

## EXECUTIVE COMMITTEE Meeting Minutes

**MEETING DATE**      March 2, 2020  
**MEETING TIME**     1:30 PM - 4:30 PM  
**LOCATION**             Hawaii Hall 208

### Attendance

#### Members

Name	Role	Attendance
Tom Conway	Chair	Excused
Paul McKimmy	Vice Chair	Present
Jim Potemra	SEC Secretary	Present
Ann Sakaguchi	MFS Secretary	Present
Carolyn Stephenson	Member	Present
Jennifer Griswold	Member	Excused
Truc Nguyen	Member	Present
John Kinder	Staff	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 acting Chair P. McKimmy at 1:40 PM.
Review of Minutes	<ol style="list-style-type: none"> <li>The minutes of the 2/24/20 Senate Executive Committee were circulated electronically.</li> </ol>	<ol style="list-style-type: none"> <li>A. Sakaguchi made a motion to approve the 2/24/20 meeting minutes; seconded by T. Nguyen. The minutes were approved with 4 votes in favor; 0 abstentions.</li> </ol>
Chair's Report	<ol style="list-style-type: none"> <li>Doodle poll issued for GEC discussion</li> <li>Teaching during in an Emergency</li> <li>SEC's AO to cc: SEC on communications with BOR, Administrators and Administrative Staff</li> <li>Cancel SEC meeting during Spring Recess 3/16?</li> </ol>	<ol style="list-style-type: none"> <li>Meeting set for 3/30/20 1:30-3PM, Town hall on reorganization 3-4:30PM. J. Kinder to send hold-the-date to the invitees.</li> <li>No action.</li> <li>Affirmed.</li> <li>3/16/20 SEC meeting is cancelled.</li> </ol>
Action Items	<ol style="list-style-type: none"> <li>None</li> </ol>	
Guest(s)	<ol style="list-style-type: none"> <li>None</li> </ol>	
Committee Reports	<ol style="list-style-type: none"> <li>CAB (AS) – The MFS office received the Addendum memo on the AH/LLL/SPAS reorg from Provost Bruno late pm of 2/25/20. CAB met on 2/26 and briefly discussed the addendum and the <u>drafts</u> of the functional statements for the reorg that were received by the MFS on 2/12/20. The 'drafts' did not provide narratives, just the org charts and functional statements. Next meeting will be held on March 11, 2020.</li> <li>CAPP (CS) – Met Feb. 26. Met with Makena Coffman to discuss Sustainability Certificate, and possible major in Interdisciplinary Studies. Issues in Prior Learning</li> </ol>	<ol style="list-style-type: none"> <li>No action was taken.</li> <li>No action was taken.</li> </ol>

<p>Assessment include fairness and fit with System. Revising recommendations on EP5.201. Set up a sub-committee on Outreach policy changes. Course Evaluation System Fall 2019 response rates received. Next meeting March 11.</p>	
<p>3. CFS (TN) – Elections concluded as of 5:00 pm Friday, February 28. SEC candidacy Mar 23 – Apr 3. SEC Election Apr 6 – Apr 13. Next CFS meeting is March 3 at 11am when elections will be reviewed and certified.</p>	<p>3. No action was taken.</p>
<p>4. COA (JG) – Next Meeting March 6th 2-3 pm.</p>	<p>4. No action was taken.</p>
<p>5. COR (JP) – The next meeting is scheduled for March 11, but the committee is considering an additional meeting to accommodate the VCR’s request to meet.</p>	<p>5. No action was taken.</p>
<p>6. CPM (TN) – No report since last SEC meeting. Next meeting is March 10 at 1:30 pm.</p>	<p>6. No action was taken.</p>
<p>7. CSA (JG) – Next Meetings Mar 25, Apr 15.</p>	<p>7. No action was taken.</p>
<p>8. GEC (CS) – Met Feb. 28. Curriculum Working Group discussing thematic pathways. Boards reviewing proposals. W Board discussed increasing O and reducing W Focus requirements. Motion to reduce reviewers for course-based proposals from 5 to 1 passed 5-0. Motion to require that only proposals with 3+ designations be submitted by priority deadline passed 5-0. Next meeting March 13.</p>	<p>8. No action was taken.</p>
<p>9. CEE (PM) – CEE drafting a co-authored memo with Laura Lyons, encouraging actions to meet WASC standards for data use. Draft under review, next meeting March 5.</p>	<p>9. No action was taken.</p>
<p>10. UHPA (AS) – Next BOD meeting on 3/7/20.</p>	
<p>11. WASC (CS) – Met February 28 to propose subcommittees and timeline. First draft due March 27, second April 24, Final in May.</p>	<p>10. No action was taken.</p>
<p>12. Educational Excellence Design Team (CS) – Met 3/2 from 10:30 to 11 to review draft “Mānoa Direct</p>	<p>11. No action was taken.</p>

# MĀNOA FACULTY SENATE

	<p>Reports.” Area now to be called Academic Excellence. Town Hall scheduled for March 30 from 3 to 4:30 pm.</p> <p>13. Equity, Climate and Conflict Resolution Committee (JG) – No meeting but committee members were asked to continue editing and wordsmithing functional statements and finalize comments by Monday 2/24.</p> <p>14. Enrollment Management Committee (TC/BP) – No meeting</p> <p>15. Student Success Committee (PM) – No meeting.</p> <p>16. Research, Scholarship and Graduate Studies Committee (JP/TN) – No mention of plans for any other meetings.</p>	<p>12. No action was taken.</p> <p>13. No action was taken.</p> <p>14. No action was taken.</p> <p>15. No action was taken.</p> <p>16. No action was taken.</p>
<b>Unfinished Business</b>	<p>1. Reorganizations without Consultation. What constitutes a reorganization?  <a href="http://www.hawaii.edu/policy/docs/temp/ap3.101.pdf">http://www.hawaii.edu/policy/docs/temp/ap3.101.pdf</a></p>	<p>1. No action.</p>
<b>Business</b>	<p>1. Graduate Division proposal re evaluation of grad faculty</p> <p>2. MFS Election - Participation Turnout %</p> <p style="padding-left: 40px;">a. SEC Candidacy Mar 23 - Apr 3</p> <p style="padding-left: 40px;">b. SEC Election Apr 6 - Apr 10</p> <p>3. Bylaws and posting vote tallies</p>	<p>1. Deferred</p> <p>2. No action</p> <p>3. No action</p>
<b>New Business</b>	<p>1. E-mail from D. Halbert re consultation on proposed changes to EP 5.209 was forwarded to the SEC on Feb 3. The SEC decided to forward to CAPP.</p>	<p>1. P. McKimmy will forward to CAPP</p>
<b>Adjournment</b>	<p>The next meeting of the Senate Executive Committee will be on March 9, 2020.</p>	<p>A. Sakaguchi made a motion to adjourn; seconded by T. Nguyen..</p> <p>Meeting adjourned at 4:15 PM.</p>

Respectfully submitted by Jim Potemra, SEC Secretary.

Approved unanimously on March X, 2020.