

# **Mānoa Faculty Senate Meeting Minutes**

December 08, 2011

Architecture Auditorium; 3:00 – 5:00 pm

## **Meeting Agenda**

- I. Call to Order
- II. Approval of October 20, 2010 & November 17, 2010 minutes
- III. Chair's report; SP TH mtg, System International vision/mission
- V. New Business
  - 1. CAB: Motion to Eliminate Reading Aloud Senate Resolutions (*motion passed; 1 vote against*)  
Proposed change to Congress and Senate By-Laws
  - 2. COR: Resolution on the UHM Open Access Policy (*motion passed; 1 vote against*)
  - 3. MAC: Resolution on Faculty Governance of Assessment (*motion passed; 1 vote against*)
  - 4. CAPP: Resolution on BA for SLS (*motion passed; unanimous*)  
Resolution on EdD (*motion passed; 2 votes against*)  
Recommendation on 60 Non-Intro Course Credit Requirement (*motion passed; unanimous*)  
Recommendation on Major requirements (*motion passed; 22 votes against*)  
Report on Academic Actions pilot project (*motion passed; unanimous*)  
Report on Repeated Course Grading Options  
Report on 124 Credit Graduation Requirement (*motion passed; 1 vote against*)
  - 5. CPM: Motion to Retire Senate Handbook (*motion passed; unanimous*)  
Report on Faculty Fellowship Policy  
Report on changes to Tenure and Promotion Guidelines (*motion passed for items 1, 3, 4; unanimous*)
- VI. Adjournment

---

## **ATTENDANCE**

### **Present: 66**

Chizuko Allen, Garrett Apuzen-Ito, Edoardo Biagioni, Ronald Bontekoe, Paul Brandon, John Casken, Richard Chadwick, Beei-Huan Chao, William Chapman, Meda Chesney-Lind, Donna Ching, Robert Cooney, Robert Cowie, Shirley Daniel, Michael Demattos, Patricia Donegan, David Duffy, Ariana Eichelberger, Ernestine Enomoto, Guliz Erdem, David Ericson, Elizabeth Fisher, Sheri Fong, David Griffith, Brien Hallett, Timothy Halliday, Jay Hartwell, Cynthia Hew, Susan Hippensteele, Ellen Hoffman, Kim Holland, Lilikala Kameeleihiwa, Carol Kellett, Kenneth Kipnis, Anne Leake, Chin Lee, John Mahoney, Bonnyjean Manini, Jennifer Matsuda, Richard Nettell, Thanh Truc Nguyen, Lawrence Nitz, Katrina-Ann Oliveira, Ian Pagano, Julia Patriarche, Vaughan Phillips, Hamid Pourjalali, Sarita Rai, Martin Rayner, Robert Richmond, Stacey Roberts, Todd Sammons, David Sanders, Lilia Santiago, Magi Sarvimaki, Janice Shoultz, Kaimi Sinclair, Victor Stenger, Nicolaos Synodinos, Cynthia Ward, Douglas Vincent, Hsing Wen, Kelley Withy, Jean Young, Halina Zaleski, Pavel Zinin

### **Absent: 24**

#### **Excused: 9**

James Caron, James Cartwright, Rosanne Harrigan, Marguerite Higa, Joseph Jarrett, Jonathan Matsuda, Torben Nielsen, Weilin Qu, Bruce Shiramizu

**Unexcused: 15**

Michael Cooney, Stewart Curry, Jonathan Deenik, Thomas Gallacher, David Garmire, Daniel Jenkins, Chad Koyanagi, Dongmei Li, Barry Lienert, John Madey, Crystal Mills, Andrew Nichols, Raul Rudoy, Charles Weems, James Yates

**Guests: 7**

Kenton Harsch, Hunter McEwan, Beth Tillinghast, David Ross, Ross Christensen, Jennifer Kishida Kelly Aune

---

**I. CALL TO ORDER**

The meeting was called to order at 3:10 p.m. upon the achievement of quorum.

**II. APPROVAL OF NOVEMBER 17 & OCTOBER 20, 2010 MINUTES**

The minutes of the November 17 Senate meeting were provided on the screen and a motion to approve was made and seconded. The motion passed.

The minutes of the October 20 Senate meeting were provided on the screen and a motion to approve the October meeting was made and seconded. The motion passed.

**II. CHAIR'S REPORT****1. Town Hall Meeting/ Strategic Plan**

Hippensteele announced that a Town Hall meeting will be held on Friday Dec 10 from 2:30 – 5:30 in Spalding Auditorium to obtain input on the new/updated UHM Strategic Plan and discuss potential benchmarks. She reviewed the participative process used to develop the new/updated plan, and encouraged Senators to attend the Town Hall meeting.

**2. WASC Progress report**

There will be a spring EER visit in spring, and VCAA Dasenbrock will attend a meeting to obtain/provide an update on where we are on this.

