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## COMMITTEE ON PROFESSIONAL MATTERS (CPM)

### MEETING MINUTES

**MEETING DATE:** March 3, 2017  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		GUESTS	
Scott Robertson, Chair	P	Patricia Masters	P	Ann Sakaguchi (Liaison)	P
Hector Valenzuela	P	Vilsoni Hereniko	E		
Ming-Bao Yue	P	Reni Soon	E		
Unhee Lim	P	Camaron Miyamoto	E		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>Call to Order</b>	Meeting was called to order at 2:00pm	
<b>Approval of the Minutes and Current Membership</b>	The draft minutes from January 13 <sup>th</sup> were approved. Chair introduced the SEC liaison for today's meeting (Dr. Sakaguchi) and new members (Dr. Masters and Dr. Yue). Dr. Wendy Kawabata has been assigned to CFS.	
<b>New Business – Faculty Five Year Review</b>	CPM discussed a concern raised by numerous faculty regarding the “Periodic Review” (or Five-Year Review) practices, (1) that the faculty has not been informed by the administration of the 2016 revision of the UH procedure <a href="https://www.uhpa.org/workplace/important-uh-docs/university-of-hawaii-at-manoa/2014-2015-procedures-for-evaluation-of-faculty-at-u-h-manoa/">https://www.uhpa.org/workplace/important-uh-docs/university-of-hawaii-at-manoa/2014-2015-procedures-for-evaluation-of-faculty-at-u-h-manoa/</a> (although the revision is supposed to be minimal), (2) that the review process is inconsistent across units within a college, with some departments without specific criteria for the review process, and (3) that some departments have a concern that their chair's review may be biased. BOR Bylaws and Policies (Section 9-13) state that procedures for <i>review must provide for participation of faculty peers in the review process</i> , which is critical to assure impartiality. Item#3 is particularly problematic as some colleges do not have a mechanism in place for faculty to provide input for performance evaluation of the department chair who is appointed annually by the dean.	Committee will discuss a draft resolution at next meeting for MFS to make recommendations regarding faculty and department chair reviews.



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<b>Follow-up on Conflict of Interest Matters and a Revised Administrative Procedure (AP12.304)</b>	<p>SEC communicated to CPM (as well as COR and CAB) on Feb. 9<sup>th</sup> that they had received a request from VPRI to review a revised administrative procedure for COI matters (AP12.304) last year (Sep. 21<sup>st</sup>); however, the forward email from SEC did not reach the three committees due to technical problems. SEC re-forwarded the materials and requested CPM to take the lead on the review.</p> <p>CPM discussed their initial impressions and agreed that they require more time to review it and provide comments on this important procedure and the substantial revisions. Not only that a redline version to show details of the changes is not available to the Committee but also justifications for some substantive changes are not provided.</p>	Chair and the Liaison will communicate to SEC that the Committee requires an extension for the review/comments.
<b>New Business – A New Administrative Procedure Regarding Compliance with Public Access Requirements (AP12.310)</b>	<p>On Feb. 1<sup>st</sup>, SEC sent CPM (and COR) a new administrative procedure regarding open access to research results and scientific integrity (AP12.310) for faculty input by March 3<sup>rd</sup>; CPM could not hold a meeting in February due to members' unavailability. SEC requested COR to be the primary reviewer, and CPM the secondary. CPM will wait for COR reviews before providing additional input. CPM does not consider a time line by even mid-March to be feasible and also noted that the Memorandum from the federal agency for the compliance (Office of Science and Technology Policy) was issued back in February 2013. MFS Committees will require more than 45 days to review substantial documents and to provide comments.</p>	CPM will wait for COR reviews before providing additional input.
<b>Adjournment</b>	Meeting was adjourned at 4:25pm. Chair will conduct a poll for the week of March 20 <sup>th</sup> to identify the next meeting date when most people are available.	Chair will circulate a Doodle.

Respectfully submitted by Unhee Lim.

Approved on March 24 with 5 votes in favor of approval and 0 against.