

**EXECUTIVE COMMITTEE**  
**MEETING MINUTES**

**MEETING DATE:** December 12, 2016 2:00 pm  
**LOCATION:** Hawaii Hall 208  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Marguerite Butler -- Chair	P	Lilikalā Kame'eleihiwa	E	Peter Mougini-Mark	E	Lisa Furoyama & April Goodwin.	2:40 pm - 3:00 pm
						iVCAA Michael Bruno; Wendy Pearson & April Goodwin.	3:00 pm - 4:00 pm
						General Education Committee	4:00 pm - 5:00 pm
John Casken - Vice Chair	P	Christine Sorensen-Irvine	P			Robert Cooney	2:00 pm - 6:05 pm
Kelley Withy -- SEC Secretary	P	Sarita Rai -- MFS Secretary	P	John Kinder -- Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Butler at 2:01 PM
REVIEW OF MINUTES	1. The minutes of the December 5, 2016 meetings had been circulated electronically before the meeting.	1. Motion to approve the 12/5/2016 minutes by S. Rai; seconded by J. Casken. Passed unanimously.

CHAIRS REPORT	1. None	1. No action.
ACTION ITEMS	1. None	
GUESTS	<p><b>Guest #1- L. Furoyama and A. Goodwin (2:40 pm) -</b> Faculty Marshals at commencement.</p> <ul style="list-style-type: none"> <li>a. Spring graduation-two separate ceremonies (morning-arts and science and afternoon-graduate and professional schools). Program addition now includes history. Parents get color glossy program without student names. Acknowledging faculty senate chair and faculty in ceremony. Tents to protect students from sun and rain.</li> <li>b. Requesting additional names for faculty marshals. College gets \$500 for the assistance. Email <a href="mailto:graduate@hawaii.edu">graduate@hawaii.edu</a>.</li> </ul> <p><b>Guest #2 M. Bruno; W. Pearson; and A. Goodwin (3:00 pm)</b></p> <ul style="list-style-type: none"> <li>a. Credit Hour Policy/Audit of Credit/Contact Hours-Draft policy provided.</li> <li>b. CES-A.G. answered questions regarding purpose. It is designed as evaluation of the course not the instructor. Currently, there are 13 institutional (campus-level) questions, and planned college-level, departmental level, and instructor selected questions. OVCAA (lead D. Halbert and A. Goodwin) is developing campus-level questions, some of which evaluate the instructor's competence. The OVCAA has conducted a survey of faculty. The 13 institutional questions have gone through two focus groups of faculty, without the involvement of MFS. Aggregation- results of the standard 13 questions (not the instructor</li> </ul>	<ul style="list-style-type: none"> <li>a. Consider grouping students from one college together.</li> <li>b. Announce need for faculty marshals at MFS meeting this week and include in faculty senate update.</li> </ul> <p>2. a. Will send draft plan to CAPP after comments taken into account.</p> <p>b. The MFS rejected the CES last Spring, nevertheless the OVCAA is proceeding with campus level survey design. SEC again shared resolution from last year and CAPP questions. Question from last Spring were never answered by OVCAA. See attached resolution. Some of the major concerns included use and intent of the survey, intended use of data for research and whether IRB approval is required, data ownership,</p>

	<p>questions-they will stay with chair) are aggregated at campus level. Data uses: for tenure and promotion; departments use them to review their programs; the 13 questions will be available for research in an analytical way by faculty (for example one gender of teachers may get worse evaluations in general). Assessment specialists are working on the order of the questions. Survey includes customized questions that stay with your chair. Not to be used in punitive fashion. It is going to go online next fall and faculty level questions will go to the department chairs.</p> <p>c. GEC-requested clarification of when GEO reorganized to under VCAA.</p> <p><b>Guest #3 General Education Committee (4:00 pm)</b> (Shannon Johnson, Dusko Pavlovic, Dore Minatodani, Stacey Roberts, ASUH Rep Eugene Lao, and GEO staff Lisa Fujikawa)</p> <p>a. Concern with communication; concern with the gen ed review going to both CAPP and GEC; concern with request for additional reporting. There are deadlines for course review that can prevent students from taking classes that must be taken into account. GEC is going to map out process for general education review. Need to clarify reporting process for GEO.</p>	<p>use of data to evaluate faculty, bias in results, low response rates, length of survey, length of survey (number of questions), intended rollout beginning next Semester, where do the institutional questions go?, why are the results housed at system, etc.</p> <p>c. SEC requested clarification of when GEO reorganized to under VCAA.</p> <p>3. SEC acknowledged the hard work of GEC and apologized for miscommunications. Together we clarified charges for GEC-streamline course review process; review of GEC membership and documents; plan for general review of General Education at UHM. Clarification that GEO can take minutes, but UHM FS committee member must submit the minutes. Clarification that although GEO staff can't be on the MFS listserve, emails can be forwarded to them. Clarified that meetings are public. SEC looks forward to GEC recommendations and will stand by to assist as needed. SEC here to empower GEC.</p>
<b>COMMITTEE REPORTS</b>	<p>1. CAB (LK) – Meeting tomorrow with Jan Gouveia.</p> <p>2. CAPP (CS) – Discussion of CES with D. Halbert. CAPP requested clarification of what level is data aggregated; concern over order of questions; what will</p>	<p>1. No action taken.</p> <p>2. No action taken.</p>

	<p>the administrators do with this info? Drafting resolution describing valid uses of CES at campus level.</p> <ol style="list-style-type: none"> <li>3. CFS (PMM) – No report.</li> <li>4. COA (KW) – KW going to COIA, David Ericson possibly going as well.</li> <li>5. COR (MB) – Discussed Gouveia reorg proposal and preparing remarks for CAB.</li> <li>6. CPM (JC) – No report.</li> <li>7. CSA (PMM) – No report.</li> <li>8. GEC (SR) – Met with GEC today.</li> <li>9. MAC (SR) – No report.</li> <li>10. UHPA (CS) – Intellectual property concerns.</li> </ol>	<ol style="list-style-type: none"> <li>3. No action taken.</li> <li>4. No action taken.</li> <li>5. No action taken.</li> <li>6. No action taken.</li> <li>7. No action taken.</li> <li>8. No action taken.</li> <li>9. No action taken.</li> <li>10. Will bring up at MFS.</li> </ol>
<b>OLD BUSINESS</b>	<ol style="list-style-type: none"> <li>1. SEC response to Sen. Powell’s resolution</li> <li>2. SEC response to the CFS report</li> </ol>	<ol style="list-style-type: none"> <li>1. Discussed.</li> <li>2. Discussed.</li> </ol>
<b>NEW BUSINESS</b>	<ol style="list-style-type: none"> <li>1. Finalized 12/14 Senate Agenda</li> <li>2. Prepare 12/19 SEC Agenda</li> </ol>	<ol style="list-style-type: none"> <li>1. Finalized.</li> <li>2. Prepared.</li> </ol>
<b>ADJOURNMENT</b>	<p>The next meeting of the Senate Executive Committee will be on December 19, 2016.</p>	<p>Motion to adjourn by S. Rai, seconded by J. Casken. All approved the motion. Meeting adjourned at 6:05 pm.</p>

Respectfully submitted by Kelley Withy

Approved unanimously on December 19, 2016.