

FACULTY SENATE
EXECUTIVE COMMITTEE
MEETING MINUTES

MEETING DATE: April 25, 2011

ATTENDANCE:

Susan Hippensteele (Chair)	X	Bonnyjean Manini	X	Kristin Herrick, Staff	X	Chancellor Hinshaw	Elmer Ka'ai
David Duffy (Vice Chair)	X	Thomas Conway	X			VCRGE Ostrander	
Shirley Daniel	X	Ian Pagano	X			VCAA Dasenbrock	
Halina Zaleski	X	Richard Nettell	X			VCSA Hernandez	X
Lilikala Kame'eleihiwa	X					VCAFO Cutshaw	
Martin Rayner	X						
Bob Cooney	X						
Rosanne Harrigan	L						

SUBJECT	DISCUSSION	ACTION
CALL TO ORDER	Chair Hippensteele called the meeting to order at 3:05 in Hawaii Hall 208.	
VCS HERNANDEZ	<p>The incoming SEC members introduced themselves to VCS Hernandez.</p> <p><u>FALL 2011 ENROLLMENT</u> VCS provided an update on new enrollments anticipated for fall 2011. Due to improvements in the online processing of applications, UH is ahead of schedule compared to last year. About 200 more students have accepted admissions offers this year as compared to last year. A greater number of students attended information sessions.</p> <p><u>HOUSING UPDATE</u> The number of housing applications has increased for both returning and incoming students. UHM continues to update residency halls - Johnson Hall has been renovated and will be open in the fall, while Gateway Hall will be closed for renovations in the fall. UH can currently accommodate all students who apply for housing, even with the renovations. Once the renovations are complete, UH will need to fill the additional space. Given the improvements, VCS also has plans to increase use of residency halls over the summer for conferences. By next Fall, 60% of UH beds will have been renewed – which includes new paint, bathroom renovations, and new windows and furniture. VCS has also</p>	

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	<p>professionalized the residency management staff and instituted “academic theme” floors to attract students.</p> <p><u>EVENT – VETERANS</u> VCS invited the group to attend a campus-wide event on 4/26 to educate students about veteran services. This event will be held annually so that students can be kept abreast of regulations and personnel. UHM is sponsoring the conference, but all UH campuses are invited to participate and various state/federal agencies will also attend. Q: Hippensteele asked if faculty veterans were to be involved. VCS noted that UH may survey faculty, staff, and students to put together a roster of veterans on campus, but that they did not have enough time to complete the survey prior to the conference. Our nurses are certified to work with Veterans, as well as the ROTC. UHM is creating a Veterans webpage. Q: Hippensteele inquired about the size of the veteran group. VCS was unsure about the exact size, but said that there are currently about 400 documented student veterans. VCS noted that they are trying to improve communication with the various branches of the military and that Rosie Woodruff in the library is heading a campus-wide committee that works with Veterans.</p> <p><u>JAPAN</u> VCS’s office is continuing to work with students from Japan and UHM students in Japan. VCS contacted the 40 UHM students in Japan to give them the opportunity to leave. None of the students are in the affected areas and many of the students elected to stay in Japan. VCS did not order them to leave. VCS also contacted a group of UHM students scheduled to leave for Japan in April to make arrangements for cancellations, if necessary. VCS has also been working with the 450 students from Japan who are studying at UHM. Efforts have included fundraising events and vigils. UHM has provided some financial assistance to students who lost financial assistance due to the disaster, particularly degree seeking students and graduate students who are in the middle of their studies. Through Ned Shultz’s office, UH might reach out to some sister universities in Japan to assist students who might want to study at UH.</p> <p><u>CAMPUS CENTER RENOVATIONS & BUDGET</u> Hippensteele asked about the campus center budget situation. VCS noted that the state legislature has a list of special funds, and that it might have combined faculty and student housing funds. VCS is very concerned since the student housing fund is needed to complete renovations. Many of these funds – including student ASUH funds - are obligated under bond covenants or for other specific needs.</p> <p><u>MANDATORY, NO-COST ORIENTATION</u> Hippensteele asked whether VCS was aware of the Senate proposal to require mandatory, free advising to all students. Hernandez noted that he is in favor of an orientation for all students - but that there is no extra funding available. He is also concerned about the cost to students outside of Hawai’i who may have to attend an orientation before they arrive for classes in the Fall. If the orientation was done earlier, there is concern that students, having just graduated from high-school, would not retain the information. Currently, all students pay to attend orientation. About 70-80% of new students attend orientation. Most transfer students do not attend orientation. Hippensteele noted that this question originally came from the DYIF committee that had reviewed the UCLA model of a 1-credit hour “introduction to college” course. VCS noted that Santa Cruz had a similar class, and that the topics were timed to fit with the academic year (academic help just before mid-term exams) and were geared towards certain</p>	

