

## **COMMITTEE ON FACULTY SERVICE**

MEETING MINUTES

MEETING DATE: September 20, 2017 1:30 PM - 2:30 PM

Location: Hawaii Hall 208

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

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Mark Branner	P	Marek Kirs	P				
Meda Chesney-Lind	Е						
James Foster	P						
Brian Huffman	P			John Kinder - Staff excused 2:08 PM	P		
Wendy Kawabata	P			George Wilkens - liaison	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by George Wilkens, SEC liaison at 1:32 PM.
REVIEW OF MINUTES	The minutes of the August 30, 2017 CFS meeting had been circulated electronically.	1. Motion by B. Huffman to approve the August 30, 2017 minutes; seconded by W. Kawabata. Approved unanimously.
CHAIRS REPORT	1. None	
UNFINISHED BUSINESS	1. Election of CFS Chair	1. Motion by J. Foster to nominate Wendy Kawabata as Fall Chair and Brian Huffman as Spring Chair; seconded by M. Branner.

University of Hawai'i at Mānoa Faculty Senate

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	2. Approve CFS 2017-18 meeting schedule	Approved unanimously.  2. CFS meeting schedule was approved for the second Wednesdays at 1 pm (Oct. 11; Nov. 8; Dec. 6).
BUSINESS	Change committee assignment for Senator Dusko Pavlovic	1. J. Kinder sent email suggesting CFS, CPM, CSA, or COA. M. Branner moved to recommend Pavlovic to CSA; seconded by B. Huffman. Approved unanimously.
	2. Written response to senator's inquiry requesting an explanation of CFS's methodology of assigning senators to standing committees.	<ol><li>CFS approved a message to be send by J. Kinder.</li></ol>
	3. Resignation of a SOEST and LAW senators.	3. CFS determined that No SOEST special election is required at this time. B. Huffman to send request to LAW Faculty Senate for a new MFS representative.
	4. Request for faculty for the Manoa Campus Physical Plant (MCPP) Committee (6-12 names with 4 faculty to be selected)	4. Motion by B.  Huffman to request a list of MCPP candidates from SEC for CFS consideration; seconded by J. Foster; Approved unanimously.

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- 5. Update on the Graduate Council roster: still a work in progress
- 6. Update on the General Education Committee (GEC) and its Focus Boards
- 7. Review candidates for the Academic Grievance Committee (AGC) and the Student Conduct Appellate Board (SCAB)
- 5. No Action.
- 6. No Action.
- 7. a) Motion by M.
  Kirs to add
  Rosemary Woodruff
  to AGC; seconded
  by M. Brenner.
  Approved
  unanimously.
  - b) Motion by M.
    Brenner to send
    amended list with
    Thomas Osborne,
    Michael Nassir,
    Joseph Campos, Jane
    Onoye, Christine
    Beaule, Rosemary
    Woodruff to the
    SEC for approval to
    serve 1-year terms
    on the AGC;
    seconded by J.
    Foster. Approved
    unanimously.
  - c) Motion by M.
    Brenner
    recommending
    Joseph Campos to
    serve a 2-year term
    on the SCAB;
    seconded by M. Kris
    Approved
    unanimously.
- 8. Motion by J. Foster to send this request back to URO and

8. Review MFS representation on the Undergraduate Research Office (URO) Faculty Advisory Board.



	9. Review MFS representation on Undergraduate Research Opportunities Council (UROC)	UROC for additional information: current membership of URO and UROC faculty advisory board; information of service terms; moves; seconded by M. Kirs. Approved unanimously.  9. same as 8.	
ADJOURNMENT	The next meeting of the Committee on Faculty Service will be on October 11, 2017	Motion to adjourn by J. Brenner; seconded by B. Huffman. Passed unanimously. Meeting adjourned at 2:37 PM.	

Respectfully submitted by Brian Huffman, secretary.

Approved on October 10, 2017 with all votes in favor of approval and 0 against.

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