

EXECUTIVE COMMITTEE Minutes

MEETING DATE November 4, 2024
MEETING TIME 1:30 PM - 4:30 PM
LOCATION Hawaii Hall 208 (Senate office)

Members

Name	Role	Attendance
Edo Biagioni	Chair	Present
Marguerite Butler	Member	Present
Camaron Miyamoto	Member	Present
Sarita Rai	SEC Sec.	Present
Brian Richardson	MFS Sec.	Present
Ann Sakaguchi	Vice Chair	Present
Carolyn Stephenson	Member	Present
John Kinder	Staff	Excused

Guests

Name	Role	Time
Michael Bruno	Provost	2:00 pm - 2:45 pm
Laura Lyons	iVPAE	2:00 pm - 2:45 pm

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Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order	The meeting was called to order.	The meeting was called to order by Chair Biagioni at 1:33 PM.
Review of Minutes	1. The draft minutes of the 10/28/2024 Senate Executive Committee were circulated electronically.	1. Minutes approved.
Chair's Report	<p>1. Report on the 10/29 BOR meeting.</p> <p>2. 11/7 BoR committee meetings are on institutional success committee (including budget, cinematic arts), student success committee including "General Education Redesign Update" (starting on page 32 here), and independent audit committee)</p> <p>3. No SEC meeting on November 11, 2024 - Veterans' Day holiday</p> <p>3. Sandy French announced the increase of the faculty senate budget back to \$15,000/year beginning July 1, 2024, and up to \$2,500 to upgrade the senate office to better support hybrid meetings.</p>	<p>1. Information only</p> <p>2. Information only.</p> <p>3. Information only.</p> <p>4. Information only.</p>
Action Items	1. None	

Guest(s)	1. Provost Bruno & iVPAE Lyons (2pm - 2:45 pm)	1. No action.
	<p>iVPAE Lyons was thanked for attending SEC’s meeting on short notice. She said that she would like to meet with the SEC in the future.</p> <p>SEC was interested in learning about the Graduate Division, how problems get resolved and who to contact.</p> <p>Issues discussed:</p> <p>1. Undergraduate and Graduate Applications: For clarification Undergraduate and Graduate applications are different because Undergraduate applications must comply with State Laws in terms of personal identifiable information such as gender markers and need to be asked accordingly. The Graduate Division operates in a different manner as the requirements are different. They have been working with the liaison for the new Graduate student application which is forthcoming.</p> <p>2. Graduate Council Members of the Graduate Council are appointed by the Deans of the Graduate Division with copy to CFS. However, this practice has not been followed recently. Faculty members appointed to the Council usually have experience of having served as Graduate Chairs. MFS has two senators on the Council (from CAPP and SEC).</p> <p>Initially, MFS Committee on Research and Graduate Education (CORGE) had oversight of Graduate Education/program within the MFS. However, CORGE reverted back to the Committee on Research (COR). According to the resolution presented by CORGE/COR the functions of the Graduate Division/Graduate Council is to be reviewed every five years - which will be in 2026.</p>	
	<p style="text-align: right;">UNIVERSITY OF HAWAI‘I AT MĀNOA FACULTY SENATE 2500 Campus Road • Hawai‘i Hall 208 • Honolulu, Hawai‘i 96822 Phone: (808) 956-7725 • Polycom: (808) 956-9813 E-Mail: uhmfs@hawaii.edu • Website: http://www.hawaii.edu/uhmfs/ <i>An Equal Opportunity/Affirmative Action Institution</i></p>	

