

UHM COE FACULTY SENATE MEETING
 9 Mar 2012 • 12 noon–2:00 PM
 LSP 4B

Present: CDS: Scott Bowditch, Jean Johnson, Kiriko Takahashi; CESA: Stephanie Caoili; CRDG: Helen Au, Kathleen Berg; Thanh Truc Nguyen, Lori Ward (for Mark Yap); EDCS: Stephanie Furuta, Sarah Twomey; EDEA: Chris Collins; EDEF: Baoyan Cheng, David Ericson; EDEP: Seongah Im; ETEC: Catherine Fulford, Peter Leong; ITE: Brooke Davis, Donna Grace, Joe Zilliox; KRS: Judy Daniels, Charles Morgan; OSAS: Tom Benjamin; SPED: Drue Narkon, Linda Oshita, Rachelle Reed; TDP: Ari Eichelberger (for Paul McKimmy)

Absent: CDS: Leslie Lopez, Tammie Picklesimer, Kelly Roberts, Norma Jean Stodden, JoAnn Yuen; COEDSA: Michael Laughlin; CRDG: Fay Zenigami; EDCS: Tara O’Neill, Tony Torralba; EDEP: Rebecca Luning; ITE: Fred Birkett; Frank Walton; SPED: Jenny Wells, Marly Wilson

Ex-officio (non-voting)/Observers/Guests: Dean’s Office: Jennifer Parks

26 total voting

MINUTES

Time	Item	Action
12:00 Noon Call to Order	<u>Call to order</u> —Chair Nguyen Chair announced changes to the order of agenda items to bring voting items to the front. Minutes from meeting of 2/10/2012 were approved.	Minutes from 2/10/2012 approved unanimously.
12:05 PM NCATE Update	<u>NCATE Update</u> —Associate Dean for Academics Beth Pateman Pateman shared that everything is looking good for the upcoming NCATE visit. Next spring all the college materials need to be posted. SPA reports need to be done in the fall. She is requesting two things: <ul style="list-style-type: none"> • Have a group look at the conceptual framework • A white paper to go with the conceptual framework (Twomey volunteered to do the white paper for the NCATE visit.) The proficiencies we set: <ul style="list-style-type: none"> • How do we assess it? How do we score it? A subcommittee of the Committee on Diversity will do a report on this for the college. Pateman expressed appreciation for all the help and good will and for the graciousness of all.	
12:15 PM Chair’s Report	<u>Chair’s Report</u> —Chair Nguyen Chair Nguyen provided one item of her report: Vice Chancellor for Academic Affairs is inviting/encouraging	

	<p>all to attend the meeting to be held on 23 March at 9 AM in the Business Administration Building auditorium where he will share information relative to dean searches at UHM and explore how the College of Education views it.</p>	
<p>12:18 PM Standing Committee Reports</p>	<p><u>Standing Committee Reports</u></p> <p><u>Governance—Berg</u> This committee report was brought forward on the agenda. Following discussion among the committee members during the semester, the committee re-proposed two of the three amendments proposed last year (adding COE RCUH employees to the COE Congress and adding the duty to liaise with the Manoa Faculty Senate (FMS) to those of the vice chair). In addition, the committee acted on the suggestion to change senate representation to a “senate model” from the “representative model” and make any associated changes. Research was done on the bylaws of other faculty senates in the UH system to ascertain the usual configuration of standing committees and composition of the senate body. Six other faculty senates were examined, including those of the UHM College of Engineering, College of Business Administration, and Library as well as the West Oahu senate, and one each from UH Hilo and UH Maui. All had senates consisting of all—and only—faculty members of the organization; numbers of committees ranged from one to seven with an average of about three. Based on all of the above, the following amendments were proposed, this meeting serving as their first reading (all were also supported by the submission of two petitions signed by the requisite numbers of COE Congress members and senators).</p> <p>Proposed Amendment to the COE Congress and Faculty Senate Charter (deleted text in brackets and added text in Italics):</p> <p>Section 1. CONGRESS 2.1 Regular Members. All members of the College of Education classified as faculty, administrative/professional/technical (APT), [or] clerical, <i>or Research Corporation of the University of Hawaii (RCUH)</i> personnel employed with half-time assignments or more in the College of Education Congress. In addition, representatives of specified student organizations shall be regular, voting members (see Composition, <u>3.1</u>).</p> <p>3. SENATE 3.1 Composition. The Senate shall be composed of <i>two (2)</i> elected representatives of each department and division (divisions are defined as CDS, CRDG, institutes not housed within a department or departments, [the Technology and Distance Education Programs, and] the Office of Student Academic Services, <i>and the Office of the Dean including Technology and Distance Education Programs</i>) of the College of Education, or their designated alternates. In addition, the</p>	<p>Proposed amendments to the charter and by-laws were revised and approved for first reading to be voted on by the senate at the next meeting.</p>

