



MINUTES

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| Meeting Date: | February 21, 2020 |
| Meeting Location: | CoBE first floor conference room |
| In Attendance: | Philippe Binder, Francis Dumanig, Steve Herman, Eric Heuer, Randy Hirokawa, Jean Ippolito, Mary Louise Haraguchi, Tobias Irish, Terrance Jalbert, Susan Jarvi, Frank Kuo, Seri Luangphinit, Rayna Morel, Alex Nagurney, Joyce Norris-Taylor, Karen Pellegrin, Jarred Prudencio, Yucheng Qin, Shawon Rahman, Janet Ray, Michael Shintaku, Andrey Simonov, Kathleen Stacey, Ken Hon, Bonnie Irwin, Em de Pillis, Joy Lovell, Patricia Juszczak |
| Absent: | Ozan Atalag, Patsy Iwasaki, Kanani Maka`moku, Lorna Tsutsumi, Jason Iota Cabral, Steve Colbert, Sunyoung Kim, Michael Taylor |
| Recorded By: | Karen Pellegrin |
| Call to Order: | 3:00 PM |
| Adjournment: | 4:41 PM |

TOPIC: Opening Remarks

REPORT: FC Chair Jan Ray called the meeting to order at 3:00. She noted that the minutes from the January FC meeting were previously distributed, along with the following reports: General Education Committee report, Research Council Liaison report, Faculty Development Committee report.

ACTIONS: Eric Heuer moved to approve the minutes and reports, and the motion was seconded. With no discussion, the motion was approved with 15 votes in favor, 0 against, 0 abstained.

TOPIC: Chair's Report and Announcements

REPORT: Chair Ray provided a reminder on the deadline for zero cost textbook listings. She provided updates and requested any comments be sent to her regarding the policy related to student transfer and inter-campus articulation, Participant Verification Policy, and Faculty Classification Plan. She reported on her meeting with Chancellor Irwin and noted potential guests for the April meeting. Based on comments from FC members, the budget will be a priority for the next meeting. Jan Ray noted the request to add Randy Hirokawa, Tarisi Vunidilo, Keisuke Nakao, and Shugeng Cao as new members of the Program Review Committee and to add Ozan Atalag as a member of the Faculty Development Committee.

ACTIONS: Mike Shintaku moved to approve the proposed new members of the two committees, and the motion was seconded. With no discussion, the motion was approved with 19 votes in favor, 0 against, 0 abstained.
Jan Ray will compile faculty comments on the topics noted in her report and will forward them to the appropriate person for each.
Jan Ray will invite VCs Hon and Rapoza to present requested budget information at the April meeting.

TOPIC: FC Standing Committees Reports/Updates

REPORT: Assessment Support Committee Chair Seri Luangphinit distributed three handouts, including results of the WASC self-study survey which note some strengths and weaknesses. Seri reported that many areas are on track while some need work. She is working with deans, chairs, and senates to address the meaning of a degree from each college (as demonstrated by the example distributed from CAFNRM). She distributed a sample report of expenditures that can be requested through the finance department. Seri reminded FC that she is available to help with assessment rubrics and is working with FC committees to complete the self-study sections.

Yucheng Qin reported that the Faculty Development Committee has recruited nine faculty volunteers to serve as mentors.

Jean Ippolito reported that the General Education Committee is using a completely new GE application process and that they have already received many applications prior to the May 1 priority deadline. They might not be able to process applications received after this deadline, so they encourage faculty to work with their units to meet the deadline.

There were no other updates.

ACTIONS: None.

TOPIC: **FC Liaison Reports**
REPORT: There were no updates reported.
ACTIONS: None.

TOPIC: **Faculty Senate Chair Reports**
REPORT: Eric Heuer reported that the CAS senate is working on assessment, evaluation of the dean, and bylaws.

Andrey Siminov reported that CoBE senate is working on accreditation.

Sue Jarvi reported that DKICP is undergoing a “transformation” process facilitated by Peter Adler at the request of administration. Sue reported the senate received no response to the request for budget information or for additional information about the hiring process for the Associate Dean for Academic Affairs position, so they filed “freedom of information” requests.

There were no other updates.

ACTIONS: None.

TOPIC: **Reports from Representatives Serving on Committees**
REPORT: FC representative Yucheng Qin reported on a call for proposals from the Chancellor’s Professional Development Committee.

Chair Jan Ray reported she was unable to attend the meeting of the search committee for VCAA. Chancellor Irwin reported that the ad was posted last week and they had received queries. She also reported that the ads for the CAS dean and CNHS dean would be posted soon.

There were no other reports.

ACTIONS: None.

TOPIC: **Old Business: Review of Outstanding Motions from 2017-2018 AY**
REPORT: Ken Hon provided an update on the status of motion 17-18-009 Request for the Formation of an Ad Hoc Committee to Develop Guidelines and Criteria for the Transition from Instructor to Assistant Professor.

