

UHM COE FACULTY SENATE MEETING
 10 Nov 2011 • 12 noon–2:00 PM
 LSP 4B

Present: CDS: Scott Bowditch, Leslie Lopez, Sara Banks (Kelly Roberts), Norma Jean Stodden, JoAnn Yuen; CRDG: Helen Au, Kathleen Berg; Thanh Truc Nguyen, Susan Saka (for Mark Yap) Don Young; Dean’s Office: Emily MacGillmray (for Jennifer Parks); EDCS: Stephanie Furuta, Sarah Twomey, Tara O’Neill; EDEA: Chris Collins; EDEF: David Ericson; EDEP: Seongah Im, Rebecca Luning; ITE: Brooke Davis, Fred Birkett, Beth Pateman, Jeffrey Moniz (for Frank Walton), Joe Zilliox; KRS: Judy Daniels, Michelle Cleary (for Coop DeRenne); SPED: Linda Oshita, Marly Wilson, **alternate** (for Jenny Wells); TDP: Paul McKimmy

Absent: CDS: Jean Johnson, Tammie Picklesimer, Kiriko Takahashi; EDCS: Tony Torralba; EDEF: Cliff Tanabe; ETEC: Catherine Fulford, Peter Leong; ITE: Donna Grace; OSAS: Tom Benjamin; SPED: Drue Narkon, Rachelle Reed

Observers (non-voting): COEDSA: Michael Laughlin; CESA: Vehia Goo (for Jenna Kamei); CRDG: Lori Ward, Andrea Bartlett

32 total

MINUTES

Time	Item	Action
12:07 PM Call to Order	<u>Call to order</u> —Chair Nguyen Announcements Request to make sure you know the members to your left and right Announcement of Dec 8 meeting: 3:00 senate followed by 4:00 congress meeting in MPB Revision of minutes from October 14, 2011: in dean’s report on freshman admission, change acronym to DCDC (from ECDC)	Minutes from 10/14/2011 approved as revised.
12:11 PM Manoa Faculty Senate Report	<u>Manoa Faculty Senate Report</u> —Nguyen Vote on an amendment to the bylaws that would prevent the SEC from acting on behalf of senate during summer break was proposed and voted on. The amendment was defeated by a vote of 18 for, 29 opposed. Motion relating to CTHAR reorganization passed unanimously The proposal to include the requirement in chancellor search documents that candidates must have significant experience at UHM, particularly as a professor was defeated. All Mānoa faculty are encouraged to use faculty experts listing, url is http://www.hawaii.edu/news/expert/ . All news media have been directed to go there first.	

<p>12:14 PM Chair's Report</p>	<p><u>Chair's Report</u>—Nguyen</p> <p>Peter Gaines, VP for Research (system level) did an analysis of UH faculty and determined there are only about 20 “hard core” researchers at UH who “bring in big money and produce like crazy.” He hopes we will all get to know who these people are—he will provide a list.</p> <p>Articulation of community colleges to four-yr institutions is progressing. They are having difficulty with the numbering system.</p> <p>There is a question about the faculty distance learning committee. It is not known how they work, what its charge it. Distance learning centers around the state have different policies and procedures, e.g. who copies or pays for copies of exams to be proctored. The committee is trying to streamline procedures.</p>	
<p>1:11 PM Dean's Report</p>	<p><u>Dean's Report</u>—Christine Sorensen</p> <p>[Old business was begun, then postponed for the dean's report.]</p> <p>Budget: All colleges have had 15% their Outreach College funds that were carried forward swept. For us it was \$400,000 from the college and another \$130,000 from CRDG. The money will be used for IT infrastructure and to repair buildings on campus (not ours).</p> <p>This is money we typically use to hire instructors. We have enough money for now to hire instructors, not sure what long-term impact will be.</p> <p>Positions Chronicle ad copy will go out Monday for the next set of positions: Carried forward: Reading, Science, Math, ELL</p> <p>New: science , Math, ELL secondary, RTI assessment coordinator, (???), Early SPED assessment measurement reading ELL field coordinator Lit and ? autism specialty</p> <p>New positions are being advertised pending approval. This is more positions than we can fund, but typically not all are filled.</p>	

