UNIVERSITY of HAWAIʻI®
MĀNOA

FACULTY SENATE MEETING MINUTES

March 21, 2018
Architecture Auditorium (ARCH 205)
3:00 PM - 3:45 PM

Present:
AGCAOILI, Aurelio; ALLEN, Chizuko; BEAMER, Jennifer; BOUSQUET, Louis; BROWN, Amy; CHONG, Vanessa; CLAPP, Justin; CONWAY, Thomas, COONEY, Michael; COONEY, Robert; CROOKES, Graham; CSISZAR, Katalin; DENG, Youping; DUFFY, David; ERICSON, David; FOSTER, James; FREITAS, Konia; GOODWIN, Jeff; GOSNELL, William; HIGA, Jason; HUFFMAN, Brian; JOHNSON, Shannon; KOZOK, Ulrich; LIM, Unhee; LINCOLN, Noa; MEASURES, Christopher; MINAS, Randall; OPPEGAARD, Brett; PARK, Hyoung-June; PAULL, Robert; POTEMRA, James; POWELL, Brian; RICHARDSON, James; ROBERTS, Stacey; SANDERS, David; SIMPSON STEELE, Jamie; SORENSEN IRVINE, Christine; STEPHENSON, Carolyn; SUR, Jill; TALLQUIST SEIDEL, Michelle; TANNERS, Adam; TAYLOR, Brad; WESTFALL-SENDA, Mandy; WILKENS, George; ZALESKI, Halina; and ZIEGLER, Nicole.

Excused:
BRANNER, Mark; BUTLER, Marguerite; CASKEN, John; CHAPMAN, William; CHESNEY-LIND, Meda; CHIN, David; GRISWOLD, Jennifer; JHA, Rajesh; KAUAI, Willy; MINAGLIA, Steven; MIYAMOTO, Camaron; MOBLEY, Joseph; MOUGINIS-MARK, Peter; NG-OSORIO, Jackie; OHTA, Aaron; PAVLOVIC, Dusko; SHEVELENKO, Brian, TOWNSENDING, Claire; TSAI, George; VINCENT, Douglas; WONG, Vanessa; and YUE, Ming-Bao.

Absent:
EDWARDS Jr.,D. Brett; KIRS, Marek; ROBERTSON, Scott; SEO, Kwanglim; and YAN, Tao.

Guests:
ANTHONY, Leona; HILL, Yao; MITSUNAGA, Rikki; ROSS, David; STITT-BERGH, Monica; TURNER, Emilee; and VAN HEUKELEM, Malia.

1. CALL TO ORDER:

Meeting was called to order at 3:02 PM.

2. MINUTES:

- February 21, 2018 Senate *(DRAFT)* Minutes [DOC]

Motion to approve the minutes by Senator R. Paull, seconded by Senator C. Measures.
Minutes were approved by acclamation.

3. CHAIR'S REPORT:

Chair Sorensen Irvine welcomed new Senator Jill Sur SOCWk and the Senate said good-bye to Senator J. Beamer LIBSVCS, who is leaving UH Manoa.

Chair Sorensen Irvine reported that ITS and iChancellor D. Lassner have said that all online materials, including those on Laulima, must be made ADA compliant. The SEC has continued to ask how faculty will get support to meet this requirement. Senator C. Measures asked what materials need to be compliant. Senator T. Conway said that archived materials do not need to be compliant, only materials that are actually being used. Senator G. Crookes asked what that means, and Senator T. Conway said it only needs to be Laulima sites that are published. Senator B. Powell brought up the issue that students with disabilities already have access to Kokua to help them. Senator T. Conway replied that that is a misperception and Kokua is not required to make materials compliant. The major issue facing the University is who is responsible for making this all happen. Changing all materials is a very time consuming process. Senator M. Cooney asked if materials need to be available in Braille, and T. Conway said no. Senator R. Cooney asked what kind of disability this applies to. T. Conway replied it is primarily for people who are deaf and blind. C. Sorensen said that Lassner advised each department to work on their own strategies to meet compliance.

