

UH Hilo Faculty Congress
Minutes for Meeting of October 31, 2008
3:00 pm - 5:15 pm, K-127

Meeting called to order at 3:04 p.m.

Members Present: Sevki Erdogan, Harald Barkhoff, Iota Cabral, Michelle Ebersole, Kerri Inglis, Reni Ivanova, Terrence Jalbert, Gail Makuakane-Lundin, Chuck Malenfant, Bruce Mathews, Cam Muir, Hiapo K. Perreira, Ryan Peters, Emmeline de Pillis, Ghee Tan, Regina Titunik

Ex-Officio: Phil Castille, Debra Fitzsimons

Guests: Seri Luangphinit, Matthew Haslam, Karla Hayashi, Mark Panek, (English Dept.)

1. Approve **Minutes from September 26, 2008**

Regina Titunik moves that the secretary circulate draft minutes by email rather than posting them to the Congress web page; Raina Ivanova seconds; motion carries.

Cam Muir moves to approve the Minutes from September 26,2008; Bruce Matthews seconds, motion carries.

2. Report from the Chair:

3. Committee Reports:

a. Admissions Committee

Emmeline de Pillis reports that the Committee has met twice, is proceeding methodically, and is working on Admissions policies as defined by the university's mission.

b. Budget Committee

Sevki Erdogan reports that the Committee met with V.C.A.A. Fitzsimons and that faculty are starting to discuss budget cut impact with deans and division directors so we can adjust if worst case scenario and try to minimize the impact on instruction. V.C.A.A. Fitzsimons: We want to work through discussions in advance now so we're prepared later. V.C.A.A. Fitzsimons has meetings set up with colleges and depts. to facilitate these discussions. Campuswide, the air conditioning temperature has been raised from 72 to 76 to save

electricity. The Sustainability Committee is also working on identifying areas of too many light bulbs, etc. Every dollar saved on utility bills goes back to the depts., so there's incentive.

The issue was raised that understaffed areas that have been promised new positions for years now have to wait longer because of the budget cuts; have any Administration positions likewise been cut or closed? Have any new Administration positions been created? V.C.A.A. Fitzsimons responded that the only position in question is the new learning center director, but that was in recruitment before the budget cuts. V.C.A.A. Castille reminded the Congress that he has asked deans for hiring plans and rationales for open positions, and that there is not currently any effort to close or sweep away open lines.

The issue of raising out of state tuition was also discussed. V.C.A.A. Fitzsimons stated that, under the current planned increases, out of state students will be paying 104% of the cost of attending UHH by 2012. V.C.A.A. Castille added that the B.O.R. is considering moving that date up.

V.C.A.A. Fitzsimons added that a Savings Committee has come out of the Long Range Budget Committee and is looking for members. The purpose of the Committee will be to look for ways to save money on purchases.

c. General Education Committee

Regina Titunik reports that they have received 141 applications for GE certification. Everyone should visit the [Gen. Ed. website](#). The Committee will spend the next month reviewing applications, and the status of courses will be announced in November. Whether the College of Hawaiian Language will coordinate with science, etc, is still being worked out. This is not an issue that affects the current set of applications, so it's not urgent.

d. Academic Policy Committee

Reni Ivanova reports that the Committee is working very hard and meeting regularly. The Committee is working on identifying issues. They want to remind Congress now that a lot of issues need to be discussed in both the union contract and the UHH procedures. Urgent issues and some preliminary suggestions from the APC are in the handout.

e. Assessment Committee

Thanks to V.C.A.A. Castile and Barbara Meguro for putting up a revised document of approved assessment program review guidelines. The document is in V.C.A.A. Castille's office and it will be brought back to the Congress by the next meeting.

4. Old Business:

- a. Tenure & Promotion Standards: send out uniform message about service vs. research vs. teaching. Include collegiality and teamwork? Offer training to TPRCs once standards are approved? Offer training to candidates on how to put together the dossier? Should we create a timeline on putting together uniform standards?

This item has been sent to the Academic Policy Committee for their consideration.

- b. The Chair of the Assessment Committee remains vacant.

Issues in the Committee's charge are mostly in V.C.A.A. Castille's office, so this item is not urgent. Sevki Erdogan will continue to serve.

- c. WASC/shared governance issues.
i. Motion to amend the Congress bylaws to add a new standing committee: the Curriculum Review Committee, tabled at the April 25th meeting until fall.

Shared governance issues have been sent to the Chancellor's task force on this subject, so this motion is tabled indefinitely.

- d. Motion from the April 25th meeting to draft policy for the archiving of paper teaching evaluations for 5 years.

Discussion on this item will be postponed until Brendan Hennessey can attend. Sevki Erdogan will arrange for him to visit. V.C.A.A. Fitzsimons adds that she will forward records retention policy and procedure info for Congress' review.

- e. The role Congress should play in the approval process of curriculum (what is the ideal process for curriculum to be approved?)

This item has been sent to the Chancellor's task force on this subject.

- f. Faculty access to the new Student Life Center.

See 5c (below).

g. Role of Congress and Faculty in the search for a new Chancellor

Following discussion, it was decided that Cam Muir will draft a message asking about the timetable for the search and send it to Congress for review by email.

h. Role of Congress and Faculty in the search for a new System President.

Following discussion of a resolution from the All Campus Council of Faculty Senate Chairs asking for more faculty representation on the advisory committee for a new System President, Terrence Jalbert moved that we support the All Campus Council; Regina Titunik seconded the motion, and it was passed.

Cam Muir moved that Congress also send its own letter to the B.O.R. in support of more faculty representation on the advisory committee for a new System President. Terrence Jalbert seconded the motion, and it was passed. Cam Muir has already drafted a letter, and he will tweak it following this discussion and send it to the Executive Committee for final approval and to be sent.

5. New Business

a. Dr. Seri Luangphinit and English Dept. faculty presented on student numbers and the Dept.'s proposed response to those numbers given a lack of teaching faculty.

The English department is looking at decreasing the number of 209 and 225 classes offered in order to accommodate the demand for more sections of ENG 100 and to ensure they can provide the ENG courses necessary for English majors to graduate on time. It was reported that a survey of spring and fall 2007 semesters and spring and fall 2008 semesters shows that 1143 students have been identified as having taken the placement exam but have not yet taken English 100, so the demand for that course is high.

Matthew Haslam provided an informational handout that delineates some of the things he and the Dept. are doing to help faculty address writing within the context of their own individual courses and at their departmental level; this will help compensate for the decreased number of 209 and 225 courses.

(4:50 p.m.: Closed session begins.)

b. Student Life Center (Harald Barkhoff)

Harald Barkhoff discusses his work on the Student Life Center Committee and asks for input from the Congress.

Congress Adjourns at 5:15.