

## EXECUTIVE COMMITTEE Meeting Minutes

**MEETING DATE** October 7, 2019  
**MEETING TIME** 2:00 PM - 5:00 PM  
**LOCATION** Hawaii Hall 208

### Attendance

#### Members

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

#### Guests

Name	Role	Time
David Lassenr	President & CEO	2:30 pm - 3:30 pm
Debbie Halbert	AVP Academic Programs & Policy	3:30 pm - 4:15 pm

# MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>		The meeting was called to order by Chair Conway at 2:04 PM.
<b>Review of Minutes</b>	<ol style="list-style-type: none"> <li>1. The minutes of the 9/9/19 Senate Executive Committee were circulated electronically.</li> <li>2. The minutes of the 9/30/19 Senate Executive Committee were circulated electronically.</li> </ol>	<ol style="list-style-type: none"> <li>1. P. McKimmy made a motion to approve the 9/9/19 meeting minutes; seconded by A. Sakaguchi. The minutes were approved 5 in favor; 0 abstention.</li> <li>2. P. McKimmy made a motion to approve the 9/30/19 meeting minutes; seconded by A. Sakaguchi. The minutes were approved 4 in favor; 1 abstention.</li> </ol>
<b>Chair's Report</b>	<ol style="list-style-type: none"> <li>1. Congress guest speaker invitation made to VPA Jan Gouveia to speak on the NOAA Graduate Housing project presented at the August BOR meeting; she reached out to UH Office of Strategic Development and Partnership Director Chris Woodard who has agreed to come. Chris will possibly be joined by a Greystar Rep. Greystar is the development partner.</li> </ol>	<ol style="list-style-type: none"> <li>1. No action.</li> </ol>
<b>Action Items</b>	<ol style="list-style-type: none"> <li>1. WASC reaffirmation review Monday, October 14, from 12:15 - 1:30 p.m. in ITC 105A/B               <ol style="list-style-type: none"> <li>a. A. Sakaguchi, C. Stephenson, T. Nguyen, T. Conway able to attend.</li> <li>b. Documents on website at <a href="https://manoa.hawaii.edu/wasc/">https://manoa.hawaii.edu/wasc/</a></li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Provide list of SEC attendees to Provost's office.               <ol style="list-style-type: none"> <li>a. A. Sakaguchi, C. Stephenson, T. Nguyen, T. Conway confirmed can participate. J. Kinder will check with J. Potemra and J. Griswold.</li> </ol> </li> </ol>
<b>Guest(s)</b>	<p><b>David Lassner President &amp; UHM CEO (2:30 pm - 3:16 pm)</b></p> <p>Discussion topics:</p> <ul style="list-style-type: none"> <li>• The SEC asked Lassner why civil service and RCUH staff were not part of the Staff Senate. The inclusion of civil service employees would take more time as supervisors would need to consider how to release</li> </ul>	<ol style="list-style-type: none"> <li>1. Recommended to Lassner that face-to-face meetings of the design team should be required before finalizing functional statements.</li> </ol>

people from work. For RCUH, they haven't brought it forward. The SEC also asked how the concept of Staff Senate was initiated. He said all other UH campuses have a Staff Senate or a Faculty Senate that included staff. That was not true for UHM.

- Parking task force? Not yet addressed.
- Status of Design Teams? (didn't meet Oct 1 deadline). The SEC shared with Lassner at a previous meeting that not all teams have been meeting regularly. SEC's perspective was that it was more concerned about the process than the product --that all teams that have not been meeting regularly, in particular, should meet face-to-face to discuss functional statements before they are finalized. Lassner said he had met with team leads in August to ask if there were any issues. Lassner said he did not apply any pressure such as require any team to work in any particular way. He will follow up.
- Last meeting with Lassner on 9/23/19, the SEC pointed out that the consultative bodies had been removed from the proposed Mānoa org chart that is designated as approved online and as a followup the SEC asked whether this has been changed back? Lassner stated he knows the changes need to be made but had not yet done so. Website has not yet been updated.
- How are TMT discussions going? Lassner stated that there are no changes at this time. He is considering mediation in hopes to engage in continued discussions. Lassner wants to continue to listen and continue to support.

**Debbie Halbert AVP Academic Programs & Policy**  
**3:30pm - 4:19pm**

Discussion points on proposed draft of EP 5.201:

- Halbert stated EP 5.201 has a mirror image policy in Regents policy, ie RP 5.201, which has broader language. She will be sending the proposed revisions to the SEC later.

- The SEC recommended that when reviewing new programs, they should not only be evaluated with other programs within the system. but with other programs within the campus itself for duplication and/or overlap. This language was proposed for (p.3 D-3 on PTP and F3b.

- SEC asked that consultation occur both at the campus as well as across the system prior to the proposal coming to MFS. How did the consultation occurred, who, when, what and related details need to be documented by the proposers at the Proposal

