

UH Hilo Faculty Congress April 2013 Meeting Minutes

April 19th from 3:00pm
K127

Members Present: Thora Abarca, Julie Adrian, Mitch Anderson, Jim Beets, Todd Belt, Lari-Anne Au, Jerry Calton, Emmeline dePilllis, Kekoa Harman, Eileen Lovell, Janet Ray, Michael Shintaku, Norm Stahl, Maria Haws, Peyton Wong, Steve Lundblad, Seri Luangphinith, Jonathan Awaya

Others Present: Marcia Sakai, Jean Ippolito, (plus three that came with Jean)

Members Absent: Mark Panek, Adam Pack, Brian Perry

3:04: meeting called to order.

Approval of March minutes: Motion to approve as amended: Mitch Anderson, seconded by Norm Stahl, passed unanimously (14-0).

Chair's Report:

Faculty Lounge Update→ Michael reported that VCAA Platz has identified PB-9 as a potential location. The chair presented a series of photos of the proposed facilities. Informational only.

Motion: Send a memo to LuoLuo to thank her for her role in offering the location: Jim Beets, seconded by Emmeline dePilllis. No vote necessary.

Teaching Excellence Committee→ The chair reported that the chancellor proposed creating a teaching excellence center. He would augment Congress' budget accordingly to move forward. He is still working on that. No action is required at this time, but we will need to consider this in the future.

Admin Reviews→ Maria Haws reported that CAFRNM has completed their administrative review. Steve Lundblad reported that CAS completed theirs. Thora Abarca reported that Library completed theirs. Since CoBE did not complete theirs, Congress will administer CoBE's administrative review. Julie Adrian reported that Pharmacy is requesting Congress to administer their program review. Congress will also conduct the review for HLC since they did not complete theirs and the deadline has passed.

Congress Elections→All units are directed to conduct elections before the next Congress meeting.

Committee Reports*

*Please note that Committee Reports are for informational purposes only. For further clarification, suggestions, and/or airing of personal anecdotes, please see the relevant committee chair outside of the Congress meeting.

a. **Assessment Support:** Chair's report is available here:

<http://hilo.hawaii.edu/uhh/congress/documents/AssessmentChairReporttoCongressApril2013.pdf>

Seri asked Congress members to share the new Rubrics for Written Communication and Information Literacy

Seri Luangphinit made a **motion** to adopt General Education Learning Outcomes as Institutional Learning Outcomes. Seconded by Todd Belt. Passed unanimously (16-0).

b. **Academic Policy:** Chair's report is available here:

<http://hilo.hawaii.edu/uhh/congress/documents/44APCApril2013ReporttoCongress.pdf>

Mitchell Anderson made a **motion** to amend the Academic Policy Flowchart as depicted here:

<http://hilo.hawaii.edu/uhh/congress/documents/1PR2013.pdf>

Although the original impetus for updating the flowchart was to include the role of the Graduate Council and the VCR, it was noted that the VCR position in the flowchart is not an approved position. Motion to table and refer to the VCAA and Dan Brown: Jim Beets, seconded by Janet Ray, Unanimous (16 - 0)

Mitchell Anderson made a **motion** to approve the revised program review guidelines found here:

<http://hilo.hawaii.edu/uhh/congress/documents/1PR2013.pdf>

There was no need for a second, this was a second reading. Passed (15 – 0 – 1). Recommendation to send the document to all department chairs.

Mitchell Anderson made a **motion** to create a Faculty Congress Program Review Advisory Committee to assist programs with the program review process, which can be found at: (sent to Mark within the APC April 2013 report)

There was a friendly amendment to change “appoint” to “approve” in the first sentence, which is already reflected in the version sent to Mark.

Second by Todd Belt. Passed unanimously (16 – 0)

c. **Student Success and Admissions, EMIT** Julie Adrian (sent report to Mark) One item the committee discussed was a suggestion from the Chancellor to run an academic boot camp for at-risk students during the summer prior to their enrollment. Mike had a conversation with the Chancellor about this. Congress noted unofficial support for such a program, and noted that such programs are costly.

d. **Budget:** Norm Stahl's report is available here:

<http://hilo.hawaii.edu/uhh/congress/documents/44FacultyCongressBudgetCommitteeReportApril2013.pdf>

e. **Curriculum Review:** Jonathan Awaya. There is an effort to streamline curriculum central. Nothing more to report at this time.

f. **General Education:** Todd Belt's report is available here:

<http://hilo.hawaii.edu/uhh/congress/documents/44GEChairReporttoCongressApril2013.pdf>

Senate Presentations Jerry Calton – three candidates for the new Dean are being interviewed. Maria Haws – nothing to report. Steve Lundblad – CAS had a meeting today. (That was all that he reported.)

Research Council Report Jim Beets -- Nothing to report.

Ad Hoc PR Committee Report: Adam Pack (absent) – Emmeline reported that the committee is looking for a more high impact venue through which to highlight faculty accomplishments.

Old Business:

- second reading and vote on by-laws amendments found here:

<http://hilo.hawaii.edu/uhh/congress/documents/1CongressBylawsAmendments.pdf>

Move to accept: Mitch Anderson, second Norm Stahl. Friendly amendments: remove bullet 7, routinely review... since this is a function of PRAC, add "and PRAC" to "with the General Education Committee" in bullets three and four under Core Competency. Include "the Director of Admissions shall be invited to serve as an ex-officio member of the Student Success and Admissions Committee." Make the bylaws all share similar language in terms of "appointing" or "approving" committee members. This will serve as a first reading and we can vote at the next meeting with these changes made and distributed.

- vote on motion on MW schedule found here:

<http://hilo.hawaii.edu/uhh/congress/documents/3March2013SchedulingMotion.pdf>

Some units had major concerns. Motion to table: (5 – 6 – 5) failed.

Friendly amendment: add to the end of the motion "and to consider alternative scheduling to ensure classroom access, student face-time, and progress towards graduation." (7 – 4 – 3) motion passed.

- motion on campus-wide smoking ban

Tabled, Jan will put a motion in writing. (there was no motion to table, nor a vote)

New Business:

Proposed program on BA in Chinese Studies, ATP presented by Jean Ippolito for feedback from Congress.

Adjournment: Todd made a **motion** to adjourn, **seconded** by Mitch, passed unanimously.

Respectfully Submitted,

Mitch Anderson