

# UH Hilo Faculty Congress March 2013 Meeting

## DRAFT Minutes

March 15<sup>th</sup> from 3:00pm  
K127

**Members Present:** Thora Abarca, Julie Adrian, Mitch Anderson, Jim Beets, Todd Belt, Lari-Anne Au, Jonathan Awaya, Jerry Calton, Emmeline dePillis, Kekoa Harman, Eileen Lovell, Adam Pack, Mark Panek, Brian Perry, Janet Ray, Michael Shintaku, Norm Stahl, Maria Haws, Peyton Wong, Steve Lundblad

**Others Present:** Matt Platz, Marcia Sakai, Jean Ippolito, Dan Brown, Scott Saft

**Members Absent:** Seri Luangphinit,

3:04: meeting called to order.

**Approval of February minutes:** Motion to approve as amended: Mitch Anderson, seconded by Adam Pack, passed unanimously.

### **Chair's Report:**

Spring Faculty Forum Recap → Michael re-capped the successful event and reminded others to consider submitting a proposal for the Professional Development Committee, which funded the event.

Faculty Lounge Update → Michael reported that VCAA Platz has identified some potential locations and will be able to provide more details in the near future.

Professional Development Committee Update → Michael asked to have more faculty to join the committee. Maria Haws volunteered. Jim Beets reminded the Congress that Professional Development funding may disappear if faculty fail to take advantage of it, and asked members to drum up more interest in submitting proposals. Mitch Anderson suggested some Professional Development money could be used for assessment training.

Teaching Excellence Committee → Michael reported that Chancellor Straney offered to augment the Congress budget to form a Committee on Teaching Excellence, and asked for volunteers. Matt Platz suggested that some of these funds be used to assist junior faculty for the challenges of tenure and promotion.

Motion to name UCB after the late Patsy Mink → It has been learned that an official policy exists regarding such requests. Michael has obtained the relevant documents and forwarded them to Jim Juvik, who originally brought the motion before Congress, for completion.

### **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:** Lari-Anne Au distributed a scatter plot on ENG100 competency results. The full report is posted on ASC website

b. **Academic Policy:** Mitch Anderson raised for a vote the following two motions brought up for a first reading at the February meeting:

1. **Motion** (second reading) for the APC's Credit Hour Policy linked here:  
<http://hilo.hawaii.edu/uhh/congress/documents/UHHCreditHourPolicyandreviewprocess.pdf>

Motion passed: 19-0-0.

2. **Motion** on Time Limits for Ph.D. completion appended below.

Motion passed: 19:0:0

Mitch then offered for a first reading a **motion** to amend the Academic Policy Flowchart as depicted here (please scroll down): [http://hilo.hawaii.edu/uhh/congress/committee\\_academic.php](http://hilo.hawaii.edu/uhh/congress/committee_academic.php)

Mitch then discussed the revised program review guidelines found here:  
<http://hilo.hawaii.edu/uhh/congress/documents/3ProgramReviewSpring2013.pdf>

Mitch then proposed a **motion** to approve these guidelines, leaving it under discussion until the April meeting.

Mitch proposed a further **motion** to create a Faculty Congress Program Review Standing Committee, putting it under discussion for an April vote:

**Motion:** to create a UHH Faculty Congress Program Review Advisory Committee (PRAC) to assist programs with the program review process.

Membership: Congress will identify and appoint a 2-year Chair and 2 – 3 additional core members who will serve alternating 2-year terms and who are responsible for the following:

1. Identify faculty with recent experience in Program Review to serve in a training capacity to assist other faculty who will be coming up for PR in the next 1 – 2 years.
  2. Identify faculty from programs scheduled for PR within the next 2 years. Membership by such faculty will facilitate their training.
  3. Meet with programs at the beginning of the PR process to inform the program faculty members of what to expect, the deadlines that need to be met, the amount of work that needs to be distributed among the faculty members, the information that needs to be included and how to obtain said information, how to choose an external reviewer, and the MOU development process.
  4. Internally review Program Review documents prior to external reviewer visits and provide feedback to programs.
  5. Assist programs in the process of identifying an external reviewer.
  6. Assist programs in developing and negotiating their MOU.
  7. Review program [optional] annual reviews that highlight progress or lack thereof within the MOU's, and assist programs with their ongoing negotiations with the administration when progress is deemed insufficient.
- c. **Student Success and Admissions, EMIT** Julie Adrian reported that EMIT discussed the issue of course alignment with the UH System. It has been suggested that we “work collegially” with the System before common course numbering is imposed upon UHH. The VCAA has a plan to do so. Also, two new professional advisors have been hired. The SSA committee has recommended to increase admissions standards related only to higher scores on the SAT test.