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	<p>demographic populations. One SEC member noted that it would be good to have more coordination between faculty and students services - especially during freshman classes. For example, freshman English classes can cover plagiarism, and also incorporate topics on substance abuse and other key issues into their classroom content. VCS agreed that this might be a fruitful area for improvement. Another suggestion was to use Lualaba to convey information about some of these issues to students. There was also discussion about substance abuse at UHM and which drugs students use. Another issue is student loans. VCS noted that student loans have exceeded credit card debt, and constitutes a total of \$100 million at UHM alone.</p> <p>VCS asked for more information and follow-up relating to the student orientation issue. The group will look at the freshmen seminar at Santa Cruz and UCLA as potential models.</p> <p>One SEC member noted that there is a meeting on May 2 concerning summer school classes. One issue on the agenda concerns courses available to incoming students, since Freshman cannot currently enroll until Fall. The proposal is to allow students to be classified as Freshmen as soon as they graduate high school. Another suggestion was to create an online class that could be taken during high school for college credit. One SEC member suggested potential funding from OHA or KSBE since Native Hawaiian students would benefit.</p> <p>VCS left the room at 4:00 pm.</p>	
CHAIRS REPORT	<p><u>FEDERAL LAW RESTRICTING ONLINE/DISTANCE LEARNING FOR OUT-OF-STATE STUDENTS</u></p> <p>Hippensteele noted that there is a federal law regulating distance/online learning offerings to out of state students. Under this law, institutes of higher education are required to apply to the state in which its students reside. While this law was previously not enforced; the federal government will now take action to enforce it. There has been a national concern with for-profit educational institutions and the use of financial aid for students without providing high quality education or being effective in helping students secure jobs. One SEC member also mentioned that she had heard of similar problems in athletics. Sometimes athletes take courses that might provide an “easy A” to maintain their eligibility or to complete their degree after their eligibility has expired. These large online institutions can garner a very large proportion of PELL grant and other federal funds to the benefit of the state in which they operate.</p> <p><u>FEDERAL PROPOSAL TO CODIFY WORK REQUIRED FOR A CREDIT HOUR</u></p> <p>Another issue that might be brought to the SEC this summer is a federal proposal to codify the work required for a credit hour. Hippensteele passed around a document from the US Dept of Education which noted an announcement in the Federal Register on October 29, 2010 addressing the requirement for credit hour adjustments. For example, there is the assumption that for every credit hour, there is 1 hour of class time and 2 hours of student preparation outside of class. Verifying this can be problematic. It is perceived that this might be an extension of the assessment trend that is coming up from the K-12 system (NCLB) as well as accountability for financial aid. UHM will have to determine what types of reporting/documentation requirements to implement. The book “Academically Adrift” is popular in Congress.</p> <p>One SEC member noted that the number of credit hours may be influenced by the faculty perception of the effort to teach the class. There are also workload guidelines in the departments that might be helpful. One SEC member noted that similar documentation is already required by many accreditation bodies for the various colleges, and that they</p>	

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	<p>should be incorporated into any new rules. The SEC noted that a student's work schedule may limit the number of hours they can devote to their studies. There was a discussion of how student assistantships don't pay any more than many years ago, while the cost of living has increased.</p> <p><u>NCAA SELF-STUDIES</u> NCAA self studies have brought to the light of the burden of such regulations on institutes of higher education. NCAA will vote on a 2-year moratorium on NCAA recertification.</p>	
ADMIN REPORT	The Senate has some remaining funds. The SEC discussed a potential list of items to acquire including a laptop, a projector and screen for the senate office, and microphones for use at senate meetings.	<i>Senators will send suggestions to KH.</i>
MINUTES	The SEC voted to approve the 4/18/2011 minutes.	<i>KH will post.</i>
OLD BUSINESS ➤ AGENDA FOR MAY 4 SENATE	<p><u>BUDGET WORKING GROUP REPORT</u> SEC discussed the status of the Budget Working Group's final report. Senator Kame`eleihiwa noted that a new draft has been circulated to the committee. It was noted that the original working group charge was made at a time when the BOR had declared fiscal exigency and there was concern about retrenchment. There was also an open union negotiation underway. It was noted that the new report is more diplomatically and accurately worded. It is expected that the report will be presented at the May 4 meeting.</p> <p><u>CENTERS (CAB/COR)</u> CAB has submitted a motion on Centers for the May 4 agenda. Since COR has also discussed this charge, it is hoped that these two committees can coordinate/combine their final products.</p> <p><u>FACULTY CLASSIFICATIONS (COR)</u> COR resolution on faculty classification will be presented at the May 4 meeting.</p> <p><u>GRADE REPLACEMENT</u> The CAPP grade replacement issue was tabled until the May 4 meeting. VCAA Dasenbrock, as well as a group of student academic advisors, would like to postpone the issue for further consultation. CAPP has been working on the issue for some time and has noted that many of our peer institutions have similar policies. CAPP will post a report addressing each of the CAA's concerns for the May 4 meeting.</p>	<p><i>Kame`eleihiwa will forward the BWG report upon completion.</i></p> <p><i>COR will discuss the centers/faculty classification issues on 4/27.</i></p> <p><i>CAPP will forward response to Advisor's concerns for posting.</i></p>
NEW BUSINESS ➤ COMMITTEE APPOINTEES	<p><u>FACULTY ATHLETIC REPRESENTATIVE/ ATHLETICS ADVISORY BOARD</u> FAR was originally appointed to a 5-year term from 2004-2009, and was re-appointed to an additional two-year term. AAB has a total of five open positions for faculty – one of which is reserved for a representative from COA. SEC discussed the composition and role of the FAR and AAB. The SEC noted that the FAR's 2011 report was well prepared. SEC will approach Julia Patriarche, Martha Crosby, and 2 new senators who have expressed an interest in serving on athletics committees. The SEC agreed to extend Peter Nicholson's term as the FAR for another year. It was noted that a long-term succession plan should be in place for his successor in the future. One SEC member noted that a graduate student of Administration in Athletics at the University of Seattle is working on a master's thesis on our athletics department. The thesis, when finished, should be of interest to COA.</p> <p><u>CLASSROOM USE POLICY IMPLEMENTATION GROUP</u> In response to the Senate's motion to accept the classroom use policy that was approved at the May meeting, VCAA</p>	<p><i>KH & Chair will contact the appointees and provide notice to the appropriate parties of the SEC's determinations.</i></p>