ACTIONS: None.

TOPIC: **Old Business: Review of Outstanding Motions from 2018-2019 AY**
REPORT: Steve Herman reported that the Academic Policy Committee will wrap up their work on motion 18-19-001, and he provided an update on motion 18-19-003. He also reported that they are waiting to hear back from the Chancellor regarding motion 18-19-1010.
Jan Ray reported that VCAs Hon and Rapoza will present budget information as requested in motion 18-19-002.
Jan Ray reported that she is working on getting the FC website updated from previous years through the current year per motion 18-19-012.

ACTIONS: None.

TOPIC: **Old Business: Review of Old Business from current AY**
REPORT: Jan Ray reported that the UH System is in the process of re-writing the Transfer Credit Policy and General Education Transfer Policy (per concern 19-20A).
Jan Ray reported that she is still waiting to hear back from the Chancellor regarding faculty notification for emergency drills (per concern 19-20C).
Jan Ray reported that the Chancellor will consider scheduling campus events at times when more faculty are available to attend; the suggestion was made to the Chancellor that varying the times of events would allow more faculty to attend.
Joy Lovell (who is replacing Steve Lundblad as CNHS faculty senate chair) read the following Motion to Request Criteria for Promotion from Instructor to Assistant Professor:

“Whereas, the current UHPA contract provides a clause regarding promotion from Instructor (I-2) to Assistant Professor (I-3) in article XIV, section C that states: Faculty Members in the Instructor rank who meet the criteria for promotion to Assistant Professor (I-3) may apply for promotion to that rank provided that the Faculty Member has satisfied the requirement for time in their current rank prior to applying to Assistant Professor (I-3).

Whereas, there are no criteria nor procedures related to application and evaluation for promotion from an Instructor (I-2) to Assistant Professor (I-3).

Whereas, Instructor (I-2) to Assistant Professor (I-3) guidelines and procedures are required to effectively evaluate candidates.

Whereas, this is a University-wide issue.

Therefore, it is requested that the UH Hilo Faculty Congress recommend clear guidelines and procedures for promotion from Instructor (I-2) to Assistant Professor (I-3) and work with Vice Chancellor for Academic Affairs.

Recommendations for factors to include in guidelines:

1. Instructors have completed at least 5 years of service at UHH, meets the minimum qualifications for an Assistant Professor in the department, and the Dean has determined a present need in the department and in the college for such a position (after consulting the department) may apply for promotion to I3.
2. The candidate must submit a dossier to be reviewed by College and University Personnel committees.”

There was discussion about the process and guidelines, including the need for unit-specific guidelines. Ken Hon reported that he would send Jan Ray the draft

criteria.

ACTIONS: The motion read by Joy Lovell was seconded. With no further discussion, the motion was approved with 15 votes in favor, 0 against, 4 abstained.

TOPIC: Old Business: Vote of No Confidence in DKICP Dean Ma

REPORT: DKICP senate chair Sue Jarvi reported that she distributed the no-confidence vote packet to FC members via email per their request at the January meeting. She also reported that, despite the FC motion approved in January 2020 requesting that administration provide an immediate and formal response to the no-confidence vote, no response has been provided. Based on the information in the no-confidence packet, Sue Jarvi moved to request that Carolyn Ma's appointment as Dean be terminated. There was discussion about the campus-wide focus of FC and the lack of response by administration, who received the packet on November 5, 2019. Chancellor Irwin reported that she is aiming to provide a formal response to the no-confidence vote by mid-March and committed to a response by the end of March.

ACTIONS: Eric Heuer moved to table Sue Jarvi's motion until April, and Eric's motion was seconded. With no further discussion, the motion was approved with 17 votes in favor, 0 against, 2 abstained.

TOPIC: Vox populi

REPORT: DKICP pharmacy student leaders reported that since the opening of the new building, students' access to adequate study space has been reduced, which has adversely affected their studies. After a petition to expand access to the new building was signed by over 700 people, building access was expanded to midnight. However, exiting the building at midnight poses safety risks to students, so they are requesting 24/7 access to sections of the new building (as they had with the modular facilities prior to opening the new building). There was discussion about students in other colleges who are also in need of 24/7 access to study space on campus to enhance their success. DKICP faculty also reported that they have had restricted access to the new building that interferes with their ability to work effectively and efficiently. The students also reported that Dean Carolyn Ma is condescending and dismissive towards them. Chancellor Irwin reported that she would schedule a meeting with the students to discuss further.

ACTIONS: FC members applauded the DKICP students for their commitment to their studies and for reporting their concerns and will continue tracking the issue of 24/7 access to adequate study space for UH Hilo students to enhance their success.

TOPIC: Adjournment

REPORT: None.

ACTIONS: Eric Heuer moved to adjourn at 4:41pm, 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