

**EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: July 18, 2016 **2:00 pm**

LOCATION: Hawaii Hall 208

ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Bob Cooney - Chair	P	Vilsoni Hereniko Arrives 3:30 pm	P	Rosanne Harrigan	E	R. Bingham; S. Kraft-Terry; and M. Tagorda (3:00 pm)	3:00 pm - 4:15 pm
Marguerite Butler -Vice Chair	P	Ashley Maynard	E	Lilikalā Kame'eleihiwa	E		
Kelley Withy - SEC Secretary	P	Sarita Rai	P				
Christine Sorensen-Irvine	P	John Casken	P	John Kinder – Staff	P		

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Cooney at 2:02 pm.
REVIEW OF MINUTES	The minutes of July 11, 2016 meeting had been circulated electronically before the meeting.	1. Motion to approve the minutes by M. Butler; seconded by S. Rai. Passed unanimously.
CHAIRS REPORT	1. Welcome - new SEC member	1. No action at this time
ACTION ITEMS	1. CAB unable to evaluate JABSOM Reorganization by deadline. 2. Administrator reviews. 3. CFS Recommendations for Graduate Council	1. SEC members will review JABSOM reorg before next meeting for discussion. 2. Reviews will be distributed to senate listserve, not posted on UHMFS webpage. 3. Motion to approve the recommendations by K. Withy; seconded by S. Rai. Passed unanimously.

GUESTS	<p>GUESTS: Ruth Bingham; Stephanie Kraft-Terry; and Michelle Tagorda (3:00-4:00 pm)</p> <ol style="list-style-type: none"> 1. Discussion on status of UHM Academic Advising: Academic units provide an advisor from their unit (there are 20 units including Mānoa Advising Center for undeclared) and there are also auxiliary advisors (athletics, premed, prelaw, etc). Every student has a primary advisor within their unit, however some units have 700 students per advisor. Procedural resources could be helpful including registrars doing graduation checks. Need a work flow component for routing documents from office to office. Need to expand workflow capability. Communication within units is very important. National Average is 250-350 students per advisor. UHM needs an internal system for file sharing, tracking, document storage (for example workflow for paper, electronic management-Student Information System, and Grades first-early intervention software). Need strong VCAA office that will support uniform software for all units to facilitate advising and make sure that all units provide at least one advisor for every 350 students. National Academic Advising Association does site visits. 	<ol style="list-style-type: none"> 1. Recommend to new chancellor and new VCAA that they have a retreat to discuss student services (especially advising). 2. Ensure adequate student access to advising by maintaining a student to advisor ratio no greater than the national standards of 250 to 350 to one advisor. 3. Streamline workflow processes using appropriate technologies and modern up to date databases. 4. Develop common system campus wide. 5. Include Academic Advisors from academic programs in all campus planning processes (SERG).
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB – No report 2. CAPP – No report 3. CFS – No report. 4. COA – No report. 5. COR – No report. 6. CPM – No report. 7. CSA – No report. 8. GEC – No report. 9. MAC – No report. 	<ol style="list-style-type: none"> 1. No action taken. 2. No action taken. 3. No action taken. 4. No action taken. 5. No action taken. 6. No action taken. 7. No action taken. 8. No action taken. 9. No action taken.

	10. UHPA – No report.	10. No action taken. 11. No action taken.
OLD BUSINESS	None	
NEW BUSINESS	<ol style="list-style-type: none"> 1. Prepare SEC agenda for August 1, 2016 meeting. 2. SEC leadership elections, SEC liaison assignments, and Senate Parliamentary assignment. 	<ol style="list-style-type: none"> 1. Agenda approved (JABSOM reorg; SEC charter, goals, mechanisms; reorg governance structure; clarify GEC and MAC interface with SEC; budget). 2. Officer election results: Chair (M. Butler); Vice Chair (J. Casken); Senate Secretary (S. Rai); SEC Secretary (K. Withy) Committee liaisons: L. Kame'eleihiwa CAB; C. Sorenson-Irvine CAPP & UHPA; J. Casken CFS; K. Withy COA; M. Butler COR V. Hereniko CPM & CSA; S. Rai GEC & MAC Senate Parliamentary result: Robert Cooney - Parliamentarian
ADJOURNMENT	<p>The next meeting of the Senate Executive Committee will be on August 1, 2016.</p> <p>SEC transition September 2, 2016; 5:00 pm</p>	<p>Motion to adjourn by S. Rai, seconded by K. Withy. All approved the motion. Meeting adjourned at 4:47 pm.</p>

Respectfully submitted by Kelley Withy, SEC Secretary
Approved unanimously on August 1, 2016.