

Attendance: Ken Morris (Chair), Aaron Jacobs, Steve Lundblad, Scott Saft, Donald Price, Tony Wright, Yoshiko Fukushima, Charles Langlas, Natalie Beam, Kay Daub, Nalini V.S. Yadav, Michael Shintaku, Tam Vu, Nancy Lombard (Guest)

Meeting brought to order at 3:00pm

- I. Review of minutes from October 19, 2011meeting
 - a. Meeting minutes didn't go out.
- II. Recommendations for Revision of Outdated BOR Policies for UHH Graduate Programs and Personnel-Adjunct/Affiliate
 - a. Executive Policy
 - b. Pharmacy & Nursing clinical faculty need their own category instead of "M" for medical clinical.
 - c. I, S, Grad, TA, need Post Docs and extension Agents
 - d. Add UH-System for cooperating faculty.
 - e. Ken: Stated that no one order reversed is applied to non university personnel/professionals. Whether or not someone is compensated depends on whether or not there are funds available. We have seen the language talking about the classifications and that implies compensation but not noncompensated.
 - f. Nancy: Stated that you may want a high level or expertise or an expert who is visiting from another college and doing research of their own. Compensation attaches itself to different duties. We need to write broadly to include spending some time at the library, research, observe, be student, stipend, parking permit and could occasionally teach classes. For visiting professional's colleague it is adjusted for living in Hawai'i.
 - g. Don: Stated that because of the compensated and non compensated it's just confusing.
 - h. Chuck: Stated that someone can always teach a course as a lecturer.
 - i. Ken: Stated that some are not allowed to teach as a lecturer.
 - j. Don: Suggested that we give them honorarium.
 - k. Ken: Stated that when we send out the letter we specify if it is paid or not paid and there is no question about that. We are talking about bringing an engineer here and we have to come up with 75 and fringe and that all we are going doing and he would be coming on sabbatical. The noncompensated is a no starter. Can we have adjunct and dump the affiliate. If you are going to teach you have to be adjunct and it use to have to be reviewed every three years.
 - l. Nancy: Stated that the whole policy with adjunct people have to go through the classification process. It doesn't require a review process. They can come in as affiliate and not have a specified position.
 - m. Chuck: Stated that if you want to use what Manoa is using its not going to work because it's for non professional. Maybe we don't need both categories.
 - n. Don: Suggested that then we could have different levels.
 - o. Nancy: Stated that Manoa called it affiliate graduate faculty is noncompensated.

- p. Ken: Stated that we use to have people as outside committee members. They don't have to have status to be certified by VCA. They don't have to be affiliate, adjunct, etc. The reason that we were going to go with cooperating and affiliate was so that there would be no need to reeducate but define them. If they are cooperating, it's how we define it.
 - q. Chuck: Questioned why we would put our affiliate through the review process now if they are already full professors at Manoa, would we want to put them through that.
 - r. Tam: Stated that affiliate has to be in there, its outside. Cooperating faculty is inside the UH system. We can't get rid of affiliate, both have to be in the system because it is in the policies.
 - s. Nancy: What you standardize here will add to the executive policy.
 - t. Don: Stated that we need to make sure the title jive with that.
 - u. Ken: Stated that certification for graduate means that they are certified to teach or sit on a committee, just say visiting faculty.
 - v. Chuck: Questioned whether it will be a political problem.
 - w. Ken: Stated that we will get that from Nancy and will work on it.
 - x. Nancy: It may be with CTAR, the guys who live here on land grant money but are based out of O'ahu. So will add extension agent, nursing and pharmacy are clinical and we will need to ask several people for approval. I will have to go to GC then to Kenny and the Chancellor and then onto the guy to works for Marcy. Because it's executive policy we need to make sure there is an umbrella for it. She recommends that we take out section 6 and change to noncompensated and take out West O'ahu.
- III. LibQual Survey
- a. Natalie: From the College of Pharmacy we have only had 23 people return it, from College of Agriculture only 29, and 62 faculty have returned the survey. Please remind students and remind faculty to please complete it.
- IV. Review Revised Provisional Acceptance Letter
- a. Steve: Questioned whether or not students have to have a student ID number if they aren't fully accepted yet? He also clarified that the conditions that the provisional acceptance students don't have to be completed in the first semester there may be other conditions that may occur during the second semester. We should move that paragraph to above the other conditions.
 - b. Scott: Stated that a copy will be forwarded to the admissions office and the official form will be kept in their permanent file.
 - c. Yoshiko: Pointed out that it should read- complete all courses and all other conditions mandated by the program.
 - d. Ken: Stated that if the student don't complete the first semester successfully they can't go on but they still have to complete the second semester successfully. The first year you are not allowed anything lower than a B after than you just need a B average. You need at least a B in the core classes. It is all for clarification. We don't want to deter

them from taking hard classes as electives. Stated that if everything else is fine with this then we should accept it as a friendly amendment.

V. Annual Reports

- a. Ken: Stated that last year he forgot to ask for everyone's annual reports and that he needs to ask everyone for them this year. Will look for the spreadsheet that Dan gave for it.

Reminder to find version of spreadsheet

Meeting Adjourned at 4:07 pm