



EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: December 4, 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	P			AVC Ron Cambra	2:50 PM - 4:00 PM
Douglas Vincent, SEC Secretary via polycom, excused 4:25 PM	P	John Casken	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 APPROVE AGENDA		Meeting was called to order by Chair C. Sorensen Irvine at 2:02 PM.
REVIEW OF MINUTES	1. The minutes of the November 27, 2017 Senate Executive Committee had been circulated electronically.	1. Motion by B. Powell to approve the November 27, 2017 minutes; seconded by J. Casken. Approved unanimously.
CHAIR'S REPORT	1. Update on UHM Campus forum -- Lassner says a net zero in terms of administrative positions. Dean's are pushing back. Concerns include: <ul style="list-style-type: none">a. How to find a provost who understands both research and academic enterprise.b. Control of funding; there appears to be two financial offices -- who will control distribution of tuition dollars.c. Confusion about different boxes with seemingly same functionality.	1. No action other than to keep abreast of any changes as the plan is unveiled.



	<ul style="list-style-type: none"> d. The “elephant in the room” issue is the inherent conflict between system and Manoa. Will the President cede control to the Chancellor? e. The other campuses have independent voices but UHM does not. <p>2. Senator/Congress/faculty status changes (J. Kinder)</p> <ul style="list-style-type: none"> a. A. Jenkins (2016-18) ED - resigned effective 12/26/2017 - new associate dean COE; need to request COE Senate for a replacement. b. W. Meguro (SOEST / ARCH) dual contract faculty member, changed for Congress (not a Senator). c. R. Willett (F-Board) FS-FQ Specialist (3-year term expires June 2018) resigns eff. 12/31/2017. 	<p>2. The SEC agreed with the actions. With regard to senator scheduling conflicts with MFS meetings, the office to treat it on a case by case basis.</p>
ACTION ITEMS	1. None	
GUEST #1	<p>Ron Cambra Asst Vice Chancellor / Office of Undergraduate Education (3:00 PM) Asst Vice Chancellor Cambra reported.</p> <ul style="list-style-type: none"> • Graduation rates and retention rates -- good news. Data are available on the MIRO web site. In 2005, when we went through last accreditation -- undergraduate experience on campus (WASC) dinged us for graduation rates, as low as 17% (4-year) -- 2017 graduation rates (over 34%); 5 and 6 year graduation rates have also gone up. Comparing to peer and benchmark institutions we are doing well. Notable events that are related to these successes: <ul style="list-style-type: none"> ○ Council of academic advisors formed in 2006. 	<p>1. Follow up with R. Cambra on issue of transfer grades.</p>



- Mandatory advising for first two years in 2008; Once resisted but is now part of the culture.
- Require declaration of a major by end of second year -- recommended but never implemented.. Cambra will push for this in 2018. Less than 20% of students are undeclared in their third year. There is a program for undeclared students; students are exposed to topic/interests -- adapted from FSU. Counselors examine student's learning style, get them to move toward a major and find a major. With STAR, Office of Undergraduate Education has enough technology and people and to have all students declare a major (in Spring 2018). There is space in the 120 credits for a major, minor, or certificate.
- With the shift from 128 to 120 credits, we have had record numbers of students graduating, but now we have fewer students graduating than the previous year.
- In 2010, more juniors and seniors in ENG 100, than freshman. No longer allow students to take ENG 100 after freshman year. Every incoming freshman can take Eng 100.
- Returning Hawaii residents returning to Hawaii are transfer students.
- Still struggle with retention rates for mainland students.
- How much does the institution do to help the students feel included? It's an issue at the Department level -- need to feel a part of Department's culture.
- We are registering incoming students earlier. Registration starts sooner throughout the year. Getting students to commit to the next semester earlier is better. The Wait lists are problematic. Looking at improving wait lists.



