

## EXECUTIVE COMMITTEE Meeting Minutes

**MEETING DATE**      April 13, 2020  
**MEETING TIME**     1:30 PM - 4:30 PM  
**LOCATION**             Virtual meeting via Zoom

### Attendance

#### Members

Name	Role	Attendance
Tom Conway	Chair	Present
Paul McKimmy	Vice Chair	Present
Jim Potemra	SEC Secretary	Present
Ann Sakaguchi	MFS Secretary	Present
Carolyn Stephenson	Member	Present
Jennifer Griswold	Member	Present
Truc Nguyen	Member	Present
John Kinder	Staff	Present

#### Guests

Name	Role	Time
Michael Bruno	Provost	2:00 pm - 3:00 pm
David Lassner	President & CEO	3:00 pm - 4:00 pm

# MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>		The video conference meeting was called to order by Chair T. Conway at 1:31 PM.
<b>Review of Minutes</b>	<ol style="list-style-type: none"> <li>1. The minutes of the 4/6/20 Senate Executive Committee were circulated electronically.</li> <li>2. The minutes of the 4/3/20 Senate Executive Committee were circulated electronically.</li> </ol>	<ol style="list-style-type: none"> <li>1. A. Sakaguchi made a motion to approve the 4/6/20 meeting minutes; seconded by J. Griswold. The minutes were approved with 6 votes in favor; 0 abstentions.</li> <li>2. P. McKimmy made a motion to approve the 4/3/20 meeting minutes, A. Sakaguchi seconded. The minutes were approved with 6 votes in favor; 0 abstentions.</li> </ol>
<b>Chair's Report</b>	<ol style="list-style-type: none"> <li>1. Faculty Classification meeting discussion with Provost on Thursday.</li> <li>2. ACCFSC co-Chair meeting with VP Straney on Wednesday to discuss the April ACCFSC meeting.</li> <li>3. SEC Election will close today at 5:00 pm; at present the turnout was 77%.</li> </ol>	<ol style="list-style-type: none"> <li>1. T. Conway to email CPM.</li> <li>2. No action.</li> <li>3. No action.</li> </ol>
<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. Reporting back survey results to Congress. Since the Congress meeting is not until next month, it was decided there is no urgency on this. T. Conway may report on the effort during the Chair's Report at Wednesday's UHMFS meeting.</li> <li>2. Discussion about sharing CPM's survey data with UHPA President</li> <li>3. CFS recommends appointing Sarah Allen (LLL) to the Writing Intensive Board to serve the remaining 3-year term (2018-21) of Ruth Hsu (LLL) who resigned effective Spring 2020.</li> </ol>	<ol style="list-style-type: none"> <li>1. J. Potemra to add poll numbers only and distribute draft.</li> <li>2. T. Conway to ask all campuses to share with each other.</li> <li>3. A. Sakaguchi made a motion to approve; seconded by P. McKimmy. Approved with 6 votes in favor; 0 against; and 0 abstentions.</li> </ol>

# MĀNOA FACULTY SENATE

	<ol style="list-style-type: none"> <li>4. CAPP Resolution Opposing the Manoa Provost's "Plan for Online and Distance Credit Programs and Courses"</li> <li>5. 4/15 MFS Agenda</li> <li>6. Review 20200219 Senate Minutes</li> </ol>	<ol style="list-style-type: none"> <li>4. No action.</li> <li>5. No action.</li> <li>6. J. Kinder will link these minutes to the 04/15 agenda.</li> </ol>
<b>Guest(s)</b>	<ol style="list-style-type: none"> <li>1. <b>Provost Michael Bruno (2:00 pm - 2:37 pm)</b> The Provost gave updates on the campus situation (security, building closures, etc.), discussions about the future budget, and the topic of faculty evaluations. Most of the discussion was about the CAPP resolution on Outreach online courses that will be up for vote at the 04/15/20 UHMFS meeting.</li> <li>2. <b>President &amp; UHM CEO David Lassner (3:00 pm - 3:25 pm)</b> The President echod the Provost's assessment that security on campus is improved. The rest of the discussion focused on budget talks and potential actions.</li> </ol>	<ol style="list-style-type: none"> <li>1. No action.</li> <li>2. No action.</li> </ol>

