

MĀNOA FACULTY SENATE MEETING MINUTES

February 16, 2011

Art Auditorium; 4:00 – 5:00 pm

MEETING AGENDA

- I. Call to Order**
- II. Approval of [January 19, 2011 Senate Minutes](#)**
- III. Chair's report:** Helen Yano Retirement; Credit Checks (Experian, Equifax, and Trans/Union); [Proposed Amendments to Board of Regents Policies](#); G-mail Update: [FAQ \[Feb 7, 2011\]](#) | [Google Contract](#)
- IV. Presentations**
 - Reed Dasenbrock: WASC EER (4:15 pm – 4:30 pm) [[Powerpoint](#)]
 - Elmer Kaai: Legislative Briefing (4:30 pm – 4:45 pm) [[Powerpoint](#)]
- V. New Business**
 - 1. CAPP**
 - Motion on 148 Credits or Excess Credit Policy** [[Final Document](#)]
[Excess Credit Transfer Students to UHM](#) | [Excess Credits for Students Starting at UHM](#)
Approved: unanimous.
 - Motion on Course Alpha Articulation** [[Final Document](#)]
[Common General Education Statement](#) | [Common Course numbering VCAA](#)
Approved: unanimous.
 - 2. CPM**
 - Report on Faculty Fellowship Policy** [[Final Document](#)]
Approved: 3 opposed.
 - 3. SEC**
 - Motion on Class Size:** [[Final Document](#)]
Approved: unanimous.
 - 4. CAB**
 - Motion to endorse [Reorganization of Campus Services Proposal](#):** [[Final Document](#)]
Approved: unanimous.
- VI. Adjournment**

ATTENDANCE

PRESENT: 64

Chizuko Allen, Garrett Apuzen-Ito, Edoardo Biagioni, Ronald Bontekoe, Paul Brandon, Marguerite Butler, James Cartwright, Richard Chadwick, Beei-Huan Chao, William Chapman, Donna Ching, Robert Cooney, Michael Cooney, Robert Cowie, Jonathan Deenik, Michael Demattos, Patricia Donegan, David Duffy, Ariana Eichelberger, Ernestine Enomoto, David Ericson, Elizabeth Fisher, Sheri Fong, Brien Hallett, Jay Hartwell, Cynthia Hew, Susan Hippensteele, Ellen Hoffman, Joseph Jarrett, Lilikala Kameeleihiwa, Carol Kellett, Kenneth Kipnis, Anne Leake, Chin Lee, Barry Lienert, Bonnyjean Manini, Jennifer Matsuda, Paul Mitri, Richard Nettell, Torben Nielsen, Lawrence Nitz, Katrina-Ann Oliveira, Julia Patriarche, Robert Paull, Vaughan Phillips, Hamid Pourjalali, Sarita Rai, Martin Rayner, Robert Richmond, Stacey Roberts, Todd Sammons, David Sanders, Lilia Santiago, Magi Sarvimaki, Bruce Shiramizu, Janice Shoultz, Kaimi Sinclair, Nicolaos Synodinos, Douglas Vincent, Cynthia Ward, Hsing Wen, Kelley Withy, Halina Zaleski, Pavel Zinin

ABSENT: 26

EXCUSED: 13

James Caron, John Casken, Meda Chesney-Lind, Stewart Curry, Shirley Daniel, Timothy Halliday, Rosanne Harrigan, Kim Holland, Mark Levin, John Mahoney, Thanh Truc Nguyen, Ian Pagano, Weilin Qu

UNEXCUSED: 13

Williamson Chang, Guliz Erdem, Thomas Gallacher, David Garmire, Daniel Jenkins, Chad Koyanagi, Dongmei Li, John Madey, Jonathan Matsuda, Crystal Mills, Raul Rudoy, Victor Stenger, James Yates

GUESTS:

Malcom Hee, Aileen Soma, Ray Allen, Sean Koegel, Marly Wilson, Paul Chandler, Monica Stitt-Bergh, Caroline Stephenson, Greg Takayama, Victor Stenger, Andy Strokle, Virginia Hinshaw, Reed Dasenbrock, David Ross, Vanessa Chong, Robert Brewer, Martha Crosby, MRC Greenwood

I. CALL TO ORDER

The Senate meeting was called to order at 3:45 by Chair Hippensteele, given that quorum was present.

