

EXECUTIVE COMMITTEE

MEETING MINUTES

MEETING DATE: September 10, 2018 **2:00 PM - 5:00 PM**

LOCATION: Hawaii Hall 208

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

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Brian Powell, Chair	P	David Duffy, Vice-Chair, arrived at 2:15 PM	P	Douglas Vincent, SEC Secretary	P	Kathy Cutshaw Deborah Huebler	2:30 PM - 3:30 PM
Stacey Roberts, MFS Secretary	P	Jennifer Griswold	P			Michael Bruno, Debora Halbert & Hae Okimoto	3:30 PM - 4:30 PM
Carolyn Stephenson	P	Ann Sakaguchi	P	John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		The meeting was called to order by Chair B. Powell at 2:00 PM.
REVIEW OF MINUTES	1. The minutes of the August 27, 2018, Senate Executive Committee had been circulated electronically.	1. Motion to approve the August 27, 2018 minutes by A. Sakaguchi; seconded by J. Griswold. 5 votes in support of approval and 0 abstentions.
CHAIR'S REPORT	1. Update on ACCFSC - B. Powell sent around notes to SEC; BOR has indicated that they will meet with the Chair and Vice-Chair of ACCFSC. ACCFSC selected Truc Nguyen from COE Senate (not a faculty senate) to serve as a 4-year ACCFSC Co-Chair. In the past, the MFS Chair has served as the 4-year Co-Chair of the ACCFSC. This year, the ACCFSC meetings conflict with B. Powell's class. He suggested that MFS Vice-Chair Duffy attend and the ACCFSC balked because they couldn't verify Duffy's willingness to serve. The SEC has a concern that the ACCFSC has no legal standing to meet with BOR. Responses? 1. Withdraw completely; 2. demand that the ACCFSC change their bylaws to include the MFS Chair on their executive committee or 3. to ignore them. UHPA has a concern on governance and whether ACCFSC	1. Chair Powell to invite BoR Chair Lee Putnam and Regent VC Jeffrey Portnoy to a future SEC meeting. Chair Powell to clarify via memo to ACCFSC that ACCFSC should not be "consulting" with the administration and the BOR. ACCFSC role is Informational not consultative.

UNIVERSITY OF HAWAII AT MĀNOA FACULTY SENATE

2500 Campus Road • Hawai'i Hall 208 • Honolulu, Hawai'i 96822

Phone: (808) 956-7725 • Fax/Polycom: (808) 956-9813

E-Mail: uhmfs@hawaii.edu • Website: <http://www.hawaii.edu/uhmfs/>

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	<p>can represent the faculty to the BOR. UH system sent memo about consulting to ACCFSC, in violation of the MOU of the contract. The MFS is the Senate for the University of Hawaii at Manoa Faculty.</p> <p>2. Update on staff support on the Sept. 19th UHM Faculty Senate meeting (J. Kinder)</p>	<p>2. Robyn Okumura Asst to the VCAA volunteered to coordinate the Sept. 19th MFS meeting.</p>
ACTION ITEMS	<p>1. CFS recommends Keahiahi Long (SHK) for a 3-year term on the Hawaiian, Asian, & Pacific Issues Focus (HAP) Board for a 3-year term (July 2018 - June 2021).</p> <p>2. CFS recommends Joel Moffett (AH) for a 3-year term (July 2018 - June 2021) on the Oral Communication Focus Board. (O-Board)</p> <p>3. CFS recommends Michelle D'Antoni (JABSOM) for a 1-year term as a member of the Academic Grievance Committee (August 2018 - May 2019).</p> <p>4. CFS recommends Michelle D'Antoni (JABSOM) and Pallav Pokhrel (ORU) for 2-year terms as members of the Student Conduct Appellate Board (August 2018 - May 2020).</p> <p>5. CFS recommends Lelani Dawson (Lib Svcs) for a 1-year term and Jaymian Urashima (AH) for a 3-year term (July 2018 - June 2019) to the Oral Communication Focus Board. (O-Board)</p> <p>6. CFS recommends Grayden Solman (Soc Sci) to represent the SocSci seat for a 3-year term (July 2018 - June 2021) on the Writing Intensive Focus Board (WI-Board).</p> <p>7. CFS recommends Michael Cooney (SOEST) to replace resigning MFS senator Karen Selph remaining 2-year term (2018-20) and assign</p>	<p>1. Motion by D. Duffy to appoint all faculty members in action items 1-7; seconded by J. Griswold. Approved unanimously.</p> <p>2. See above.</p> <p>3. See above.</p> <p>4. See above.</p> <p>5. See above.</p> <p>6. See above.</p> <p>7. See above.</p>

