

UH Hilo Faculty Congress April 2014 Meeting Draft Minutes

April 25th from 3:00pm

SSB-W201

Members Present: Michael Shintaku, Jan Ray, Todd Shumway, Jim Beets, Erik Cleveland, Brian Bays, Thora Abarca, Abby Cuttriss, Avis Masuda, Alice Davis, Em de Pillis, Adam Pack, Faith Mishima, Julie Adrian, Norbert Furumo, Kimberly Furumo, Joyce Auau

Members Absent: Mitch Anderson, Michael Bitter, Jason Cabral, Kekoa Harman, Jean Ippolito, Mark Panek, Gary Ten Eyck

Others Present: Matt Platz, Randy Hirokawa, Cathy Zenz, William Mautz, Ray Bedard, Arthur Cunningham

Approval of March Minutes:

Correction to minutes (Mike): Under Committee Reports, the following revisions were noted:

Existing language: e. Budget: Brian Bays reported that HB1700 passed and will cover the faculty salary increases. The Senate has deferred discussion on their version of the bill. A senate bill is also under review that will . . . **Correction:** *appropriate funds for a program coordinator and technical support staff member to complete the necessary planning required for an international flight training center and associated aeronautical training programs at the University of Hawaii at Hilo and Hawaii community college. His full report can be found on the Congress website under "Budget Committee."*

Moved by Kimberly Furumo; seconded by Jan Ray. Approved unanimously.

Chair's Report:

- 1) Michael discussed the VCSA search.
 - Matt Platz – chairing search for VCSA, needs volunteers to serve on committee—2 to 3; timeframe is get started immediately; please let Mike or Matt know if interested; work through summer.
 - President's search update: Committee forwarded two names to BOR.
- 2) Work Life Survey update: Please complete short survey sent via email by April 30, 2014

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: Deferred. (see hard copy)

Jim B. reported:

- Tom Dewitt to contact departments that maintain large internship programs regarding update on ALEX; supervision of interns and credit; policies and criteria for service-learning course and placement/assessment of interns; rubrics to assess collaborative skills and civic participation.
- Chair and Assessment Committee are developing methodologies and metrics for quantitative reasoning (AY 2014-15).
- ALO & Written Communication Assessment started to read and submit data from COMM 400, PLOS/GEOG 325(AJ), HORT 450 (CAFNRM); data to be submitted to WASC as “Inventory of Educational Effectiveness Indicators”; additional data to be collected and submitted from targeted upper-division courses by May 15, 2014.
- Joint meeting for Gen Ed and QRWC scheduled for May 9, 2014 to discuss items from Summary of Lines of Inquiry.
- CAFNRM, Chemistry, Political Science, Administration of Justice scheduled for Program Review
- Detailed report from WASC meeting to be submitted for May Congress meeting.

b. Academic Policy: Jim Beets proposed the following three motions:

Motion #1: Online labs not equivalent to real hands-on labs; seconded by Em de Pillis; **Motion to approve passes 10-0-2**

Motion #2: Recommendation to accept the modifications to the Academic Policy Flow Chart; seconded by Norbert Furumo; **Motion to approve passes 12-0-1**

Motion #3: Recommendation to exempt UH Hilo graduates from the 30 credit residency requirement for a second degree; seconded by Adam Pack; **Motion to approve passes 13-0-0**

c. Program Review: Deferred.

d. Student Success and Admissions, EMIT: Adam Pack reported that EMIT and SSA did not meet last month.

e. Budget: Brian Bays reported that Long Range Budget Committee met April 11, 2014 to discuss planning for next biennium budget and UH System’s strategic directions for 2015-2021;

- Biennium Budget Planning, UH Hilo will have to explain use of base budget funds and how we contribute to UH initiatives; process for FY15: campuses to review projections and reallocate tuition revenues toward achieving full compliance with requirements of the Violence Against Women Act; estimation of operating reserves;
- Strategic Directions 2015-21 – Each unit will determine base operating budget and CIP requirements; then delineate a priority list of proposed additional investments in program enhancements to align with System’s Strategic Directions, increase productivity and efficiency (e.g., student recruitment, cost reductions through technology enhancements, consolidation administrative units);
- Timeline for 2 year budget to be presented to BOR in August.
- Chancellor wants UHH to focus on Hawaii Graduation initiative—increase number of student completions.

- Committee continued discussion of student retention, strategic enrollment management, improving graduation rates.

f. Curriculum Review: **Norbert Furumo** reported that committee has completed all tasks.

g. General Education: **Mike Bitter's** report can be found on the Congress website under "Committees" and "General Education". Thora Abarca added they are reviewing 26 applications for GE and meeting in early May.

Senate Presentations

Erik Cleveland's Senate (CAFNRM) – none.

Em de Pillis reported COBE is gearing up in preparation for accreditation.

CAS Senate (Jan Ray for Jean Ippolito): Revised Tenure and Promotion and Contract Renewal Guidelines were created and approved by majority vote in all divisions within CAS; Dean's evaluation was revised and conducted--results of Dean's evaluation have not been shared with CAS Exec Committee or Dean yet; proposal in preparation fo Natural Sciences to become a college.

Ka Haka Ula (Jason Cabral): none

Pharmacy: none

Library: Thora Abarca reported they finished Library Director evaluation – forwarded results to VCAA; students have library privileges over summer; new database (News Bank); transitioning to digital microfilm; hosting student art exhibit this year through mid-July.

