Minutes of the CAS Senate Executive Committee Meeting held on Friday, November 14, 2014

Attendees: Jan Ray, Yoshiko Fukushima, Jean Ippolito (Chair), Lincoln Gotshalk, Doug Mikkelson, Mazen Hamad, Randy Hirokawa, Tracy Wiegner, Jene Michaud

Minutes from the Oct 17, All-CAS Senate meeting were approved

Report from the CAS CRC Committee - Chris Lauer

- Chris was not present so Jean read the notes provided by Chris
- The CRC is finished with most of the courses. However, there was discussion regarding the approval of a Natural Sciences capstone course that prepares students for a career in teaching.

Report from the CAS APC Committee - Jene Michaud or Yoshiko Fukushima

- The APC update was a memo entitled "Re: proposed modification to charter"

Old Business:

Continued discussion of Teacher-Student relationship policy.

- There was significant discussion regarding how the motion for the new teacher-student relationship policy will fit in with the current UH Executive Policy on Sexual Harassment and Related Conduct (E1.203)
  http://www.hawaii.edu/offices/eeo/docs/E1203.pdf
  E1.203 is focused on employees; the motion will be focused on teacher-student relationships and shall prohibit such relationships.
- Some discussion on consequences. Everyone agreed that there should be consequences, however, the current motion need not deal with consequences, exclusions, and process.
- Everyone was in favor of moving forward with this. Motion will go to the All Senate CAS faculty to ask for feedback. The motion will be modified based on feedback and then returned to the all senate faculty for a vote. If approved, the motion will be sent to faculty congress.

Curriculum review process edited motions to Faculty Congress

- A full time APT will be hired to serve as the curriculum coordinator. The job description and search committee has already been established. The position will be in Academic Affairs yet the office will be near the Registrar to enable communication between the two offices.
- The motions for "fast tracking" and "bringing Registrar in early" were rewritten with minor modifications and will be voted on next week at faculty congress.

The Late Submission of Dossiers for Contract Renewal (this issue was not on agenda)

- The DPC holds true to its deadlines. When dossiers are submitted late, of which there are three recent cases, the requests for contract renewal is declined.
- There was some discussion that notification or reminders were not provided to the faculty that needed to submit dossiers for contract renewal. The notification process should be improved. Improvements may be needed at the department/division/college and university levels.
Fifth Year Review (this issue was not on agenda)

- also called post tenure review
- this is an old review process that UHH may re-implement
- discussion indicated that it could be a lot of work with no real reward
- such a review should be simple: submit a summary of services, courses, and publications to ensure you are meeting the duties of your rank

CAS Promotion policies from Instructor to Assistant Prof / tenure track (Handout)

- Union Associate Executive Director Kardash provided information stating that the section in the UHPA contract regarding promotions also applies to instructors
- There are many concerns about allowing an instructor to be internally promoted to tenure track professor without an external national search. These concerns include: no national search, written criteria for promotion, cost per course, time in rank, and hiring.
- Further discussion on this topic should include the union, administrators, HR, and faculty
- All were in favor that Jan Ray should bring this issue to faculty congress

Doug Mikkelson - report from the MTWRF schedule committee (handout)

- Doug is part of an ad hoc committee on the implementation of a new schedule
- One proposal is to MTWR classes with no class on Friday
- A compromised schedule is to have MWF, as it currently is until noon; and have no Friday classes after noon so the MW schedule would replicate the TR schedule.
- The critical issue is that this may be impossible to implement due to lack of class space.
- Some comments were: not everyone sticks to those schedules, it is a hot issue, it would be catastrophic for languages, has there been a literature review of scheduling?, makes us look lazy for not working on Friday, why not have miscellaneous day on Wednesday?, HUM / SS Divisions like it, Nat Sci does not like it.
- Side issue came up regarding our policy assigning teaching credits to instructors teaching labs.

Jene Michaud - revision of SEC Senate Charter and By-Laws (2 handouts)

- Page 4. IIA. Cross out SEC
- The SEC shall solicit nominations from Division Chairs. Appoint if no nominations. Election procedure is up to division.
- Issue with Article III, Section 1. Should not have to say that Instructional Faculty includes Instructors. This will become "Full-time Instructional Faculty includes Professors, Associate Professors, Assistant Professors, Instructors and Faculty Specialists".
- Majority of senate body. Charter. Article 8. Relating to
• It was agreed that the modified charter and by-laws would be put up to an all senate vote. Vote will be passed based on 50% of votes cast.

Meeting adjourned.