

Draft minutes

Mānoa Faculty Senate Executive Committee

Monday – Dec 15, 2008; Hawai'i Hall 208

Present: Crookes, Crosby, Hilgers, Keil, Ross, Tiles, Wakayama

3:00 SEC meeting

1) Approval of minutes of previous meeting.

2) Chair's report

Report on MET meeting: the most recent one covered similar material that has been presented at SEC and elsewhere concerning policy for caps on enrolment of certain categories of student at UH. MET members agreed that graduate students should not be part of caps.

A minor revision was made on the floor at the previous Faculty Senate meeting in the resolution on tenure procedures which did not get included in the final version that goes on up to the VCAA's office and further to the Board of Regents. SEC will forward a note specifying this detail (non-removal of three instances of "and/or") to BoR.

The "process committee" met (and SEC Chair is a member). Christine Sorensen has coordinated the work on the committee and an interim report is on the website for this committee.

SEC and GEC budget approval had been a source of concern. After checking, it was established that these budget figures were as we expected and were correct. Discussion of this and related issues ([a] source of funds, and [b] administrative reporting lines) concerned a worry that it was easy for a lack of understanding to emerge as personnel revolved through the positions involved. Only senior staff and faculty members in post over substantial periods of time can remember all the details unless they are put in writing, and put in writing more than once. Thus it was agreed that Hilgers would prepare a statement that codifies practice and concepts as they pertain to the Gen Ed office (particularly as the Gen Ed structures had been proposed or assumed to stand as a model for the forthcoming Manoa Assessment Office).

Draft policy on postdocs will continue to be developed by being sent to CAPP.

3) Chair SEC will seek a parliamentarian for Faculty Senate meetings. (One or two suitable individuals exist.)

4:15 Meeting with VCAA Quigley

VCAA Quigley referred to a timeline of moves towards staffing the incipient Manoa Assessment Office, and in particular the faculty director position, that had been passed on to the SEC (via Keil), and also reminded SEC that the position had been re-posted on the faculty listserv today (12/15/08).

After extensive discussion, the VCAA agreed he would propose to SEC that he set up an ad hoc committee to decide on structure, reporting lines, and other details concerning the Manoa Assessment Office. SEC will respond to him suggesting faculty for this committee. It is important that this committee be constituted properly in accordance with Committee on Faculty Senate procedures. UHPA will be consulted as to whether it can provide advice, or would like a representative.

The VCAA had a few words of update concerning the A&S reorganization, but his remarks were very preliminary and tentative, in that there had been little to report since the committee reports.

Meeting adjourned 5:15 pm.