	<p>Chair (or Chair's designated representative) of the College of Education Student Association (CESA) and of the College of Education Doctoral Students Association (COEDSA) shall be members of the Senate.</p> <p>[By department and division, one representative shall be elected for each eight (8) full-time equivalent (FTE) regular members of the Congress or fraction thereof.]</p> <p>[For split appointments, the FTE count used by the departments and divisions shall be their respective fractions.]</p> <p>Only faculty or APT members of the Congress shall be eligible for election to the Senate.</p> <p>[The date for determination of the number of representatives from each department or division for the subsequent academic year shall be 1 January of each year. This number shall remain in effect until the following 1 January determination.]</p> <p>Proposed Amendments to the COE Congress and Faculty Senate By-laws (deleted text in brackets and added text in Italics):</p> <p>Amendment 1: Revised Section 3.7.3 with the following addition:</p> <p>Section 3.7.3. Duties of the Vice-Chair.</p> <p>In the absence of the Chair, the Vice-Chair shall serve in all duties. The Vice-Chair shall conduct all elections within the Senate and coordinate all elections of Senators in the College. The Vice-Chair will maintain a current roster of Senators on the COE accessible electronic space. Within two weeks of the beginning of the academic year, the Vice-Chair will post a calendar of the regularly scheduled meetings of the Congress, Senate, and SEC on the publicly accessible electronic space.</p> <p><i>The Vice-Chair shall be responsible for liaising with the Manoa Faculty Senate (MFS). If the Vice-Chair is not an elected COE MFS Senator, the Vice-Chair shall attend the meetings or solicit a COE MFS Senator who is willing to serve as liaison and report at each meeting of the COE Faculty Senate. Solicitations should first be of a COE MFS Senator who is also a COE Faculty Senator.</i></p> <p>The Vice-Chair shall also</p> <p>Amendment 2: Delete Section 3.9.11:</p> <p>[Secion 3.9.11 Committee on College Fellowship.</p> <p>Functions of this standing committee shall include, but not be limited to, the following: arranging and conducting social activities and events to promote fellowship among the faculty and staff of the College of Education and determining ways of improving and building faculty relations with alumni and the community.]</p> <p>Note: The purposes of this committee can be fulfilled using ad hoc committees formed as needed; ad hoc committees of the COE Faculty Senate do not require senators as chairs or as members. The COE Faculty Senate currently has seven (7) standing committees that all require senators as chairs. Per the COE Congress and Faculty Senate Charter, the "Congress, its representative Senate, Senate Executive Committee, various standing and ad hoc committees function as forums for professional discourse and consideration of policies which have College-wide concern and relate</p>	
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directly to the educational process.”

Discussion of the proposed amendment to the charter resulted in changes to part of the language of the proposal under section 3. SENATE as follows, such that TDP is not defined as a division and associations are made of TDP and ETEC and of the Dean’s Office and OSAS for the purpose of senate representation:

3. SENATE

3.1 Composition.

The Senate shall be composed of *two (2)* elected representatives of each department and division (divisions are defined as CDS, CRDG, institutes not housed within a department or departments, [the Technology and Distance Education Programs,] and the Office of Student Academic Services) of the College of Education, or their designated alternates. In addition, the Chair (or Chair’s designated representative) of the College of Education Student Association (CESA) and *of* the College of Education Doctoral Students Association (COEDSA) shall be members of the Senate.

[By department and division, one representative shall be elected for each eight (8) full-time equivalent (FTE) regular members of the Congress or fraction thereof.]

[For split appointments, the FTE count used by the departments and divisions shall be their respective fractions.]

For purposes of representation in the Senate, the regular members of Congress who are part of the Technology and Distance Education Programs shall be joined with the Department of Educational Technology and those who are part of the Office of the Dean will be joined with the Office of Student Academic Services.

Only faculty or APT members of the Congress shall be eligible for election to the Senate.

[The date for determination of the number of representatives from each department or division for the subsequent academic year shall be 1 January of each year. This number shall remain in effect until the following 1 January determination.]

Discussion of the proposed amendments to the by-laws resulted in changes to proposed amendment 2 as follows, such that the Committee on Fellowship was retained but made free of restrictions on who could be the chair:

Amendment 2: Revise Section 3.9.4 with the following addition:

Section 3.9.4 Election of Chairs and Term of Office.