	<p>Classroom policy for fall 2012 Lab classrooms will remain under our control. For general purpose classrooms we must schedule internally first before going to the Mānoa scheduler to ask for common space. If spaces open on our campus, the Manoa scheduler can use them. We also have to look at way we're scheduling for efficiency (e.g. don't block wed w/out mon). The memo is available on the wiki.</p> <p>Buildings Dean Sorenson reported frustration with our maintenance request being held up at the system level for a year. She repeated some of the details from Don Young's facilities report: UHS 1 and 2 electrical rewiring cost is \$800,000; only \$200,000 was allocated. After touring the facilities the chancellor advised tearing down UHS 1 and 2 because they are unsafe. Her office is working to compile the data for the requested report: frequency of classes in UHS 1: kinds of classes, numbers of students, needs (e.g. science, art). The idea is to relocate these to other facilities on campus. She is also compiling a list of all offices in those building and UH annexes 1, 2, 3, and 4; including square footage and status. The earliest anything would happen is fall 2012, more likely spring 2013. The PBS building has already been allocated to someone else.</p> <p>We have to put money for space rental in any new grants that need staff to be hired.</p> <p>She hopes the planning proposal for infrastructure and buildings on this side of campus will move forward in January.</p> <p>A revised commencement bulletin was sent out to our students (their names had been missing in the original). The section on named buildings was not revised.</p>	
<p>12:18 PM Standing Committee Reports</p>	<p><u>Standing Committee Reports</u> <u>Curriculum and Program Planning (CCPP)—Nguyen</u> A memo has been forwarded to Associate Dean Nathan Murata that indicated senate action on four items: approval of 2 courses (KRS 695, EDCS 617), lack of approval of the proposed SPED 481 course, and approval of a proposal to change EDUC 800</p>	<p>Motion to approve KRS 695 approved.</p>

	<p>from 1 credit to 8 credits. The final item had not been discussed in senate.</p> <p>Nguyen provided some history. A proposal to increase it from 1 to 12 credits was put before the committee 4 years ago. It was discussed for 2 years, then approved. It was returned by the graduate division because it didn't have enough documentation, but Nguyen is unsure where it went at that point.</p> <p>Joe Zilliox indicated that there was a lot of discussion in grad council on the question of whether any of the additional tuition money this brings in will come back to the college.</p> <p>The current proposal is to increase it from 1 to 8 credits. A CCPP member reported that the committee didn't bring it to the full senate because they didn't feel it needed senate approval since there were no new classes being proposed.</p> <p>Nguyen will ask for memo to be revised to reflect the fact that approval was by the CCPP rather than the senate.</p> <p>SPED 481 class will be resubmitted in the spring. The only problems with the proposal was that the faculty member listed was a grad student and some typos that created errors.</p> <p><u>Personnel—Zilliox</u> The committee received 36 nominations for teaching excellence. Zilliox attributes the large number to the fact that the system is electronic now, so much easier to do.</p> <p>previous review committee has been past winners</p> <p>The committee is proposing change of procedures from having past winners make up the review committee to asking one person from each dept to serve.</p> <p><u>Budget and Facilities—Young</u> Young reported on a meeting Nov. 5 with Chancellor Hinshaw triggered by a list repairs to UHS1, UHS 2 and UA1 that had been requested previously. \$200,000 had been allocated but inspections resulted in a cost of \$800,000 for rewiring alone and a total cost for all repairs of \$3.5 million. Chancellor Hinshaw, Vice Chancellor Dasenbrock, Vice Chancellor Cutshaw met with Don Young, Dean Sorenson, Beth Pateman (and others) to inspect the facilities. The result was no support for putting any more money into those buildings, a recommendation from the chancellor to stop using the buildings, and a pledge to find a new building on campus for science teaching by January. A report compiling classroom use and needs and faculty inhabiting these buildings (including kind</p>	<p>Motion to approve EDCS 618 renumbered as EDCS 617 was approved.</p>
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of faculty, funding sources, etc.) is due Nov 15. There was a lot of discussion about relocation and idea that there is nowhere else to put people.

Young reported that the winner of a bid for architectural planning for the COE campus was announced. He was concerned that, unlike the last time, the process was completed without any COE involvement or input. Group 70 was selected, they've done a lot of work on this campus and in building schools. Francis Oda (ULS alum) and Charles Kaneshiro are the principal people on project.

A question at previous meeting about asking custodians to sweep and mop was revisited. Someone was told by a custodian that they only take out trash now. Young indicated that this was incorrect, although they are very short staffed right now. Beth Pateman she thinks she knows where that came from and will look into it. Because they are extremely short-staffed and not able to hire, they are not emptying trash every day, so are asking people to take food outside for disposal.

Student-Faculty Relations – Bowditch

There is an issue carried over from the last meeting about the composition of the STARFAC committee.

The Student-Faculty Relations committee reviewed and updated the STARFAC policy document; SFR is not the review committee for grievances against faculty. SFR can only serve as the review body if the grievance is about policy or procedure. Assc Dean Murata has asked the Student-Faculty Relations committee to pause in their review since a committee needs to be formally appointed. The SFR committee recommends that the assistant dean of the graduate division serve on committee. They also wanted to have representation from students and a voting council member of COEDSA. Scott is grad student, so can represent GSO.