II. CHAIR'S REPORT: Helen Yano Retirement; Credit Checks (Experian, Equifax, and Trans/Union); [Proposed Amendments to Board of Regents Policies](#); G-mail Update: [FAQ \[Feb 7, 2011\]](#) | [Google Contract](#)

1. Helen Yano Retirement

Faculty Senate clerk Helen Yano is retiring at the end of February, 2011. The Chair thanked her for her many years of service and invited faculty to stop by the Senate office and thank Ms. Yano.

2. Credit Checks (Experian, Equifax, and Trans/Union)

Thomas Grande has filed a class action lawsuit regarding the security breaches at UH West Oahu. Information is posted on the Senate website under News and Events (http://www.hawaii.edu/uhmfs/events_securitybreach.htm). The three companies that provide credit reports are listed. Those concerned should check all three. The credit summary is free, but obtaining detailed reports from all three companies can cost \$100. If there are bogus items on the report, the company can be contacted to eliminate them. One Senator suggested that inviting the class action attorney to the Senate meeting would have been a good use of Senate time.

3. Proposed Amendments to Board of Regents Policies

The SEC has received proposed changes to BOR policy via the All Campus Council of Faculty Senate Chairs. The ACCFSC, SEC, and Senate committees are reviewing the proposed changes. Many of the changes are house-keeping changes that move administrative items from BOR to Executive policy. Senators were invited to email any concerns and comments to Susan (hippenst@hawaii.edu). A Senator asked who is leading the revisions. The leads vary by section, and include Linda Johnsrud, Keith Amamiya, Karen Lee, and Howard Todo.

4. Google Update

The discussion on switching UH over to Google mail has been ongoing for some years. Prior Senates have requested information or a proposal for analysis, but a proposal has not been forthcoming. FAQs are available on the web (<http://www.hawaii.edu/google/>). A proposal will be prepared for the next ACCFSC meeting. The UH System has already migrated. Some campuses have agreed to the switch, and all students are being migrated by end of February, 2011. Research campuses have different concerns than Community Colleges. ITS has removed all information on hawaii.edu from its website. The SEC received a copy of the contract with Google, which was signed on June 10, 2011, although we were assured that a proposal would be provided and consultation would be done with campuses before the change. This did not happen. Some universities (eg Yale) have decided not to use Google; other campuses have accepted it. Faculty are not being forced to use Google, but webmail is not being supported and spam filter contracts are being cancelled. A Google representative responding to questions at Honolulu Community College would not guarantee that Google will not use intellectual property. The contract signed by ITS has a statement on ownership, but not on use of information. The contract specifies no charge for the first four years only. Google has enough resources to provide 7,540 MB of mail storage. More information would be helpful. What does Google get? Access to information? The contract specifies no advertising to students, staff and faculty, but alumni and others are not protected. Anyone can use Google now if they want to. The cost savings to UH are minimal and are only realized if everyone migrates. A book has been written on the googlization of academia. UH has a responsibility to protect information on hawaii.edu. Availability of any protection on Google is not clear. It is not advisable to discuss any confidential items by email because all email is potentially discoverable. What happens after 4 years? Why is Lassner not here? Lassner has been invited to speak to the Senate on more than one occasion.

III. PRESENTATIONS

1. Reed Dasenbrock – WASC EER (4:15 pm – 4:30 pm)

The WASC Educational Effectiveness Review site visit is scheduled for March 14 to 16, 2011. Many faculty have already been invited to meet with the WASC Committee regarding key issues. Any questions should be addressed to Myrtle Imada or Susan Hippensteele. This is the last step in the WASC review cycle that started with a proposal in 2006. Information on the themes and a review of Manoa's accomplishments are available on the WASC section on the OVCAA's web page (http://manoa.hawaii.edu/wasc/accreditation_process/). UH Manoa can point to many accomplishments. Those related to student success include use of STAR to plan and monitor progress, better advising, availability of four-year plans for all degrees, and the Sinclair Library Resource Center. Enrollment planning is being addressed by work groups. Important planning items include the strategic plan update, the campus master plan, the campus center changes, and improvements to student housing. Program review is following a new process where reviews are done by college, and include bring in outside people Review

will have one and three year follow-ups. Assessment and institutional research has moved forward with the creation of an Assessment Office under faculty purview. WASC wants to see the use of assessment for program improvement.

Manoa hopes to get 10 year accreditation, which only three universities have so far. Manoa is continuing efforts in all areas. The WASC site visit team includes four of the six that were here last time: Ed Ray (Oregon State U), Sharon Salinger (UC Irvine), Scott Evenbeck (CUNY - knowledgeable in 2 year to 4 year transfers), Susan Hansen (Consultant). The site visit will include meetings with the teams involved in the activities listed in the EER report, plus open forum discussion.

