**COMMITTEE ON FACULTY SERVICE**

**Meeting Minutes**

**Meeting Date:** Tuesday, October 22, 2013

**Location:** Hawai‘i Hall 2078

**Attendance:** [P = Present; A = Absent; E = Excused]

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AGCAOILI,** Aurelio | P | **FULFORD,** Catherine | P | **RAWSON,** James | E |  |  |
| **DI,**Xu | P | **OISHI,**Martin | E |  |  |  |  |
| **DUNN,**Robert | P | **PAGANO,** Ian | P |  |  |  |  |
| **FELIPE,**Miguel | P | **ROBERTS,**Stacey | P |  |  |  |  |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** | 2:36p |  |
| **MINUTES** | Kristin kicked-off the meeting by summarizing the CFS Procedures document (draft). She directed our attention to the primary decision of how to gather names/nominations for appointment to Mānoa-wide committees |  |
| Response | CFS likes statements included in self-nominations  —Stacey seconds this as a way to help ensure diversity and informed decisions  —Will we modify request for nominations in the future? | none |
| Changes to solicitation for self-nomination | CFS agrees that we wont *require* a paragraph indicating interest but revise call to say that ‘*priority* is given to those who provide a statement of interest.’  We also want to allow both a single, attached document and/or a link to a webpage. | **Kristin will update manual to reflect our revisions.** |
| Regarding Diversity | We would address the diversity of the candidates holistically with an emphasis on overall quality and representation. | none |
| **ADJOURNMENT** | 3:21p |  |

Respectfully submitted by Miguel Felipe.

Approved on January 21, 2014 unanimously.