

Faculty Senate
Executive Committee
Meeting Minutes

Meeting Date: August 16, 2010

Attendance:

David Ross (chair)	X	Susan Hippensteele	X	Lilikala	X	Chancellor Hinshaw	Greg Takayama	Others:
Martha Crosby	X	Martin Rayner		Rosanne	X	VCGRE Ostrander		
		Chair	X	Harrigan				
Shirley Daniel	X	Halina Zaleski	X			VCAA Dasenbrock	X	
Tom Hilgers		David Duffy	X			VCSA Hernandez		

Subject	Discussion	Action/Strategy
Call to order	The meeting convened at 2 p.m. in HH 208	
Chairs Report		
Senate Secretary update, GED director search and other items of interest		
Approval of August 2 and 9 minutes	Minutes were approved as corrected. Minutes will be conveyed by David Duffy to Carol Kellett to post on the Senate website.	S Daniel to convey minutes from past meetings to David Duffy who will relay to Kellett
Committee membership assignments	The SEC discussed appointments to committees and GEC to finalize assignments	Lilikala will convey the GEC assignments to the members The final list of committee assignments will be conveyed from Zaleski to Duffy for conveyance to Kellett to update the website.
September Senate agenda	The SEC discussed potential agenda items for September and October. There is a desire to ask Pres. Greenwood to address the senate. There is also a desire to ask the Chancellor. After some discussion it was agreed that we would ask President Greenwood to address the faculty Congress, which will be held in October. Hinshaw – September Greenwood (Congress) and Dasenbrock (Senate) in October Haffner in November Donovan in December	Rayner will contact the speakers to invite them to the Senate meetings.

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	<p>We will issue an open ended invitation to Howard Todo, as he may have commitments relating to the biennium budget.</p> <p>It was noted that the Chancellor is an ex-officio member of the Senate. Since our meetings are open, the VCs often attend and are welcome.</p> <p>The Architecture Auditorium has been reserved for the meetings by the Senate Secretary</p>	
VC Dasenbrock	<p>VC Dasenbrock entered the meeting at 3 p.m.</p> <p>He passed out a memo report of the Committee to Consider the structure of international programs at UHM, chaired by Avi Soifer. The committee was convened in response to the issue of the position previously occupied by Jenny Samaan. The VCAA proposes that we reconvene a version of the MIEC in the interim period until UHM completes the planned strategic planning process this fall. In addition, Ned Shultz will be designated as the coordinating/point person to advise the VCAA on international programs. The SEC concurred with this approach.</p> <p>The VCAA provided a summary of the problems encountered in our current classroom control policy. About 60 percent of our classrooms are classified as general purpose classrooms. About 40 percent are special purpose classrooms that have lab equipment, computer equipment or other technology. The VCAA noted that half (30 percent of the total) of the general purpose classrooms are in the control of the units, and the other half are controlled centrally. This results in inefficient use of classroom space.</p> <p>He proposes that the departmentally controlled category be eliminated so that there is more centrally controlled space. Special purpose classrooms will be validated as specially equipped. There is a special project underway (BIM) to catalog all the rooms and put them into a GIS system that will facilitate a new policy. This project is being developed to support/improve the indirect cost rate. Under the new policy, departments would have priority but not control over a classroom. This would allow classrooms that are not being used to be available in the general pool. The VCAA noted that over 200 classes per semester have to be moved or added, so this is a problem that should be solved.</p> <p>The VCAA also noted there is R&M money allocated to maintain the buildings. The first priority was to repair roofs, and second to repair AC systems. There are also elevator projects, but this might be funded from a different source. So there may be funds remaining to help improve our classrooms. He would like input from the faculty on this issue of which buildings/classrooms to renovate first, and what type of improvements and technology would the faculty like to have. The VCAA</p>	

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	<p>will get back to us on what time and when he needs the feedback.</p> <p>One of the gray areas is conference rooms and seminar rooms. Some of these rooms could use poly-com facilities and could be better used.</p> <p>Office space is also an issue. The SEC brought up the issue of summer school. Students end up taking classes in the summer to graduate, but this ends up being expensive for them.</p> <p>The SEC also inquired about position control, particularly for retirements. The VCAA noted that retirements after January 1, 2011 will be swept to the UHM central level. Before December 31, the position numbers remain in the unit. There is still a hiring freeze which requires Chancellor approval to fill the position.</p>	
Scheduling meetings with the administration	Meetings with the administration need to be confirmed. S Daniel will send a note to the administration and copy the Senate staff to follow up.	S Daniel to send a note and work with Helen Yano.
Working Group on Graduate Education	The group discussed the charge for this group, and how formal it should be. Our previous discussions with the VCGRE about this issue would be a starting point. The SEC has confidence that the working group members will be able to go from this.	The Liaison for CAPP will work with the working group on the charge.
UHM ACM	The SEC discussed some of the history of the ACM. The original concept was developed at UHM and was conceived as a system-wide initiative. However, the UH doesn't have a good mechanism for system-wide initiatives, particularly programs that involve the granting of degrees. In 2003, the degree program was created as an interdisciplinary program. More recently the program was moved into A&H. After some discussion the SEC agreed to respond to Prof Brislin addressing his concerns about the confusion over the title of Director of ACM and his concerns about the creation of duplicate programs at UHWO. There has been no proposal or other documentation regarding any program at UHWO. Chair Rayner will draft a response.	Chair Rayner will draft a response to Professor Brislin, and will circulate to the SEC for comment before issuing.
BA in Pacific Island Studies	The proposal for a new BA in Pacific Island Studies was received.	Item has been referred to CAPP
Other committees	There may be various committees that will need to be populated with Senate representatives. We should ask the VCs for their requests so CFS can do this. CAB and CFS will jointly look at various Chancellor appointed committee and working groups and consider duplication with senate committees, etc.	S Daniel will ask the VCs for their requests for committee representatives.
Workload	Workload policies seem still to be an issue of concern for many units across campus. There still is concern about whether or not the VCAA is rejecting policies, and whether Deans are rejecting them.	CPM is going to look at this issue.
Other – secretarial support for the senate	<p>The Senate office phone is currently not operational, and a request for repair has been made.</p> <p>The Senate secretary job description has been updated in light of the departure of</p>	Chair Rayner will continue to work with the Senate Secretary.

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	<p>the prior Secretary. Additional training will be available to Helen to allow her to meet the requirements of the new position.</p> <p>Tasks that were discussed with Helen include automating the card file of faculty senate service history. There is also a plan to develop an outlook calendar for HH208.</p> <p>The SEC agreed that we should be clear about the skills and tasks that are expected from the secretary and review them with her and set dates for acquisitions of training.</p>	