

## Committee on Administration & Budget

### Meeting Minutes

**Meeting Date** 23 Feb. 2022  
**Meeting time** 3:00 PM - 4:30 PM  
**Location**

### Attendance

#### Members

Name	Role	Attendance
Healani Chang	Member	Present
Roy Gal	Member	Present
Erik Guentner	Chair	Present
Lilikala Kame'eleihiwa	Member	Excused
Robert Paull	Vice-Chair	Present
Ann Sakaguchi	Member	Present
Carolyn Stephenson	Member	Present
Alex Stokes	Member	Excused
Mark Thorne	Member	Present
Andrew Wertheimer	Secretary	Present
Christine Sorensen Irvine	SEC Liaison	Present

#### Guests

Name	Role	Time
None		


<b>Subject</b>	<b>Discussion/Information</b>	<b>Action / Strategy / Responsible Person</b>
<b>Call to Order</b>		Call to Order at 3.04 p.m..
<b>Review of Minutes</b>	1. Review of 2022/ 2 / 2 Minutes	Passed with revisions.
<b>SEC Liaison Report</b>	<ul style="list-style-type: none"> <li>SEC Referred the travel advance policy matter to CAB and to COR with a request that they coordinate any response. Change came from System level. Provost Bruno and President Lassner have been in discussions with SyStem and Manoa business office leadership. At this point, the policy will not be changed until July. UHM VP for Budget and Finance K. Young would like to form a committee to investigate the policy change.</li> <li>EP 5.203 referred to CAPP (guidelines on wording, lay-out, size, print, color, paper, and proper signatures in printing diplomas) in light of new diploma vendor</li> <li>Discussions with Provost Bruno about Interim EM</li> </ul>	CAB briefly discussed the problems with the Travel Advance Policy. Documents are in the SEC's Chair's Report and Discussions.

	<p>Resolution (he agreed with much of it), travel advance policy change (he was not aware of it and agreed to follow up), legislative bills, College of Engineering, space committee, workload report, international student admissions</p> <ul style="list-style-type: none"> <li>• Discussions with President Lassner about travel advance policy change (he was not aware), legislative bills, coach hiring process, and space committee</li> <li>• SEC discussed Gen Ed Redesign II plans</li> <li>• Provided testimony to BOR on curricular actions, opposition to tenure legislation, CABs resolution on Interim EM Appointments</li> <li>• February Grad Council approved 3 new courses. Discussion about timeline to graduation for PhD and masters students and academic probation notation on transcripts.</li> </ul>	
<b>ONGOING BUSINESS</b>	<ol style="list-style-type: none"> <li>1. CEE governing documents</li> </ol>	<ol style="list-style-type: none"> <li>1. Erik had written to CEE's Chair with suggestions and just received updated documents that address our original concerns. However, we recently noticed that the documents allow that the Chair and Vice Chair of CEE need not be Senators. This is a change from the original governing document (2009). We learned this had been</li> </ol>

		<p>changed in 2014, but not approved. Christine believes this was approved by MFS in 2018, and will send a reference to CAB. Erik, and his subcommittee (with Mark and Robert) will add a “Whereas” clause that will explain the history and provide detailed references.</p> <p>The remaining question is if we should make a debate about the Chair, Vice Chair possibly not being Senators. We considered that the bylaws should insist that both Chair and Vice Chair be Senators, but understand that it is hard to get qualified volunteers from MFS to serve on CEE.</p>
	2. JABSOM reorganization	<p>2. We received on 2/17 an email from <b>JFS</b> Chair Balaraman with responses to our question regarding lack of evidence of faculty support, however it was not clear if it replied to all of our points. Alex volunteered to work on this issue. It was suggested that we respond to the SEC that we have not received a complete response from <b>JABSOM</b>.</p>
	3. GenEd redesign	<p>3. We read the draft <b>GenEd</b> document containing possible CAB feedback to CAPP. It was noted that the Summer Institute idea works better for some units than others. Individuals with summer research or other responsibilities cannot commit to the required time so their views are excluded.</p> <p>We recognize that there are considerable problems with how GenEd is administered today.</p>

		<p>However, we have problems with the current proposal. We are also troubled by the procedure that seemed to go outside of our normal consultative processes. We call for a simplification based on the “WASC core competencies include, but are not limited to: Written Communication. Oral Communication. Quantitative Reasoning. Information Literacy. Critical Thinking.” We recognize that we should have additional competencies as a school based in Hawai’i.</p> <p>We agreed that the first page of Carolyn’s draft response can be augmented with some comments about the structure being titled, and then forwarded to CAPP. Chair Guentner agreed to transmit the document to CAPP.</p> <p>However, the second page, which contains more details about the proposal itself should be struck, because we did not have more time to discuss it. Discussion will continue at our next meeting.</p> <p>4. The subcommittee provided a document listing concerns with the proposed <b>GEC</b> governing documents. We don’t want a detailed discussion today, but will make this our primary issue at our meeting next week.</p> <p>5. Erik updated that Arnade acknowledged his message. Dan Harris McCoy also wrote an official letter as the head of</p>
	4. GEO/GEC governing documents	
	5. CALL Reorg Proposal	

	<p>6. CFS Request</p> <p>7. Name Change for Nursing</p>	<p>Classics expressing their support for the reorg. We are waiting for an official response before acting.</p> <p>6. We already informed the <b>SEC</b> that they should stick with Robert's Rules.</p> <p>7. While the new policy (2020) no longer requires faculty consultation, we would strongly encourage consultation for name changes in the future, at the very least within impacted units. We agreed by acclamation that we will submit revised Rules of Order reflecting the name change for the next meeting of the Senate.</p>
<b>New Business</b>	1.	None.
<b>Guest(s)</b>		None.
<b>Committee Reports</b>		None.
<b>Other</b>		None.
<b>Adjournment</b>	The next meeting of the Committee on Administration & Budget Wednesday, 3/2/2022 at 3:00 p.m.	Meeting adjourned at 4.30 p.m.

*Respectfully submitted by Andrew Wertheimer Secretary*  
*Approved unanimously on 2 March 2022.*