



UNIVERSITY
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MĀNOA

May 15, 2023

To: Mānoa Faculty Senate Executive Committee

From: Richard Medina, Chair

Re: **Committee on Faculty Service - Year Report 2022-2023**

Committee members:

Committee members included: Richard Medina (Chair), Seungoh Paek (Secretary) and members Teresa Schiff-Elfalan, Peter Leong, Marguerite Butler, Naiyi Fincham, and Richard Allsopp (appointed Jan 24, 2023). David Flynn served as the SEC Liaison. The Chair thanks the Committee and its officers for their service.

Summary of Committee Work

During the 2022-2023 academic year, the committee held 1 Special Election, filling 5/10 seats. The MFS election in April 2023 yielded 31 new senators and 2 alternates. The senate currently has 92% of its seats filled with 8 vacant seats (the committee is expected to hold a Special Election in Fall 23). Tentatively, 4 new members will join the MFS SEC. The committee also completed all committee assignment recommendations for AY23-24 with adequate participation in each. Approximately 20 candidates were recommended for various ad hoc committees over the course of the year. Recruitment for these positions varies as some were targeted at the full faculty and others were limited to the MFS senate body, or specific MFS committees. The CFS also appreciated consulting with three other MFS committees throughout the year (CAB, CSA, CAPP).

The committee makes every effort to schedule meetings every other week. During this academic year the committee met on August 25, September 8, September 22, October 6, October 20, November 10, December 1, December 15, 2022 and January 11, February 8, February 22, March 8, March 22, April 12, April 21, May 10, 2023. Throughout the year, the committee also conducts business by email where appropriate. These action items are noted in the subsequent meeting minutes as a matter of record.

During the 2022-2023 academic year, the committee addressed the following issues and items:

Issue(s) Completed:

August 25, 2022: Kickoff meeting, Chair Medina and Secretary Paek were selected by committee vote.



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September 8, 2022: Recommended standing committee assignments for current vacancies and to recruit of Academic Grievance Committee (AGC) and Student Conduct Appellate Board (SCAB). The committee agreed to unassign two senators as a result of constituency reorganization and to conduct a Special Election to fill 9 vacant seats.

September 22, 2022: Recommended 5 appointments to SCAB (2) and AGC (3). Agree to issue Call for Volunteers for 1 vacancy on CEE.

October 6, 2022: Recommended three nominees to server on the Search Advisory Committee for Director of Advising. The committee recommended three appointees to GEC boards and set the Special Election timeline.

October 20, 2022: The committee reviewed the candidacies for the Special Election and clarified the eligibility of an elected alternate senator to assume a recently vacated seat.

November 10, 2022: Reviewed and recommended three additional responses to the Call for Volunteers for AGC (2) and CEE vacancies (1). Agreed to recruit for two vacancies on the Gen Ed Board (Diversification, Writing). The committee also reviewed the Special Election results and discussed the tie breaking procedure applied in the OPA Vote system. The committee agreed to propose clarifying language to the By-Laws and Rules of Order concerning how ties are handled by the software and through the CFS..

December 1, 2022: Committee discussed SEC referral regarding recruitment for the GenEd Revisions Conference Committee to address the baseline curriculum in the GenED redesign. Agreed to request further clarification from administration on the nature of the conference committee. The committee also agreed to request further clarification on a second SEC referral regarding recruitment for the system wide LMS review team. It is the committee's position that recruitment is successful if surveyees are provided as much context as possible for the request. Committee agreed to postpone recruitment for both referrals until further clarification is received. Clarification was subsequently provided to Chair Medina in both cases.

December 15, 2022: Prior to meeting, the committee voted through email to recommend three candidates to the LMS Review Committee and two candidates to the GenEd Revisions Conference Committee. The committee also agreed to approve changes to proposal adding clarification to Rules of Order regarding tie-breaking procedures, approved announcement for committee preferences survey, and posotpone recruitment for Student Retention Thinktank committee until further clarification is provided on the nature and extent of the faculty role on the committee.

January 11, 2023: Set meeting dates for Spring semester and made recommendations for new faculty committee assignments based on responses from the committee preference survey.



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February 8, 2023: Welcomed new committee member, Richard Allsopp, recommended a candidate for the Thinktank committee, and agreed to issue a Call for Volunteers to serve on the search committee for the Assistant Vice Provost for Diversity and Inclusion. The committee also voted against running a special election for two recently vacated senate seats.

February 22, 2023: Voted to forward recommendation of a candidate for GenEd Board.

March 8, 2023: Approved that the solicitation for the Assistant Vice Provost for Diversity and Inclusion search committee would be limited to the MFS senate body.

March 22, 2023: Consulted with CAB regarding tie-breaking language in Rules of Order, recommended candidate to serve on the Assistant Vice Provost for Diversity and Inclusion search committee, and approved the MFS election:

- Candidacy period: March 27 - April 2
- Extended Candidacy period: April 3 - April 10 if needed to allow for outreach to constituencies with insufficient numbers of candidates.
- Elections will be held April 3 - April 10, or April 10 - April 17, depending on adequate number of candidates.

April 12, 2023: Discussed status of MFS election, agreed to extend the candidacy period for constituencies with no candidacies submitted.

April 21, 2023: Recommended and forwarded the 2023 Election results to the SEC. Senate participation is at 92%. Committee released the committee preference survey and approved the SEC election timeline.

May 10, 2023: Committee reviewed MFS Committee preferences and forwarded committee assignments to SEC.

Issue(s) Under Review:

N/A