	Michael Cooney to the General Education Committee (GEC).	
GUEST #1	<p>1. VCAFO Kathy Cutshaw (2:30 PM - 3:30 PM) and Director of Campus Services Deborah Huebler. <i>Discussion on proposed parking increase and parking data request.</i> Question for D. Huebler: SEC had requested data of those with parking permits separated by faculty and staff and other questions. Her response is that it was impossible to pull that data with the current staffing in the office. Permits are distributed in lump sums to schools and colleges. It's up to the schools to identify who receives and to distribute the parking permits. To pull the data would require requesting data from schools and colleges to identify differences between staff and faculty. Huebler was reminded that her office had provided the disaggregated data previously. The response was that the process was still the same but they had more staff then as opposed to now. D. Huebler presented the parking proposal as on the website and provided revenue breakdowns on parking and the proposed increases in fees. Commuter Services is completely self-funded. Commuter Services (which manages parking) has done two open house events to students, faculty, and staff on August 30 and Sept 18 about the increases. According to Huebler, they have also presented to ASUH and to GSO.</p> <p>2. They will provide testimony to BOR. October 18 on full board; what's changing -- two tiers to three tiers (Upper campus vs Lower campus). Changing to include a third tier for students. Lack of parking is a contributing factor to students reasons for leaving UH (2012 leavers survey) \$35M revenue bonds will be devoted to parking improvements. Increase in parking rates will be used for debt service on the revenue bonds. Huebler shared breakdown of expenses and revenue. Majority of the revenue is from permits. Question about charging for shuttle services? Not feasible. The shuttle helps reduce bringing cars to campus. That's the desired outcome. Question about the fine increase and whether there has been an impact</p>	<p>1. The SEC thanked Director D. Huebler and VCAFO K. Cutshaw for their input and discussion surrounding issues related to parking and the proposed increase.</p>

of the increase in parking fines on revenue; answer -- not yet. Biki (bicycle rental) will come to UH but they have pushed back the dates. Question: the loss of revenue due to a reduction in numbers of cars on the campus if faculty and staff stop parking. Students will likely fill gaps in parking. . UH is landlocked so it is nearly impossible for new parking structures/lots. There are no plans for a new parking structure. Without maintenance the facilities will have to be replaced -- can't afford it. Other maintenance projects (non-parking structure) will be using cash revenues. PV project? Will lose 100 stalls during the installation. Lab school parking will be restored, plus a net increase of 30 stalls. Public-Private Partnerships (P3) possibilities for parking? Not an option UH is looking at the moment. Parking is not a lucrative partnership. Don't know where rail will go or whether will go to UH. BOR subcommittee on planning and facilities will address but it has not been scheduled yet. There is no need for a public hearing for the state. Once parking fees were taken out of Hawaii Administrative Rules -- no need to DAGs and Governor. It only has to go to BOR.

Infrastructure -- facilities range from fair to good to very good. Replacing railings -- painting and strengthening -- Phase 1 is fair (largest structure) The majority of work needed is in Phase 1. Still needs maintenance. Parking hires their own maintenance personnel. Life of the structure? 70-year lifespan? Phase 1 is fair. 1700 stalls. Trying to buy time. Pay as you go? Adjust based upon salary. Not insensitive but can't do it with current methodology. The new rate for students -- students are customers to UH and UH needs to assist with the cost of attendance. Not enough student parking so parking goes to grad students and seniors first, and others. What about 24-hour reserved stalls? Pay double -- only 25 people are eligible for reserved parking. Marketing vs equity decision. Help with the cost of attendance for students. Solid philosophy, help in supporting student. Sustainability? Car free? Proximity-based parking increases is a possibility to help with sustainability. Less revenue -- faculty will drop permits, will lose revenue. Reducing the debt