**3. PBRC**

The Senate's resolution was submitted to the BOR. Hippensteele noted that the BOR AA will have a special meeting on Dec 13 to discuss the matter, and encouraged senators to attend and/or provide testimony if interested.

**4. System International Mission Statement**

The UH System issued a proposed vision/mission statement regarding international programs. The document is on the ACCFSC website. There have been many concerns expressed on this proposal. Particularly, there is concern about setting up additional structures and bureaucratic obstacles that may impede campus level international initiatives. The SEC will continue to keep the Senate informed on this issue.

**5. 2011 Committee Charges**

The SEC is working on the charges for each committee for the Senate committees. The charges are evolving and are not set in stone. In addition, committees are encouraged to address other issues they feel are of concern. However the SEC would appreciate being alerted to additional agenda items being addressed by committees, to effectively coordinate committee work and inform the committees about discussions with the administration.

**6. 2 new senators were introduced****7. 2011 Committee Meeting Schedules**

Committees are encouraged to let Kristin Herrick at [Herrickk@hawaii.edu](mailto:Herrickk@hawaii.edu), about planned committee meetings to get on the Senate calendar and informed that HH 208 may be available.

**8. 2011 Senate Meeting Location Change**

Spring Senate meetings will be in the Art Auditorium.

**V. NEW BUSINESS**

**1. CAB: Motion to Eliminate Reading Aloud Senate Resolutions (*motion passed; 1 vote against*)**

The Chair of CAB brought up for a second reading a proposed amendment to the rules of order of the Senate allowing that motions not have to be read aloud in senate meetings, provided that they are submitted a week in advance. The motion passed with one vote against.

**CAB Proposed Amendment**

Amendment to Rules of Order

Article I. Parliamentary Procedure

Section 2. Introduction of Business

[Following the First Paragraph]

*“In order to conduct business in the most efficient manner, resolutions submitted and promulgated for Senate action at least one week prior to the next Senate meeting need not be read aloud on the Senate floor.”*

**2. CAB: Proposed change to Congress and Senate By-Laws/Attendance**

The Chair of CAB brought up a proposed amendment to the bylaws of the congress and senate that provides that 3 unexcused absences from a Senate or committee meeting in a semester would constitute a voluntary resignation from the senate. The Senate will inform the member’s department Chair of the resignation. An unexcused absence is when a member does not inform the chair of the committee of the Senate of a reason for the absence.” The matter was discussed and some spoke against the amendment. It was noted that this was a first reading and that no vote would be taken today. Additional data from a survey on the matter will be available before the vote at the next meeting. It was recommended that if a senator misses one meeting, perhaps the secretary can follow up to determine the reason for the unexcused absence to help the senator meet their meeting responsibilities. One senator considered that perhaps a lowering of the quorum requirements for senate meetings might be considered. The Chair of CAB noted that CAB did discuss this issue and survey a number of other universities. While a few universities did have lower quorum requirements, most had language similar to this motion.

11/30/10

**CAB Proposed Amendment to the Bylaws of the Congress and Senate**

ARTICLE II. ORGANIZATION OF THE FACULTY SENATE

Section 3. Duties of Senators

[Following the first paragraph referring to the expectation that Senators will attend all Senate meetings and serve on a Senate Standing Committee, add the new paragraph:]

*“Three unexcused absences from a meeting of the full Senate and/or of a Senate Standing Committee in a semester will constitute a voluntary resignation from the assigned Committee and the Senate. The Senate will inform the member’s Department Chair of the resignation. An unexcused absence is when the member does not inform the chair of the Committee or the Senate of a reason for the absence.”*

**3. COR: Resolution on the UHM Open Access Policy (*motion passed; 1 vote against*)**

The Chair of CoR introduced a resolution on the UHM Open Access Policy. The resolution has been read to the senate last year and last month. He noted that there would be no punitive actions against any faculty wanting to opt out. Many universities are doing something similar. If there are copyright restrictions imposed by the publisher, the faculty can opt out. Most publishers are aware of this trend and allow open access. The policy is similar to what some funding agencies already require. The question of how this policy might apply to art works was raised. The librarian responded that the policy is intended primarily for print works. The motion was called to a vote, which passed with one vote against.

