

**EXECUTIVE COMMITTEE  
MEETING MINUTES**

**MEETING DATE:**        **February 26, 2018**        **2:30 PM - 5:00 PM**  
**LOCATION:**             Hawaii Hall 208  
**ATTENDANCE:**        [P = Present; A = Absent; E = Excused]

<b>MEMBERS</b>		<b>MEMBERS</b>		<b>MEMBERS</b>		<b>GUESTS</b>	<b>TIME</b>
Christine Sorensen Irvine, Chair via polycom 2:30 PM	P	David Duffy, Vice-Chair	P			iVCAA Michael Bruno	3:00 PM - 4:00 PM
Douglas Vincent, SEC Secretary	P	John Casken, arrived at 3:45 PM	P			GEC Chair Aurelio Agcaoili and Wendi Vincent	4:00 PM - 4:30 PM
George Wilkens	E	Stacey Roberts, MFS Secretary	P				
Brian Powell	P			John Kinder - Staff	P		

<b>SUBJECT</b>	<b>DISCUSSION / INFORMATION</b>	<b>ACTION / STRATEGY / RESPONSIBLE PERSON</b>
<b>CALL TO ORDER</b>		Meeting was called to order by acting Chair David Duffy 2:30 PM.
<b>REVIEW OF MINUTES</b>	1. The minutes of the February 12, 2018 Senate Executive Committee had been circulated electronically.	1. Motion by B. Powell to approve the February 12, 2018 minutes; seconded by S. Roberts Approved unanimously.
<b>CHAIR'S REPORT</b>	1. None	
<b>ACTION ITEMS</b>	1. None.	
<b>GUEST #1</b>	iVCAA Michael Bruno (3:00 pm - 4:00 pm) Discussion points: 1. ADA compliance of UH web sites. <ul style="list-style-type: none"> <li>As long as the University been showing good faith progress, University will not get into trouble. Nothing posted before August 1, 2015 needs to change. Adobe Acrobat Pro has a tool to bring PDFs into compliance. YouTube is developing a tool to bring videos into compliance.</li> </ul>	1. The SEC thanked iVCAA Bruno for his time and thoughts.

	<ul style="list-style-type: none"> <li>• Some colleges and schools have resources; UH IT has been running training sessions for college and department IT staff.</li> <li>• It's a University responsibility not an individual's responsibility. It's all about the messaging about the responsibilities..</li> <li>• Rules are still fluid.</li> <li>• Laulima is safe because it requires login.</li> <li>• IT may develop an archival site for a permanent archive for web based content to be stored that isn't ADA compliant -- with only members of university community available to access.</li> <li>• Documents on date of creation vs. date of placing items on the server. Date of creation is the key component.</li> <li>• Concern that attorneys are seeking targets for ADA compliance but Bruno is less concerned that UHM is a target.</li> </ul> <p>2. At the Congress meeting on March 21, Michael Bruno will present before MK Think. Topics:</p> <ul style="list-style-type: none"> <li>• Reorganization Update</li> <li>• Provost Model</li> <li>• Updates on enrollment</li> <li>• Update on the Design Team outcomes.</li> </ul> <p>3. Honors College and Undergraduate Research B. Powell made a point that with an undergraduate theses, the best students always do well. It's how best to engage the "middle of the pack students". Research has shown that a research experience can greatly improve the outlook of the students in the "middle". Bruno response -- the undergraduate research office will be separate from the Honors College, but we need to develop multiple pathways to enter into the Honors College; Bruno mentioned that we have to get away from focusing on STEM per se; it's not just the STEM fields doing "research." Students and faculty need to be reminded that we are focusing on scholarship -- not just the STEM fields. We need to get the messaging right to A&amp;H.</p> <p>4. How do we name buildings? -- if its 100% from state funding,; then state policy dictates naming policy. Bruno</p>	<p>N.B. The SEC subsequently learned that Laulima <b>IS</b> subject to ADA Compliance.</p>
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	<p>noted that places within buildings can be named for donors. D. Duffy raised the issue of naming the new Life Sciences Bldg for Isabella Abbott.</p> <p>5. General Education -- web based forms moving forward; external review of the Gen Ed program starts next week. We would like to do a MOU with the MFS reporting lines to clarify MFS role in supervising the GEO director; conundrum between reporting to administration vs faculty control over the curriculum. Gen Ed office vs the Gen Ed Committee. Be prepared for potential changes based upon the external review. External review -- estimated draft report by the end of the semester;</p> <p>6. Promotion and Tenure -- Bruno was asked about review of T &amp; P applications. He replied, Bruno reviews first, McCreary second; both independently; then they get together, evaluate and then it goes to Lassner. Bruno will sit with McCreary, mostly about the negative cases; Bruno noted that Lassner didn't have a lot of experience in the process. Bruno and McCreary are advisory to the Chancellor and Lassner is not a rubber stamp. Question about fake journals; TPRCs were concerned about fake journals; should there be librarians available to help with quality of journals. Weight, impact factor; scholarship -- how to demonstrate it?</p>	
<b>GUESTS #2</b>	<p>GEC Chair A. Agcaoili and GEC steering committee member W. Vincent. Note that W. Vincent is staff in the GE office but is serving as the facilitator for the GE Review and as a member of the Steering Committee.</p> <p>The draft report of the Assessment of the General Education Program was provided to the SEC.</p> <p>Presenting the initial report of the GEC review; the SEC is the first to see the report.</p> <p>Key Points: .</p> <ul style="list-style-type: none"> <li>• GE has never been reviewed since 2001 when it was implemented. An iterative review plan was developed to set as a baseline.</li> <li>• Review strengths and weaknesses of the existing program before proposing reforms (if any).</li> </ul>	<p>1. The SEC thanked GEC members Agcaoili and Vincent for their time and thoughts.</p> <p>Note: W. Vincent provided the SEC Secretary her prepared presentation so that the minutes of the SEC meeting could accurately be represented.</p>