	<p>service? Addressing by reducing R&M projects. Is there a contractual agreement between MPI and St. Francis -- no, a good neighbor. Technology will improve parking enforcement. Are there lots not being fully used? IFA lots, students are sold there and students will shuttle in. Don't have sellouts on lots in the summertime. Along the street parking, when the stalls are marked, it reduces the amount of available parking. Is there a code issue? We are bound to have marked stalls? Could that increase the parking?</p>	
GUESTS #2	<p>1. iVCAA Michael Bruno, AVCAA Debora Halbert; and Dir. Academic Tech Services Hae Okimoto (3:30 PM - 4:30 PM) Discussion on the Course Evaluation System and many unresolved implementation details. We want the CES to succeed going forward this semester. SEC is acting on CAPP's behalf. The goal of evaluation is to get feedback for instructors going forward. The main issue is timing, what do we do about demographic data; multiple instructors; is it in fact to improve their teaching vs evaluating faculty (used in P&T). Bruno -- incredible flexibility of who sees that document -- if no one sees it except for the faculty; then we hope that faculty will use it. The timing of CES -- response rates plummet when go from paper to electronic. Dedicate class time for electronic evaluations. Response rates. eCAFE timing is way too long. Data are unreliable from when it opens to when it closes. Two weeks for classes that only meet once a week. When should be administered? Not more than a week before the end of classes, says CAPP. CES is shifted across UH campuses. Any course that is at least one week can use eCAFE. Banner knows when courses begin and end. Flexibility is built in for courses with CES. If the flexibility is in there. H. Okimoto -- don't return surveys until grades are rolled into the system. Should we shorten it to a week? Will meet with H. Okimoto to discuss timing. Regular semester. Needs to be consistency for those odd classes. Demographic data? Research data is compromised when demographic data are removed. Doing aggregates</p>	<p>1. The SEC thanked iVCAA Michael Bruno, AVCAA Debora Halbert and UH Director of Academic Tech Services. Hae Okimoto for their discussion around the issues related to the new Course Evaluation System (CES) rollout.</p> <p>CAPP liaison to ensure consistency of tense in the six Manoa common questions.</p> <p>iVCAA Bruno agreed to CAPP proposal that administration of new CES would be only last week of semester -- one week only. Specific dates to be negotiated.</p>

per class doesn't permit examination of possible bias. What they are doing for demographic data -- collecting class standing (via #of credits), collecting gender (in aggregate), collecting ethnicity (also in aggregate). Limit of three students will go away. Evaluation and open-ended commentaries can be sexist (female instructors are subject to sexist comments in open-ended comments). Courses with multiple instructors are a problem. Within CES, there are questions about the course and questions about the instructor. The flexibility of CES allows the instructor to construct the instructor questions for individual faculty needs. Administer CES in class? CES will evolve and how can we improve it. How can we improve usage for TA and multiple instructors? Choices -- options for different kinds of questions -- lots of options. For the six common questions -- they need to know: Sending the results to DC? Options for Departments: Everybody shares; Nobody shares (default), or Lecturers/Nontenure-track faculty only. Department makes the decision. Faculty can individually decide what to share. How to identify who is the DC (e.g. what if the DC dies mid-semester). OVCAA keeps a list of DCs that is updated by semester. The list is also updated as there is a change in DC. Evaluations will go only to the chair, not the Department Secretary.

