**COMMITTEE ON FACULTY SERVICE**

**Meeting Minutes**

**Meeting Date:** November 8, 2017 **1:00 PM - 2:00 PM**

**Location:** Hawaii Hall 208

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

| **MEMBERS** | | **MEMBERS** | | **MEMBERS** | | **GUESTS** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mark Branner | E | Marek Kirs | P |  |  | None |  |
| Meda Chesney-Lind | P | Brad Taylor | P |  |  |  |  |
| James Foster | A |  |  |  |  |  |  |
| Brian Huffman | P |  |  | John Kinder - Staff | P |  |  |
|  |  |  |  | George Wilkens - liaison | P |  |  |

| **SUBJECT** | **DISCUSSION / INFORMATION** | **ACTION / STRATEGY / RESPONSIBLE PERSON** |
| --- | --- | --- |
| **CALL TO ORDER** |  | Meeting was called to order by acting Chair G. Wilkens, at 1:05 PM. |
| **REVIEW OF MINUTES** | 1. The minutes of the October 11, 2017 CFS meeting had been circulated electronically. | 1. Motion by Marek Kirs to approve the October 11, 2017 minutes; seconded by Meda Chesney-Lind. Approved unanimously. |
| **CHAIRS REPORT** | 1. None |  |
| **UNFINISHED BUSINESS** | 1. None |  |
| **BUSINESS** | 1. CFS Chair election 2. CFS Secretary election 3. E-Vote by listserv 10/23/2017   **Action #1**  Faculty recommendations to the Manoa Campus Physical Plan (MCPP) Committee: Michelle Bisbee (AH) and Peiling Kao (AH)  **Action #2**  Faculty recommendation to the Undergraduate Research Office  Sandra von Doetinchem (Outreach)  **Action #3**  Faculty recommendation to the WASC Steering Committee for a 4-year term. Ruth Hsu (AH)   1. E-Vote by listserv 10/16/2017   **Action #1**  Faculty recommendations to the WASC Steering Committee  Jessica Miranda, COE  Alice Tse, SONDH     1. URO Committee   Faculty recommendation to the URO Committee  Brian Powell, SOEST   1. Commencement Committee 2. Student Conduct Appellate Board 3. Recommendation from the JABSOM Faculty Senate to replace resigning senator William Haning remaining 2-year term. | 1. Motion by M. Chesney-Lind to nominate Brian Huffman as Chair; seconded by M. Kirs. Approved unanimously. 2. Motion by B. Huffman to nominate Marek Kirs as Secretary; seconded by M. Chesney-Lind. Approved unanimously. 3. Motion to approve all faculty nominations by E-Vote for Actions 1 through 3. Approved unanimously. 4. Motion to approve all faculty nominations by E-Vote to the WASC Steering Committee. Approved unanimously. 5. Motion to recommend approval of Brian Powell by Brad Taylor. Seconded by Marek Kirs. Approved unanimously. 6. Committee recommended that SEC Chair, Christine Sorensen, solicit volunteers at the next faculty senate meeting. 7. Chair Huffman and M. Chesney-Lind will follow up with possible volunteers 8. Motion by B. Taylor to recommend Michelle Tallquist to the SEC to complete the JABSOM MFS vacant seat; seconded by M. Kirs. Unanimously approved. |
| **ADJOURNMENT** | 1. The next meeting of the Committee on Faculty Service will be on December 6, 2017. | * Motion to adjourn by M. Chesney Lind; seconded by B. Taylor.  Passed unanimously. Meeting adjourned at 2:01 PM. |

Respectfully submitted by Meda Chesney-Lind, Secretary.

Approved on December 6th, 2017 with all votes in favor of approval and 0 against.