

EXECUTIVE COMMITTEE

MEETING MINUTES

MEETING DATE: **February 11, 2019** **2:00 PM - 5:00 PM**

LOCATION: Hawaii Hall 208

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

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Brian Powell, Chair	P	David Duffy, Vice-Chair	E	Ann Sakaguchi, SEC Secretary	P	iVCAA Michael Bruno	2:00 PM - 2:35 PM
Stacey Roberts, MFS Secretary	P	Jennifer Griswold early departure: 4:00 PM	P			OGE Dir Christine Beaule	2:30 PM - 3:50 PM
Carolyn Stephenson	P	David Ross	P	John Kinder - Staff	E		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		The meeting was called to order by Chair B. Powell at 2:00 PM.
REVIEW OF MINUTES	1. The minutes of the February 4, 2019, Senate Executive Committee had been circulated electronically.	1. Motion to approve the February 4, 2018 minutes by S. Roberts, seconded by D. Ross. Minutes approved unanimously.
CHAIR'S REPORT	<p>1. Chair & Vice Chair meeting with President Lassner</p> <p>Brian reported that CAB Chair Robert Paull and Vice-Chair David Ericson contacted him and asked that he share the resolution with iChancellor Lassner because there is still time for him to act. Lassner asked to meet with Powell and Duffy and Powell/Duffy thought Lassner would be more open and frank in a private meeting so they proceeded. At the meeting Powell encouraged D. Lassner to do two things:</p> <p>1) address the shortcomings of the Phase I document as addressed in the CAB resolution and</p> <p>2) make amendments to the BOR documents trying to address the fundamental relationship between Provost and President with respect to reporting lines and budgets and forward them to CAB as soon as possible. The discussion focused on the budget authority of the Provost. D. Lassner stated that the Provost will have complete budget</p>	1. action.

UNIVERSITY OF HAWAII AT MĀNOA FACULTY SENATE

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	<p>authority over all academic and research efforts on the Mānoa campus. The President/CEO will only have budget authority over: athletics, Native Hawaiian affairs, Equity/Climate Resolution, IT, and business office. According to D. Lassner, although the CBO would report to the President/CEO, that person is a peer of the Provost and works to implement the vision of the Provost. The budgeting authority is comprised of a budget committee that the Provost is a member of. Powell explained to D. Lassner that this all has to be articulated in those two BOR documents. If Deans/Directors know that the total budget number (but the Provost controls the budget to all units under her/him) was put together with the President/CEO and CBO, then Powell believed they won't be able to bypass the Provost and go to the President. Other issues that CAB raises could be addressed in the two BOR documents. SEC was informed of these recommendations/actions after the meeting.</p> <p>2. No SEC meeting on February 18th - Presidents' Day State Holiday.</p>	<p>2. No action is taken.</p>
ACTION ITEMS	None.	
GUESTS	<p>iVCAA Michael Bruno (2:00 PM - 2:35 PM)</p> <p>Discussion topics:</p> <p>1) Identify what he conceives as General Education problems.</p> <p>Recommendations of the Program Review should be taken into consideration. C. Stephenson noted that it was not the SEC but it was the GEC that recommended that the work should be sent to subcommittees. D. Ross reminded iVCAA Bruno that initially (1999), General Education reform was very inclusive on campus. The external review this time was very narrowly focused. Bruno noted that this was purposefully guided by the GEC. Bruno mentioned the 're-engineering' of the GEC based on the Program Review's recommendations and clarification was sought on his comment. He said that faculty needed to determine what changes should be made. A time existed, per D. Ross,</p>	<p>1. action</p>