**Mānoa Faculty Senate Resolution on the UHM Open Access Policy**

WHEREAS knowledge creation is an accretive process, heavily dependent on the free flow of, and ready access to scholarly publications; and

WHEREAS the scholarly activities and outcomes of the faculty of the University of Hawai‘i at Mānoa, a publicly funded institution, are directly supported by the people of Hawai‘i; and

WHEREAS a significant portion of the scholarly activities and outcomes of the faculty of the University of Hawaii at Mānoa are supported by federal grants and contracts which are directly supported by the taxpayers of the United States of America; and  
WHEREAS the copyrights to the scholarly output of the faculty of the University of Hawai'i at Mānoa (as well as faculty from other institutions) are frequently signed over to for-profit publishers of scholarly journals at no cost to the publishers; and  
WHEREAS most reviewing of scholarship is provided by faculty of academic institutions including the University of Hawai'i at Mānoa (as well as faculty from other institutions) at no cost to the for-profit publishers of scholarly journals; and  
WHEREAS most editing of scholarly journals is provided by faculty of academic institutions including the faculty of the University of Hawai'i at Mānoa (as well as faculty from other institutions) at no or low cost to the for-profit publishers of scholarly journals; and  
WHEREAS for-profit publishers sell the scholarship of the faculty of the University of Hawai'i at Mānoa (as well as faculty from other institutions) back to the University (and all other Universities) at exorbitant, yet steadily increasing costs, putting serious strains on University budgets, and creating access problems for the scholars using said scholarship; and  
WHEREAS the general public faces increasing economic barriers to accessing the scholarly products they have already paid for; therefore  
Be It Resolved that we urge the Chancellor to adopt an Open Access Policy for UHM.

(1) Each Faculty member grants to the University of Hawai'i at Mānoa nonexclusive permission to make available his or her scholarly articles and to exercise the copyright in those articles for the purpose of open dissemination. In legal terms, each Faculty member grants to the University of Hawai'i at Mānoa a nonexclusive, irrevocable, paid-up, worldwide license to exercise any and all rights under copyright relating to each of his or her scholarly articles, in any medium, provided that the articles are not sold for a profit, and to authorize others to do the same. The policy will apply to all scholarly articles written while the person is a member of the Faculty except for any articles completed before the adoption of this policy and any articles for which the Faculty member entered into an incompatible licensing or assignment agreement before the adoption of this policy. The Chancellor or Chancellor's designate will waive application of the policy for a particular article upon written notification by the author, who informs the University of the reason.

To assist the University in distributing the articles, each Faculty member will provide an electronic copy of the final version of the article at no charge to the appropriate representative of the Chancellor's Office in an appropriate format (such as PDF) specified by the Chancellor's Office. The Chancellor's Office will make the peer-reviewed scholarly article available to the public in an open-access repository. The Chancellor's Office, in consultation with the Mānoa Faculty Senate will be responsible for interpreting this policy, resolving disputes concerning its interpretation and application, and recommending changes to the Faculty.

Once the policy is established, it will be reviewed after five years by the Mānoa Faculty Senate, with a report presented to the Faculty.

(2) The Senate Executive Committee requests the support and participation of the Offices of the Vice Chancellors for Academic Affairs and Research and Graduate Education, along with representatives of Hamilton Library to develop and monitor a plan for a service or mechanism that would render compliance with the policy as convenient for the Faculty as possible.

**4. MAC: Resolution on Faculty Governance of Assessment** (*motion passed; 1 vote against*)

The Chair of GenEd introduced a resolution to approve a statement on faculty governance of program assessment. He noted that WASC is encouraging campuses to formalize their policies for assessment and faculty involvement therein. The primary purpose of the resolution is to allow meaningful assessment of program effectiveness, and not for evaluation of faculty. One senator inquired about the implications of not passing this motion. The chair of GenEd noted that this would be a negative signal to WASC, and might leave things open for the administration to impose assessment that might be more

be used to evaluate faculty. The statement referred to in this motion clarifies that faculty will govern all phases of program assessment. One senator asked about clarification if high stakes decisions might ought to involve faculty input, for example, if a positively assessed program might get more resources, while a poorly assessed program might get fewer. Hippensteele note that our program review process is improved and designed to address the resource allocation issue. VCAA Dasenbrock clarified that the assessment data would be used only for program improvement purposes. The motion was called to a vote and approved with one vote against.

**Resolution to Approve a Statement on the Faculty Governance of Program Assessment**

WHEREAS, in 2000 the Manoa Faculty Senate approved a resolution by the Committee on Academic Policy and Planning that stated, “the Faculty Senate at UHM supports an assessment process for all departments and programs, in order to revitalize the spirit and practice in higher education of paying substantial attention to the learning achievement of its students;”

WHEREAS, the report of the 2007 Faculty Senate Task Force on Assessment stated, “If faculty are intended to base their education and programmatic decisions on assessments, they must be involved in all aspects of assessment;”

WHEREAS, the 2010 final report of the Capacity and Preparatory Review visiting team of Western Association of Schools and Colleges stated, “The University is encouraged to better explain the rationale for and use of assessment data;” and

WHEREAS, when forming the Manoa Assessment Committee (MAC), the Faculty Senate charged the committee to “establish academic assessment policies necessary to foster a campus-wide understanding of and commitment to improvement-oriented educational assessment;” and

WHEREAS, assessment results are to be used to improve programs and satisfy mandatory reporting requirements and not to evaluate any student, faculty member, or staff member or to make high stakes decisions;

THEREFORE, BE IT RESOLVED that the Faculty Senate adopt as its policy on program assessment the statement produced by the MAC entitled “Faculty Governance of Program Assessment.”