- Steering committee is made up faculty volunteers from GEC, Diversification subcommittee, Foundations and Focus boards. Members:
  - Had to be willing to meet over the summer.
  - Had to be willing to commit time to the process for AY17-18.
- D. Halbert was invited by outgoing GEO Director H. Aikau because they needed an administrator in the Institute on General Education and Assessment (required for the application) and to provide a link to UHM administration. National participation, needed Debbie Halbert to participate;
- GEO is minimally participating. Since the review was instituted through Manoa Faculty Senate direction, the process needs to be faculty driven.. W. Vincent (from GEO) is involved due to her expertise in assessment and and to serve as the facilitator.
- Brief summary of the work accomplished thus far:
  - Committee had intensive meetings to prepare for the Institute on General Education and Assessment (IGEA).
  - Committee participated in IGEA meetings in May 2017 in Chicago; met with experts and consultants to ensure that the review plan was sound.
  - Created a self-study outline by end of Summer 2017.
  - Read through documentation collected. Evaluated what they needed to do for an efficient and careful review of General Education.
  - Collected data and records from Manoa Institutional Research Office (MIRO) Developed answers to self-study questions. Consulted with others across General Education.
  - Submitted the self-study report to the OVCAA by 12/31/2017.
  - OVCAA would disseminate the report to the external review team to enable the external review team to be prepared for the review.