Ad Hoc PR Committee Report

Ad Hoc Parking Task Force Report

- **Adam Pack and sub-committee** finished tasks; Adam will be on sabbatical next year; another rep needed from Congress for these committees.
- **Promotion of Faculty Achievement/Success:** continued discussion with Farrah Gomes on campuswide lecture series targeted for community. Em de Pillis will continue work with committee; another Congress rep needed for next year.

Ad Hoc: Jim Beets – Faculty Leadership funding – discussion at next Congress meeting.

Ad Hoc By-Laws Revision Committee Report

- 1st Reading: Congress by-laws change (passage, repeal, modification), disclosure rule, Curriculum Review Committee
- Changes to be voted on at May Congress meeting.

Old Business

Discussion on language change for CCRC description (previously circulated)

New Business

→ Presentation by Ray Bedard, UH Hilo Flight Center; Arthur Cunningham, Ray's former student

- ATP will be forwarded to CCAO; preparing full proposal for BOR
- Funds provided by 2013 legislature (\$100K) studying possibility of flight school in Hilo for next year.
- BSAS in Aeronautical Science
- Anticipated start next Fall 2015; 3 semesters/year; 8 semesters → first graduating class May 2018.

There will not be a vote on this ATP at this time.

→ **Existing post-tenure review policy:** Mike reported this was sent to Academic Policy Committee

→ **Sabbatical Return Report Guidelines** (circulated by Jan Ray)

→ **Attendance at May meetings:** Jim Beets suggested a new business item for consideration: May meetings are historically under-attended; this is an important meeting-- installation of new officers and faculty representatives.

→ **List of Congress members' committee assignments and terms.** Jan Ray suggested this might be helpful as Faculty Congress reps are asked to serve on multiple UHH committees.

Adjournment Motion to adjourn by Joyce Auau, seconded by Kim Furumo; passed unanimously.

Respectfully Submitted,

Avis Masuda

APC Motions:

Motion and First Reading:

The following revisions and additions are recommended to the Faculty Congress Charter and By-Laws:

CHARTER

Article IV, Meetings

Section 2. By-Laws: The Congress shall adopt Bylaws as it deems necessary. Passage or repeal of Bylaws shall require a majority vote of the total membership of the Congress after two readings.

Revision

Section 2. By-Laws: The Congress shall adopt Bylaws as it deems necessary. Passage, ~~or~~ repeal, or modification of Bylaws shall require a majority vote of the total membership of the Congress after two readings.

Faculty Congress Bylaws (revised May 10, 2013)

1. Disclosure Rule

Any business not routine in nature or any proposal of more than 15 words must be available for review by members at least 48 hours before consideration by the Congress. This rule may be suspended by a two-thirds vote of the Congress members present.

Revision

Any business not routine in nature or any motion or proposal of more than 15 words must be available for review by ~~members~~ faculty at least 48 hours before consideration by the Congress. This rule may be suspended by a two-thirds vote of the Congress members present.

5. f. Curriculum Review Committee

The Congress will appoint a Curriculum Review Committee of not less than five members with at least one member and one alternate from each degree-granting College, one member and one alternate from the Graduate Council, and the University Registrar or his/her designate. The Congress will also appoint a faculty member currently serving on Congress to serve as Chair of this Committee. The purview of this committee will be to approve all curricular revision and new curricula university-wide. Members shall serve two-year staggered terms. The Chair of this committee will receive a one-course course reduction or one-course overload payment for year. Terms of office will be overlapped so that each year half of the membership will be replaced to provide continuity from year to year.

Revision

The Congress will appoint a Curriculum Review Committee of not less than five members with at least one member and one alternate from each degree-granting College, one member and one alternate from the Graduate Council, and the University Registrar or his/her designate. The Congress will also appoint a faculty member currently serving on Congress to serve as Chair of this Committee. The purview of this committee will be to review and approve all curricular revision and new curricula university-wide.

New programs and their related curricular material shall be prioritized and considered together. Any new programs requiring BOR approval, after being reviewed and approved by the Curriculum Review Committee, will be forwarded to Faculty Congress for a vote before being sent on to the VCAA. The

Chair of the Curriculum Review Committee will submit timely reports of committee actions on all other proposals to Faculty Congress.

Curriculum Review Committee Members shall serve two-year staggered terms. The Chair of this committee will receive a one-course course reduction or one-course overload payment for year. Terms of office will be overlapped so that each year half of the membership will be replaced to provide continuity from year to year.

The APC will present the following motions:

MOTION: ON-LINE LABS NOT EQUIVALENT TO REAL HANDS-ON LABS

Whereas on-line laboratory courses do not train students in hand motor skills with laboratory equipment and safety, on-line laboratory courses are contrary to the mission of hands-on laboratory courses. On-line laboratory courses are not academically equivalent to hands-on laboratory courses. On-line laboratory courses should be designated as such with a different alphanumeric code; for example replace the “L” code for “laboratory course” with “OLL” for “on-line laboratory course.”

MOTION: Recommendation to exempt UH-Hilo graduates from the 30 credit residency requirement for a second degree.

WHEREAS, a student who received a degree from UHH has met the 30 credit residency requirement, it is recommended that a student returning to complete a second UH-Hilo degree be exempt from the 30 additional credit requirement.

MOTION: Recommendation to accept the modifications to the Academic Policy Flow Chart as presented to Faculty Congress.