Manoa Assessment Committee

November 2010

**5. CAPP: Resolution on BA for SLS (*motion passed; unanimous*)**

The Chair of CAPP brought forward a resolution to approve a BA degree in second language studies. She noted that degrees in this area have been offered for some time through interdisciplinary studies. Questions included how many faculty, how many students have participated in the program in the past. There are 13 fulltime faculty and up to 47 instructional staff. Over 30 students are currently in the program. Another question inquired what the impact on interdisciplinary studies will be – no information is known about this, but it is common for successful programs to be established formally and move out of IS. The motion was called and the motion was approved unanimously.

**Resolution to Approve a Bachelor of Arts Degree in Second Language Studies**

WHEREAS the University of Hawai‘i, Mānoa department of Second Language Studies has a 40-year history of excellence in teaching and research; AND

WHEREAS the department offers MA and Ph.D degrees; AND

WHEREAS in the past, persons with Ph.D degrees in linguistics were working in the applied areas of Second Language Studies also known as “applied linguistics”; AND

WHEREAS an undergraduate major in Second Language Studies is currently offered through Interdisciplinary Studies; AND

WHEREAS the discipline of Second Language Studies has become more established the need for a relevant Bachelors Degree has become imperative; AND

WHEREAS a Bachelors Degree in Second Language Studies will improve the overall quality of training as well as provide a solid foundation for future graduate training; AND

WHEREAS for the last 40 years, the department has also offered a full sequence of undergraduate courses at the 300 and 400 levels; AND



WHEREAS the Department of Second Language Studies is now positioned to develop a comprehensive undergraduate major in Second Language Studies; AND

WHEREAS the well planned and academically strong major in Second Language Studies will enhance the education capital of the State by providing graduates who understand and respond to local, national, and international needs; AND

WHEREAS the Second Language Studies major will not require an increase in the number of Second Language Studies courses offered through the Department nor will it require any additional faculty resources initially;

THEREFORE BE IT RESOLVED

The Manoa Faculty Senate approves the Bachelor of Arts Degree in Second Language Studies  
CAPP

November 3, 2010

**6. CAPP: Resolution on EdD (*motion passed; 2 votes against*)**

The Chair of CAPP brought forward a resolution to approve a professional Ed.D. One senator noted that, 12 years ago, the senate voted to change the old EdD to a PhD program. Why is there a reason for the change back? The rep from the College of Ed noted that the Carnegie Foundation has led such an initiative and noted that USC offers such a professional EdD in Hawai'i which is quite expensive. The question was asked about the length of the program, which is expected to be 3 years. A question about the type of research required was answered that a report on a change in practice would be required, which would be an action research problem. Some dialogue about this issue ensued. The motion was called and passed with 2 votes against.

**Resolution to Approve a Doctoral Degree in Professional Educational Practice (EdD)**

WHEREAS the American Educational Research Association defines education research doctorate degrees as preparing students for careers as researchers and scholars in academic institutions, universities, research institutes and the like; AND

WHEREAS the American Education Research also defines educational practice doctorates as preparing students for leadership roles at all levels of education and policy or practice positions where utilization of research is an essential component of professional performance; AND

WHEREAS the new three-year EdD program will be a College of Education-wide program that will combine coursework, individual action research projects, group fieldwork projects dealing with problems of the practice leading to the development of educational leadership, stewardship of the profession, and knowledge in pursuit of educational change and renewal; AND

WHEREAS today's educators work in an extremely complex world facing challenges of the 21st century such as improving student achievement, managing personnel, technological reforms, data driven decision making, diverse student population, maintaining public relations, education/school laws, finance, assessments; AND

WHEREAS the new EdD will strengthen the College of Education's PhD program by providing those students who have no interest in careers as educational researchers an option of another advanced degree; AND

WHEREAS over-time, the new EdD program will gradually reduce the number of Ph.D candidates thus enabling to transfer resources to the new degree; AND

WHEREAS many local educators are seeking ways to advance their scholarly understanding of educational issues in order to further their professional knowledge, gain access to new professional opportunities in K-12 settings, and improve their understanding of educational practices that they can apply in their current positions; AND

WHEREAS the well planned degree in Professional Educational Practice (EdD) will enhance the education capital of the State by providing graduates who can assume leadership roles in the Hawai'i State Department of Education as 80 percent of the High School Principals will be eligible to retire within the next three years;

THEREFORE BE IT RESOLVED

The Ma-noa Faculty Senate approves the Doctoral Degree in Professional Educational Practice (EdD)

**7. CAPP: Recommendation on 60 Non-Introductory Course Credit Requirement** (*motion passed; unanimous*)

The Chair of CAPP introduced a report on the issue of non-introductory courses. The suggestion in their report is to change the wording used in the catalog to delete the wording “Non-Introductory” and substitute “upper division” and recommend 45 credits of upper division courses as the requirement for graduation rather than 60 non-introductory credits. The current wording causes confusion because at the CCs all 200 level courses are non-introductory. A motion was made to accept the report and to recommend the change in the catalogue wording to require 45 credits of upper division courses. A question was asked regarding whether other universities have similar rules, and the Chair noted that they didn’t investigate this, as this seems to be simply an issue of confusion at UH. A question was asked about whether this might impact graduation, and the VCAA and chair of CAPP indicated that their investigation indicated that the wording changes would not negatively impact graduation rates. The motion was called to a vote which passed unanimously.

