**COMMITTEE ON FACULTY SERVICE**

**Meeting Minutes**

**Meeting Date:** September 20, 2017 **1:30 PM - 2:30 PM**

**Location:** Hawaii Hall 208

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

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mark Branner | P | Marek Kirs | P |  |  |  |  |
| Meda Chesney-Lind | E |  |  |  |  |  |  |
| James Foster | P |  |  |  |  |  |  |
| Brian Huffman | P |  |  | John Kinder - Staff excused 2:08 PM | P |  |  |
| Wendy Kawabata | P |  |  | George Wilkens - liaison | P |  |  |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** |  | Meeting was called to order by George Wilkens, SEC liaison at 1:32 PM. |
| **REVIEW OF MINUTES** | 1. The minutes of the August 30, 2017 CFS meeting had been circulated electronically. | 1. Motion by B. Huffman to approve the August 30, 2017 minutes; seconded by W. Kawabata. Approved unanimously. |
| **CHAIRS REPORT** | 1. None |  |
| **UNFINISHED BUSINESS** | 1. Election of CFS Chair 2. Approve CFS 2017-18 meeting schedule | 1. Motion by J. Foster to nominate Wendy Kawabata as Fall Chair and Brian Huffman as Spring Chair; seconded by M. Branner. Approved unanimously. 2. CFS meeting schedule was approved for the second Wednesdays at 1 pm (Oct. 11; Nov. 8; Dec. 6). |
| **BUSINESS** | 1. Change committee assignment for Senator Dusko Pavlovic 2. Written response to senator’s inquiry requesting an explanation of CFS’s methodology of assigning senators to standing committees. 3. Resignation of a SOEST and LAW senators. 4. Request for faculty for the Manoa Campus Physical Plant (MCPP) Committee (6-12 names with 4 faculty to be selected) 5. Update on the Graduate Council roster: still a work in progress 6. Update on the General Education Committee (GEC) and its Focus Boards 7. Review candidates for the Academic Grievance Committee (AGC) and the Student Conduct Appellate Board (SCAB) 8. Review MFS representation on the Undergraduate Research Office (URO) Faculty Advisory Board. 9. Review MFS representation on Undergraduate Research Opportunities Council (UROC) | 1. J. Kinder sent email suggesting CFS, CPM, CSA, or COA. M. Branner moved to recommend Pavlovic to CSA; seconded by B. Huffman. Approved unanimously. 2. CFS approved a message to be send by J. Kinder. 3. CFS determined that No SOEST special election is required at this time. B. Huffman to send request to LAW Faculty Senate for a new MFS representative. 4. Motion by B. Huffman to request a list of MCPP candidates from SEC for CFS consideration; seconded by J. Foster; Approved unanimously. 5. No Action. 6. No Action. 7. a) Motion by M. Kirs to add Rosemary Woodruff to AGC; seconded by M. Brenner. Approved unanimously.   b) Motion by M. Brenner to send amended list with Thomas Osborne, Michael Nassir, Joseph Campos, Jane Onoye, Christine Beaule, Rosemary Woodruff to the SEC for approval to serve 1-year terms on the AGC; seconded by J. Foster. Approved unanimously.   c) Motion by M. Brenner recommending Joseph Campos to serve a 2-year term on the SCAB; seconded by M. Kris Approved unanimously. 8. Motion by J. Foster to send this request back to URO and UROC for additional information: current membership of URO and UROC faculty advisory board; information of service terms; moves; seconded by M. Kirs. Approved unanimously. 9. same as 8. |
| **ADJOURNMENT** | 1. The next meeting of the Committee on Faculty Service will be on October 11, 2017 | * Motion to adjourn by J. Brenner; seconded by B. Huffman. Passed unanimously. Meeting adjourned at 2:37 PM. |

Respectfully submitted by Brian Huffman, secretary.

Approved on October 10, 2017 with all votes in favor of approval and 0 against.