Bruno on the reorganization (from Lassner) --

Lassner next steps -- revised set of slides, he will send the document out in advance of the future town hall to have discussions. Dates coming up. The draft slides to go out for discussion -- currently five functional areas. What will they look like? Moving along -- enough along to consult by the end of the year? SEC will be in the room. Part of the open-ended -- create design teams for each team. Not there yet. Will talk later. SEC wants to be consultative but avoid internecine battles. Focus on functions to guard against admin battles -- no association of people with boxes. There will be a "search" for leadership boxes -- not a done deal. Encourage faculty involvement in searches for these new positions for all five

	<p>functional areas. Not a budget-cutting issue. Reorganization of Manoa -- but it does involve System. Lassner will release information to discuss the relationship between System and Manoa. Will some of the UH system go away? A clear articulation of the roles of system and UHM needs to be made. David will articulate the roles. Still a work in progress. Diffusion into the system. Faculty owns the curriculum. the two next steps -- two town halls that articulate the five functionals areas. Then the teams will have a straw man to throw darts for the five areas. As a group, how do we get into the details for each functional areas? Vice Provost for each of the five functional areas. Serious leadership positions. Implemented by July</p>	
COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB (DV) – The first CAB meeting is scheduled for September 12th at 3:00 PM in Agricultural Science Building, Rm 219. CAB is addressing two reorganizations, the Fire Safety Office and the UH HR office (from UHM to System). No report. 2. CAPP (CS) – The first CAPP meeting is scheduled for Sept 12th; 3:00-4:30 pm. No report. 3. CFS (AS) – The first CFS meeting was held on August 28th. The results of the officer elections are James Foster- Chair; Meda Chesney Lind- Vice Chair; and Marek Kirs- Secretary. CFS approved a bi-monthly Fall meeting schedule. CFS approved seven SEC actions during their regular meeting and actions by electronic votes. 4. COA (AS) – The first COA meeting was held on September 5th. The results of the officer elections are Penny-Bee Bovard- Chair; Deborah Mattheus- Vice Chair; and Vanessa Chong- Secretary. COA approved a monthly Fall & Spring meeting schedule. COA will be inviting David Matlin, Athletics Director to attend 	<ol style="list-style-type: none"> 1. No action taken. 2. No action taken. 3. Refer to SEC action items 1-7. 4. No action taken.

	<p>an upcoming COA meeting and an invitation to be a Senate guest speaker in the Spring.</p> <p>5. COR (DD) – The next COR meeting is scheduled for September 26th. No report.</p> <p>6. CPM (CS) – The first CPM meeting is scheduled for September 12th. from 2:00 PM - 3:00 PM. No report.</p> <p>7. CSA (JG) – The first CSA meeting was held on September 5th. The results of the officer elections are Camaron Miyamoto-Chair; Brad Taylor- Vice Chair; and Aaron Ohata- Secretary. CSA approved a monthly Fall & Spring meeting schedule. CSA will invite VCS Lori Ideta to their next meeting on Oct. 10th.</p> <p>8. GEC (SR) - GEC held meetings on Aug 31st and September 7th.</p> <p>9. CEE (JG) – The first CEE meeting was held on September 5th. The results of the officer elections are Jackie Ng-Osorio- Chair; VC position deferred; and Stephanie Kraft-Terry- Secretary. CEE approved a monthly Fall & Spring meeting schedule.</p> <p>10. UHPA (AS) – No report.</p>	<p>5. No action taken.</p> <p>6. No action taken</p> <p>7. No action taken.</p> <p>8. No action taken.</p> <p>9. No action taken.</p> <p>10. No action taken.</p>
UNFINISHED BUSINESS	<p>1. UHF Funding Priorities (A. Sakaguchi).</p>	<p>1. Deferred until next week.</p>
BUSINESS	<p>1. Review MFS agenda business items for the Sept 19th session. Meeting notice to MFS Senators is due Wednesday, Sept. 12th. No</p> <p>2. Discuss MFS Chair's Report</p> <p>3. Review 20180509 draft MFS Senate meeting minutes</p>	<p>1. Motion to cancel the September 19, 2018, Senate Meeting, by S. Roberts, second, A. Sakaguchi. Unanimously approved.</p> <p>2. No action is taken because the meeting is canceled.</p> <p>3. No action is taken because the meeting is canceled.</p>

MĀNOA FACULTY SENATE

ADJOURNMENT	The next meeting of the Senate Executive Committee will be on September 17, 2018.	Motion to adjourn by A. Sakaguchi; seconded by D. Duffy. Passed unanimously. Meeting adjourned at 4:57 PM
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Respectfully submitted by Douglas Vincent, Secretary

Approved unanimously on September 17, 2018.