

**EXECUTIVE COMMITTEE  
MEETING MINUTES**

**MEETING DATE:** August 24, 2015 **1:30 pm**

**LOCATION:** Hawaii Hall 208

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

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Bob Cooney - Chair	P	Stacey Roberts	E	Doug Vincent	E	None	
Marguerite Butler - Vice Chair	P	Peter Garrod	E	Ashley Maynard	P		
Kelley Withy - Sec via Polycom	P	Sarita Rai	E	Jeff Kuhn, arrived 1:56pm	P		
Bonnyjean Manini	E	John Kinder- Staff	P				

SUBJECT	CONTEXT	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		Meeting was called to order by Chair Bob Cooney at 1:35 pm
<b>REVIEW OF MINUTES</b>	The minutes of August 17, 2015 SEC meeting had been circulated electronically before the meeting.	1. Motion by A. Maynard; seconded by M. Butler to approve the minutes as amended. Passed unanimously.
<b>CHAIRS REPORT</b>	<ol style="list-style-type: none"> <li>BOR testimony was in line with others and well received, including a need for leadership at Mānoa; however warnings against administration pay raises was not heeded.</li> <li>Ad hoc committees- SEC intends to stress that one faculty member on a committee does not indicate 'faculty consultation' and any recommendations need to come back to MFS for review by the appropriate standing committee.</li> <li>We will continue to seek venue opportunities to reach out to schools as appropriate and SEC will reschedule the Cancer Center.</li> </ol>	<ol style="list-style-type: none"> <li>No action taken.</li> <li>SEC referred this matter to CFS liaison, J. Kuhn for discussion and review with CFS committee members.</li> <li>SEC will reschedule another meeting at the UHCC in the near future.</li> </ol>
<b>ADDITIONS TO THE AGENDA</b>		

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GUESTS	None	1. No action taken.
COMMITTEE REPORTS	1. CFS-Chair Katalin Csiszar, Secretary Hanah Nguyen. Senator C. Allen accepted a CFS appointment to fill a vacant position. CFS decided to not use the 2014-15 Mānoa Campus Committee Volunteer Rankings report certified on 3/18/2014. CFS reviewed and edited the email announcement and call for volunteers survey to Congress.	1. J. Kinder to email call for volunteers survey to the UHM Congress for faculty committee service. Survey will be sent tomorrow 8/25 with results going to CFS.
OLD BUSINESS	None	1. No action taken.
NEW BUSINESS	1. Review CFS committee recommendations  2. Chancellor's "Master Plan". Concerns about plans for renovation of Snyder vs. new building. It is not clear how the plans are created and whether there is adequate faculty input.  3. Course retake issue-If a person is failed for academic integrity; it is unclear what the professor's rights are.	1. SEC approved all CFS recommendations to various committees. Motion by J. Kuhn; seconded by M. Butler to approval all committee appointments. Passed unanimously.  2. A. R. Cooney to ask RBV for copy of master plan. B. Campus Planning Facility Board needs to be consulted. Invite Jan Gouveia, Steve Meder to attend SEC. C. CFS is going to be charged with developing a plan to inform committee appointments that they do not represent the full MFS and that they need to get information back to MFS/SEC.  3. Refer to CAP: Review what are policies regarding rights to retake a course? (Retake a class goes to back of line and

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	<p>4. FERPA interpretation issue creating barriers to faculty accessing information.</p> <p>5. Budget is planned year by year and any surplus is allocated at the beginning of a semester. This actually penalizes the units that plan and spend responsibly.</p> <p>6. External review of colleges-what is standard process?</p> <p>7. Need for raw data-demographics on majors and enrollees, matriculation data, longitudinal data on student progress. Mechanism for obtaining data to assess success.</p> <p>8. Agenda for SEC meeting August 31, 2015.</p> <ul style="list-style-type: none"> <li>a. Party for outgoing SEC members</li> <li>b. Methodology for communications with Administration</li> <li>c. Collaborations with Grad Council (Peter).</li> </ul>	<p>if reason for retake is disciplinary action then should not be allowed to retake class.)</p> <p>4. CPM to review definition of FERPA and determine faculty and student rights proper implementation.</p> <p>5. CAB to create a public statement about how to improve the UHM budget process to be proactive and transparent with significant CAB involvement.</p> <p>6. A. Maynard to follow up.</p> <p>7. R. Cooney to ask VCAA for data for last 10 years.</p>
<b>ADJOURNMENT</b>	The next meeting of the Senate Executive Committee will be August 31, 2015.	Motion to adjourn by K. Withy seconded by A. Maynard. All approved the motion. Meeting adjourned at 3:50 pm.

Respectfully submitted by Kelley Withy, SEC Secretary  
Approved unanimously on August 31, 2015.