

**COMMITTEE ON FACULTY SERVICE
MEETING MINUTES**

MEETING DATE: August 19, 2015 **4:00 pm – 5:25 pm**

LOCATION: Hawaii Hall 208

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

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Katalin Csiszar, Chair	P	Hannah Nguyen, Sec	P	Jeffrey Kuhn (SEC liaison)	P	John Kinder - Staff	4:00 pm – 5:25 pm
Ruslan Suvorov	P	Bo Xiao	P				
Eric Hellebrand	P	Soojin Jun	E				
Ming-Bao Yue	P						

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by SEC liaison, J. Kuhn at 4:00 pm.
REVIEW OF MINUTES	N/A	
MINUTES	<ol style="list-style-type: none"> J. Kuhn explained the responsibilities of CFS, his involvement as a SEC liaison and called for the election of a new Chair, a new Vice Chair, and a new Secretary. J. Kuhn suggested adding Chizuko Allen (senator) to the CFS. J. Kinder requested that CFS review of the “Call for Committee Volunteer Survey” which has been used as a MFS tool to solicit volunteers for the AY 2015-2016. CFS has used the list of volunteers to staff the MFS committees in the past. 	<ol style="list-style-type: none"> K. Csiszar was nominated and elected as the new Chair. H. Nguyen was nominated and elected as the new Secretary. Both officer positions passed unanimously. Motion by H. Nguyen to postpone the Vice Chair election to the next meeting; second by K. Csiszar. Passed unanimously. Chair Csiszar motioned to forward the recommendation of C. Allen to the SEC for approval. Motion seconded by E. Hellebrand. Passed unanimously. CFS reviewed the survey content and suggested minor revisions (i.e., deleting “Optional” on Q5; describing the survey as “short” but not quantifying the survey length).

	<p>4. B. Xiao volunteered to conduct data analysis for the survey data.</p> <p>5. Candidates for Foundations Board, Contemporary Ethical Issues Board, Hawaiian, Asian & Pacific Issues Board, Oral Communication Board, and Writing Intensive Board.</p> <p>6. Urgent: Graduate Council request for approval of 6 new nominees proposed by the GC Chair.</p> <p>7. Academic Grievance Committee & Student Conduct Appellate Board vacancies can be filled after the survey.</p>	<p>J. Kinder will revise the survey accordingly and send out with 3 reminders within 10 days.</p> <p>4. J. Kinder will forward final monkey survey results to B. Xiao in several formats before next CFS meeting.</p> <p>5. Approved.</p> <p>6. CFS Chair will contact GC Chair about her nominations next week.</p> <p>7. CFS will need a follow-up after the survey results to fill numerous vacancies for these committees.</p>
ADJOURNMENT	The next meeting of the CFS will be at 3:30pm – 5:00pm on Tue, Sep 8, 2015.	Motion to adjourn by Chair; seconded by R. Suvorov. All approved the motion. Meeting adjourned at 5:25 pm.

Respectfully submitted by Hannah Nguyen, CFS Secretary
Approved unanimously on 09/08/2015.