Each standing committee, *with the exception of the Committee on College Fellowship*, shall be chaired by a Senator, elected by the Senate at its first regularly scheduled Senate meeting of the academic year, to serve for one year commencing the date of that meeting. *The chair of the Committee on College Fellowship may be any regular member of the Congress.*

The revised proposal of one amendment to the charter and two amendments to the senate by-laws was approved for further consideration by the senate at its next meeting, per the

	<p>prescribed amendment process. Senators were asked to take the proposed amendments back to their constituents for discussion to determine their votes at the April meeting, which will determine if the proposed amendment to the charter will be placed before the Congress in May and if the proposed senate bylaw amendments will be approved by the senate in a subsequent senate meeting.</p>	
<p>12:55 PM Old Business</p>	<p>Old Business</p> <p><u>Workload Policy for Instructional Faculty</u></p> <p>Handouts were distributed by Ericson—page 10 of the Workload Report to Senate, Appendix A, which showed faculty workload comparisons, and page 40 of the <i>Board of Regents Reference Guide</i> dated May 2011—in support of the two proposed amendments by Ericson and Cheng to draft 7 of the workload policy (added language italicized).</p> <p>Amendment #1: Paragraph 1, second sentence and remainder of paragraph amended to read:</p> <p>“This policy is guided initially by the University of Hawaii Professional Assembly (UHPA) 2009-2015 Contract Article IV, Faculty Professional Responsibilities and Workload, Item 3 (p. 5), the Board of Regents Personnel Policies Section 9-14 Teaching Assignments for Instructional Faculty, and <i>the Board of Regents Reference Guide, Section V, 9. These [strike Both] documents are available at . . . and http://www.hawaii.edu/offices/app/bor/Reference_Guide_05_2011.pdf.</i></p> <p>Amendment #2: Paragraph 6, following the last sentence new language is inserted and amended to read:</p> <p><i>These standard assignments are qualified by the UH Board of Regents Reference Guide as follows: “The policy for faculty at all campuses allows for calculation of equivalent teaching loads for faculty whose load is not adequately measured by credits taught, as well as development of equivalencies for special duties and responsibilities. In practice, almost all faculty members at the 4-year campuses teach a lighter load to allow time for research... In general, UH regular faculty members teach from two to four courses a semester. The time UH faculty spends on teaching, research, and other activity is roughly comparable to their mainland counterparts” (May 2011, Section V.9 under “Teaching Loads”).</i></p> <p>In addition, three friendly amendments were proposed by Berg (added language italicized):</p> <p>Amendment #3: Page 2, first paragraph under heading TEACHING, line 5: Change the word “wide” to “broad” and delete “the” before “Article” so that the beginning of the sentence reads as follows: It is important to note the <i>broad</i> description of teaching as described in <i>Article IV</i> ...</p> <p>Amendment #4: Page 2, first paragraph under heading TEACHING, line 9: --Delete the following sentence: All instructional faculty members are generally expected to teach minimally one course per year except in special circumstances with prior approval by the chair.</p>	<p>Motion to endorse the draft 7 workload policy with the requested five amendments and clarification on page 5, to send it forward to instructional faculty, and to share it with Dean’s Council and the VCAA passed with vote of 23 yes, 0 no, 1 abstain.</p>

	<p>--Because this does not fit either the workload or work expectations as written in letters of hire for the research units, especially CRDG, we suggest the following sentence replace the deleted one; this sentence is consistent with the one on page 3 under the subheading Advising graduate students, last sentence of the first paragraph wherein the department determines the advising load: <i>The minimum expectation for teaching is to be determined by the department/unit based upon the work and mission of the unit.</i></p> <p>Amendment #5: Page 5, last sentence of the 6th paragraph under the heading RESEARCH:</p> <p>To address the Comment concerned with consistency of the bases for decision making, replace the words “based on” with “taking into account” and delete the second “on” in the sentence so that it reads as follows:</p> <p>Therefore, chairs must make their final decision regarding workload adjustments <i>taking into account</i> availability of funding, availability of a well-qualified replacement for teaching, and the overall impact that the adjustment will have on the program and department.</p> <p>Chair Nguyen conveyed concerns from Don Young about page 5, lines 5, 6, and 7 where there was a need for clarification of how “replacement funding” actually works.</p> <p>Ericson moved to endorse the draft 7 workload policy with the requested five amendments and clarification on page 5, send it forward to instructional faculty, and share it with Dean’s Council and the VCAA. Motion seconded by Collins.</p> <p>Motion passed with 23 yes votes, 0 no votes, and 1 abstention.</p>	
<p>1: 25 PM Chair’s Report Report (resumed)</p>	<p><u>Chair’s Report (resumed)</u>—Nguyen</p> <p><u>Manoa Faculty Senate Items</u></p> <p>MFS elections for eight senators for COE are now being held online. Participation is currently at 32%; over 50% is needed. Carryover senators are Truc Nguyen, David Leake, Tom Conway, and Kelly Roberts; senators whose terms expired are Ari Eichelberger, David Ericson, and Stacy Roberts. Voting closes at noon Monday. Note that person on ballot named Beverly Lum is Jeanie Lum.</p> <p>In addition, COE FS needs to elect someone to serve on the Distance Learning Systemwide committee. Current item being worked is the requirement that all states get permission from other states to conduct distance learning courses in that state. To date five states have not responded to UH that it is okay for UH to run a distance education program in their state: Massachusetts, Arkansas, Delaware, Ohio, and New York. All other states and Washington DC responded positively.</p> <p><u>ACCFSC</u></p> <p>Making its way to the All Campus Council of Faculty Senate</p>	

