



MINUTES

Meeting Date:	September 20, 2019
Meeting Location:	UCB 312
In Attendance:	Philippe Binder, Janet Ray, Karen Pellegrin, Steve Herman, Rayna Morel, Armando Garcia-Ortega, Patsy Iwasaki, Francis Dumanig, Terrance Jalbert, Tracy Ahern, Jarred Prudencio, Mary Louise Haraguchi, Tobias Irish, Michael Taylor, Alex Nagurney, Eric Heuer, Sijie Sun, Janice Tatum, Yucheng Qin, Michael Shintaku, Seri Luangphinit, Em de Pillis, Joyce Norris-Taylor, Sunyoung Kim, Farrah-Marie Gomes, Bonnie Irwin, Ken Hon
Absent:	Ozan Atalag, Steve Colbert, Randy Hirokawa, Jean Ippolito, Susan Jarvi, Frank Kuo, Steve Lundblad, Kanani Maka`moku, Haipo Perreira, Shawon Rahman, Andrey Simonov, Kathleen Stacey, Lorna Tsutsumi
Recorded By:	Karen Pellegrin
Call to Order:	3:05 PM
Adjournment:	4:53 PM

TOPIC: Opening Remarks

REPORT: Jan Ray called the meeting to order at 3:05 and welcomed all to the first FC meeting of the academic year. Jan obtained volunteers to help reorganize tables and chairs after the meeting, ensure sign in sheet is completed and returned to Karen, and collect name tags. Jan noted that the minutes from the May FC meeting were previously distributed along with the following reports: Assessment Support Committee report, General Education 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 18 votes in favor, 0 against, 0 abstained.

TOPIC: Chair's Report

REPORT: Jan Ray noted the FC meeting schedule for current academic year, no report from the ACCFSC, and updates from the CEC. Jan asked faculty to let her know if interested in attending the Open Education Resources (OER) Textbook Sprint on Oahu and sponsored by the UH System. Jan reported that the Kauai Community College Faculty Senate is investigating for all campuses whether any faculty have been retrenched or threatened with retrenchment. If so, let Jan know.

ACTIONS: None.

TOPIC: FC Standing Committees Reports/Updates

REPORT: Steve Herman proposed Li Tao, Alex Nagurney, Sunyoung Kim, and Shugeng Cao as Academic Policy Committee members. Seri Luangphinit reported Assessment Support Committee would be conducting a diversity assessment this year and proposed Jennifer Stotter, Rayna Morel, Michele Ebersol, Donna Ohora, Norman Arancon, Philippe Binder, Mary Louise Haraguchi, Lei Kapon, and

Karla Hayashi as members. Alex Nagurney proposed Diane Van Hoose, Scott Saft, Kirsten Mollegaard, Daniela Guendisch, Stan Nakanishi, and Mike Shintaku as Curriculum Review Committee members. Yucheng Qin proposed Leng Chang, Sunyoung Kim, Robert Chi, and Julie Mowrer as Faculty Development Committee members. On behalf of Jean Ippolito, Jan Ray proposed Chris Lauer, Amy Saxton, Jonathan Price, Tobias Irish, and Brian Wissman as General Education Committee members. On behalf of Randy Hirokawa, Jan Ray proposed Armando Garcia-Ortega, Kalena Silva, Yuchen Qin, Comfort Sumida, and Andrey Simonov as Budget Review Committee members. Yuchen Qin declined and will request that Randy find a replacement. On behalf of Shawon Rahman, Jan Ray proposed Doug Mikkelson, Abhijit Date, Jolene Sutton, and Su-Mi Lee as Program Review Committee members. Philippe Binder proposed Patricia Hensley, Karen Pellegrin, Lauri Sagle, Amy Saxton, Michael Skinner, Zach Street, and Comfort Sumida as Student Success and Admissions Committee members, with Cheryl Ramo and Kainoa Ariola as ex-officio members.

ACTIONS: None; vote to approve committee members held until after review of FC representatives.