2. **Legislative Briefing: Elmer Kaai (4:30 pm – 4:45 pm)**

UH legislative testimony is coordinated through the President. At Manoa, Elmer Kaai collects and coordinates information, answers questions, and communicates the UHM point of view. This session there are about 3000 bills, 500 of which affect UH, and 143 of which have an impact on UHM. Examples of bills affecting UHM are requests for Manoa to do studies on particular topics, bills regarding the tobacco settlement funds, and bills to repeal special funds. The bills with the largest impact include:

1. HB 79 and SB 120, which repeal all special and revolving funds and sweep the balances. There are some legal considerations, since sweeping some funds may be unconstitutional. SB 120 has been deferred. Decision-making must occur by March. Faculty can contact their individual representatives to express concerns.
2. HB 200, which is the state budget. This contains placeholder language until Governor Abercrombie submits his budget proposal.

UH is working with a new chair of the House Higher Education Committee, Scott Nishimoto. The legislative session is currently set to end in May. Information and resources are available on the UH System web site (<http://www.hawaii.edu/offices/eaurel/govrel/leginfo/>). Login with UH ID is required. Site resources include bill tracking, UH reports to the legislature, and all testimony since 2004.

Faculty may not use UH letterhead, but can identify their position and unit. It is okay to use the hawaii.edu email. There have been complaints about heated comments in the past, but it is okay to provide expertise.

Faculty can submit testimony on line at <http://www.capitol.hawaii.gov/> and also see bills, their status, and testimony submitted to date. The Hawaii government public access room has very detailed information, such as information on representatives, their districts and their office managers; and information on committee clerks. If faculty receive a legislative inquiry that makes them uncomfortable, they should contact Elmer Kaai or the Chancellor. A Senator expressed concern regarding use of the hawaii.edu account if it moves to gmail.

IV. Approval of January 19, 2011 minutes

The Faculty Senate minutes of January 19, 2011 were approved as posted on the Senate web site.

V. New Business

1. **CAPP: Motion on 148 Credits or Excess Credit Policy** [\[Final Document\]](#) [Excess Credit Transfer Students to UHM](#) | [Excess Credits for Students Starting at UHM](#)

Sarita Rai, Chair of CAPP, reported that CAPP judges that the goal of providing undergraduates with educational opportunities overrides the goal of improving graduation rates, and for this reason recommends the abolition of the policy of permitting administrative graduation and removing it from the UHM catalog.

Motion approved unanimously.

Motion to Accept Recommendation on 148 Credits or Excess Credit Policy

CHARGE: 148 Credit Notice to Undergraduate Students (CAPP)

Under the Excess Credit Policy at Mānoa if “A student who by the end of any semester has earned 24 credit hours beyond those required for graduation and has fulfilled all specific program and UH requirements may be graduated by action of the student’s college or school.” (UHM undergraduate catalog; 2010-11)

Introduction

After reviewing the data provided by the Vice Chancellor for Academic Affairs and discussing the issue of students at Mānoa who have an excess of 24 credits beyond their major/graduation requirements, and the number of students who have been “graduated” by their schools and colleges, CAPP determined that very few students are

effected by the excess credit policy. Further, although, the Schools/Colleges may graduate the students, in practice it has rarely been done – but the threat remains and is used intermittently and unevenly. Finally then based on the data provided by the office of the VCAA and to reflect clear and accurate academic policies in the UHM undergraduate Catalog, CAPP made the following motion and recommends the Faculty Senate to support its motion.

CAPP's Motion on 148 Credits or Excess Credit Policy:

“CAPP judges that the goal of providing undergraduates with educational opportunities overrides the goal of improving graduation rates, and for this reason recommends the abolition of the policy of permitting administrative graduation and removing it from the UHM catalog.”

2. CAPP: Motion on Course Alpha Articulation [\[Final Document\]](#)
[Common General Education Statement](#) | [Common Course numbering VCAA](#)

Sarita Rai, Chair of CAPP, presented CAPP's Motion that:

- a. The discrepant courses be identified by the Office of the Vice Chancellor for Academic Affairs
- b. The relevant departments notified
- c. The problem be resolved at the departmental levels
- d. Progress report provided to the Senate/CAPP for follow-up and further action if needed

GEC has concerns with language that attempted to make course alpha articulation specific to Gen Ed courses. This is a broader question affecting transfer students. The issue is that students transferring cannot tell whether courses are equivalent; this applies to both general education courses and to courses that are prerequisites for majors. Some departments get together across campuses to coordinate courses, although this does not always work. This creates a problem for Manoa because of our large number of transfer students.