	<p>Chairs (ACCFSC) is a controversial change to their by-laws by the John A. Burns School of Medicine (JABSOM). They now specify that only half of salaries of new employees will be funded by general funds. This puts a big load on chairs to help find funding for the balance of salaries. Medical schools around the world do this as a rule; only three do not (UH is one). JABSOM senate passed it with two thirds of the faculty for and one third against it. Their general faculty voted 78% for, 29% against, and 2% uncommitted. This is moving now to the Manoa level and the ACCFSC, then it will go to UHPA.</p> <p>The JABSOM message is that this should NOT be a Manoa policy. They are getting in line with other medical schools. Questions that have arisen: Can the department keep up the funding that s needed and maintain the quality of life of their employees? Does this dilute the meaning of tenure?</p> <p>Another issue before ACCFSC involves I-line and R-line faculty. Historically, UH was not a research one institution. So some did teaching and research and were labeled I/R faculty. Now, however, all I faculty do research, so there is a move afoot to reclassify R faculty to I so that they do teaching. R faculty are not particularly supportive of the proposal; they would become I faculty with light teaching loads and heavy research loads.</p> <p>A related issue was brought up by Fulford; she had shared an email on the college list regarding a proposed policy wherein departments would have to find funding for their grad students. Faculty would have to come up with funding to have a doctoral program. The policy is being re-examined.</p>	
<p>1:40 PM Manoa Faculty Senate Report</p>	<p><u>Manoa Faculty Senate (MFS) Report</u>—Ericson & Nguyen</p> <p>Parking over the next four years will increase in cost to over \$1000. It costs \$50,000 per parking stall to rebuild the parking structure, and \$35,000 per stall to refurbish it. There was a discussion in MFS of several different ideas including differential charges based on distance employee lives from campus, breaks for electric vehicles (there are now two charging stations in the parking structure), and a bus system modeled after the one in the USC system where busses roam as area. This report stimulated some other suggestions by senators and a question about whether the buildings to be demolished will be replaced with gravel areas for parking until building can begin on any new structure.</p> <p>The Committee on Administration and Budget earlier called for the Vice Chancellor for Research and Graduate Education (VCRGE) Gary Ostrander to step down as interim director of</p>	

	<p>the Pacific Biosciences Research Center (PBRC) and to not shut down the organization. Since Ostrander refuses to step down, motions are going ahead for censure of him.</p> <p>The COE graduate certificate in reading K-12 was approved. COLT was approved, a marine biology program. The Library reorganization was opposed: they had an internet librarian subdivision, but it was opposed. There is a move to make librarians more generalists rather than subject specialists. Proposal is going back for reworking.</p> <p>Related to the grade replacement policy, the replacement grade would not be an average of grades. One could replace a bad grade with a good one. But the current computer system cannot do that, so MFS changed the policy to delay implementation until it is technologically feasible.</p>	
1:55 PM Standing Committee Reports (resumed)	<p><u>Standing Committee Reports (resumed)</u></p> <p><u>Diversity—Twomey</u> Chair Tomey reminded folks to register for the upcoming reception for Susan Douglass from Georgetown University Alwaleed bin-Talal Center for Muslim-Christian Understanding (ACMCU); she will resend the email with the online registration information. The fee workshop is on Friday. The committee is working to publicize it more.</p> <p><u>Curriculum & Program Planning (CCPP)—Walton</u> Committee chair Walton could not attend but sent a report that he is working with the new electronic system being piloted by COE (Curriculum Central).</p> <p><u>Personnel—Zilliox</u> No report.</p> <p><u>Student-Faculty Relations—Bowditch & Torralba</u> No report.</p> <p><u>College Fellowship—Eichelberger</u> Committee chair Eichelberger reported that the COE awardees have been determined. She will notify nominees of their nomination but not reveal winners.</p>	
Announce- ment	It was announced that COE stickers will be available for key fobs at the upcoming Congress meeting on May 10 th .	
2:00 PM	Adjournment	

Upcoming ***Meeting schedule for rest of spring 2012***

Friday, Apr 20 12:00 pm in LSP 4B

Thursday, May 10 3–5 pm in MPB—Congress and Senate