- Retention scholarships --209/300 for Fall Semester 2017 accepted scholarship funds. No word for Spring Semester yet.
- Credit removal -- 1500 students had chemistry credits dropped from their transcripts. Worst case scenario was that students up for graduation were not able to graduate. Advisors were inconsistently applying rules in the catalog. There was an accumulation of students who had taken the “duplicate” chemistry courses. The policy was to be implemented every semester. But the question is who should be enacting the policy -- advisors in departments/colleges or the registrar?. There are impacts of this policy on financial aid, veteran’s aid, etc.. UH needs to understand the implications of the policy. In this particular case, credits have been restored to identified students but the policy exists in chemistry and in other Departments. The students need to be kept in the loop.
- Credit for C- grades in courses taken by transfer students. Transfer credits of courses where students have received a C- from community college are accepted and can be used to meet enrollment criteria for certain courses whereas C- courses taken at Manoa (in major courses) do not meet criteria. Banner may be able to pull the information out. R. Cambra will follow up on this.
- Academic Action policy -- 24 credits must be attempted before academic action is taken. But there isn’t any proactivity prior to the end of the 24 hours. Need to be proactive. Not all advising offices are doing this. College based, for the first year. Lots of slippage -- still losing students because of academic performance.



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COMMITTEE REPORTS	1. CAB (DV) – No report. Next meeting is scheduled for Dec. 6th. Kathy Cutshaw is scheduled for the 12/6/2017 meeting. Engineering reorg on the agenda. Engineering Senate is in support of proposal.	1. No action taken
	2. CAPP (BP) – Meeting December 6th. AVCAA D. Halbert to discuss PLA.	2. No action taken.
	3. CFS (GW) – No report. Next meeting is scheduled for Dec 6th. Have task list for positions needing to be filled.	3. No action taken.
	4. COA (BP) – No report. Next meeting is scheduled for Dec 7th. K. Withy sent message asking for more members. COA will discuss.	4. No action taken.
	5. COR (DD) – No report. Next meeting is scheduled for Dec 5th. Meeting with VCR M. Bruno & AVCR V. Kameoka.	5. No action taken.
	6. CPM (JC) – Meeting held on Dec 1st. No quorum. Two issues - letter they want SEC to send to VP Research V Symros. Second is issue of minors.	6. No action taken.
	7. CSA (JC) – No report. Next meeting is scheduled for Dec. 6th.	7. No action taken.
	8. GEC (SR) – Meeting held on Nov 30th. Switched meeting day to Fridays in Spring 10:30 - 11:30 am. Advisory group for Gen Ed consists of board chairs - will meet December 13. Foundations board met today about FQ and 30:1 ratio. Majority of FQ classes are math courses. Steering Committee report is due at end of December. After external team, want to look at their recommendations along with external recommendations. New policy changes for GEC for course based focus, foundations course approvals, and extraordinary experience exceptions. Next meeting is scheduled for Dec 7th.	8. No action taken.



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	<p>9. CEE (CSI) – Meeting held on Dec 4th. Discussed faculty feedback on program assessment report. Concern about workload in reviewing program assessment. M. Stitt-Bergh presented how to conduct reviews. Committee felt 9 was reasonable. Committee will review assessment checklist. Next CEE subcommittee meeting is scheduled for Dec 14th.</p> <p>10. UHPA (GW) – No report. Next board meeting is January 6, 2018.</p>	<p>9. No action taken.</p> <p>10. No action taken.</p>
UNFINISHED BUSINESS	<p>1. None</p>	
BUSINESS	<p>1. Review 12/13 Senate Agenda - alternate speaker</p> <p>2. Review the Accreditation Reviews for Institutions within a System Policy</p> <p>3. ASUH meeting on Wednesday, January 17th 6:30 pm in Campus Center Rm 310</p> <p>4. Credit removal issue</p>	<p>1. Cancel December 13th Senate meeting.</p> <p>2. Refer to CEE for review</p> <p>3. B. Powell, S. Roberts and G. Wilkens will attend.</p> <p>4. Refer Credit Removal issue to CAPP</p>
ADJOURNMENT	<p>The next meeting of the Senate Executive Committee will be on December 11, 2017.</p>	<p>Motion to adjourn by D. Duffy; seconded by B. Powell.</p> <p>Passed unanimously.</p> <p>Meeting adjourned at 4:57 PM.</p>

Respectfully submitted by Douglas Vincent, Secretary
Approved unanimously on December 11, 2017.