2. No action.

<p>to Plan stage. Halbert mentioned that plans to make this process electronic will ensure transparency and compliance as they are ‘checked off’ by steps. She also suggested that we consider reading the Council of Campus Academic Officers (CCAO) meeting minutes for discussion details of these new programs that are brought before the Council.</p> <p>- It was noted that there is no Section E in this document; it goes from Section “D” to “F”.</p> <p>- “Authorization to Plan” to be known as “Proposal to Plan (PTP)” Faculty senates must be provided with a copy of PTP after approval.</p> <p>- The inclusion of CIP is new. This is for bookkeeping purposes to comply with federal reporting. PTP consolidates ATP from two steps to one. At the ACCFSC meeting, the controversial bullet was the small programs that MAY be stopped out by the Chancellor; ‘small program’ is a program that matriculates less than 10 students in 3 years.</p> <p>- D. Halbert: The EP 209 revisions will come in November: Articulation and Transfer. This section is about advising and the students moving from one campus to another. Also, her office is working on academic calendars for 2021 to 2025. This will be sent to the Senate for review, which is the first time this is happening. They have been waiting on the DOE to finalize their spring break dates so the UH can coordinate with that schedule to enable faculty and staff to enjoy spring breaks with their children.</p> <p>General Education Consultation? We tried. Went to all.</p> <p>How did the internal report steering committee get put together? Former GEC Chair worked with Wendy Vincent (staff). GenEd office staff were without a director for about 6 months, most members are GEC members from the year it started. Previous GEO Director then left. D. Halbert was on for continuity even though she was in an executive position.</p> <p>How did the external committee get created? GenEd had never been reviewed by an external body. In a similar way to any external review teams, looked for people experts in their field.</p>	
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	<p>Took a long time to get the report done. Issue is to stabilize the curriculum.</p> <p>Other GenEd issues were discussed.</p>	
<b>Committee Reports</b>	<ol style="list-style-type: none"> <li>1. CAB (AS) – No report. Next meeting is on 10/11/19.</li> <li>2. CAPP (CS) - No report. Next meeting Oct. 9.</li> <li>3. CFS (TN) – 1-yr vs 3-yr non Senator appointment concern. Next meeting is Oct 9 at 11:15am.</li> <li>4. COA (JG) – COA members took a tour to Nagatani Center and the Athletics department. Next meeting is Nov 7.</li> <li>5. COR (JP) – No report. Next meeting is Nov 5.</li> <li>6. CPM (TN) – No report. Next meeting is Oct 18.</li> <li>7. CSA (JG) – CSA met on Oct 4th. Chair invited ASUH President Landon Li to share student issues. Next meeting will be on Nov 1st.</li> <li>8. GEC (CS) - No report. Next meeting October 9.</li> <li>9. CEE (PM) – No report. Next meeting November 12. Need non-senatorial members. No current issues.</li> <li>10. UHPA (AS) – No report.</li> <li>11. WASC (CS) – No report. Next meetings Oct. 14 12:15-1:30 (SEC invited) and 3-4.</li> <li>12. Educational Excellence Committee (CS) - Met October 7 to discuss possible structure of Vice Provost for Educational Excellence office. Next meeting October 14.</li> <li>13. Equity, Climate and Conflict Resolution Committee (JG) - No Report.</li> <li>14. Enrollment Management Committee (TC/BP). No report. Next meeting is being scheduled.</li> <li>15. Student Success Committee (PM) - No report.</li> <li>16. Research, Scholarship and Graduate Studies Committee (JP/TN) - Drafts emailed and asked for 6- day turnaround. Jim asked for extension and entire committee now will respond by Oct 21.</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> <li>7. No action was taken.</li> <li>8. No action was taken.</li> <li>9. No action was taken.</li> <li>10. No action was taken.</li> <li>11. No action was taken.</li> <li>12. No action was taken.</li> <li>13. No action was taken.</li> <li>14. No action was taken.</li> <li>15. No action was taken.</li> <li>16. No action was taken.</li> </ol>

# MĀNOA FACULTY SENATE

<b>Unfinished Business</b>	<ol style="list-style-type: none"> <li>1. Review draft May 8th Senate Minutes</li> <li>2. Review draft Aug 21st Senate Minutes</li> <li>3. GC agreement for representation (CS)</li> <li>4. MFS website redesign quote - start date moved to December 2019</li> <li>5. Review of Senate Leadership Retreat Agenda               <ol style="list-style-type: none"> <li>a. October 11, 2019 Wist 234, 3:30-4:30pm</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Approved for posting to the senate agenda</li> <li>2. Approved for posting to the senate agenda..</li> <li>3. No action was taken.</li> <li>4. Motion to approve A. Sakaguchi. Seconded by T. Nguyen. 3 votes in support, and 2 abstentions.</li> <li>5. Wist Rm 234 was selected as the meeting location.</li> </ol>
<b>Business</b>	<ol style="list-style-type: none"> <li>1. Discussion on GEC <u>Motion to Assign Focus Designations to Courses Rather than Instructors</u></li> <li>2. Discussion on GEC <u>Motion to Establish a General Education Diversification Board</u></li> <li>3. <u>Discussion on Resolution Supporting Student Consultation During Reorganization</u></li> <li>4. <u>Discussion on Resolution Opposing Campus Services Reorganization</u></li> <li>5. Review draft Oct 16th Senate Agenda</li> <li>6. Review draft Oct 16th Congress Agenda</li> <li>7. Review draft Mar 13th Congress Minutes</li> </ol>	<ol style="list-style-type: none"> <li>1. Reviewed.</li> <li>2. Reviewed.</li> <li>3. Reviewed.</li> <li>4. Reviewed.</li> <li>5. Approved to move forward.</li> <li>6. Approved to move forward.</li> <li>7. Approved to move forward.</li> </ol>
<b>Adjournment</b>	The next meeting of the Senate Executive Committee will be on October 14, 2019.	P. McKimmy made a motion to adjourn; seconded by A. Sakaguchi. Meeting adjourned at 5:14 PM.

Respectfully submitted by Truc Nguyen, acting SEC Secretary  
 Approved unanimously on October 21, 2019.