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	Dasenbrock set up a working group on classroom use policy implementation and has requested two senate members. The group discussed faculty members who may be interested in serving on this working group throughout the summer.	
NEW BUSINESS ➤ REMAINING COMMITTEE CHARGES	<p><u>CORGE STATUS</u> Hippensteele provided a background of WGGE in light of discussion at the last Senate meeting - particularly concerning the relationship of COR and the proposed CoRGE. WGGE had originally proposed to reconstitute the graduate council to be a senate committee like MAC - whereby the senate would be afforded more oversight and communication concerning the graduate council's decisions. Graduate division objected to this proposal, in part, because of the rationale that the senate would not have enough expertise without them. WGGE then made an alternative proposal to create a committee that includes broad representation from graduate chairs and members from COR. The SEC discussed COR's objection that there was not enough faculty representation under the proposal. One SEC member expressed concern about the prescribed membership of graduate chairs. One recommendation was to meet the desired representation by assigning COR senators from across units, rather than meeting the representation by assigning graduate chairs. It was clarified that the VCAA's concern about any impact of this committee on his or the VCRGE's responsibility was a non-issue, as the committee is not expected to impact the responsibilities of the VCs.</p> <p><u>MAC BY-LAWS CHANGE</u> It was noted that there may be other changes to the By-laws that might need to be considered in the fall. To change the By-laws, the changes need to be read at two senate meetings and then voted on at Congress. The SEC agreed to take a more holistic approach to the By-laws by making any changes over the summer for approval next year.</p>	<p><i>CORGE will be discussed with COR at the 4/27 meeting.</i></p>
NEW BUSINESS ➤ STANDING COMMITTEE ➤ SEC OFFICER	<p>Standing committee population and SEC officer duty descriptions were postponed until the next SEC meeting. SEC agreed to ask VCRGE to meet at 4:30 next week in an effort to complete the committee assignments.</p>	<p><i>KH will ask VCRGE to attend SEC meeting at 4:30.</i></p>
NEW BUSINESS ➤ COMMITTEE REPORTS	<ol style="list-style-type: none"> MAC: MAC discussed the possibility of a faculty director and will continue to work on this over the summer. CAB: CAB has produced a motion on Centers, but will need to coordinate with COR on this and the Marine Centers issue. VCAFO Cutshaw provided a report indicating that UHM will likely be cut by about \$15 million from the legislature, in addition to the \$15 million for faculty salary increases. CAB will work in the summer. CPM: CPM discussed administrator evaluations. Most faculty do not understand the 360 evaluation process and do not think there is adequate faculty input in the process. It would be most effective if administrators were presented with the 8 questions used in a national model and were asked to sign a waiver to enable release of the results. Another idea is to have administrators post their goals and objectives and accomplishments. It is doubtful that they will have a final report on the issue or a resolution by the end of this year. The question of faculty classification was discussed by CPM as well. It is a complex issue and will need more study in the long run. It is expected that a working group may have to be instituted to study this in the fall. 	
ADJOURNMENT	Meeting adjourned at 6:45 pm.	