

## COMMITTEE ON PROFESSIONAL MATTERS

### Meeting Minutes

MEETING DATE      September 2, 2020  
 MEETING TIME      12:30 PM - 1:30 PM  
 LOCATION            Zoom

### Attendance

#### Members

Name	Role	Attendance
Jinan Banna	Member	Present
Gerald Busch	Member	Present
Kathryn Hoffmann	Member	Present
Vanessa Irvin	Member	Present
Morgen Johansen	Member	Present
Camaron Miyamoto	Member	Present
Manumaua Simanu-Klutz	Member	Absent
Gwen Sinclair	Member	Present
George Wang	Member	Present
Tom Conway	SEC liaison	Present

#### Guests

Name	Role	Time
None		

# MĀNOA FACULTY SENATE

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		The meeting was called to order by T. Conway at 12:30 PM.
Review of Minutes	1. Review of minutes. (None)	1. No action
Chair's Report	1. Forwarded from SEC. (None)	1. No report was forwarded. C. Miyamoto and K. Hoffmann summarized the 2019/2020 business.
Guest(s)	1. None	1. No action.
Unfinished Business	1. None	1. No action.
Business	1. CPM Kickoff Presentation - T. Conway  2. Election of Officers: <b>Chair -</b>  <b>Vice Chair</b> (optional)- Discussion  <b>Secretary -.</b>	1. No action  2. Election of Officers <b>Chair:</b> C. Miyamoto (8 aye, 0 nay, 0 abstain). <b>Vice Chair:</b> Gerald Busch (8 aye, 0 nay, 0 abstain). <b>Secretary:</b> Rotating secretary proposed by K. Hoffmann, seconded by C. Miyamoto. Approved unanimously. M. Johansen will not take minutes but will proofread minutes and documents.

<b>New Business</b>	<ol style="list-style-type: none"><li>1. Discussion of committee. Proposal by C. Miyamoto to establish two subcommittees.</li><li>2. Setting next meeting</li></ol>	<ol style="list-style-type: none"><li>1. No action. Discussion of possible subcommittees, purview and composition will continue at next meeting.</li><li>2. C. Miyamoto will send a Doodle pool to determine next meeting date and time, tentatively for the first week in October.</li></ol>
<b>Adjournment</b>	The next meeting of the Committee on Professional Matters will be announced.	1. Meeting was adjourned at 1:29 PM.

Respectfully submitted by Kathryn Hoffmann, Secretary  
Approved unanimously on October 7, 2020.