<p><b>Committee Reports</b></p>	<ol style="list-style-type: none"> <li>1. CAB (AS) - No report. CAB Chair has agreed to provide a status report at the 4/15 MFS meeting on the AH/LLL/SPAS merger. Survey will close at 12 midnight on 4/15.</li> <li>2. CAPP (CS) – CAPP met April 8. Discussed possible revisions to E5.209 with Deb Halbert. Discussed Course Evaluation System dates and questions on Spring 2020 CES with Hae Okimoto and Laura Lyons. All agreed CES will run May 1 to May 8 for Manoa. Agreed CES will be optional for all this semester, and results will not go to Chairs at Manoa. CAPP will remind Halbert and System that ACCFSC is not body to consult; Manoa Faculty Senate is.</li> <li>3. CFS (TN) – Did not meet on April 7, but rescheduled to April 21 at 11am. SEC Elections closed on April 13. Needed to be prepared by Holm Schmidt for sharing, then sent for independent auditing. Won't be ready for CFS review until April 20. Only unofficial results of top three candidates are available; will not have specific numbers and calculations until April 20. Sent call for volunteer boards. Will be sending a call for Senate committee service to AY 20-21 Senators.</li> <li>4. COA (JG) – Met on April 10 at 2-3 pm. Talked about resources for student athletes during COVID-19. Update from the FAR (Scott Sinnett). Discussed telehealth options for athletes. Went over the February 12-14 COIA Meeting Summary.</li> <li>5. COR (JP) – COR met on April 8. Guests included VPRI Syrmos and iVCR Kameoka who talked about the upcoming budget crisis. The VPRI said that at present there was no threat to RTRF, and that he would fight to keep this to support research rather than to make up for budget shortfalls.</li> <li>6. CPM (TN) – CPM called meeting for April 10 at 10am to respond to SEC's request to review tenure, promotion, and contract renewal extension. A survey was developed by CPM and SEC voted to send out the survey (4 for, 2 against) to have info for discussion. CPM shared data summary with UHPA President</li> </ol>	<ol style="list-style-type: none"> <li>1. No action was taken.</li> <li>2. No action was taken.</li> <li>3. No action was taken.</li> <li>4. No action was taken.</li> <li>5. No action was taken.</li> <li>6. No action was taken.</li> </ol>
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	<p>Ashley Maynard. 480 faculty members responded to the survey. The overwhelming majority (94.4%) of faculty supported an extension; 86.9% of those respondents were either tenure track or tenured faculty, which indicates strong support. Concerns were raised about periodic review also. CPM requested to present a motion at the next Senate meeting. Next CPM meeting April 21.</p> <p>7. CSA (JG) – CSA met on April 8 with Alex Khaddouma from the Counseling and Student Development Center. Talked about how to assist emotionally distressed students and went over a set COVID-19 resources. Next Meeting pending discussion via email.</p> <p>8. GEC (CS) – No report.</p> <p>9. CEE (PM) – CEE is sending a memo cooperatively with iVCAA Lyons to programs missing evidence of assessment data use. CEE asked if SEC would be signatory on messages to programs missing evidence of PLO assessment results.</p> <p>10. UHPA (AS) – No report.</p> <p>11. WASC (CS) – Met February 28 to propose subcommittees and timeline. First draft due March 27, second April 24, Final in May.</p> <p>12. Educational Excellence Design Team (CS) – Met 3/2 from 10:30 to 11 to review draft “Mānoa Direct Reports.” Area now to be called Academic Excellence. Recent meetings were all cancelled.</p> <p>13. Equity, Climate and Conflict Resolution Committee (JG) –No Meeting.</p> <p>14. Enrollment Management Committee (TC/BP) – No meeting.</p> <p>15. Student Success Committee (PM) – No meeting, no plans for more.</p>	<p>7. No action was taken.</p> <p>8. No action was taken.</p> <p>9. SEC declined to replace CEE as co-signatory on forthcoming messages.</p> <p>10. No action was taken.</p> <p>11. No action was taken.</p> <p>12. No action was taken.</p> <p>13. No action was taken.</p> <p>14. No action was taken.</p>
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**MĀNOA FACULTY SENATE**

	16. Research, Scholarship and Graduate Studies Committee (JP/TN) – No mention of plans for any other meetings.	15. No action was taken.  16. No action was taken.
<b>Unfinished Business</b>	1. None	1. No action taken.
<b>Business</b>	1. None	
<b>New Business</b>	1. Abstentions are not in the denominator when calculating votes. 2. There was discussion concerning issues related to the upcoming UHMFS meeting being on-line, including how to account for quorum, verify votes (e.g., only Senator votes counted, etc.)	1. No action.  2. J. Kinder will have to match lists manually; if votes are close may have to verify the count after the meeting.
<b>Adjournment</b>	The next meeting of the Senate Executive Committee will be on April 20, 2020.	P. McKimmy made a motion to adjourn; seconded by J. Potemra. Meeting adjourned at 4:37 PM.

Respectfully submitted by Jim Potemra, SEC Secretary.

Approved unanimously on April 20, 2020.