

# UH Hilo Faculty Congress January 2013 Meeting Minutes

January 18<sup>th</sup> from 3:00pm  
K127

**Members Present:** Julie Adrian, Mitch Anderson, Todd Belt Lari-Anne Au, Jonathan Awaya, Jim Beets, Jerry Calton, Eileen Lovell, Adam Pack, Mark Panek, Brian Perry, Janet Ray, Amy Saxton, Michael Shintaku, Norm Stahl, Maria Haws, Peyton Wong

**Others Present:** Steve Lundblad, Yumiko Ohara, Bill Mautz, Cam Muir, Matt Platz

**Members Absent:** Kekoa Harman, Emmeline dePillis

3:07: meeting called to order.

**Approval of December minutes:** Motion to approve: Todd Belt, seconded by Mitch Anderson, passed unanimously.

**Q and A with VCAA Matt Platz** Dr. Platz expressed tremendous respect and admiration for faculty, and particularly for those engaged in faculty governance. He looks forward to working closely with the Faculty Congress.

Jim Beets asked about ideas for a faculty lounge. Dr. Platz suggested a rotating “coffee hour” in different conference rooms around campus as part of his overall full support for the idea.

Adam Pack asked if Dr. Platz planned to meet with all the departments. Dr. Platz plans to meet with at least two departments per week.

Jerry Calton asked if there were any immediate goals, and Dr. Platz explained that the immediate priority was to implement the strategic plan, particularly in the related areas of rebuilding the faculty, and increasing student retention.

## **Chair's Report:**

Faculty Lounge→ Mitch Anderson reiterated Matt Platz’s support for a faculty lounge. Norm Stahl asked about the old book store location. Mike said he would follow up on the idea.

Spring Faculty Forum→ The committee reported that they are still working on plans for the Forum.

Chair’s School ad hoc committee→ Jim Beets indicated that the idea needs to be discussed in further detail with VCAA Platz.

Motion to name UCB after the late Patsy Mink→ The formal memo regarding this motion has been sent to Chancellor Straney and is awaiting response. Jim Beets promised to follow up further.

**10-Minute Sustainability Committee Update** Cam Muir indicated that the clocks collectively currently use the equivalent electricity cost of two lecturers per year. He is exploring the idea of using a “smart socket” system that can turn the clocks off. Putting the campus-wide soda machines on “smart sockets,” for example, could save the equivalent of three lecturers. He is in the process of a bulk purchase of “smart sockets,” some of which would be used for the clocks. In short, the system he is proposing will shut the clocks off entirely other than during emergency situations.

Bill Mautz shared the fact that the clocks, when they are streaming rather than still, was disturbing for proven physiological reasons documenting how disruptive they are in a classroom.

### **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:** Seri Luangphinit provided a summary of the committee's current project assessing ENG100/T papers, where preliminary findings indicate a clear problem with basic reading comprehension and even simple paraphrasing.
- b. **Academic Policy:** Mitch Anderson
- c. **Student Success and Admissions, EMIT** Julie Adrian encouraged Congress and the Student Success and Admissions Committee to attend the "Increasing Student Success" workshop on January 29<sup>th</sup> beginning at 9:30.
- d. **Budget:** Norm Stahl indicated that the committee will meet on 1/23
- e. **Curriculum Review:** Mike Shintaku indicated that Jon Awaya has agreed to chair the committee, and they will meet shortly.
- f. **General Education:** Todd Belt: see Appendix B

**Senate Presentations:** Steve Lundblad indicated that the CAS senate is busy with directives sent by the Congress APC. Peyton Wong, Maria Haws, Yumiko Ohara, and Jerry Calton also reported. Jerry Calton indicated that the search for Hank Hennessy's replacement is moving forward. CoBE has also been working with Student Services on a student conduct code.

**Research Council Report** Deferred until February Meeting

**Graduate Council Liaison** Deferred until February Meeting

**Congress PR Ad Hoc Committee** Adam Pack indicated that the committee will be inviting administrators currently involved with PR to see what is in fact already being done and how it is being done. The committee is also initiating a survey to help discover the best method for publicizing faculty accomplishments.

**Old Business:** MW Survey results: Todd Belt indicated that there is already a 20% response rate after a single day. The survey will close on the 12<sup>th</sup> of February. Todd will present the results at the next Congress meeting.

**New Business:** Admin Reviews of top administrators will be conducted this semester. Michael Shintaku reminded the Senate presidents to conduct the reviews of their own deans.