**60 Non-intro Course Credit Requirement**

Background: Mānoa counts any 200-level course with a specific pre-requisite (content-based) as a non-introductory course. Whereas the Community Colleges (CCs) have classes ending in 100 as a pre-requisites for many courses. Therefore the CC’s 200 level courses are “non-intro” by Mānoa standards. When students transfer from the CCs the UHM Admissions and Records (A&R) Office must check each lower division course—this is time consuming for A&R and confusing for students.

Proposal to consider: The Committee on Enrollment Planning suggests the 60 Non-intro course credit requirement be removed in favor of a 45 credit upper division credit requirement. CAPP formed a sub-committee member to review this issue.

It is clearer for the UHM Admissions and Records office to have 45 upper division credits as the requirement, so that they do not have to look up the pre-requisites for every community college 200 level course to see if it qualifies as a non-introductory course and the pre-requisite.

The non-introductory credit requirement is confusing to students – some 200 level courses have pre-requisites and some do not. Students and Records Office must look up every 200 level course to determine whether it qualifies as a non-introductory course. For clarity the change of the 60 Non-Introductory credit requirement to 45 upper division credits is necessary. Currently, the catalog defines

Non-Introductory (NI) courses are from UH Mānoa courses at the 300 level and above, or 200 level with an explicitly stated college-level course prerequisite (transfer credits are subject to evaluation).

After reviewing and extensive discussion CAPP recommends to adopt the new graduation requirement to be 45 upper division credits instead of the 60 Non -Introductory credits. CAPP also defines the 45 upper division to be clearly stated as “300 and 400 level course credits.” It further states that the “UHM Undergraduate Catalog delete Non-Introductory credits and replace it with Upper division credits and define Upper division credits as 300 and 400 Level courses credits.”

**8. CAPP: Recommendation on Major Requirements** (*motion passed; 22 votes against*)

The Chair of CAPP introduced a report about major requirement issues, and noted that different fields require a high number of credits. The committee investigated the issue and found that some units, such as engineering may reasonably have a high number of credits. CAPP recommends that there should not be a uniform number of major requirements and encourages fields to better explain the reasons for their higher number of required credits. A motion to accept CAPPs recommendations was made and seconded. Some discussion about the issue ensued including the need for better explanation of degree requirements. The VCAA noted that he would be meeting with the Deans and Directors on clarifying degree requirements and degree plans, and he would be happy to convey this motion to them and encourage them to better explain their requirements. There was a discussion about the burden of imposing additional explanation requirements on departments, versus the need to inform students clearly on the requirements of the various majors. It was noted that academic advisors find the descriptive

program sheets for each major are very helpful, but sometimes this information is not consistent with the catalog information and other information given to students, thus it would be helpful for more consistency in the guidelines. Various faculty expressed pros and cons of the motion, some noting that the difference between 24, 27, 30 or 33 credits may be somewhat arbitrary. The Chair of CAPP noted that the intent was not to burden the departments but to clarify issues of requirements for students that want to major in the program. The motion was called to a vote which passed 32 to 22.

### **Major Requirement Issue**

CAPP formed a sub-committee to review the major requirements across campus departments. The information in the UHM catalog versus the departmental major information sheets provided to the students are not always the same. Not all majors have the same credit requirements. It is understood for example, that professional schools have higher major requirements than those majors within liberal arts. Most professional school degrees are terminal followed by graduates entering the workforce. On the other hand, liberal arts majors would require 24 to 27 credits within their area of concentration. It is generally understood that liberal arts majors need to pursue post-baccalaureate degrees and/or training.

Based on discussions, CAPP at its November 10th meeting unanimously voted on the following motion.

The University of Hawai'i at Mānoa prides itself on academic rigor and freedom. In recognition of the uniqueness of individual programs throughout the campus and our commitment to academic rigor, CAPP recommends that individual academic programs continue to exert autonomy over their major course requirements including credit hours and GPAs.

Concurrently, CAPP recommends that departments and programs mention reasons for high credit and GPA requirements in the UHM catalog to better communicate with students. CAPP also recommends a more uniform approach to the catalog compilation especially in degree requirement descriptions. The current inconsistency in catalog presentations of course requirements across departments and majors can inflate the perception of disparity.