	<p>where UHM faculty had led this. C. Stephenson asked if Bruno sees GenEd as ‘broken’, he said he did not know. D. Ross pointed out what criticisms can be addressed to move us forward without major changes given the concurrent activities such as WASC, strategic plan, so forth. Bruno agreed.</p> <p>2) For the 2020 accreditation, are assessment results for General Education required? Bruno did not know for sure but said Program Officer Wendy Pearson would be the person to ask. Bruno guesses that it would be covered in the self report. Powell mentioned differences in perspectives related to the GEC Program Review between Assistant Vice Chancellor Ron Cambra and iVCAA Bruno.</p> <p>Draft Strategic Plan - Raw data from survey feedback responses to be forwarded to SEC.</p> <p>Budget allocations -- still in the process of getting data by VCAFO Cutshaw’s office. It was noted that (for example) the business students do not get counted as a business student until after the second year. They are currently showing up as ‘exploratory’ student. If money is to be allocated in part due to the attraction of the business major and not just to the departments whose resources are being used to teach them, data needs to be provided to Dean of Shidler.</p> <p>Reorg - Bruno mentioned that changes in functional statements and positions are being worked on in preparation for the CAB meeting on 2/12/19 at 9:30 am.</p> <p>GEO Director Christine Beaulé (2:35 PM - 3:50 PM) Discussion topics:</p> <p>Beaulé distributed an Excel sheet on course and instructor-based designation approvals for AY 2016-2018. General decline in focus-based courses was noted, whereas a slight increase was seen for instructor-based courses. Number of sections offered with a Diversification-designation remained approximately the same.</p> <p>Scaffolding by design or by principle is possible in General Education as seen at other colleges/universities.</p>	
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	<p>Where are we on limiting the number of designations on a course? Some courses have as many as 4 designations.</p> <p>Some departments need students and therefore offer multiple designations. Those courses seem to be not content driven but to increase enrollments.</p> <p>High impact teaching assignments has been the focus of the GEO director.</p> <p>Beaule is working with the assessment working group, curriculum working group.</p> <p>Discussion ensued on strategies to improve learning performances, such as writing differently for assignments, versus simply doing assignments that will meet WASC requirements.</p> <p>Information literacy, critical thinking, ethics and other topics were discussed.</p> <p>Course-based designation allows for last minute substitutions of instructors, whereas if it is instructor-based, it is less flexible.</p>	
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<p>COMMITTEE REPORTS</p>	<ol style="list-style-type: none"> 1. CAB (AS) – CAB resolution and checklist were submitted to Brian Powell. 2. CAPP (CS) – re Grad Council, CAPP agreed Grad Council should send proposals through OVCAA to CAPP, and should consider sending proposed resolution to expedite CAPP consideration. CAPP approved and sent three resolutions to SEC: Academic Actions, BS in Construction Engineering, Undergrad Certificate in Earth and Planetary Exploration. Back credits and grade replacement policy still on agenda. Next CAPP 2/13/19 at 3:30.. 3. CFS (DR) – Some CFS members met with Holm Schmidt to look at the new platform he developed for maintenance of constituency information and conducting elections. While the platform looks very convenient, there are still a few changes to make. It is hoped that it will be ready for the upcoming election. 4. COA (JG) – No report. Next meeting will be February 27, 2019 in Hawaii Hall 209. 5. COR (DD) – No report. 6. CPM (SR) – CPM met Wednesday, February 6, 2019 in Hawaii Hall 209. The committee revised a memorandum responding to a request from Vice President for Research and Innovation V. Syrmos regarding AP 12.304, Procedures for Disclosing and Addressing Conflicts of Interest Related to Extramurally-funded Activities. The process of revising AP 12.304 began in June 2017, and the 2017-2018 CPM worked on updating it with the OVPRI. Vice President Syrmos contacted CPM Chair A. Brown on January 31, 2019 to get the committee's comments on the latest version before it is finalized in February, 2019. She wrote a draft memo, which the committee reviewed and edited at the meeting and sent to him on February 7, 2019. 	<ol style="list-style-type: none"> 1. No action is taken. 2. No action is taken. 3. No action is taken. 4. No action is taken. 5. No action is taken. 6. Moved by S. Roberts and second by D. Ross to accept the report with suggestions to delete #5 and this was unanimously approved
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	<p>7. CSA (JG) – No report. Next meeting will be February 13, 2019 in Hawaii Hall 209.</p> <p>8. GEC (CS) - GenEd has hired a new staff member with focus on assessment. The majority of the meeting consisted of a presentation by GenEd Director Beaulieu on GenEd best practices. O-Board had requested data on how many courses' enrollments would be affected by moving to course-based focus approval. Data show that, out of a total of 1594 300 or -400 level sections, 1208 had 1-20 students (76%), 175 had 21-30 students (11%), and 211 had 31 or more enrolled (13%). Unfortunately, no data are available specifically on focus courses. Next meeting is 2/19.</p> <p>9. CEE (DR) – No report.</p> <p>10. UHPA (AS) – No report.</p>	<p>7. No action is taken.</p> <p>8. No action is taken.</p> <p>9. No action is taken.</p> <p>10. No action is taken.</p>
UNFINISHED BUSINESS	<p>1) None.</p>	
BUSINESS	<p>1. Review for the MFS agenda - <i>Resolution Regarding Phase I of the Reorganization of Manoa Management Structure</i></p> <p>2. Review for the MFS agenda - <i>Resolution Supporting the Proposal for an Undergraduate Certificate in Earth and</i></p>	<p>1. To be placed on MFS agenda.</p> <p>2. To be placed on MFS agenda.</p>

	<p style="text-align: center;"><i>Planetary Exploration Technology</i></p> <ol style="list-style-type: none"> 3. Review for the MFS agenda - <i>Resolution Supporting MA in Asian International Studies</i> 4. Review the January 16 MFS meeting minutes 5. Review the February 20 MFS agenda 6. CPM additional recommendations to VP Symos on AP Section 12.304 	<ol style="list-style-type: none"> 3. To be placed on agenda for the 2/20/19 MFS meeting . 4. Approved to be placed on agenda for MFS meeting on 2/20/19. 5. Agenda was approved for 2/20/19 MFS meeting. 6. Action deferred.
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on 2/25/19, in Hawaii Hall 208.	<p>Motion to adjourn by D. Ross; seconded by C. Stephenson.</p> <p>Meeting adjourned at 5:30 PM</p>

Respectfully submitted by Ann Sakaguchi, Secretary
 Approved unanimously on March 4, 2019.