TASK FORCE ON SHARED GOVERNANCE  
*Monday, March 23, 2009 • 3:00-4:30 pm • Chancellor’s Conference Room*

**Minutes**

Present: Kathryn Besio, Sevki Erdogan, Jene Michaud, Pila Wilson, Phil Castille, Kevin Hopkins, Hank Hennessey, Kenith Simmons, April Scazzola

Absent: Luoluo Hong, Karen Pellegrin

**I. Update on Chancellor’s staff meeting on the curriculum review and policy flow charts and explanatory notes:** The VCAA reported that the Chancellor’s staff is prepared to approve these with the following revisions, and we agreed to accept these.

a. **Curriculum review flowchart:** Chancellor requested that another arrow be added indicating downward direction on the “refer for revision” line

b. **Curriculum review flowchart:** In the three boxes “Proposal archived,” revise to read “Proposal archived, reason provided”

c. **Policy flowchart:** Revise the title of the flow chart to read “Academic Policy Proposal and Modification Process” and replace “Appropriate VC(s)” with “VCAA”

d. **Explanatory notes for policy flowchart:** Revise title to read “Notes to the Academic Policy Proposal”; item 2, insert “Academic policy proposals may originate...”; item 3, correct spelling to “ensure.” While limiting the flow chart and notes to academic policy, the task force agreed that the VCAA could consult with other vice chancellors, and that the Division of Student Affairs might wish to adopt a similar flow chart.

**II. Other discussion about the two processes:** we agreed that:

a. In response to the request of the dean of CAS for clarification, the following revision should be made to the explanatory notes to the curriculum review flowchart: In “Scope of Review” column, regarding “College processes,” item 1, “Detailed review by a committee of instructional faculty involved in the program, the composition of which....”

b. Each of the flow charts should provide a key to all symbols.

c. With regard to proposals for new GE programs, we considered whether GE should be considered curricular or policy. We agreed that the GE program scheduled for 2010 implementation should go forward, having already been developed and approved by faculty, Congress and the VCAA; and we agreed to postpone a decision as to how a future GE program would be initiated, reviewed, and approved.
III. Next steps for the proposed curriculum review and policy processes: we agreed that:
   a. Later this week, Phil expects to get final approval from chancellor for both the curriculum review and academic policy approval processes as revised by the task force today.
   b. Phil will ask deans to go to their college senates to see whether revisions need to be made to senate charters to accommodate the new curriculum review and policy approval processes.
   c. Implementation: timelines for curriculum review need to be developed with assistance of the Registrar; a tracking system should be adopted.
   d. Both processes will be reviewed by December 2011 by a shared governance entity appointed by the Chancellor.

IV. Long-standing campus-wide academic practices specific to UH Hilo: we agreed that these have stood the test of time and should become university policy without being subjected to the proposed policy approval process. The VCAA is prepared, and authorized to, accept these academic practices and procedures as university academic policy.

   These are to be extracted from the current faculty handbook, restated concisely, clearly, and without admonitions, suggestions, or other extraneous commentary. A compilation of proposed policy statements will be reviewed by the task force at its next meeting. Once approved by the VCAA, these will be posted on the UH Hilo archive web page.

   Revisions to these policies will go through the new academic policy process.

Next topics for discussion:

   • Time line and tracking system for curriculum review and academic policy processes
   • Open forum
   • Review draft “hard, gem-like” policy statements for posting
   • Review of both March 13 and March 23 draft minutes

Next meeting: April 3, 2009, 2:00-3:30, Chancellor’s Conference Room

Respectfully submitted,

April Scazzola, ALO