4. BUSINESS

- **Proposal to Amend the MFS Rules of Order (First Reading)** [DOC]
  Recommendation from the Committee on Faculty Service (CFS)
  Presenter: Brian Huffman, Chair
  Supporting document: Comparison of Eligible voters versus Actual voters

CFS Chair B. Huffman brought the proposal to the Senate stating CFS voted unanimously to bring it to the Senate. He explained that the reason for the proposal to amend was brought forward to increase the number of Senators eligible to vote for the SEC. This was a first reading, so discussion and vote will take place at the next April 18th Senate meeting.

- **Resolution to Amend the Proposal Establishing the Committee on Educational Effectiveness as a Permanent Committee of the Manoa Faculty Senate (First Reading)** [DOC]
  Recommendation from the Committee Educational Effectiveness (CEE)
  Presenter: Thomas Conway, Chair
  Supporting document:
    ○ 2009 MAC Bylaws
    ○ Proposed Reso to Amend the CEE Bylaws - Tracked changes
    ○ Proposed CEE Bylaws changes - Clean version

CEE Chair T. Conway said there were two issues, the first a name change and the second a change in the number of people on the committee. He then explained the reasons for the proposed changes. This was the first reading, so the vote will take place at the April Senate meeting.

- **Implementation of the Course Evaluation System (CES)**
  Report from the Committee Academic Policy and Planning (CAPP)
  Presenter: Carolyn Stephenson, Chair
  Supporting documents:
    ○ Timeline of Manoa implementation of Course Evaluation System []DOC
    ○ 20170510 Resolution Towards Implementation of UH-Manoa on CES [DOC]
    ○ 20180313 CAPP letter to the OVCAA on Course Evaluation System [DOC]

CAPP Chair C. Stephenson presented a status update on its work on the CES. She presented a document outlining the nexus and timeline of the CES (see link above). In September 2017, the current CAPP began working on Manoa common questions that would be used by faculty, departments,

colleges, and the campus. CAPP is only working on the small number of questions that would be mandatory for all departments and faculty. Senator C. Stephenson shared a memorandum CAPP sent to M. Bruno listing six common questions that the committee agreed upon. CAPP is still working on demographic questions (e.g., class level, gender) and is in discussion with D. Halbert about this. Senator C. Stephenson brought up the issue of the timeframe of when the evaluation is made available for students to complete, and she brought up the issue of data security and keeping the evaluations confidential. It appears that the current technology doesn't deal well with courses with multiple instructors, and CAPP is talking to IT about that. Guest D. Ross mentioned that his department has never used eCafe assessments. He asked how much pressure will be placed on departments to use this assessment. Senator B. Powell said the data aren't seen outside of the department unless instructor approves, so a department could tell students they didn't have to answer the common questions. Departments and instructors can also add their own questions, including the same ones they've previously (historically) used. Senator C. Stephenson brought up the issue of the drop in response rates when departments moved to using eCafe. Senator R. Paull said that this issue needs to be addressed. Senator M. Cooney suggested making it a requirement to complete the evaluation to get the grade for the class.

The six common questions were presented.
1. The instructor treats students with respect.
2. The instructor demonstrated knowledge of the course content.
3. This course challenged me intellectually.
4. The instructor both sets high standards and helps students to achieve them.
5. The instructor was available for consultation.
6. Considering everything, how would you rate this course?

Senator A. Brown gave feedback on the 6 common questions. Senator A. Brown stated that questions 3 and 4 seemed similar and question 3 could be eliminated. Senator A. Brown also said she thought question 6 was evaluating the instructor. Regarding questions 3 and 4, Senator C. Stephenson explained the distinction the committee made between setting high standards and challenging the students intellectually.

Senator C. Stephenson presented three poll questions regarding eCafe:
Poll question #1: Do you use eCafe evaluation in your classes?
Poll indicated 29 yes; 15 no; and 2 abstentions.

Poll question #2: Does your department mandate use of eCafe evaluations in your classes?
Poll indicated 9 yes; 28 no; and 5 abstentions.

Poll question #3: Do you use incentives to get students to complete evaluations?
Senator C. Measures asked about the second question regarding "mandating".
Poll indicated 9 yes; 31 no; and 3 abstentions.

5. NEW BUSINESS
None.

6. ADJOURNMENT
Motion to adjourn by Senator W. Gosnell, seconded by Senator C. Measures.
Meeting adjourned at 5:00 PM.

Respectfully submitted by Stacey Roberts, MFS Secretary
Approved on April 18, 2018