	<ul style="list-style-type: none"> <li>● External review team will visit campus in March 2018. Review team is: <ul style="list-style-type: none"> <li>○ Kim Filer; Virginia Tech</li> <li>○ Jose Moreno; Cal State Long Beach</li> <li>○ Terry Rhodes, VP for Quality, Curriculum and Assessment at the Association of American Colleges &amp; Universities</li> <li>○ Suzanne Shanahan; Duke University</li> </ul> </li> <li>● After the external review, the Steering Committee would examine review team's report and match it with the self study report in preparation for the final report to the MFS, estimated in the Spring Semester, 2018.</li> <li>● W. Vincent summarized the self study: <ul style="list-style-type: none"> <li>○ The steering committee framed the next phase of work with the following categories: a) curriculum framing and coherence; b) content and quantity; c) pedagogical effectiveness; d) equity and articulation and e) institutional support.</li> <li>○ Assessment highlighted the following: a) students see the value of Gen Ed courses; b) data supports that students are learning in Gen Ed classes; c) reinforcement and practice makes a difference but more complexity and depth is needed; d) stronger connections need to be made by faculty teaching Gen Ed classes and e) more resources are needed.</li> <li>○ GEO staff works very hard.</li> <li>○ GEO staff provides stability in the face of a system constantly in flux (GEC and SEC are changing each year).</li> <li>○ GEO director position needs to be better defined with clear expectations and performance review criteria.</li> <li>○ Governance of GEO needs to be re-examined with perhaps a new MOU/MOA defining relationships among GEC, GEO, MFS/SEC and OVCAA.</li> </ul> </li> <li>● There will be an exit interview by the external review team on March 9, 2018.</li> <li>● Steering Committee hopes to have initial recommendations to the MFS by the May MFS</li> </ul>	<p>The SEC is invited to meet with the review team on March 8, 2018 at 9:30 AM.</p>
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	<p>meeting. But it also likely that there will be more follow up in early Fall.</p> <p>The steering committee is greatly appreciative of the SEC's support and would hope to be invited back to the SEC meeting to make a presentation on the final report.</p>	
<b>COMMITTEE REPORTS</b>	<ol style="list-style-type: none"> <li>1. CAB (DV) – No report. CAB has not met; no meeting scheduled.</li> <li>2. CAPP (BP) – Finalized dental hygiene resolution for Feb 21 MFS meeting. Discussed CES issues with D. Halbert and H. Okimoto: order of presentation from different levels, placement of demographic questions or linked to Banner, timing of release. Discussed repeat policy and MFS resolutions on the matter.</li> <li>3. CFS (GW) – Working on a motion to amend the Rules of Order so that all senators will be eligible to vote in the SEC election. CFS reviewed and approved draft 2016-17 meeting minutes.</li> <li>4. COA (BP) – No report. Next meeting is scheduled on March 1st.</li> <li>5. COR (DD) – No report</li> <li>6. CPM (JC) – No report</li> <li>7. CSA (JC) – Met February 14 with Hae Okimoto. She verified no change from Laulima as UH- LMS.</li> <li>8. GEC (SR) - No report. Next meeting is scheduled on March 2</li> <li>9. CEE (CSI) – met and discussed proposed bylaws changes. They will be forwarding those to MFS for review and approval.</li> <li>10. UHPA (GW) – Janus case hearing at Supreme Court started today. Following the ruling later this year, faculty can expect contact from many organizations via phone, email and home visits.</li> </ol>	<ol style="list-style-type: none"> <li>1. No action taken.</li> <li>2. No action taken.</li> <li>3. No action taken.</li> <li>4. No action taken.</li> <li>5. No action taken.</li> <li>6. No action taken</li> <li>7. No action taken.</li> <li>8. No action taken.</li> <li>9. No action taken.</li> <li>10. No action taken.</li> </ol>
<b>UNFINISHED BUSINESS</b>	None	

## MĀNOA FACULTY SENATE

<b>BUSINESS</b>	<ol style="list-style-type: none"><li>1. Review February 21 MFS meeting minutes</li><li>2. Review upcoming SEC guest changes</li><li>3. Design team subgroup assignments:<ol style="list-style-type: none"><li>a. Global Engagement - John C.</li><li>b. Research and Scholarship -- David</li><li>c. Faculty Excellence and Success - Christine</li><li>d. Academic Program Support -- Brian</li><li>e. Enrollment Management -- Doug</li><li>f. Student Academic Success -- George</li><li>g. Student Growth &amp; Development/ Student Equity, Excellence &amp; Diversity - Stacey</li></ol></li></ol>	<ol style="list-style-type: none"><li>1. Action deferred to next meeting</li><li>2. D.Lassner reschedule to March 12 and see if L. Ideta can come March 5.</li><li>3. SEC members were assigned to Design Team subgroups.</li></ol>
<b>ADJOURNMENT</b>	The next meeting of the Senate Executive Committee will be on March 5, 2018 at 2:00 pm.	Motion to adjourn by D. Vincent, second, B. Powell. Passed unanimously. Meeting adjourned at 5:15 PM.

Respectfully submitted by Douglas Vincent, Secretary

Approved unanimously on March 5, 2018.