTES

Meeting Date: Monday February 28, 2011

Location: Hawaii Hall Room 309

Attendance (Members): Robert Cowie; David Ericson (Chair); Chin Lee; Torben Nielsen; Barry Lienert; David Duffy, (SEC Liaison); John Casken (Secretary).

Excused: (Members) Weilin Qu; Robert Cowie; Doug Vincent.

Guest: Kathy Cutshaw, Vice Chancellor for Administration , Finance and Operations.

Subject	Discussion	Action/Strategy /Who
Call to order		Meeting called to order at 2:05 by Chair Ericson
Review of Agenda		Agenda approved as distributed
Review of Minutes	Draft minutes of February 28 , 2011 reviewed as distributed prior to meeting.	Minutes of February 14,, 2011 were reviewed and approved for submission to Faculty Senate office for posting. Doug Vincent thanked for taking the minutes.
Classroom Use Policy	<p>There was vigorous discussion of best ways of ensuring that the most efficient use was made of our space. VC Cutshaw noted that UHM cannot ask for support from the Legislature to create more classroom space if a) we do not have a clear understanding of how our current space is used and b) it is not used efficiently.</p> <p>There was discussion on rearrangement of courses at “outlying” times which could be more appealing to students given easier parking etc. Are our students part time workers and fulltime students or essentially part time students and full</p>	<p>Members agreed that the following items should be key to any agreement:</p> <ol style="list-style-type: none"> 1. Departments have first choice on general purpose classrooms that they relinquish; 2. Technology should be the responsibility of Hawaii Hall; 3. Use a pilot program to test evening classes for all classes not just specialized classes;

	<p>time workers?</p> <p>Beta testing of software for scheduling noted by VC Cutshaw. All acknowledged that the scheduler Roberta does an incredible job.</p>	<p>4. Faculty who teach classes at outlying times should not be penalized if students are a “no-show”;</p> <p>5. Transparency in use of all space should be a standing requirement.</p>
Benchmarking the Strategic Plan	<p>Noted that there has still been no definition at the moment of exactly what the benchmarking committee should be set up to do and how to do “it”.</p> <p>VC Cutshaw noted that it was difficult to deal with the plans when she is dealing with the supplemental and biennium budgets at the same time. The effects of the lost earmarks have not yet been figured into either of the budgets. Concern that there will not be enough resources to have any investment in planning.</p>	<p>Key issues are deciding where we want the university to go and what do we need to do to attract future students.</p>
Policy on Centers at UHM	<p>Noted that Board Regents Policy in Section X governs centers. There is a lack of clarity on the various types of “centers” and definitions are essential. Noted also that BOR Policy calls for reviews every seven years but no one seems to know if this is being done. Questions raised as to whether this is an item that should be initiated by Hawaii Hall. Faculty do not set policy in this area but can implement it.</p>	<p>Agreed that T. Nielsen should circulate a simple statement to the CAB for review on the lines of “ Non-academic programs at UHM should be reviewed every seven years by the appropriate committee of the UHM Academic Senate.”</p>
R Series Faculty		<p>Agreed that CAB should wait until CPM and COR report back as CAB is the junior committee on this matter</p>
Review of Marine Facilities at UHM	<p>Noted that COR is working on the PBRC issue. Bob Richmond is preparing an in depth report.</p> <p>Some key items:</p> <ol style="list-style-type: none"> 1. Need to protect the deep water sampling site even if we lose Kewalo. 2. The submersibles should be seen as part of the marine facilities as well as other vessels, not merely the facilities at Kewalo and Coconut Island. 3. What does the future look like in terms of research from SOEST and shipboard research? 	<p>B. Lienert and R. Cowie agreed to try and put some material together by the end of the week. However noted that this might be difficult as both were involved in travel by the end of the week.</p>

Next meeting		Meeting to be held 03/14/2011 in Hawaii Hall 309
Adjournment	Meeting adjourned at 3:35 pm	

Minutes approved at the March 14, 2011 CAB Meeting.

John Casken, Secretary.