



MINUTES

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| Meeting Date: | October 18, 2019 |
| Meeting Location: | CoBE first floor conference room |
| In Attendance: | Philippe Binder, Janet Ray, Karen Pellegrin, Steve Herman, Randy Hirokawa, Jean Ippolito, Susan Jarvi, Frank Kuo, Jason Iota Cabral, Rayna Morel, Armando Garcia-Ortega (for Lorna Tsutsumi), Tobias Irish, Michael Taylor, Alex Nagurney, Eric Heuer, Yucheng Qin, Seri Luangphinit, Steve Lundblad, Kanani Maka`moku, Joyce Norris-Taylor, Andrey Simonov, Kathleen Stacey, Shelby Wong, Leng Chee Chang |
| Absent: | Ozan Atalag, Steve Colbert, Francis Dumanig, Mary Louise Haraguchi, Patsy Iwasaki, Terrance Jalbert, Sunyoung Kim, Haipo Perreira, Jarred Prudencio, Michael Shintaku, Shawon Rahman |
| Recorded By: | Karen Pellegrin |
| Call to Order: | 3:02 PM |
| Adjournment: | 4:12 PM |

TOPIC: Opening Remarks

REPORT: Jan Ray called the meeting to order at 3:02 and noted that the minutes from the September FC meeting were previously distributed along with the following committee reports: Assessment Support, General Education, Budget Review, Curriculum Review, Academic Policy, Faculty Development, Student Success & Admissions, Program Review. Two corrections to the minutes were noted in the section on “FC Standing Committee Reports/Updates”: Alex Nagurney noted that Diane Van Hoose should be deleted from the list of Curriculum Review Committee members, and Jean Ippolito noted that Yumiko Ohara should be added to the list of General Education Committee members.

ACTIONS: Alex Nagurney moved to approve the minutes as corrected and the reports, and the motion was seconded. With no discussion, the motion was approved with 17 votes in favor, 0 against, 0 abstained.

TOPIC: Chair’s Report and Announcements

REPORT: Jan Ray reminded FC that the meeting schedule is posted on the FC web site and was again provided in the meeting agenda. There was no report from ACCFSC. Jan Ray provided updates from the CEC, noting that VC Kalei Rapoza provided helpful budget information and that the WASC site visit will be in the Fall of 2021. Jan Ray noted that the EC members for AY 2019/2020 were provided on the agenda for information.

ACTIONS: None.

TOPIC: FC Standing Committees Reports/Updates

REPORT: All reports were approved under the consent agenda. The following committee membership changes were proposed: Alex Nagurney proposed adding Todd Inouye to the Curriculum Review Committee. Yucheng Qin proposed adding

Tracy Ahern and Francis Dumanig to the Faculty Development Committee. Jean Ippolito proposed adding Yumiko Ohara to the General Education Committee. Randy Hirokawa proposed removing Yucheng Qin from the Budget Review Committee per his request. Philippe Binder proposed adding Margaret Stanley to the Student Success and Admissions Committee.

ACTIONS: Andrey Simonov moved to approve the proposed committee membership changes, and the motion was seconded. With no discussion, the motion was approved with 18 votes in favor, 0 against, 0 abstained.

TOPIC: FC Liaison Reports

REPORT: Curriculum and Graduate Council Liaison Shelby Wong provided updates on proposed curriculum changes. She also reported on efforts to get approvals to join the Western Regional Graduate Program and the benefits of joining. Research Council Liaison Karen Pellegrin reported on efforts to develop bylaws. WASC Liaison Seri Luangphinit reported that a draft Memorandum of Understanding (MOU) for UH Hilo internships will be reviewed by the Academic Policy Committee and faculty Senates. She also reminded FC that program review is important, including clarity regarding the meaning of each degree, how it supports the mission, and integrity of the degree. Seri distributed the WASC standard regarding academic program review and will provide a list of programs in need of review. She is working with FC chair, faculty Senates, and Deans regarding writing responses to the self-assessment questions. Seri will work with Student Success & Admissions committee chair Philippe Binder on questions about student success and retention, with Budget Review committee chair Randy Hirokawa on questions about budget, and with Program Review committee chair Shawon Rahman (and then Academic Policy committee chair Steve Herman) on program review questions.

ACTIONS: None.