### **CAPP: Report on Academic Actions Pilot Project** (*motion passed; unanimous*)

The Chair of CAPP provided a report on the academic action proposal pilot project extension request. An extension had been given previously for one semester, the Council of Academic Advisors is asking for another semester extension. CAPP recommends the extension but with the requirement of an interim report. A motion was made to accept CAPP's recommendation which passed unanimously.

### **Academic Action Proposal Pilot Project Extension Request**

The Council of Academic Advisors (CAA) and the Office of the Assistant VC for Undergraduate Education put forward an Academic Action Proposal for CAPP's consideration. The plan called for a one semester trial period at the end of Fall 2009 to not implement Academic Actions such as probation, suspension and dismissal. In the past such actions were implemented each semester. The impact of such actions would be monitored by the Council and the Office of the AVC for Undergraduate Education at the end of Spring 2010.

CAPP made a motion to approve the Academic Action Proposal and forwarded it to SEC with the proviso that it was a pilot project for Fall 2009 and that the proposing offices would report the impact of such an action to SEC. The full Senate approved the motion.

On October 2010, CAPP made a unanimous motion to request that SEC follow-up with the concerned offices and asked for a report on the impact of the Academic Action Pilot Project.

On October 18, CAA responded to CAPP's request for the impact report indicating that the group needed additional time. The report would be forthcoming from the CAA through the Assistant VC for Undergraduate Education Ron Cambra at the end of May 2011.

CAPP discussed the request for an extension and unanimously agreed to extend the final report deadline to May 2011 with the proviso that the Council of Academic Advisors submits a preliminary report to CAPP through SEC by January 2011. The report should contain the following information

- a. Comparative data on the number of academic actions implemented during the 2008-09 and the 2009-10 Academic Years. (Two academic actions per year vs one.)



- b. In comparison and using the same data (2008-09 and 09-10) how has the academic actions helped students re-gain good academic standing or otherwise?

Hippensteele noted that we have 66 senators today which is a good level of attendance.

**9. CAPP: Report on 124 Credit Graduation Requirement** (*motion passed; 1 vote against*)

The Chair of CAPP provided a report concerning the 124 credit graduation requirement at UHM. There was a suggestion that the number of credits to 120. CAPP did some analysis and believes that this will not significantly impact the quality of education at UHM but might better allow students to graduate in 4 years. CAPP recommends changing the requirement to 120 but advising students that they should enroll in an average of 15 credits per semester to graduate in 4 years. A motion was made to accept was made and seconded to accept CAPP's report and recommendation. The motion was called to a vote and passed with one vote against.

**124 Credit Graduation Requirement**

CAPP formed a sub-committee to consider the proposal from the Committee on Enrollment Planning to reduce the minimum number of credit requirement to graduate from UHM with a Bachelor's degree from 124 to 120 credits. The sub-committee's findings were based on reviewing several land grant universities, UHM's peer institutions and consultation with some faculty. The sub-committee's survey findings are attached.

CAPP's recommendation is based on its sub-committee's report and that 1) the minimum hours (length) of the BA at UHM will be similar to most other schools; 2) students may complete their degrees within four years if they choose to take 15 credit hours each semester; 3) there is no strong feeling that the reduction will adversely affect the quality of education; and 4) it will make UHM BA programs more competitive, giving potential students additional argument to choose UHM.

CAPP unanimously passed the following motion and is forwarding the recommended change for SEC's and the full senate's consideration.

1. UHM BA graduation requirement be changed from a minimum of 124 to a minimum of 120 credit hours.
2. UHM course catalog state that students must enroll in an average of 15 credit hours per semester in order to graduate in four years with 120 credit hours.
3. Full-time undergraduate standing remains at 12 credit hours per semester.

**10. CAPP: Report on Repeated Course Grading Options**

The Chair of CAPP provided a report on the repeated course grading option. The current policy is that a student may repeat a course if the student makes a C-minus or lower, but the prior grade still impacts the student's GPA. The UHM policy is rather confusing. CAPP investigated the policy at other peer institutions and discovered the concept of "grade replacement opportunity" whereby the student might be able to take a class 3 times maximum and only the highest grade would be included in their GPA. If a student wanted to take the class more than 3 times, the department would have to approve this, and the additional grades would be included in the GPA. A question was asked about the impact of the policy on graduate school admission. The Chair of CAPP noted that this would be up to the graduate school admission committee. A faculty expressed some concern that this information is important and he would like to know if it took a student longer to pass a class with an acceptable grade. Chair Hippensteele noted that the issue would be addressed again in a future meeting and encouraged senators with additional concerns to convey them to the Chair of CAPP for further deliberation, and to provide additional information.

