**COMMITTEE ON FACULTY SERVICE**

**Meeting Minutes**

**Meeting Date:** January 21, 2014

**Location:** Hawaii Hall Room

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

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SORIA,** Julius | P | **FULFORD,** Catherine | P | **RAWSON,** Christian | P |  |  |
| **DI,**Xu | A | **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** | 3:11, called to order by Robert Dunn, chair  [DI Xu was off-island and unable to attend.] |  |
| **MINUTES** | Unanimously approved October 2013 minutes with one change. |  |
| **Election System** | Kristin updated CFS on the state of the Election System  —The system itself is ready to go  —Ian is currently working to procure the appropriate email list of +50% FTE faculty |  |
| **Getting the Process Started** | Kristin showed us the email prepared to announce election procedures to the faculty. Robert suggested making a bit more attractive request for engagement.  We revised opening ¶ to stress the impact of faculty service through governance. |  |
| **Non-Senate Committees** | Kristin oriented us to the Survey Monkey survey she’s already prepared. We decided we’d pair off—a primary and secondary reviewer—to examine each self-nominated committee list and rank candidates. |  |
| **Ian** | Ian, by phone, updated the committee on his election system; it’s ready to go pending the faculty list from ITS |  |
| **ADJOURNMENT** | 4:06 |  |

Respectfully submitted by Miguel Felipe.

Approved on March 18, 2014, with 5 votes in favor of approval and 0 against.