

Committee on Faculty Service Minutes

MEETING DATE January 15, 2021

MEETING TIME 9:00 AM - 10:00 AM

LOCATION Zoom <https://hawaii.zoom.us/j/98345858721>

Meeting ID: 983 4585 8721

Passcode: mfs cfs

Attendance

Members

Name	Role	Attendance
Christine Beaule	Member	Present
Roger Chen	Member	Present
Ariana Eichelberger	Member	Present
Marek Kirs	Member	Present
Richard Medina	Member	Present
Seanyelle Yagi	Member	Present
Sarah Yuan	Member	Present
Truc Nguyen	SEC liaison	Present
John Kinder	UHMFS Office	Present

Guests

Name	Role	Time
None		

MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by Chair Beaulé at 09:01 AM.
Review of Minutes	1. Review of December 11, 2020 minutes.	1. Beaulé made motion to approve; second by Eichelberger. 7 votes in favor; 0 against, and 0 abstentions. Minutes approved.
Chair's Report	1. Items from SEC <ul style="list-style-type: none"> a. Committee Reports from last semester - some reports were not seen by committee members. Would like indication in minutes that members had chance to contribute and review before submission. 2. Some “unfrozen” positions for MFS to consider: Administration seeking for 6-7 recommended faculty members for search advisory committee for the Vice Provost for Enrollment Management 3. CFS Chair sent Fall Committee Report drafts for review Dec 9 and Dec 14, 2020 to all CFS members.	1. No action. 2. No action 3. CFS Committee Report Fall 2020 report transmitted to SEC on Dec 15, 2020
Action Items	1. 2.	1. No action 2. No action
Guest(s)	1. None	1. No action
Committee Reports	1. None.	1. No action
Unfinished Business	1. Process for statement submission with standing committee preferences: SEC recommends that CFS consider that when new Senators provide their preference for a committee to serve on, that CFS request a statement (in an open field) of what the Senator's interest is in the committee and what the person can contribute toward the committee. 2. Request for CFS review of SEC Motion on the Graduate Council, 2020-2021	1. MFS solicitation for committee preferences was edited to include: In no more than 1000 characters, please explain why you are interested and what you can contribute to your committee choices. 2. The motion was reviewed by CFS. There were no objections to the motion.

<p>Business</p>	<ol style="list-style-type: none"> 1. Vice Provost for Enrollment Management (VPEM) Search Advisory Committee: 6-7 diverse faculty recommendations 2. Discussion about possibly splitting CAPP and CAB into two committees each due to heavy workload 3. Proposed Election Timeline Particular dates from Bylaws and Rules of Order to notes for elections <ol style="list-style-type: none"> a. By February 28 of each year the Committee on Faculty Service shall poll members of the faculty to determine if the member would be willing to serve on the Senate if elected. b. Final elections shall be conducted by the Committee on Faculty Service for each constituency... Voting shall be completed by March 15. c. The Senate Secretary shall publish the list of elected senators and the tally of votes in a publication of record as soon as reasonably possible after the election, but no later than March 21. d. The names of the Senate Executive Committee nominees shall be determined by April 7. e. Each SEC nominee will be asked to indicate in writing a willingness to serve and will be asked to submit a brief biography and statement of priorities by April 15. The election is to be completed before May 7. f. Incoming senators shall be notified in writing of their election and will be polled for committee assignment preferences by the Senate Executive Committee by April 15. g. The Committee on Faculty Service shall conduct the election (for the Senate Executive Committee). The election is to be completed before May 7. h. The term of office for a senator is 28 months beginning on May 1. i. The term of office for a member of the Senate Executive Committee is 27 months beginning on June 1. j. The normal term of office for a member of a Standing Committee is 26 months beginning on July 1. 	<ol style="list-style-type: none"> 1. Director of General Education Office Beaule recommended faculty as potential members of the advisory committee. CFS asked to continue thinking about possible names to include, and email those to our SEC liaison. 2. This item will be postponed for discussion at the next meeting 3. SEC liaison Nguyen will review dates and compare with the MFS SEC meeting dates. Recommended dates for election timeline will be sent to CFS committee members via email.
------------------------	--	---

	<p>k. During the period from September 1 to June 1 the Senate Executive Committee will consist of seven members of the faculty who are members of the Senate. During the period from June 1 to September 1, outgoing members will also serve on the Senate Executive Committee.</p> <p>l. Except during the period from June 1 to September 1 when outgoing members also serve, each Standing Committee and its subcommittees shall consist of the members serving during the academic year.</p> <p>m. If the committee on Faculty Service is unable to do so (make committee recommendations) by July 1, the Senate Executive Committee may move forward with Standing Committee appointments.</p> <p>4.</p>	
Adjournment	The next meeting of the Committee on Faculty Service will be on January 29, 2021.	Chair Beaulé made a motion to adjourn; seconded by Yagi. Meeting adjourned at 10:01 AM.

Respectfully submitted by Seanyelle Yagi, Secretary
 Approved unanimously on January 29, 2021.