**Motion:** Julie Adrian moved to recommend increasing admission scores on SATs from the current

level of complete open enrollment, to a minimum of 510 in math, 510 in writing, and 510 in reading. **Seconded** by Mitch Anderson.

**Discussion:** several concerns were raised, including the fact that transfer students completely circumvent this requirement. Other concerns regarding admissions data were raised. Emmeline dePillis pointed out that UHH was the only institution system wide that does not have a limit. Todd Belt and Jim Beets suggested a more detailed report from the committee in advance of a vote. Todd also indicated that our position as a land grant institution obligates us to serve students who may not have achieved a certain score on the SAT; English faculty should be consulted on this issue; and that GE has made moves to foster Writing in the Disciplines, and those moves should be given the change to bear fruit before admissions standards are arbitrarily raised.

Jim Beets moved to table this discussion. Motion passed with one abstention.

d. **Budget:** Norm Stahl delivered the report found here:

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

e. **Curriculum Review:** Jonathan Awaya reported that the CRC has approved 17 courses, 15 programs (all modifications), 7 certificates (3 new) and one APT.

f. **General Education:** Todd Belt's report can be found here:

<http://hilo.hawaii.edu/uhh/congress/documents/3GEChairReporttoCongressMarch2013.pdf>

**Senate Presentations:** Steve Lundblad and Maria Haws both reported that they are working on their Dean evaluations. Jerry Calton reported that CoBE declined their Dean evaluation because he is retiring within a month.

**Research Council Report** Jim Beets reminded everyone to remind everyone in their units about deadlines for seed money and Research Relations grants.

**Ad Hoc PR Committee Report** Adam Pac reported that a productive meeting took place with existing agents responsible for PR.

#### **Old Business:**

Todd Belt distributed the motion to adopt a MW/TR schedule, found here, for an April vote:

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

Jim Beets indicated that there is a need to formalize the current course buyout policy, which is not found in the current handbook or on the website to clarify the current policy.

Admin reviews,

#### **New Business:**

First Reading of Bylaws Amendments was made; a motion to approve will come in April.

Maria Haws moved to ban smoking campus-wide. Janet Ray seconded the motion. Janet Ray then moved to table the motion until April.

**Motion** to adjourn, Norm Stahl, seconded by Mark Panek, passed unanimously.

**Adjournment:** 5:12

Respectfully submitted,

Mark Panek

Congress Secretary

**Appendix A:** Motion on Time Limits to complete the Ph.D. program (from the APC report)

**B. Time Limits to complete the Ph.D. program**

A motion was made at the last Congress meeting to recommend that UHH adopt the following Policy regarding Time Limits to Complete a Ph.D. This motion was read at the last meeting and is scheduled to be voted on at the March 15, 2013 Congress meeting. The version presented at the last Congress meeting included the three final words “and/or VCAA.” After discussions with Matt Platz, Dan Brown informed the APC chair that he and Dr. Platz agreed that such applications should be forwarded only to the VCRED. Those words have been removed in the version below.

**Time limits for Ph.D. programs**

It is proposed that the following general time limits for Ph.D. programs be adopted as UHH Graduate Division policy. An individual program may shorten the time limits, if desired and internally approved. Special exceptions to the limits, with the support of the program and Dean, would require graduate council approval.

- Graduate level courses may only be applied towards the degree requirements if taken within 10 years of the completion of the degree. [Credits used towards fulfillment of another degree may not be used.]
- The maximum time a student may take to complete all requirements for a Ph.D. is 7 years from matriculation into the Ph.D. program, with a possible extension for extenuating circumstances not to exceed 10 years in total. A petition for extension will be submitted by the program to the Graduate Council, and if approved, the Graduate Council will forward approval of the extension to the VCRED.