**Adjournment** Motion to adjourn: Norm Stahl, seconded by Mark Panek

Respectfully Submitted,

Mark Panek

Congress Secretary

## **Appendix A: APC Report**

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Academic Policy Committee December Report

The APC met Tuesday, Jan. 15.

Present: Mitchell Anderson, chair, Mazen Hamad (Chem), Armando Garcia-Ortega (CAFNRM), Katherine Anderson (Pharmacy), Kirsten Mollegaard (English)

Excused: Roberta Barra (CoBE) – sabbatical, Jeanie Flood (Nursing), Mike Sado (UHHSA)

Old Business:

Program Review – the recommended program review document and procedures are currently being reviewed by each academic unit. Feedback is requested by February 1 and the committee hopes to incorporate the feedback and submit a motion for adoption by mid semester.

Credit Hour Policy – the recommended UHH Credit Hour Policy is currently being reviewed across the units. The committee has requested feedback by Feb. 1 and hopes to incorporate feedback and submit a motion for adoption by mid semester.

New Business:

The committee was charged with two new policy issues,

1. Incorporate “Unit – level processes” into the University level Policy Flowchart. The current flow chart can be found at <http://hilo.hawaii.edu/policies/documents/PolicyProposalflowchartNotesFINAL10-6-09.pdf>

The committee has acquired an editable electronic copy of the proposed flow chart approved by congress last year (but not forwarded to or approved by the VCAA) and intends to alter it to include the current unit-level processes.

2. Include in the Curriculum Review Process flowchart Congress review and approval of new or revised program proposals subsequent to CRC approval. The committee intends to reformat the Curriculum Review Process flowchart to both reflect this change and to match that of the Policy flowchart. The current Curriculum Review Process flowchart can be found at

<http://hilo.hawaii.edu/policies/documents/CurriculumReviewFlowDiagramNotes10-6-09-FINAL.pdf>

## **Appendix B: GE Committee Report**

TO: UHH Faculty Congress

FROM: Todd Belt, Chair, General Education Committee

RE: November Report of the General Education Committee (AY 2012-2013)

DATE: January 18, 2013

Dear Faculty Congress,

As Chair of your General Education Committee, I submit the following report:

### Listening Tour

The chair continues to listen to faculty feedback on the new GE program. Most recent feedback has come via email following the call for applications. Predominantly, faculty are perturbed by the long duration between certification and course availability (roughly one and a half years). Other concerns include impacted GCC courses. The chair will continue to reach out to departments to schedule meetings early next semester. Any department with immediate concerns should contact the chair.

### New Applications

The call for new applications went out on January 4, 2013. The deadline for submission of materials is Friday, February 9, 2013. Courses approved this academic year will be certified to satisfy General Education requirements beginning Fall 2014 and will remain certified for 5 years. The application included a “model” application as well as several links to resources in order to help applicants. All committee members are available for assistance should anyone need help filling out the application materials.

### Preparation of Recertification Document

Work continues on the recertification document, although it will not be needed until Fall 2014, when courses certified for GE beginning Fall 2011 will need to be re-certified for Fall 2016 to avoid a lapse in certification.

### GE Supply-Demand Modeling

The chair is meeting Mason Kuo, the new institutional researcher in advance of the next GE Committee meeting (Wednesday, January 23) in order to ascertain GE course availability and to isolate potential bottlenecks.

### ALEX

At the next GE Committee meeting, members will be tasked with approaching faculty in their programs who offer ALEX (applied learning) courses. These faculty will be encouraged to apply for GCC certification for these courses. Page 2 of 2

### WASC Re-Accreditation

Faculty are reminded to take the SurveyMonkey WASC self-study survey. The survey is a sample of just over half of the questions in the (very long) WASC self-study preparation handbook. Some faculty and their programs have filled out the hard-copy individually or as a group. The SurveyMonkey survey will be collected on February 1, 2013. The survey results will be used to inform the self-study report to WASC.

### Writing Intensive Certification and Revision of Congress Bylaws Regarding the Committee

At the next meeting, members of the committee will be tasked with preparing a revision of the Bylaws as pertain to the GE Committee, including folding the WI certification into GE will be submitted to the Faculty Congress.

The Chair thanks the following members for their service on the 2012-2013 committee:

Thora Abarca, Library

Norman Anarcon, CAFNRM

Karla Hayashi, CAS-Humanities, Kilohana

Sue Jarvi, Pharmacy

Keisuke Nakao, CoBE

Yumiko Ohara, CHL

Vera Parham, CAS-Social Sciences

Michael Sado, UHSA

Respectfully,

Todd Belt

Chair, Faculty Congress GE Committee