One Senator asked for more detail on what CAPP/Senate would do to follow-up in “d.” Resolution of issues at the department level is ideal, but follow-up may be needed in some cases. Only a higher power can force resolution. This is being discussed at ACCFSC.

How are student problems reported? Students need to be prepared for future work in the discipline. Hawaiian Studies holds a yearly retreat, but not all campuses cooperate. If courses do not articulate they should have different course numbers.

OVCAA Reed Dasenbrock reported that he is aware of the issues and problems. If the motion passes he will identify issues and work with the departments involved, and will develop a proposal to clarify item “d.”

Motion carried unanimously.

Motion to Accept Recommendation on Course Alpha Articulation

CHARGE: Course Alpha Articulation Implementation

The AACFSC is reviewing a proposal to fully articulate all UH courses in an effort to facilitate students transfer among campuses and eliminate some of the A&R and student confusion over course equivalencies. CAPP is asked to review implementation approaches and make a recommendation to the full Senate on or before the February 2011 Senate meeting.

CAPP's Motion on Course Alpha Articulation

If there is a problem of Course Alpha Numbers used in the UH campuses that do not always match with UH Mānoa courses leading to misunderstandings and mistakes for students and the Records Office, CAPP recommends that Departments concerned be encouraged to resolve and correct the problem. CAPP made the following motion and recommends the Faculty Senate to support its motion.

Motion:

- a. The discrepant courses be identified by the Office of the Vice Chancellor for Academic Affairs
- b. The relevant departments notified
- c. The problem be resolved at the departmental levels

3. CPM: Faculty Fellowship Policy [\[Final Document\]](#)

Dick Chadwick reported that fellowships do not always cover full salary, so CPM is recommending a policy to cover a gap in salary, which schools and colleges may adopt, once authorized, with the dean as the final decision-maker. CPM has included a friendly amendment to clarify the proposal. Fellowships that do not cover the full salary have been a problem in the arts and humanities. The policy would not affect course buyouts.

Motion on the policy including the amendment carried with three opposed.

Faculty Fellowship Policy

The University of Hawai'i at Mānoa as a leading research university has a strong interest in promoting the intellectual development and research careers of all of its faculty. We have nationally and internationally ranked programs and well-known faculty in a broad range of fields. Faculty in these fields operate in very different circumstances, according to the traditions of the disciplines and according to the levels of external funding for research in those fields. As a university with a broad commitment to knowledge production and transmission in an array of disciplines, we have to be careful to make sure that we develop policies that work for faculty in the full range of disciplines we represent.

Time to devote fully to the pursuit of research opportunities is a key aspect in the life of any faculty member's career. While funding for such research work is relatively more plentiful in most STEM fields, even the most prestigious and competitive faculty fellowships in the humanities, the arts, some fields in social sciences, and some other disciplines rarely come with stipends that match faculty salaries. A Guggenheim fellowship is arguably the most prestigious award that a faculty member in the arts or humanities can receive, yet the average award for a Guggenheim last year was \$43,200, while most of the other highly prestigious awards offer between \$40,000 and \$60,000, at best matching the salaries of assistant professors but in most cases not even matching that. Some of these fellowship programs expect the home universities of the applicants to provide some matching support (akin to cost share commonly expected in the sciences), which means that faculty from universities that do not provide such cost share will not be competitive, and given that such awards are an important arena for institutional prestige and recognition in their own right (not even counting the results of the work the faculty member will complete as a result), universities telling their faculty that they are on their own are losing important opportunities for external recognition. Above all, an absence of such support means that faculty often have to take a substantial paycut in order to pursue such opportunities: this reduces the number who apply, means that those in more favorable economic circumstances already may be more likely to apply for and therefore receive such recognition, and therefore is a substantial disincentive that affects the entire institution.

The University of Hawai'i at Mānoa would therefore like to propose the following policy framework that individual schools and colleges are free to adopt if they choose to do so. In other words, it is a matter of individual school or college decision making whether to adopt such a policy, as well as how to implement it, but the institution authorizes schools and colleges to adopt such a policy if they believe it fits the disciplines within their respective scope.

