

**EXECUTIVE COMMITTEE
MEETING MINUTES**

MEETING DATE: November 23, 2015 2:03 pm
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Bob Cooney - Chair	P	Bonnyjean Manini	P	Jeff Kuhn - arrived 2:08 pm excused 5:00 pm	P	R. Bley-Vroman Brian Taylor Alice Tse & M. Stitt-Bergh E. Hutchison & M. Steger	3:00 pm - 4:05 pm 3:00 pm - 3:45 pm 4:05 pm - 4:45 pm 4:45 pm - 5:15 pm
Marguerite Butler -Vice Chair	P	Ashley Maynard- excused 5:20 pm	P				
Kelley Withy-Secretary	P	Sarita Rai	P	John Kinder-Staff	P		

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Cooney at 2:03 pm.
REVIEW OF MINUTES	1. The minutes of November 16, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by M. Butler to approve the minutes as amended; seconded by S. Rai. Passed unanimously.
CHAIR'S REPORT	1. BOR update: 1) Reorganization is not saving positions and faculty is not represented in development; 2) Workload policy for administrators was felt to be a good idea by BOR; 3) Contingent faculty described as	1. SEC members asked to submit to Chair Cooney a list of breakdowns in faculty governance list to be made by all members

	<p>being as good as tenured faculty by R. Dixon; 4) Athletic program will require an additional \$14.5 million by 2020; and 5) Chancellor search can begin.</p> <ol style="list-style-type: none"> 2. ACCFSC meeting: President D. Lassner appeared resentful of MFS resolutions and it was recommended that he send policies to all Senate Chairs not just ACCFSC. 3. Meeting with Isaac Choy who wants us to keep promoting faculty governance. 4. Student mental health counseling expansion important to monitor. 	<p>and will be compiled at subsequent meeting.</p> <ol style="list-style-type: none"> 2. Discussion of resolution to have official communication be mailed to all FS Chairs rather than just ACCFSC. 3. No action required at this time. 4. No action required at this time.
ACTION ITEMS	<ol style="list-style-type: none"> 1. CFS approved recommendation for Kaveh Abhari to join CFS. 	<ol style="list-style-type: none"> 1. Motion by B. Manini; seconded by S. Rai, vote unanimous.
ADDITIONS TO THE AGENDA	NA	
GUESTS #1	<p>VCR, Brian Taylor's comments:</p> <ol style="list-style-type: none"> 1. When does new VCR start? Beginning of January. 2. Balance of research/teaching not fully appreciated by all the constituencies. Balance we need to strike is primary responsibility for degree production/undergraduate instruction; transmission of knowledge, preservation of knowledge; reputation for excellence is in knowledge area. Quality not quantity is important. 3. Academic Analytics started at SUNY where they standardized comparisons of faculty across the country using large database of information and several hundred large universities contracted with them. B. Taylor 	<ol style="list-style-type: none"> 1. Meeting established with new VCR, Michael Bruno, on March 14, 2016.

	<p>established a 4-year contract and provided them a list of tenure and tenure track faculty. Provided series of talks to deans and directors but UHPA has not met with them yet. Value may be used at a department level to compare to peers across the country. The Quality Assurance/Quality Control metric is not known. He declines to state how much it costs. The intention was to use big data to help us be more objective in evaluation and planning at the department level. UH is in year 4 of the contract and the new VCR will decide next steps. We need vetting and evaluation process.</p> <p>4. RBV stated there is no hiring freeze right now but departments in fiscal difficulty are prohibited from hiring.</p> <p>5. RBV commented again that 100 students make \$1,000,000. We have both a funding problem and a balance problem.</p>	
GUESTS #2	<p>MAC Alice Tse and Monica Stitt-Bergh of the Assessment Office comments on the benefits of learning assessment:</p> <p>1. For example, information literacy resulted in improvement within 2 years;</p> <p>2. The Assessment Office works to integrate the work of assessment and they are looking at assessment technology solutions.</p> <p>3. A. Tse emphasized the importance of faculty governance in faculty directed curriculum.</p> <p>SEC's concern is the faculty workload:</p>	<p>1. No action required.</p> <p>2. No action required.</p> <p>3. No action required.</p>

	<p>4. An example is Public Health-in 5 years it has gone through 3 assessments including 80 competencies and learning outcomes. Never-ending process is overwhelming. Committees like MAC have very high workload and we don't get credit for it.</p> <p>5. M. Stitt-Bergh and Yao Hill can speak with faculty about ways to make the process efficient and meaningful. Each program can do the annual assessment in 500 words or less.</p> <p>6. MAC workload-benefit is peer feedback. What has made it so labor intensive is the late start. Need to have full complement of members in August.</p> <p>7. All of the assessments make part of the 5 year review unless a professionally accredited program. There is a committee on institutional learning objectives but these aren't MAC representatives. Co-curricular programs.</p>	<p>4. SEC will continue to monitor future faculty workloads. Alert faculty to assistance with assessment from Monica and Yao.</p> <p>5. SEC recommend later due date for assessment or split assessment submissions twice a year or provide them with release time and/or stipends. Chair Tse & M. Stitt-Bergh to provided the SEC periodic updates</p> <p>6. J. Kinder to monitor and assist CFS to send Call for Volunteers surveys to populate Standing, Permanent, and Ad Hoc, committees in early 2016.</p> <p>7. Chair Tse and M. Stitt-Bergh to update the SEC in the near future on ideas to facilitate faculty efficiencies toward accomplishing program assessments, thus decreasing faculty work load.</p>
GUESTS #3	<p>1. CPM Chair, E. Hutchison & VC, M. Steger: Update on the VCAA situation and discussion on proposed actions.</p>	<p>1. No action at this time.</p>

COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. MAC-no report 2. CAB-no report 3. CAPP-no report 4. GEC-QR resolution expected in January 5. COR-no report 6. COA-facilities viewed and discussion with students continues. 7. CPM-coming today to discuss resolution; consensual relationships policy doesn't take into account marriages in an island culture and department chairs should not be supervisors. 8. CFS-no report 9. CSA-no report 10. UHPA-no report 	<ol style="list-style-type: none"> 1. MAC visiting today. 2. No action required. 3. No action required. 4. No action required. 5. No action required. 6. No action required. 7. CPM visiting today 8. No action. 9. No action. 10. No action.
OLD BUSINESS	<ol style="list-style-type: none"> 1. SEC meeting location change to IFA, 2680 Woodlawn Drive, 2nd floor conference room. SEC meeting and tour at IFA on December 7th 	<ol style="list-style-type: none"> 1. J. Kuhn confirmed venue reservation for December 7th at IFA. 2. Chair Cooney to invite IFA Director, Guenther Hasinger to Dec 7th SEC meeting to hear their perspective to better understand IFA issues.
NEW BUSINESS	<ol style="list-style-type: none"> 1. Executive Summary Mānoa workload. 2. Prepare senate agenda for December 9, 2015 3. Prepare SEC agenda for November 30, 2015 	<ol style="list-style-type: none"> 1. Chair Cooney to invite President Lassner & BoR Chair R. Moore to Dec 7th SEC meeting. 2. Reviewed agenda 3. Action deferred.
ADJOURNMENT	The next meeting of the Senate Executive Committee will be November 30, 2015.	Motion to adjourn by K. Withy; seconded by B. Manini. All approved the motion. Meeting adjourned at 5:57 pm

Respectfully submitted by Kelley Withy, SEC Secretary.
Approved unanimously on November 30, 2015