TOPIC: Faculty Senate Chair Reports

REPORT: Brief reports and updates from faculty senates were provided. CAS senate chair Eric Heuer noted challenges taking attendance. DKICP senate chair Sue Jarvi noted the importance of engaging the faculty senate in the transformation process initiated by administration. Jason Iota Cabral noted that he is replacing Haipo Perreira as KHUOK senate chair. Library senate chair Kathleen Stacy noted that a new tool for looking up books will be implemented, with expected go-live date of 12/18, and will replace the Voyager tool.

ACTIONS: None.

TOPIC: Reports from Representatives Serving on Committees

REPORT: There were no updates from the representatives serving on committees.

ACTIONS: None.

TOPIC: Ad Hoc Committee Reports

REPORT: There were no updates from ad hoc committees.

ACTIONS: None.

TOPIC: Faculty Congress Representatives Per College/Unit

REPORT: The FC representatives from each college/unit were reviewed. CNHS will be adding two additional representatives for a total of five.

ACTIONS: None.

TOPIC: **Old Business**

REPORT: Jan Ray read a draft policy related to request for discussion items or motions. The purpose of the policy is to establish a process for any faculty to bring items to FC for discussion. There will be a second reading of the policy at the next FC meeting.

ACTIONS: None.

TOPIC: **Review of Outstanding Motions from 2017-2018 AY**

REPORT: There were no updates on motions 17-18-004 or 17-18-009.

ACTIONS: None.

TOPIC: **Review of Outstanding Motions from 2018-2019 AY**

REPORT: Steve Herman reported that Academic Policy Committee continues working to revise the Student Grievance Policy (motion 18-19-001) and review of tenure and promotion procedures (motion 18-19-003). He also reported that motion 18-19-005 is resolved as the registrar has confirmed she can manually allow students with fines to drop a class until such time that the software is changed to allow this. Jan Ray reported that she will work with Randy Hirokawa and Kalei Rapoza on ensuring access to meaningful budget information to support shared governance and improved decision-making (motion 18-19-002, addenda A and B). Shelby Wong confirmed that her office will assume responsibility for notifications of curriculum and GE deadlines and maintaining GE records (motion 18-19-007). Steve Herman reviewed the history of motion 18-19-010 to amend the Student Conduct Code and its importance to ensuring a safe campus. Concerns were raised about the lack of action to address this issue despite previously documented problems that led to the motion which was submitted to administration last year. Steve Herman reported that a group of faculty will be meeting with the Chancellor to discuss the issue on October 31 at 9:00am and welcomed other concerned faculty to join the meeting. Jan Ray initiated discussion about the proposed changes to the FC bylaws (motion 18-19-012), and Karen Pellegrin reviewed the history of the motion and the importance of improving FC leadership continuity and succession planning for effective shared governance. FC discussed ways to address these issues.

ACTIONS: Eric Heuer moved to approve the proposed changes to the FC bylaws as stated in motion 18-19-012 (and as read for the second time at the September meeting), and the motion was seconded. With no further discussion, the motion was approved with 17 votes in favor, 0 against, 1 abstained.

TOPIC: **New Business**

REPORT: Jan Ray reported that faculty input will be requested on two UH policies (EP 5.209 and EP 5.201), with details provided when available.

ACTIONS: None.

TOPIC: **Vox populi**

REPORT: Steve Lundblad raised the issue of scheduling emergency drills, requesting that these be scheduled and announced before the start of the semester so that faculty can adapt exams and other class activities to minimize disruption. Eric Heuer suggested that faculty attendance at campus events would likely increase if the

events are scheduled outside of the busiest class times.

ACTIONS: Jan Ray will bring these suggestions to administration for consideration.

TOPIC: **Adjournment**

REPORT: None.

ACTIONS: Seri Luangphinit moved to adjourn at 4:12pm, and the motion was seconded. With no discussion, the motion was approved with all in favor.

ABBREVIATIONS:

FC = Faculty Congress

EC = Executive Committee of Faculty Congress

VC = Vice Chancellor

CAS = College of Arts and Sciences

CAFNRM = College of Agriculture, Forestry and Natural Resource Management

CNHS = College of Natural & Health Sciences

DKICP = Daniel K. Inouye College of Pharmacy

CoBE = College of Business and Economics

KHUOK = Ka Haka 'Ula o Ke'elikōlani College of Hawaiian Language

LIB = Library

BOR = Board of Regents

UHHSA = UH Hilo Student Association

CEC = Chancellor's Executive Committee

ACCFSC = All Campus Council of Faculty Senate Chairs

VCSA = Vice Chancellor for Student Affairs

VCAA = Vice Chancellor for Academic Affairs