

EXECUTIVE COMMITTEE

MEETING MINUTES

MEETING DATE: August 28, 2017 2:00 PM - 5:00 PM
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Christine Sorensen Irvine, Chair	P	David Duffy, Vice Chair	P	Stacey Roberts, MFS Secretary	P		
Douglas Vincent, SEC Secretary	P	John Casken (Arrived 2:07 pm)	P	Brian Powell	P		
George Wilkens	P	Sarita Rai	E	John Kinder - Staff	P		
Kelley Withy	E	Marguerite Butler	E				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by Chair Sorensen Irvine at 2:01 PM.
APPROVE AGENDA		
REVIEW OF MINUTES	1. The minutes of the August 21, 2017 Senate Executive Committee had been circulated electronically and comments made.	1. Motion by George Wilkens to approve the August 21, 2017 minutes, seconded by David Duffy. Approved unanimously.
CHAIRS REPORT	1. Update on participation in Welina Manoa. 2. Update on BoR meeting. Funded 1000 students with Promise awards from legislature this fall and plan to fund students with institutional funding in spring. 10 acres to support a charter school for CTAHR. Association of Public Land Grant Universities (APLU) recognized UHM for improving graduation rates. Vucinich report from UHF. Passed the budget. Resolution on Mauna Kea. Plan to give back 10,000 acres to the state. Lassner had already made public statements. No discussion with the BOR. Passed with a split vote. Lassner's review was positive.	1. No action. 2. No action. 3. SEC discussed ideas to consolidate offices like EEO, reorganization of

	<p>3. Issue referral by D. Lassner. Alleged racist email referral. MFS could sponsor a teach in on the subject matter. Send it forward to CPM???</p> <p>4. Update on MFS & Committee Vacancy report (J. Kinder) J. Kinder reported three vacancies on GEC; and Michael Cooney wants to be reassigned from CPM to the GEC.</p> <p>5. Update on MyUH Services link to UHMFS (J. Kinder)</p> <p>6. Labor Day holiday - No SEC meeting 9/4.</p> <p>7. Update on SEC relief funds (J. Kinder) -- dependent on legislative approval funding for the contract. Depends upon the Special Session approval or January.</p> <p>8. Update on ARCH 205 Senate meeting location. There is heavy construction inside the ARCH building through December 2017. Senators will need to access the building via the ARCH elevator or stairs next to Gartley Hall..</p>	<p>these offices; need ombudsmen to help resolve such items. Bring it up with Lassner.</p> <p>4. A. Motion by Christine Sorensen; seconded by John Casken to approve reassignment of Senator Michael Cooney to the GEC. Vote unanimous. B. Motion by Christine Sorensen; seconded by John Casken appoint faculty members Andre Haag and Jessica Gasiorek to the Oral Communication Focus board. Vote unanimous.</p> <p>5. MFS will be added to MyUH Services..</p> <p>6. No action.</p> <p>7. John Kinder will follow-up with the SEC on a future meeting.</p> <p>8. No action.</p>
ACTION ITEMS	1. None	
GUESTS	<p>1. iVCAA Michael Bruno (3:00 pm - 3:30 pm).</p> <p>2. iChancellor David Lassner (3:30 pm - 4:00 pm). They came together!</p>	<p>1. No actions.</p> <p>2. No actions.</p>