<p>VPAE discussed with Julie Maeda, Interim Dean of Graduate Division as to the status of the resolution and review. Additionally, she would also like to work on policy of the Grad Division on various issues. A collaborative structure would facilitate work on policies and solving problems.</p> <p>Suggestion from SEC is that the Graduate Division list the names of members of the Graduate Council and Graduate Administration on its website with email and contact information.</p> <p>3. Intellectual Property Rights Clarification was needed concerning the rights of students' and faculty members' joint intellectual products. The University has a strong and clear policy on intellectual property rights. The Office of Research Services (ORS) is in charge of intellectual property. Should there be conflicting communication then iVPAE would welcome a meeting/discussion.</p> <p>The current administrative structure of the Graduate Division under the OFVAE is working better. The Graduate Division knows to reach out to VCR on relevant issues.</p> <p>4. Graduate Student Withdrawal Process and Student Semester Hours (SSH) Currently, graduate students may withdraw from graduate classes without the approval from the course instructor. The instructor is not notified when the withdrawal occurs. It is unknown how the graduate student course withdrawal process evolved.</p> <p>iVPAE stated that late withdrawals - depending on how late - would not impact the student semester hours (SSH)</p>	
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<p>SSH is for colleges and not for individual faculty members.</p> <p>iVPAE Lyons suggested that graduate student course withdrawal policy be initiated through CAPP.</p> <p>5. Waivers of grad application fee Faculty may request for the waiver of application fee. There is a process whereby faculty ask for waivers from Graduate Division. If approved, the fee is waived to the student applicant. Regardless, the Department must pay for the application fee to the Graduate Division.</p> <p>6. Graduate Dean Permanent Position The position will be advertised in the Spring of 2025. With the permanent Dean, developing policy/procedures of the structure of graduate education with collaborative faculty involvement would be appropriate.</p> <p>7. Graduate Student Pay Increase to a Level that is Competitive. Graduate student pay should be increased. However, currently, the Manoa Budget Office is uncertain as to the source of funding.</p>	
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MFS Committee Reports	<ol style="list-style-type: none"> 1. CAB (SR) – Memo regarding tabling GE governing documents received from Brad Taylor. 2. CAPP (CS) – Met 10/29 and discussed GenEd. GEC chair and GEO director present. Began detailed discussion of GenEd possible changes, and agreed to do this in chunks. Began with diversification /breadth. Next will be FH/FG tradeoff issues, including faculty #s that would be required to offer FH to all students. Next meeting 11/12. 3. CFS (MB) – Met 10/4. Approved Troy Heitmann for Academic Grievance Committee, and Jamie Newalu for Student Conduct Committee. Next meeting Nov. 18. 4. COA (BR) – Next meeting is November 7th. 5. COR (CS) – Next meeting Nov. 12. 6. CPM (CM) – Meeting not held–didn’t meet quorum. Next meeting is December 2. 7. CSA (CM) – Meeting not held because Housing, our scheduled presenter, canceled. Next meeting is December 2. 8. GEC (MB) – Next meeting Dec 6th. 9. CEE (AS) – CS attended the 10/31 CEE meeting on behalf of AS. Discussion on whether to establish two sub-committees or not. The next CEE meeting is on 11/21 instead of 11/28. 	<ol style="list-style-type: none"> 1. Information only. 2. Information only. 3. Motion to approve, moved by M. Butler, 2nd by B. Richardson. Motion passed by unanimous consent. 4. Information only. 5. Information only. 6. Information only. 7. Information only. 8. Information only. 9. Information only.
Other Reports	<ol style="list-style-type: none"> 1. Campus Climate Committee (BR) – Next meeting to be held November 14th. Pilina Circle will be held on November 20th,. 2. Grad Council (CS) – Next meeting Nov. 12. 	<ol style="list-style-type: none"> 1. Information only. 2. Information only.

Unfinished Business	1. None	
Business	<p>1. 2nd Parliamentarian billing will require a Certificate of Vendor Compliance. E. Biagioni requested this parliamentarian to stop work for the MFS until further notice, and he agreed. SEC to discuss what they want this parliamentarian to do in the future.</p> <p>2. Revised Approved SOEST (HIGP) - New minor in Earth and Planetary Exploration and Technology</p> <p>3. Revised Approved SOEST (HIGP) - New minor in Human Space Flight Technology</p> <p>4. GenEd MOA (2nd draft) (MB)</p> <p>5. Discussion of Gen Ed progress (MB)</p> <p>6. Proposal for a memorial resolution for John Casken (NAWSON faculty), formerly Chair and member of SEC.</p>	<p>1. Request a quote for organized training from Mr. Puette. Motion to have Boyd Ready come talk to SEC for an hour made by M. Butler and seconded by B. Richardson. Vote: 5 in favor, 1 opposed. Motion passed.</p> <p>2. Send to CAPP for information only.</p> <p>3. Send to CAPP for information only.</p> <p>4. Motion M. Butler, seconded by C. Miyamoto, to approve the draft and send the draft document to iVPAE L Lyons and request for feedback. Vote: 5 in favor. Motion passed.</p> <p>5. No action.</p> <p>6. No action.</p>
New Business	<p>1. APPROVED: CALL (ENG) - Discontinuation - Stop-out of the English BAM Pathway</p> <ul style="list-style-type: none"> • Memorandum <p>2. APPROVED request:- EDU (STE) - Modification to Separate Post-Baccalaureate Certificate in Teacher Education (PBCTE) to PB in Secondary Education (PBCSE), PB in</p>	<p>1. Information only.</p> <p>2. Information only.</p>

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	Elementary Education (PBCEE), PB in Music Education (PBCME), and PB in Health and Physical Education (PBCHPE) <ul style="list-style-type: none">• Memorandum	
Adjournment	The next regular meeting of the Senate Executive Committee will be convened on Monday, November 18, 2024 at 1:30 pm via Zoom.	Chair E. Biagioni adjourned the meeting at 4:36 PM.

Respectfully submitted by Sarita Rai, SEC Secretary.

Approved unanimously on December 2, 2024.