UH Hilo Faculty Congress  
Agenda for March 18, 2011 / 3:00 pm - 5:00 pm, K-127

A. Approve minutes from 2/25/11 meeting: [http://www.uhh.hawaii.edu/uhh/congress/](http://www.uhh.hawaii.edu/uhh/congress/)

B. Chair and Executive Committee Report:  
   b. Proposed changes to BOR policy – status.  
   c. Call for nominations for 2011-2012 Faculty Congress members will be sent out via email. Please nominate faculty that will represent you best!

C. Assessment Committee – Report from Seri Luangphininht, Chair. Assessment rubrics developed by the Assessment Committee will be discussed.

D. Curriculum Review Committee – Report from Jean Ippolito, Chair.

1) MOTION from the CCRC committee:  
The CCRC requests that the University create a full-time position for a Curriculum Coordinator who will be responsible for overseeing the development and review of curriculum.

   • The position’s responsibilities should include working with Faculty, Department Chairs, Division Chairs and Deans in initiating program design and course proposals, facilitating the use of Curriculum Central and working with the Registrar to smooth course creation, modification, numbering, cross-listing, and cataloging.

   • The Curriculum Coordinator should also facilitate cross-unit collaboration in program and course development.

   • The Curriculum Coordinator may also work with Department Chairs to insure that students have access to the appropriate classes to complete their majors in a timely manner, which supports the system-wide goal for increasing graduation rates.

   • The Curriculum Coordinator will be an ex-officio (non-voting) member of the CCRC.

2) ATP: UH-Hilo Gender Studies degree program.

E. General Education Committee – Report from Elizabeth Stacy, Chair
F. Strategic Planning Committee Report: Elizabeth Stacy
G. Academic Policy Committee – Report from Ramon Figueroa-Centeno, Chair
  a. Approval of new tenure & promotion guidelines
H. Budget Committee: Report from Barbara Leonard, Chair.
I. Admissions Committee: EMIT Report from James Beets
J. Graduate Liaison Report: Report from Aaron Jacobs.
L. New Business:
   a. Proposed charter amendment to include representation of instructors – see appendix A.

Appendix A
Motion for Amendment to Faculty Congress Charter (submitted by Dr. Beets)
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**Background**

‘Instructors’ at UH-Hilo are full-time instructional employees. ‘Instructors’ are recognized by several units as faculty, participate in meetings, serve on committees, and have voting rights. As example, CAS recognizes ‘instructors’ as ‘faculty’.

‘Instructors’ are not presently recognized as ‘faculty’ in the Faculty Congress Charter and therefore are not represented by Faculty Congress. As provided in the Faculty Congress Charter, ‘Instructors’ cannot vote for congress representatives.

Relevant sections from the Faculty Congress Charter:

**Faculty Congress Charter**

**Article II, Membership**

All faculty representatives must be tenure-track. Each college or unit shall have a representation of 1 faculty member for every 15 tenure-track faculty members or fraction thereof. The Chairs of the College Faculty Senates will automatically be voting members of the Congress in addition to these members. Faculty Congress will hold elections for representatives to the Congress each spring semester. Each unit will elect its own representatives to the Congress. If a member misses more than three regular meetings of the year, they shall be disqualified and the faculty member with the next highest votes for that unit from the previous election will be elected to that position.

**Article VII, Amendments to the Charter**

Whenever after two readings, a majority of the Congress votes to amend the Charter, the proposed amendment shall be referred to the faculty for ratification, and written or electronic ballots shall be distributed to all UH Hilo tenure-track faculty. The Charter shall be amended when proposals are approved by a majority of those voting.

**MOTION:**

This motion proposes the following amendment to the Faculty Congress Charter:

**Article II, Membership**

*Existing sentence:*

All faculty representatives must be tenure-track. Each college or unit shall have a representation of 1 faculty member for every 15 tenure-track faculty members or fraction thereof.

*Proposed amendment:*

All congress representatives must be tenure-track or full-time instructors. Each college or unit shall have 1 representative for every 15 tenure-track faculty members and full-time instructors or fraction thereof.