**Repeated Course Grading Option**

CAPP formed a sub-committee to review the issue of repeated course grading option. There are several different categories at UHM whereby students can re-take a course. These categories are repeating passed courses, repeating failed course, duplicate credits, and backtracking. The current UHM policy appears to be confusing and cumbersome and should be simplified to bring clarity on the matter for all concerned. The sub-committee's report is attached.

CAPP's recommendation is a departure from the current policy and therefore would like to present the recommended changes for discussion. Provided that SEC and the Senate agree we would then move that the policy be accepted.

UHM's current policy on "repeating passed courses" and "repeating failed courses" should be changed to reflect a new policy called "Grade Replacement Opportunity."

CAPP recommends the following policy:

The Grade Replacement Opportunity allows students to repeat up to three UHM courses during the length of their undergraduate study at the University of Hawai'i at Mānoa. Transcripts will reflect all course grade(s); however, only the highest course grade of the three repeated courses will be calculated in the student's grade point average. Beyond the maximum of the three Grade Replacement Opportunities, students may repeat courses only with the approval of the Chair of the Department offering the specific course(s) and all grades earned beyond the initial three Grade Replacement Opportunity courses will be calculated in the student's cumulative grade point average.

**11. CPM: Motion to Retire Senate Handbook** (*motion passed; unanimous*)

The Chair of CPM made a motion to retire the faculty Handbook Wiki. After some discussion explaining that the handbook is substantially duplicated by the UHPA contract, the motion was called to a vote, which passed unanimously.

**Motion to Retire the Faculty Handbook**

The University of Hawai'i at Mānoa Faculty Handbook was last updated in the early 1970s and was distributed to new faculty as a printed handbook;

New faculty to the University of Hawai'i system beginning in the 1990s did not received the handbook;

The handbook was transformed into an online wiki and maintained by an ad hoc senate committee of three faculty members, all of whom were associated with the educational technology discipline;

The online wiki has 54 sections, 37 of which are still incomplete after three years of concerted effort by the ad hoc committee;

The site has been visited 1259 times from September 2007 to October 2010, more than 75% of which was by the three faculty members of the ad hoc committee;

The three faculty members of the ad hoc committee found they were generally providing links to other sites in the University of Hawai'i website;

The ad hoc committee considers all information in the handbook to exist on various web sites within the University of Hawai'i as well as on community-based web sites;

Even after updating links, the ad hoc committee found web site URLs changed and does not consider practical updating those links in perpetuity;

Historically, most faculty handbooks have been replaced by union contracts;

The essence of a wiki is that it is a collaborative effort, but the faculty handbook wiki has been predominantly a 3-person effort.

Therefore, the University of Hawaii Mānoa Faculty Senate's Committee on Professional Matters recommends that the Faculty Handbook be retired.

Respectfully submitted by

Committee on Professional Matters

University of Hawaii at Mānoa Faculty Senate

November 30, 2010

**12. CPM: Report on Faculty Fellowship Policy**

The Chair of CPM introduced a possible new policy for UH to provide fellowships to supplement faculty pay to make up for the difference between external fellowships and their normal faculty salary to encourage faculty to apply for prestigious fellowships and faculty scholarship.

**Additional Review of UHM's Office of Vice Chancellor for Academic Affairs Proposal entitled Supplemental Funding for Faculty Fellowships, January 2010**

On October 19, 2010, CPM submitted a statement on their perspective on the proposal. CPM made four general statements.

1. sabbatical language that enables earning time if the faculty member fulfills all UHM duties during the fellowship period;
2. probationary faculty time “will” count;
3. assurance of position upon return to the university, and;
4. changes to the salary gap language.

On November 2, 2010, VCAA Reed Dasenbrock responded to Chair Truc Nguyen via email that he was fine with items 1 and 3. However, he had questions about items 2 and 4.

#### CPM’s Discussion and Recommendations

CPM met on November 9 to discuss the items 2 and 4 from VC Dasenbrock.

#### Addressing Item 2

CPM offers the following edits to the language of the proposed policy.

The fellowship time could count towards tenure at the option of the non-tenured faculty. However, for tenured faculty with higher salaries during normal duty periods, the policy would retain the option of partial full coverage of the gap or provide no less than , and in no cases would the university pay more than 50% of the salary for the duration of the fellowship. The faculty member could agree to a temporary reduction in salary in such a case, with the understanding that when the fellowship was over, the faculty member would return to the regular salary to which he or she was entitled. Faculty members who receive gap compensation are expected to return to their school or college for at least one academic year or return the gap compensation to their unit.

#### Addressing item 4

CPM agrees that median salary might not be the solution. We also want to emphasize that some fellowships offer little monetary compensation, but the prestige it carries oftentimes outweighs the monies. CPM recommend that examples be provided in the policy. Also, we also pointed out that not all fellowships are an entire year, so the examples should provide length of time too.

We offer the following as a suggestion.