Tenured or tenure-stream faculty members with offers of individual fellowships that do not cover their full salary may request that the University cover the gap between that award amount and their full salary if the following conditions obtain:

- 1) the faculty member must be tenure-track or tenured and in good standing at the university;
- 2) the chair must endorse this request and certify that the department will be able to cover the faculty member's responsibilities;
- 3) the award must be of the kind that can be paid directly to the university, in the form of a grant to the institution, not an individual award to the faculty member;
- 4) the award must be a prestigious research award, a source of prestige to the faculty member and the institution;
- 5) the award must cover a sufficient portion of the faculty member's salary that his or her instructional duties can be replaced for less than the amount of the award by an instructor, lecturer, or some other non-tenure-track appointment (the normal return to the department would be funds necessary to hire a 1.0 FTE lecturer, enabling the department to add to its curricular offerings);
- 6) the faculty member must inform the chair of his or her intent at the time of application (in order to ensure that condition #2 be met if the application is successful).

The dean would be the decision-maker on all such matters, and if the decision were made to support the request, he or she would normally be releasing funds necessary to replace the faculty member's teaching to the department. As the award would go to the institution, all applicable ORS and OVCRGE policies and procedures would need to be adhered to. It is the intent of the OVCRGE to waive applicable overhead (e.g., IDC/F & A) on these awards but this needs to be handled on a case-by-case basis between the dean and the VCRGE.

Time spent on a fellowship of this kind would normally not count towards sabbatical leave from the University of Hawai'i since such fellowships normally involve absence from the university; however, if a faculty member remains on campus and fulfills all other university duties during the fellowship, then that time should count towards sabbatical leave. This could count towards the probationary period for tenure track faculty but approval in writing by the dean about whether it will count or not must be arrived at before the start of the leave.

The expectation would be that in the cases of all tenure-stream but untenured faculty, that the institution would cover the full gap between the award and the faculty member's salary. However, for tenured faculty with higher salaries, the policy would retain the option of partial coverage of the gap, and in no cases would the university pay more than 50% of the salary. If 50% support from the University still left a gap, the faculty member could agree to a temporary reduction in salary in such a case, with the understanding that when the fellowship was over, the faculty member would return to the regular salary to which he or she was entitled. Faculty members who receive gap compensation are expected to return to their school or college for at least one academic year or return the gap compensation to their unit. Any faculty member who chooses to accept a fellowship with approval of the Dean will be assured their position on returning to the University.

Appendix:

The Committee on Professional Matters developed the following table which they intended as an illustration of the possible range of situations covered under the policy.

Tenured Salary Compensation	UH Appt Likely Compensation	Duration of Fellowship	Salary Equivalent	Fellowship Amount	Maximum Gap
Y \$	65,000	11 month Year	\$ 65,000	\$ 45,000	\$ 20,000
Y \$	175,000	11 month 3 months	\$ 43,750	\$ 20,000	\$ 21,875
Y \$	175,000	11 month Year	\$ 175,000	\$ 60,000	\$ 87,500
Y \$	92,000	9 month Year	\$ 92,000	\$ 42,000	\$ 46,000
N \$	44,000	9 month 3 months	\$ 14,667	\$ 10,000	Full gap \$ 4,667
N \$	44,000	11 month Year	\$ 44,000	\$ 37,000	Full gap \$ 7,000
N \$	44,000	11 month Year	\$ 44,000	\$ 24,000	Full gap \$ 20,000
Y \$	55,000	9 month Year	\$ 59,000	\$ 35,000	\$ 29,500

4. SEC: Motion on Class Size [\[Final Document\]](#)

Susan Hippensteele, Chair of the Senate Executive Committee, reported that this motion was proposed by the ACCFSC, because on some campuses, administration has dramatically changed class size without informing faculty. This has been done at Manoa by some deans. The motion does not affect instructor changes to class size.

Motion carried unanimously.

Motion on Class Size

"Changing the cap on class size is a curriculum issue and should be governed by Board of Regents policy on curriculum."

Motion brought forth by the Senate Executive Committee.

5. CAB: Motion to endorse [Reorganization of Campus Services Proposal](#) [\[Final Document\]](#)

David Ericson, Chair of CAB, reported that CAB endorsed the reorganization. This is a no cost change position title and reporting.

Motion carried unanimously.

Motion on Class Size

"Cab endorses the Reorganization of Campus Services Proposal with no further comment."

Motion brought forth by the Committee on Administration and Budget (CAB).

VI. Adjournment

The Senate meeting was adjourned at 5:05 pm.