TOPIC: FC Liaison Reports

REPORT: Jan Ray proposed Shelby Wong as Curriculum Liaison and Graduate Council Liaison, Robert Chi as Distance Education Liaison, Karen Pellegrin as Research Council and ORS Faculty Advisory Council Liaison, and Seri Luangphinit WASC Liaison. On behalf of Curriculum Liaison Shelby Wong, Alex Nagurney reminded FC of the October 1 deadline for submitting curriculum changes. WASC Liaison Seri Luangphinit reported that she will be convening a committee and asking senate chairs to help with accreditation preparation. Karen Pellegrin provided an update from the ORS Faculty Advisory Committee and reported that Research Council is working on establishing bylaws.

ACTIONS: None; vote to approve liaisons held until after review of FC representatives.

TOPIC: Faculty Senate Chair Reports

REPORT: Brief reports and updates from faculty senates were provided.

ACTIONS: None.

TOPIC: Reports from Representatives Serving on Committees

REPORT: Yucheng Qin, who serves as FC representative on the Chancellor's Professional Development Committee, reported that another faculty member is needed for this committee. Patsy Iwasaki, who serves as FC representative on the UH Hilo Marketing and Social Media Advisory Group provided an update from this Group and will provide further updates after the upcoming strategic planning sessions.

ACTIONS: Jan Ray will send an announcement to faculty to recruit another member for the Chancellor's Professional Development Committee.

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 number and names of FC representatives from each college/unit were reviewed.

ACTIONS: Terrance Jalbert moved to approve the FC standing committee members and FC liaisons and representatives on committees, and the motion was seconded. With no discussion, the motion was approved with 21 votes in favor, 0 against, 0 abstained.

TOPIC: **Old Business**

REPORT: Jan Ray reviewed updates regarding old business. Ken Hon reported that he is working on updating the Transfer Credit Policy and General Education Transfer Policy and working with Deans and Directors to address accountability for course releases. Ken reported that UH Hilo spent \$700,000 on course releases and overload payments last year. Jan suggested that concerns brought to FC but with no faculty member willing to present the issue to FC should be removed from the agenda. Steve Herman reported that the Academic Policy Committee will provide feedback to Ken regarding the Workload Equivalency Policy.

ACTIONS: Course releases and merit raises will be removed from Academic Policy Committee. Jan will bring the issue of merit raises to the ACCFSC to see if there is interest in addressing this with UHPA.

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

REPORT: Ken Hon reported that he is working on the issue of unregistered (non-auditing) students attending UH Hilo classes (motion 17-18-004). There was significant discussion of this issue, and agreement that faculty senates should be consulted for feedback on any proposed policies. Ken also reported that he is working on a procedure for the transition from Instructor to Assistant Professor (motion 17-18-009).

ACTIONS: None.

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

REPORT: Steve Herman reported that Academic Policy Committee is working to revise the Student Grievance Policy (motion 18-19-001) and review of tenure and promotion procedures (motion 18-19-003) and that he will ask Chelsea Kay-Wong about students with fines dropping a class (motion 18-19-005). Jan Ray reported that she will talk to Randy Hirokawa about ensuring access to meaningful budget information to support shared governance and improved decision-making (motion 18-19-002). Ken Hon reported that he will talk to Shelby Wong about ensuring notifications of deadlines and maintaining GE records (motion 18-19-007). Farrah-Marie Gomes reported that she transmitted a memo to interim Chancellor Sakai regarding amending the student conduct code (motion 18-19-010), and Jan Ray will take this issue to ACCFSC. Karen Pellegrin read the proposed changes to the FC bylaws (motion 18-19-012), and Jan Ray will take this issue to the senates. Jan Ray reported that the issue of making the deadline for GE certification consistent with the deadline for curriculum proposals is completed and will be removed from FC agenda.

ACTIONS: None.

TOPIC: **New Business**

REPORT: Jan Ray reported that FC needs a policy regarding removing an item from the FC agenda if there is no faculty member willing to present the issue, and she will take this issue to the EC to discuss. Jan also reported on other new items of business.

ACTIONS: None.

TOPIC: **Vox populi**

REPORT: Rayna Morel asked about the status of travel awards. Ken Hon reported that due to significant decrease in available funds, these awards were suspended last year per the recommendation of the Research Council to prioritize awards that are more likely to lead to future funding.

ACTIONS: None.

TOPIC: **Adjournment**

REPORT: None.

ACTIONS: Seri Luangphinith moved to adjourn at 4:53pm, 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