

## Committee Meeting Minutes

**MEETING DATE**      September 12, 2024  
**MEETING TIME**     11:03 AM - 11:53 AM  
**LOCATION**             Zoom

### Attendance

#### Members

Name	Role	Attendance
Jason Kenji Higa	(Fall) Chair	Present
TBD in October	Vice-Chair	
TBD in October	Secretary	
Amjad A Ahmad	Member	Absent
Sayed Bateni	Member	Excused
Kyoung Eun Lee	Member	Present
Cristoph Rettenmeier	Member	Excused
Peter-Michael Seidel	Member	Present
Liang Wang	Member	Present
Carolyn Stephenson	SEC Liaison	Present

#### Guests

Name	Role	Time
none		

# MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
<b>Call to Order</b>	1.	The meeting was called to order by SEC Liaison Stephenson at 11:03 AM.
<b>Review of Minutes</b>	1.	1.
<b>Chair's Report</b>	1. Introductions by new and continuing COR members. 2. Overview of the MFS and COR	1. SEC Liaison Stephenson led introductions 2. SEC Liaison Stephenson gave an overview of the MFS and its policies, shared governance, & COR duties
<b>Action Items</b>	1.	1.
<b>Guest(s)</b>	1.	1.
<b>Committee Reports</b>	1.	1.
<b>Unfinished Business</b>	1. Review of continuing issues from 2023-2024 COR	1. JK Higa gave a recap of issues taken up by COR in the 2023-24
<b>New Business</b>	1. Election of new COR <ul style="list-style-type: none"> <li>a. Fall Secretary, Spring Officers to be tabled until next meeting with more COR members</li> </ul> 2. COR meeting time for 2024-25 <ul style="list-style-type: none"> <li>a. Tuesday from 12 - 1 pm or Thursday 11 to 12 pm</li> <li>b. Xth Tues/Thurs of the month               <ul style="list-style-type: none"> <li>i. 1st or 2nd Tues or 1st Thurs would give enough time before MFS Senate meetings</li> </ul> </li> </ul> 3. Potentially inviting Chris Sabine to present	1. JK Higa elected as Fall Chair; Vice Chair & Secretary to be determined at October meeting.  2. JK Higa to send out poll for COR meeting time  3. SEC Liaison Stephenson or JK Higa to invite Chris Sabine
<b>Adjournment</b>	The next meeting of the Committee on Research will be in October 1st, 2024, date TBD based on a poll sent after the meeting.	PM Seidel made a motion to adjourn; seconded by KJ Lee. Meeting adjourned at 11:51 AM.

Respectfully submitted by Jason Kenji Higa, Chair (in lieu of no Secretary)  
 Approved unanimously on October 1st, 2024.