<p>Addressing the email referral -- tone unhelpful and insensitive; need to have respectful conversations. How to use this as a teachable moment.</p> <p>Policy regarding EM going back to teach; Do faculty have some say on who teaches in the Department? Did the consultation happen? It's up to the DC's to schedule teaching. It would be nice to have a policy about the EM return to teaching process before it happens. It should be spelled out at time of appointment also related to salary. Need a fall back plan for every dean at Manoa. It should be done at the hire. Lassner has begun this for new hires. It's about the messaging.</p> <p>We will know enrollments soon; appears 2% decline -- official census is mid-September.</p> <p>Informed decisions about performance funding. High D/F/Withdraw (DFW) courses are receiving some funding. Math and Chemistry are focal points.</p> <p>First year retention is improved and we have greater numbers in freshman class. Junior/Seniors are leaving in a greater proportion which is disturbing.</p> <p>David's conversation -- recruitment, retention, work on GenEd; much needed; has to be about what students need. Need common course numbering across the system; Community College transfers to other Community Colleges are up but numbers from Community Colleges to UH are down. Need to encourage movement from Community Colleges to UH system. Needs: 1) Common numbering of courses, hard for the student transferring; 2) need more online courses; 3) need more online in the arts and sciences; 4) encourage open educational resources (OER) vs. textbooks -- need to help students save money. Faculty should look at OER's first as opposed to textbooks.</p> <p>DC's schedule courses -- need more money to schedule courses first -- why aren't we scheduling the courses the students need first; STAR can tell us more; need a scheduling workshop for DC's.</p> <p>At Manoa, graduate enrollment is not doing well at all. Graduate programs are much worse off. Need to make</p>	
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<p>admission decisions separate from funding decisions. Programs are not separating the two. Enrollments are dropping. No new funding. How do we help? This is the conversation we need to get done -- collectively between faculty and administration.</p> <p>TOEFL requirement seems very high. Historically to drive students to ELI; 100 vs. peer institutions which are considerably lower. CAPP issue. TOEFL relative to peer institutions. Invite Krystyna Aune and Roxie Shabaz -- AVPEM to SEC.</p> <p>Graduate tuitions comes back to Departments; but with RA's and tuition waivers such as in the college of education, there is no tuition paid;</p> <p>Funding formula includes Majors, SSH and graduation rates. Graduation rates are most important; SSH covers service courses; Majors include advising and upper division courses.</p> <p>Online programs bring in adult students; need appropriate times for working adults; walking away from an audience. Question of separate home for distance education, meeting needs of adults -- COE is doing it.</p> <p>Academic program proposal -- Deans believe academic innovations can't get through CAPP and MFS. MFS looked at this last year. Not entirely a MFS problem; there are often delays with authorization to plan vs takes time to get to MFS, delays at OVCAA's office, too.</p> <p>GEO search committee (to M Bruno) Debbie will contact -- VCAA and MFS need to develop MOU in relation the GEO. Governance issue. Need to combine with governance document.</p>	<p>SEC to invite Krystyna Aune and Roxie Shabaz to SEC to discuss TOEFL and other issues related to graduate education.</p>
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COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB (DV) – meeting 8/30. 2. CAPP (BP) – meeting 9/13 3. CFS (GW) – meeting 8/30 4. COA (BP) – meeting 9/6 5. COR (DD) – No report. 6. CPM (JC) – No report 7. CSA (JC) – No report. 8. GEC (SR) – in process 9. CEE (CSI) – No report. 10. UHPA (GW) – Board met, new contract is in place, P&T issues are in place; DPC changes; MOU’s will be used to resolve several issues. 	<ol style="list-style-type: none"> 1. No action taken. 2. No action taken. 3. No action taken. 4. No action taken. 5. No action taken. 6. No action taken. 7. No action taken. 8. SEC will need to approve the appointments, 9. No action taken. 10. No action taken.
UNFINISHED BUSINESS	<ol style="list-style-type: none"> 1. None. 	
NEW BUSINESS	<ol style="list-style-type: none"> 1. Review New Senator Orientation presentation. 2. Review New Senator Handbook. 3. Update on New MFS Senate Website 4. Resolution about undergraduate research office under VCR. Creighton Litton -- request two Senators on this committee. University Research Office Council -- MFS used to assign Senators. Three year appointment -- Committee of 12 people -- draft policies and procedures -- announcements. 	<ol style="list-style-type: none"> 1. Changes were suggested and final presentation approved. 2. John Kinder to finalize the handbook for SEC review.. 3. John Kinder to schedule follow up meeting with Chair Sorensen. SEC membership will see new contact management web site prior to public launch.. Send comments to John Kinder. 4. Brian Powell will go back to Creighton Litton and seek information. UROC will send official request for two to three members to the UHMFS office.

ADJOURNMENT	The next meeting of the Senate Executive Committee will be on September 11, 2017.	Motion to adjourn by George Wilkens; seconded by Brian Powell. Passed unanimously. Meeting adjourned at 5:04 pm.
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Respectfully submitted by Douglas Vincent, Secretary

Approved unanimously on September 11, 2017.