Minutes

Present: Luoluo Hong, Jene Michaud, Sevki Erdogan, Karen Pellegrin, Phil Castille, Kevin Hopkins, Hank Hennessey, April Scazzola

Absent: Kathryn Besio, Kenith Simmons, Pila Wilson

I. Review of March 23 minutes

a. Item 3: correct “Phil expects to get final approval from the Chancellor’s staff. . . .”
b. Item 3d: should read “December 31, 2010”
c. Policy flow chart notes: item 5, added director of the library (done)
d. Policy flow chart notes: item 5, should read “governance entities”
e. Item 4: Long-standing campus-wide academic practices specific to UH Hilo: we agreed that some of these have stood the test of time and should be grandfathered become university policy without going thru being subjected to the proposed policy approval process. These are to be drawn extracted from the current faculty handbook, restated concisely, clearly, and without admonitions, suggestions, or other extraneous commentary.
f. 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:

II. Next steps: Phil presented our March 23 versions of the flow charts and notes to his Academic Council, noting that these would be submitted to the Chancellor. To a suggestion arising from that meeting that the faculty be copied on the documents to the Chancellor, the task force agreed that the VCAA should send out documents and an open forum for the policy flow chart and notes will be scheduled Monday, April 13, same time. April will find a room for the April 13 late afternoon meeting. Hank will get the handouts to us in electronic form this weekend. Jenny will manage the handouts. The open forum will focus on the policy flowchart and notes. The handout will include the policy flow chart and notes; also included will be the CRP revisions, which reflect the open forum input. Jene and April will manage the preamble; Luoluo will do the script for the forum.

III. Policy Process Flowchart

a. Flow chart notes, item 2: “any level of the campus community. In all cases they will be forwarded for review to the faculty Congress and/or appropriate unit governance entities at the review process.”
b. Add to item 5: “For the purposes of this document, the box labeled “faculty governance entity” includes but is not limited to . . .”

c. In item 5, replace “CHL” with “Ka Haka `Ula O Ke`elikolani”

d. Flow chart: replace “If College Level” with “If more than one level is affected” and box “Faculty Governance Entities” with “Unit Governance Entities”

e. Footnote numbers will be added to link certain flow chart items to notes 5 and 6

f. Congress needs secretarial support to manage paper work

IV. Procedure to Policy: Distinguish between the Faculty Handbook as a reference work and Academic Policy compilation. VCAA will review these items and prepare a set of academic policy statements embodying long-standing practice. Changes to these would go through the new process.

V. Next steps: Following the open forum on April 13, the task force will meet on April 17, to integrate input. The Chancellor, having approved these, announces these, directs the Congress and the deans and directors to consult with their unit governance bodies and bring their charters and bylaws into compliance with the Executive Policy E.210 and with the new procedures.

Open forum: April 13, 2009

Next meeting: April 17, 2009, 2:00-3:30, Chancellor’s Conference Room

Respectfully submitted,

April Scazzola, ALO