

**EXECUTIVE COMMITTEE
MEETING MINUTES**

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

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Christine Sorensen Irvine, Chair via Polycom 2:30 pm	P	David Duffy, Vice-Chair, arrived at 2:58 PM	P			Director GEO Christine Beale	2:30 PM - 3:15 PM
Douglas Vincent, SEC Secretary	P	John Casken	P				
George Wilkens, excused at 3:15 PM	P	Stacey Roberts, MFS Secretary	P				
Brian Powell	P			John Kinder - Staff	P		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		Meeting was called to order by C. Sorensen - Irvine at 2:02 PM.
REVIEW OF MINUTES	1. The minutes of the February 26, 2018 Senate Executive Committee had been circulated electronically.	1. Motion by J. Casken to approve the February 26, 2018 minutes; seconded by B. Powell. Approved unanimously.
CHAIR'S REPORT	1. Senator Jennifer Beamer, Library Services resignation effective March 22, 2018. (J. Kinder) 2. Congress Bylaw Changes Proposal - election results, 106 total votes with 94% in favor of support; 3% opposed; and 3% abstentions. 3. SEC Guest update D. Lassner is March 12 Lori Ideta and Roxie Shabazz will be rescheduled. 4. ACCFSC is working on the Faculty Work life Survey to send out May.	1. No action 2. J. Kinder to post the election results on the Faculty Senate website and notification on the Congress Listserv. 3. No action. 4. No action.
ACTION ITEMS	1. CFS recommendation to appoint substitute NATSCI representative Marguerite Butler to Senator David Chin's MFS seat during his sabbatical period ending June 30, 2018 and appoint Senator Butler to the Committee on Student Affairs (CSA).	1. Motion by J. Casken to appoint substitute NATSCI representative Marguerite Butler to Senator David Chin's MFS seat during his sabbatical period ending June 30, 2018 and appoint

		Senator Butler to the Committee on Student Affairs; second by S. Roberts. Approved unanimously.
GUEST #1	<p>Christine Beaulé, GEO director (2:30 pm - 3:15 pm)</p> <p>Discussion points:</p> <ul style="list-style-type: none"> • New website for GEO is being developed; There is much broader constituency for the GEO, including students. Website will include: Learning objectives -- targeting information for students; with learning resources included; with separate areas for instructor resources; and information literacy. • New website will include an online proposal system for focus applications. Focus boards are focusing on learning objectives and questions to be answered; Online proposal review for the boards. The role of GEO is processing proposals. They currently use Lulima and Google spreadsheets to keep track of applications and data. With an online proposal review system, proposals will be entered into a password protected site. • GEO director is also rethinking records management. There is almost 20 years of paper proposals back to beginning of the Manoa Writing Program. Beaulé is working with an archivist at Hamilton library. They plan to get rid of old proposals, greater than 5 years. They will offer old proposals to departments that submitted them. • Beaulé has started two research projects. The first using Student Assessment of Learning Gains (SALG). Establishing a pilot program with the goal of eliminating the renewal process; W. Vincent of GEO is working on the tool for innovative assessment. • The second project is on teaching writing; comparing foundations writing vs writing intensive upper division classes; interdisciplinary contexts of writing vs. first year writing. Planning workshops for Fall Semester -- both FW and WI classes; • The director is also focusing on office modernization of space, facilities, use of server; organizing information on the server; interlinking 	<p>1. The SEC thanked CEO Director Christine Beaulé for her time and thoughts.</p>

	<p>with paper records; tools for evaluating courses and categories. i.e. W and O.</p> <ul style="list-style-type: none"> • B. Powell suggested informing instructors when renewals are needed. • Challenges -- the external review of GE; and re doing the proposal process. Increasing Faculty buy-in. There is high level of support from faculty and students on GE but the messaging is not being received by the administration. • Governance documents need to include the GEO, GEO can become a target for anger, GEO Director reports to Debbie Halbert; working the GEO into the governance document; revise the MOU/MOA. Board staffing is challenge; staff with alternates as GEC has specialized niches; GEO keeps a list of potential alternates. 	