The expectation would be that in cases of all tenure-stream but untenured faculty, that the institution would cover the full gap between the award and the faculty member’s salary. However, for tenured faculty with higher salaries, the policy would retain the option of partial coverage of the gap, and in no cases would the university pay more than 50% of the salary. The faculty member could agree to a temporary reduction in salary in such a case, with the understanding that when the fellowship was over, the faculty member would return to the regular salary to which he or she was entitled.

Tenured	Salary	UH Appt	Duration of Fellowship	Salary	equivalent
	Fellowship Amount	Maximum	Gap Compensation	Likely Compensation	
Y	\$ 65,000	11 month	Year	\$ 65,000	\$ 45,000 \$ 32,500
	20,000				
Y	\$ 175,000	11 month	3 months	\$ 43,750	\$ 20,000
	21,875	\$ 21,875			
Y	\$ 175,000	11 month	Year	\$ 175,000	\$ 60,000
	87,500	\$ 87,500			
Y	\$ 92,000	9 month	Year	\$ 92,000	\$ 42,000 \$ 46,000
	\$ 46,000				
N	\$ 44,000	9 month	3 months	\$ 14,667	\$ 10,000 Full gap
	\$ 4,667				
N	\$ 44,000	11 month	Year	\$ 44,000	\$ 37,000 Full gap
	7,000				
N	\$ 44,000	11 month	Year	\$ 44,000	\$ 24,000 Full gap
	20,000				

Y	\$	55,000	9 month	Year	\$	59,000	\$	35,000	\$	29,500
		24,000								

CPM also recommends that this policy be expanded to also include all faculty, not just instructional.

CPM respectfully requests a new revised version of the policy with tracked changes for additional review.

### **13. CPM: Report on Proposed Changes to Tenure and Promotion Guidelines** *(motion passed on items 1, 3 & 4; unanimous)*

The Chair of CPM introduced some of the changes in the proposed TPRC guidelines that CPM has reviewed and recommends that the Senate approve. CPM is still deliberating on 2 other issues (items 2 and 5) regarding order of authorship and relationships with external reviewers, and these items will be brought forth in spring. A motion was made and seconded to accept CPM's recommendations on the wording for 3 items 1, 3 and 4. The motion was called to a vote and passed unanimously.

#### **Second Report Regarding Proposed Amendments to Criteria for Tenure and Promotion of University of Hawai'i at Mānoa Faculty**

In our October 19 report, the Committee on Professional Matters (CPM) made the following conclusions and recommendations.

The Committee on Professional Matters does not recommend that UHMFS support the revisions as proposed. Below, we articulate each of our recommendations.

The five proposed amendments were regarding CPM

1. delegated authority for approving waivers (p.4)
  - a. CPM recommends that the UHMFS support amendment #1.
2. articulation of authorship conventions (p.7-9)
  - a. CPM requests additional time to better address the comments from UHM faculty on amendment #2.
3. associate professor and researcher tenure and promotion language (p.10-11)
  - a. CPM requests that VCAA's Office provide the origin of the "well on their way" phrase and rationale behind the proposed modification. With the origin of wording and rationale, CPM will recommend that the UHMFS support amendment #3.
4. Deans' authority to consider dossier after TPRC assessment (p.15)
  - a. CPM requests that amendment #4 be revised to reflect the exact language of the UHPA contract on p.24 rather than an interpretation of the contract language. We also ask that the following be inserted after the contract language. "Consideration by the Dean is for review only. This step is not an opportunity for the Dean to provide an additional assessment." With that change, we also recommend that UHMFS support amendment #4.
5. relationship of external evaluator to faculty applicant (p.19)
  - a. CPM requests additional time to better address the comments from UHM faculty on amendment #5.

In response on October 19, 2010, VCAA Reed Dasenbrock provided rationale for items 2, 3, 4, and 5.

In item 2, VCAA Dasenbrock agreed that the language needs to be further reviewed in terms of authorship conventions. The committee and OVCAA's office agreed to continue working on the wording and have a final version for Senate consideration at the February 2011 meeting. Submission to UHPA is needed in March 2011 at the latest.

In item 3, VCAA Dasenbrock shared that the wording came from discussion with various unit directors. CPM now supports item #3.

In item 4, VCAA Dasenbrock agreed to remove the changed language and quote the UHPA Contract language. CPM now supports item #4.

In item 5, VCAA Dasenbrock agreed that the language needs to be further reviewed in terms of external evaluators and the issue of time and objectivity. The committee and OVCAA's office



agreed to continue working on the wording and have a final version for Senate consideration at the February 2011 meeting. Submission to UHPA is needed in March 2011 at the latest.

Recommendations

CPM asks that the Senate vote on items #1, 3, and 4. CPM is in favor of those three proposed changes.

CPM asks that we revisit items 2 and 5 at the February 2011 meeting.

**VI. ADJOURNMENT**

A motion to adjourn was made and the meeting adjourned at 5 p.m.