

Faculty Congress Meeting**September 24, 2010****3:00 p.m. – 5:00 p.m. UCB-127**

Members present: B. Leonard (Chair), E. DePillis, B. Bays, A. Jacobs, J. Ippolito, K. Commendador, R. Mendoza, S. Luangphinit, G. Tan, R. Figueroa-Centeno, N. Stahl, S. Shehata, Y. Qin, N. Arancon, J. Beets, E. Stacy, S. Marusek and Y. Ohara, F. McCormack, K. Kawai'ae'a

Members absent: K. Stacey

Guests present: M. Sakai, K. Morris, P. Castille, L. Hong, K. Hayashi, P. Mills, T. Vu, K. Oaks, S. Millard, L. Brown (student)

I. Report from Chair

- Congress went into Executive Session to discuss a personnel matter.
- **Announcements:**
 - B. Leonard, Chair, announced plans for an all-day faculty retreat the Friday before school starts this spring semester. If anyone wants to be on the planning committee, please let Barbara know.
 - The Chancellor distributed a draft of the strategic planning process to Congress members for comment. Administration will send out final version to campus faculty and staff.
- **Motion to approve minutes from 8/27/10 meeting. Motion approved by acclamation.**

II. Executive Committee**Motion to Institute Term Limits on Div / Dept Chairs:**

- Motion discussed by B. Leonard, Chair, who noted that recent faculty survey results were mixed on term limits (motion is still tabled from last meeting). However, over 80% of faculty responses indicated support for evaluation of division and department chairs. Executive Committee recommends that an ad-hoc committee be established to draft policy on evaluations.

Motion: Faculty Congress recommends that the Chancellor establish an Office of Ombudsman to act as a moderator and facilitator for intra-campus conflict resolution.

Rationale: Faculty, staff and student disputes are not handled well at this campus and this creates tension on campus. Creating an Office of Ombudsman would help alleviate much of this tension.

- Kelly Oaks, EEO, mentioned us having a service gap on campus – in that we have an EEO office for discrimination on race, gender, etc., but no place for non-EEO issues.
- N. Stahl commented that motion was proposed too soon before Faculty Congress meeting, not enough time to poll department faculty. New office could take up financial resources needed elsewhere. R. Figueroa-Centeno motioned to table the issue until next meeting so that members could have more time to discuss with department constituents. **Vote was 17 for, 3 abstain. Motion tabled.**

III. General Education Committee

Motion to hire student teaching assistants in high-enrollment general education courses to assist in evaluating writing and quantitative assignments:

- E. Stacy, Chair, proposed that graduate teaching assistants be hired to assist with larger GE science courses. Discussion among members and guests followed on language of the proposed motion, funding sources and vetting process for graduate TA.
- After discussion, the motion was amended to read:

"At the request of the relevant department faculty that graduate student teaching assistants be hired in high-enrollment general education courses to assist in evaluating writing and quantitative assignments."

The amendment to the motion was approved by acclamation.

- Discussion continued on new language of motion and meaning of specific terms. R. Figueroa-Centeno motioned to stop discussion. Vote was 0 approve, motion failed.
- J. Ippolito, Vice-Chair, proposed revising current language of motion to:

"If the relevant department faculty makes the request, graduate student teaching assistants should be hired in high-enrollment general education courses to assist in evaluating writing and quantitative assignments."

- Vote to pass amended motion as policy recommendation to Administration: 16 for, 2 opposed, 2 abstain. **Motion approved.**

IV. Assessment Committee

- S. Luangphinit, Chair, reported on her upcoming participation with the Assessment Leadership Academy where she will need to do a campus profile. She would like to generate information that would be useful for us here and is requesting faculty input or questions.

V. Academic Policy Committee

Motion to revise policy language on Protocol For Responding to a Student Death: Posthumous Degrees and Certificates:

- **R. Figueroa-Centeno, Chair, introduced motion and discussed current problem of "threshold" for when to grant posthumous degrees. Committee proposed revision of policy language to make it incumbent upon the department to recommend a degree:**

~~"When a student has earned at least 102 credits by the end of the semester before the death occurred and has earned at least 30 credits at UH Hilo, The student's academic department may recommend that the degree be awarded posthumously."~~

- **Motion approved by acclamation.**

Motion to recommend that the language in the UHH catalog, course numbering system, be modified to:

“Courses **600** and above cannot be used toward baccalaureate requirements.”

- R. Figueroa-Centeno, Chair, introduced motion and mentioned that current language could be more explicit about double-counting credits. Students can take the courses, but cannot apply the same credit to both undergraduate and graduate degrees. Discussion from members followed.
- Motion to table until next meeting.
- **Motion to table was passed.** Vote was 18 for, 1 against, 1 abstain.

Discussion of time period allowed for tenure applicants to respond to new dossier materials:

- R. Figueroa-Centeno, Chair, introduced topic and discussed the need to amend current procedure language until the new guidelines take effect next year. He motioned to consider topic as a motion for this meeting (this needed approval because of the 48-hour rule). Vote was 16 for, 1 against, 3 abstain. **Motion considered.**
- Committee proposed that current period of 5 days was insufficient to respond (and unequal for those counting weekends) and that the period be changed to 2 business weeks (10 days + 1).
- **Motion passed unanimously.**

Discussion of Mentoring of 3rd – Year tenure-track faculty

- R. Figueroa-Centeno, Chair, introduced issue and mentioned that committee agrees with last year’s proposal in spirit, but that the issue has problems in implementation. Committee will discuss further and present at a Faculty Congress meeting in the near future.

VI. Admissions Committee

- E. DePillis, Chair, mentioned that the committee has completed several surveys that will be posted on the Faculty Congress website.

VII. Budget Committee

- B. Leonard, Chair, mentioned that the last LTBPC meeting was rescheduled. No updates to report.

VIII. Curriculum Review Committee

- J. Ippolito, Chair, reported that no new proposals have been received yet. Committee will be reviewing proposals via Curriculum Central, but will meet formally to vote. They are expecting over 100 course / program proposals.
- J. Ippolito also mentioned that the committee assumed new programs / ATP requests would come to Faculty Congress last year for consideration. Unfortunately, none of the ATPs to be considered by the CCRC were brought before Congress by its liaison.

IX. Graduate Committee Report

- A. Jacobs, Congress liaison, reported that the committee had been presented with the Physical Therapy APT. After discussion at two meetings, the committee agreed to pass the APT to the next level on the condition that the proposal was an authorization-to-plan and that the effect on other programs would be considered in the formal planning process.
- A sub-committee was formed to analyze the program's impact on undergraduate studies and will invite future discussion with stakeholders on curriculum and pre-requisite courses.
- Sub-committee is an investigational committee and is not responsible for resolving deficits, but rather is charged with reporting back to the Graduate Committee to make sure that their recommendations will be included in future planning documents. Graduate Council report has been posted to Congress website.

X. Miscellaneous

- Policy on Associate Deans. R. Figueroa-Centeno suggested clarification on the policy on hiring Associate Deans and suggested that Administration should follow executive policy. Chancellor noted that Administration acknowledges this point.
- Strategic Planning. B. Leonard will request a special Congress meeting to host Sian Millard and address strategic planning. **MEETING AJOURNED 5:00pm**