COMMITTEE REPORTS	<ol style="list-style-type: none"> 1. CAB (DV) – No report. CAB has not met; no meeting scheduled. 2. CAPP (BP) – Paul Chandler of LLL met with CAPP regarding back credit issues. Discussed TOEFL scores, we have a lower bar and provide more assistance. Discussed new College of Engineering degree. Question -- Credit removal policy is on hiatus pending CAPP review.. But advisers may be hearing other things. CAPP meets on 3/14. 3. CFS (GW) – Have motion to amend the Rules of Order so that all senators will be eligible to vote in the SEC election. CFS approved M. Butler to the Senate and CSA (fulfilling D. Chin’s sabbatical absence). CFS will refer to SEC for approval. 4. COA (BP) – Met on March 1st and discussed the mentoring program with M. Bruno and representatives of the athletic department. Lots of training is required of the faculty. Suggested doing a pilot program. Compliance issues, and other issues that could complicate the proposed program. Invitation to D. Matlin to speak before the Faculty Senate. 5. COR (DD) – Meets on 3/6/2018. Chair of COR, Jennifer Beamer has resigned to take a new position. 6. CPM (JC) – Cancelled their meeting last Friday. 7. CSA (JC) – No report; will meet next week (3/14). 8. GEC (SR) - GEC met on March 2. Guest Monica Stitt-Berg from the Manoa Assessment Office discussed assessment issues related to General Education. One issue was related to evaluating courses with dual focus designations. In particular, she discussed how courses with both a W and an O designation can be evaluated to determine whether or not students are getting adequate instruction in both focus areas at the level expected within the General Education hallmarks by their senior year. Currently evaluation data are available for W courses, but the data on the O designated courses aren’t yet complete. These data will be available soon so evaluation can 	<ol style="list-style-type: none"> 1. No action taken. 2. No action taken. 3. No action taken. 4. COA will extend an invitation to D. Matlin to attend the Senate meeting. 5. No action taken. 6. No action taken 7. No action taken. 8. No action taken.
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	<p>begin. Because she was on the QR steering committee, she was asked how the committee determined the 30:1 ratio of students to instructor. She explained that it came out of recommendations by the Mathematics Association of America, and that because the emphasis is on quantitative <i>reasoning</i>, smaller classes are necessary for instructors to give students adequate feedback and practice. Wendi Vincent from the General Education Office, and a representative on the GEC review Steering Committee, gave a brief report outlining the process used in the internal review of General Education and answered questions the committee had about the report. She also reported that the External Review Team will be meeting with the General Education Committee on March 7 at 10:30 a.m. and will be giving an exit report in Crawford 105 on March 9 at 2:00 p.m. Christine Beaulé asked SEC liaison to communicate to the SEC that she would like to see an MOU from the Senate regarding the role of the General Education Office within the GEC/MFS. The next meeting is March 9.</p> <p>9. CEE (CSI) –No report.</p> <p>10. UHPA (GW) – ADA compliant material as a workload issue was discussed.</p>	<p>9. No action taken.</p> <p>10. No action taken.</p>
UNFINISHED BUSINESS	<p>1. Minutes from the February 21, Senate Meeting</p>	<p>1. Reviewed for posting on the Senate Meeting.</p>
BUSINESS	<p>1. Proposal to enable and encourage S faculty to offer 1 credit hour skills courses in technology and career prep skills</p> <p>2. CFS Motion to Amend the Rules of Order. regarding the election of the Senate Executive Committee.</p>	<p>1. Referred to GEC.</p> <p>2. Action is to recommend motion clarification of voting eligibility to CFS Final Elections for the Executive Committee: “Members of the Executive Committee shall be elected by secret auditable ballot from and by the Senate.</p>

	<p>3. Invite AD David Matlin to future MFS meeting</p> <p>4. Exit presentation (J. Casken). John Casken, reported the exit interviews conducted by International Programs and Undergraduate Program (those reporting to Ron Cambra). Recommendations:</p> <ul style="list-style-type: none"> a. Facilities for advising (FERPA) b. Relocating ROTC to main campus c. Honors college d. Provost model e. Centralized advising f. Too many colleges g. Scattered services 	<p>Those eligible to vote are those senators that are newly elected, continuing, or outgoing.”</p> <p>3. COA to invite Matlin to either April or May Senate Meeting</p> <p>4. Request from Cambra’s office the final report from the external review.</p>
ADJOURNMENT	The next meeting of the Senate Executive Committee will be on March 12, 2018.	<p>Motion to adjourn by D. Duffy ; seconded by B. Powell</p> <p>Passed unanimously.</p> <p>Meeting adjourned at 4:15 PM.</p>

Respectfully submitted by Douglas Vincent, Secretary
 Approved unanimously on March 12, 2018.