There is an issue with the department being part of PhD, chair of dept is not chair of grad students' committees.

They are collecting testimony and will make a recommendation soon. They only have authority to edit the document through the end of this semester, so may need to ask for extension.

Michael Laughlin added that the current issue that's forcing this is past due and could escalate if not handled swiftly.

Nguyen asked that each department send a statement of professional dispositions to Scott Bowditch or Tony Torralba.

	<p><u>Diversity</u>— Twomey Committee met and, in principle, wants to support the fellowship committee</p> <p>They would like to support standard 4 on diversity for NCATE. It was agreed that Beth Pateman will meet with the committee to discuss how they might do this.</p> <p>The committee wants to review a document developed on racial, ethnic, and gender inclusivity developed in 2007 and to look at using it as a starting point. Also wants to take on an educational role, sponsoring lectures, etc.</p> <p><u>Governance</u>— Berg There is a lot that needs organizing but has been no committee meeting yet. They are working on organizing all the issues brought forth from last spring for a vote on the 8th at the congress meeting.</p> <p><u>College Fellowship</u>— Nguyen We are still seeking chair, Truc is interim chair.</p> <p>Dec 8, 2011 meeting will start with a short senate meeting at 3:00. This will be followed by fellowship activities at 3:30 and a congress meeting at 4:00. The committee is soliciting ideas for fellowship activities. There are governance issues to look at for the congress meeting.</p> <p>The spring congress meeting will involve more work from the fellowship committee. They are looking at the annual awards program trying to address the fact that the same names keep coming up for awards year after year. They are considering expanding or not awarding every award.</p>	
12:47 PM Old Business	<p><u>Ad Hoc Committee on merit pay</u></p> <p>The committee has researched what was done in other colleges, created some definitions. The current report is posted on the Wiki. No committee members were present to present.</p> <p><u>Workload policy for specialists</u></p> <p>There are about seventy specialists in COE. Because there is no common thread it is not possible to create workload guidelines.</p> <p>There is a target date of March 2012 for a policy to be presented to the senate.</p>	

Workload policy for I faculty

This policy was presented to the senate last year and approved. David Ericson, who has served on the committee for two years, said that this new draft adds tweaks but doesn't substantially change it. The committee looked at other policies that have been approved at UHM. All the others start with the vision and mission.

Today they are seeking approval to forward this document to dean so she can forward it to the VC for academic affairs. It was moved and seconded that the workload policy be approved and forwarded to the dean.

Discussion

The paragraph that begins " All COE faculty are expected to . . ." was added at request of dean who wanted all expectations of faculty clarified. There was a proposal to remove last section "in addition, the needs of the college . . ."

The original purpose of revising the policy is to update. Many colleges are 3/3, faculty feel you can't support research and publication with that load. Grants and contracts language appears later in the document. This could be strengthened by putting a sentence up front and also in the grants section. There should be mention of the expectation at a research 1 university (it was pointed out that the new language is RUVH).

[discussion was interrupted for the dean's report at 1:11, discussion resumed at 1:28.]

Language in UHPA contract says that chairs have to consult with faculty, but chairs have the absolute right to assign workload.

The "standard assignments" section has not changed, the language about the 9-month load comes directly from UHPA contract. The language for 11-month comes from institutional memory, no written documentation could be found.

The paragraph about exceptions for teaching, service is new.

In the heading: Teaching Equivalentents, take out "to assignments."

Don suggested putting all discussion of release time together.

	<p>The sections on supervising and advising are not new. The statement on cohort coordination and collaboration with school staff is new.</p> <p>There was a suggestion to indicate that new faculty may be granted course release(s) without specifying numbers.</p> <p>Don suggested a paragraph on research after the section on grants and contracts.</p> <p>The VC accepted a memo stating that the policy is a starting point but that colleges and dept.s are able to make exceptions to meet needs of the college.</p> <p>Truc proposed an electronic vote on Monday after revision for forwarding to dean</p> <p>The big questions was whether we starting with 3/3 or 3/2? There was discussion of the inequity in the graduate advising load, and a proposal to start with 3/2 with the expectation that all faculty will do advising instead of starting with 3/3 and accumulating points toward release time for advising. Are all chairs familiar with the implications?</p> <p>The suggestion was approved to start with 3/2 and assume advising is expected of everyone.</p> <p>Motion tabled earlier was not carried. An electronic vote will take place on Monday Nov. 14 following distribution of a revised copy to everyone. Further recommendations should be sent to Truc for inclusion.</p>	
1:32 PM New Business	<u>New Business</u> NONE	
2:00 PM	Adjournment	

Upcoming **Meeting schedule for rest of fall 2011:** Thu, December 8, 2011

College Congress meeting: December 8, 2011 (Location TBD)