

Minutes for the UH Faculty Congress meeting of May 11, 2012: K127 3:00 pm

Members Present: Julie Adrian, Jonathan Awaya, Jim Beets, Todd Belt, Emmeline dePillis, Aaron Jacobs, Yiqing Li, Eileen Lovell, Drew Martin, Sarah Marusek, Mark Panek, Brian Perry, Cheryl Ramos, Amy Saxton, Michael Shintaku, Kathleen Stacey, Norm Stahl

Others Present: Keola Donaghy

Members Absent: Kekoa Harman, Eileen Lovell, Seri Luangphinit, Fiona McCormack, Hiapo Perreira

I. Approval of minutes from April meeting

Motion to approve minutes as amended made by Cheryl Ramos, seconded by Norm Stahl, passed unanimously.

II. Chair's Report:

- a. Administrative Reviews will be postponed until September.
- b. September Faculty Forum: Jim requested that members share ideas for the forum with him and with the executive committee.
- c. Professional Development Fund: STATS workshop was attended by 12 people. 4 faculty will be working with Matt Haslam in the Fall on enhancing their courses with writing.
- d. Electronic Congress Minutes: Jim encouraged everyone to bring a laptop computer to meetings if possible. In any case, beginning in September members will be expected to review posted minutes **in advance** of Congress meetings and come prepared with recommendations for amendments prior to approval of the minutes. Hardcopies of minutes will no longer be distributed at meetings.

III. Old Business:

- a. Motion regarding the adoption of a MW/TR class schedule: Todd Belt distributed the appended model for a survey instrument regarding the prior proposed motion. He asked members to share suggestions with him outside the meeting at their convenience.

IV. 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.

All final Committee Reports are available on the Congress website except for the following:

Academic Policy: Aaron Jacobs

1. APC Flowchart
2. Revised T&P Guidelines
3. Policy on course repeats: Jim Beets referred this policy back to the APC for next Fall.

Cheryl Ramos read a statement on the CAS Senate's, and Dean's opinion of the policy.

Motion by Aaron Jacobs to approve the amended APC Policy Proposal flowchart. Jim Beets asked for a friendly amendment to insert "Congress Chair/APC". Aaron Jacobs accepted the friendly amendment.

Discussion: Cheryl Ramos noted that the CAS APC has concerns about the "flow of consultation" back from the Dean to the Unit governance entities. Aaron pointed out that the APC's draft is meant only to illustrate who can propose policy, and how the documents are handled. His committee understood that "consultation" is a basic responsibility of the Dean and Congress. He indicated that the APC could also draft a "supplemental" document that provides a cartoon box location for this sort of "consultation." He said he would like to proceed with his motion anyway, accepting typo corrections as friendly amendments. Cheryl expressed concern that the document does not illustrate the unit governance entities, and felt that these entities should be formally recognized. Aaron suggested that an additional document to support this document could be drafted by the APC.

Motion: Aaron moved to vote and requested that the vote be conducted by secret ballot. Jim Beets approved the request.

Motion seconded by Norm Stahl

Vote: 8 in favor, 3 opposed, one abstention. The motion passed.

Motion by Aaron Jacobs for acceptance of the revised tenure and promotion guidelines for instructional faculty via secret ballot. Jim Beets approved the request for a secret ballot.

Emmeline dePillis raised a concern about the possibility of a faculty member being unwillingly forced to go up for tenure early. Aaron indicated that this would not be a concern, and referred to the UHPA contract.

Motion seconded by Norm Stahl

Vote: 10 in favor, 0 opposed, 2 abstentions. The motion passed.

Aaron also reported that the APC took a look at the draft document on instructor renewal guidelines. Jim Beets requested that members review their copies of the document and share their concerns with him, as he will be meeting with administration regarding this document.

Cheryl Ramos indicated that the CAS APC and Executive committee will be submitting recommended comments, and that the CAS Dean would like the document to reflect specific duties of instructors.

Emmeline dePillis raised a question about whether or not teaching evaluations are *de facto* required in promotion and renewal dossiers.

Jim said his understanding was that lecturers are required to do so.

Emmeline stated that this could be a concern for lecturers teaching WI courses who might get lower evaluations.

V. Graduate Council Report

Aaron Jacobs

Accepted a number of changes to the Graduate catalog that will be posted on the graduate catalog website.

VI. Research Council Report:

Jim Beets

Seed Grant and Research Relations Grant applications were evaluated and letters will go out this week. A strategic plan has been approved supporting the Research office that Dan Brown heads.

VII. Second Reading of Amendments to the Congress By-laws, and VOTE: Standing Committee descriptions.

Vote seconded by Aaron

Passed unanimously

VIII. Induction of New Representatives and Vote on Standing Committee Chairs

Outgoing Chairs – Bruce Matthews (Chair), Mike Shintanku (Curriculum),

Other Outgoing members: Fiona McCormack, Sarah Marusek.

Emmeline de Pillis has been renewed for another term. Both representatives for CHL will continue.

Pharmacy – Aaron Jacobs will be stepping down, replaced by Peyton Wong

Kathleen Stacey will be stepping down from Library.

CAFNRM: Maria Haws,
Mike Shintaku is renewing

CAS – Jim Beets renewing, Mitch Anderson, Janet Ray and Adam Pack.

Pharmacy – Peyton Wong
Library: Lari-anne Au

Nominations of Officers:

Academic Policy Committee: Mitch Anderson, unanimously elected
Curriculum Committee: No nominations, postponed until first meeting in Fall.
Student Success and Admissions: Julie Adrian, unanimously elected
Assessment Support Committee: Seri Luangphinit, unanimously elected
General Education: Todd Belt, unanimously elected
Budget Committee: Norm Stahl, unanimously elected
Vice Chair: No nominations, postponed until first meeting in Fall.
Chair: Jim Beets, unanimously elected
Secretary: Mark Panek, unanimously elected

IX. New Business

a. Internship Faculty Fellow position

Todd discussed the work of the ad-hoc committee regarding the duties, description, and application. Cheryl said that the VCAA should insure that releases are actually buyouts and that departments are compensated for the loss. Cheryl also asked that there be added a formal evaluation method for the FFCE. Jan Ray suggested that there should be a place where the FFCE is housed outside of their normal office to provide a place of interaction with the community that is continuous.

b. Cheryl thanked Congress for allowing a voice for CAS Senate in Congress.

Respectfully Submitted,

Mark Panek and Todd Belt

Appendix A

Faculty and Student Survey on WM Class Scheduling Proposal

The Faculty Congress is considering adopting a resolution that would change the MWF class schedule to a MW class schedule with 1 hour and 15 minute classes similar to what are offered on TU/TH schedules. Fridays would then be available for faculty governance, civic engagement, labs, and applied learning activities.

The purpose of this poll is to measure faculty [student] support for such a measure.

Motion to adjourn by Norm, Seconded by Todd
Adjourned 4:23pm

What is your opinion on this issue?

- A. Keep the schedule the way it is, with 50 minute classes on MWF
- B. Modify the schedule so that classes on MW are 1 hr and 15 minutes, corresponding to the TU/TH schedule and leaving Friday open for other activities.

What do you see as the ADVANTAGES of 50 minute classes on MWF?
[open ended]

What do you see as the DISADVANTAGES of 50 minute classes on MWF?
[open ended]

What do you see as the ADVANTAGES of 1 hour and 15 minute classes on MW?
[open ended]

What do you see as the DISADVANTAGES of 1 hour and 15 minute classes on MW?
[open ended]