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COMMITTEE ON PROFESSIONAL MATTERS Meeting Minutes

MEETING DATE December 20, 2019
MEETING TIME 1:00 PM - 2:30 PM
LOCATION Hawaii Hall 208

Attendance

Members

Name	Role	Attendance
Jinan Banna	Secretary	x
Katherine Davis	Member	x
Derrick Higginbotham	Chair	x
Kathryn Hoffman	Member	x
Vanessa Irvin	Member	x
Camaron Miyamoto	Vice Chair	Excused
Truc Nguyen	SEC liaison	x

Guests

Name	Role	Time
Beverly McCreary	Invited Guest	1:00
Marc Moody	Invited Guest	1:00



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SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		The meeting was called to order by Chair at 1:04 PM.
REVIEW OF MINUTES	1. Review October 18 th , 2019 minutes for approval	1. Vanessa made a motion to approve the 10/18/19 meeting minutes; Katherine seconded. The minutes were approved all in favor; 0 abstention.
CHAIR'S REPORT	1. Report from previous meeting (which did not have quorum so no decisions were cast) when Kathleen Kane, the Director of Faculty Development and Academic support discussed the Faculty Orientation and the mentoring processes for the Tenure and Promotion application.	1.
UNFINISHED BUSINESS	1. Determine this meeting' Secretary 2. UH Policy on Minors from T. Nguyen	1. Jinan 2. There is no policy on minors
NEW BUSINESS	1. Assistant Vice Chancellor of Academic Personnel Beverly McCreary on the declaration of an MFA as a terminal degree in a tenure and promotion application. Professor Marc Moody in the School of Communications. 2. Conflict of Interest (COI)	1. Issue: Anyone in I classification needs PhD, but some have other degrees and need a waiver. Proposing to continue with the waiver at the time of hire and then that stands at the time of tenure so that the individual faculty does not need to request. Need to look at peers and benchmarks to determine



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	<p><i>Resolution to Make Recommendations for the Revised UH Procedures for Disclosing and Addressing Conflicts of Interest (AP 12.304).</i></p> <ol style="list-style-type: none"> 3. Academic Freedom and General Education Designations. 4. Decision on the New Faculty Orientation 5. Resolution on further funding to CTE to support OFDAS aid with tenure and promotion files. 6. Calendar for next semester meetings. 	<p>appropriate language. Derrick will research the language of waivers and talk with CAB chair. Administration is seeking to simplify faculty classification as well. To proceed with a change, we would need to consult with senate executive committee and then send to full senate.</p> <ol style="list-style-type: none"> 2. Next meeting 3. Discuss in next meeting 4. Will discuss New Faculty Orientation in a future meeting; Kathryn moved to move it to future; all seconded. 5. Regarding mentoring--need to see what is currently being done at UH and what other institutions do. Propose asking 2 faculty currently managing mentoring programs to see if they will come to our next meeting (Vanessa and Truc)
ADJOURNMENT		<p>Motion to adjourn by K. Hoffman; seconded by V. Irvin. The meeting adjourned at 2:30 pm.</p>

Respectfully submitted by Jinan Banna, Secretary.

Approved on January 21, 2020 with 6 votes in favor of approval and 0 against.