INAUGURAL MEETING OF THE TASK FORCE ON SHARED GOVERNANCE

Wednesday, October 29, 2008 • 1:00 – 2:30 PM • Chancellor’s Conference Room

Meeting Minutes

Present: Phil Castille (Chair); Luoluo Hong (Facilitator); April Scazzola (Accreditation Liaison Officer, ALO); Jene Michaud/Cam Muir (CAS); Kevin Hopkins (CAFNRM); Hank Hennessey (CoBE); Karen Pellegrin (CoP); Sevki Erdogan (Congress); Kathryn Besio (Graduate Council) & Kenny Simmons (VCAA designee)

Absent: Pila Wilson (CHL)

I. Introductory Remarks.
   a. Chair provided an overview of the key events and timeline preceding the inaugural meeting of this Task Force. Our charge from the Chancellor was reviewed. Relevant documents can be located on the UH Hilo Accreditation web page at http://www.uhh.hawaii.edu/uhh/accreditation/.
   b. Notes from the feedback meetings held with each of the major shared governance bodies (represented on this Task Force) were distributed. Facilitator will distribute remaining documents electronically via e-mail. In reviewing the discussions thus far, the following themes emerged:
      i. There was no opposition to instituting a campus-wide shared governance entity that would be responsible for curriculum review; questions still remain, however, about (among other things) what kind of relationship this entity would have relative to college-based shared governance bodies and the college deans, how representation by each of the colleges would be handled, e.g., “the devil is in the details.”
      ii. There was consistent acknowledgement that when personnel issues are involved or when allocation of resources are involved, University administrators (e.g., VCAA, deans) should be the primary decision-maker, but should be open to feedback and consultation with shared governance entities.
      iii. There was resounding agreement that we need a much improved system to ensure that policies are located in an accessible, centralized location and updated regularly. Similarly, decision-making processes need to be more effectively articulated and disseminated, and a greater measure of consistency leveraged in the types of forms we use, etc.
II. Guidelines & Ground Rules for Group Interaction.
   a. For purposes of providing continuity and ensuring forward momentum, it was agreed by consensus that designees would be allowed; reasonable efforts would be made to use a consistent designee; and selection of the designees will be handled by a process determined by each respective shared governance bodies. In cases when members who are consistently not in attendance or participating, the Chair will consult with the relevant shared governance entity to have another representative appointed.
   b. All agreed that because this is a shared governance entity and each member represents the view of a broader group (not just their own opinion), members are expected to consult in a timely manner with their constituency prior to participating in Task Force decision-making processes. Reasonable efforts will be made by the Chair and Facilitator to provide information necessary to ensure genuine consultation can take place.
   c. It was agreed that ideas, issues, and concepts presented at our meetings should be shared, but particular remarks would not be attributed to specific individuals from this Task Force, and comments not pertinent to the Task Force charge would be discouraged and would not be shared beyond meetings. At the end of each meeting, there should be a summary of key points that should be discussed with our various constituencies.”
   d. It was tentatively suggested that two sets of documents be maintained: working notes (to be maintained by the ALO) that serves as a tool for jogging memories and providing a record of conversation for members when they miss a meeting, and official minutes (to be maintained by the Facilitator) which will be for public distribution.
      i. It was agreed that NO document in its draft form would be shared outside of the Task Force until all members had an opportunity to review and provide corrections.
      ii. It was requested that both draft documents be distributed by the Wednesday following each meeting, and then finalized a week prior to the following meeting so that members can share with constituencies for consultation.
      iii. After receiving the first set of documents, the Task Force will revisit the decision about whether one or both documents should be made public.
   e. Given the significant and long-term implications of the recommendations that this Task Force will address, it was agreed that decisions would be made by consensus, rather than by a majority vote. Consensus was defined not as a state of unanimity, but rather a willingness of group members to move forward in a productive manner even if not everyone is in complete agreement.
   f. Meeting time was changed to Fridays, twice monthly, from 2:00 – 3:30 PM to accommodate members’ teaching schedules.

Respectfully submitted,
Luoluo Hong
October 30, 2008