

UH Hilo Faculty Congress October 2013 Meeting Minutes

October 18th from 3:00pm
K127

Members Present: Julie Adrian, Mitch Anderson, Brian Bays, Jim Beets, Michael Bitter, Iota Cabral, Abby Cuttriss, Alice Davis, Emmeline dePillis, Kimberly Furumo, Norbert Furumo, Kekoa Harman, Debra Lewis, Seri Luangphinit, Avis Masuda, Adam Pack, Gary Ten Eyck, Jordan Tobias, Jean Ippolito, Jan Ray, Todd Shumway

Members Absent: Thora Abarca

Others Present: David Herzog, Kate Young, Julie Mower

Approval of September Minutes: motion to approve by Adam Pack, seconded by Julie Adrian, approved unanimously.

Approval of September minutes

Chair's Report:

Status of 2012-2013 Motions (all available here: <http://hilo.hawaii.edu/uhh/congress/1213motions.php>):

- Motion to Identify Departments in Need of Advising Assistance Prior to Hiring Additional “Professional Advisors”
- Motion for Campus Wide Smoking Ban
- Motion to Enforce Existing Sabbatical Return Policy:
- Motion to Create a MW/TR course schedule
- Motion to Create a Bank of Frequent Flyer Miles for University Travel
- Motion to Adopt Revised Program Review Guidelines
- Motion to Establish Time Limits for the Completion of a Ph.D.
- Motion to Adopt GE Learning Outcomes as Institutional Learning Outcomes
- Motion to Implement Administrative Disenrollment
- Motion to Adopt Credit Hour Policy

Michael Shintaku provided an update on the status of each of the above motions, which are all posted on the website linked above. Mitch Anderson suggested that the motions that have been sent from the Chancellor’s office elsewhere be followed up upon. Michael will do so.

Approval of Committee Membership

All Chairs accept for the APC Chair, who resigned last month, read out their members, which are linked on the Congress website under “committees.” **Motion:** Kim Furumo moved to accept committee membership as listed. Emmeline dePillis seconded. Motion passed unanimously, 19-0.

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:** Mitch Anderson's report is linked here. <http://hilo.hawaii.edu/uhh/congress/documents/OctAssessmentCommitteeReport2013.pdf>
- b. **Academic Policy:**
- c. **Program Review:** Seri Luangphinit's report will be linked here. The Program Review Schedule will also be posted on the Congress website. She emphasized that all faculty in all departments should be consulted regarding assessment within their departments.
- d. **Student Success and Admissions, EMIT:** Adam Pack's committee discussed a meeting his committee held with the Chancellor that focused on retention, and on UHH's "niche". He explained that a "matrix of attrition" between SP2013 to F2013, by major, and by credit hour, has been constructed, which has indicated, among other things, that UHH lost over 638 students between Fall and Spring last academic year. It will soon be linked here. He also mentioned that VCSA Hong is implementing a "leave" survey. He also indicated that VCAA Platz pointed out at his meeting that UHH has only added programs over the past several years, and has not subtracted any. Emmeline dePillis questioned the focus on retention by pointing out that our retention rate is equivalent to those of our peer institutions.
- e. **Budget:** Brian Bays explained that his committee will meet on 11/8.
- f. **Curriculum Review:** Norbert Furumo explained that on 10/28 his committee unanimously approved all 24 courses, and the entire BSE was approved 4-0-2.
- g. **General Education:** Mike Bitter indicated that his committee has met and a few GE applications have trickled in.

Senate Presentations

- Jean Ippolito informed the Congress that as a result of of Doug Mikkelson's resignation, she has become the CAS Senate Chair and thus a member of Congress.
- Emmeline dePillis indicated that CoBE has started two new certificate programs for non-majors, and that CoBE is hoping for funding to recruit students who are being turned away from California Business BA programs.
- Debra Lewis discussed resource problems in the College of Agriculture.
- Iota Cabral reported that the Ka Haka Ula Master's program was approved by the BOR. He also indicated that external reviewers have recently made their campus visit. He also explained that the first classes at the new building will be held November 1st. The tentative opening for the new building is scheduled for 1/11/2013.

Motion to Approve the Graduate Council Charter as Amended: Deferred until November.

New Business: Jim Beets emphasized the importance of the All Campus Council, and asked to have those meeting minutes posted on the Congress website.

Adjournment

Motion to adjourn: Todd Shumway, **seconded** by Mark Panek, approved unanimously.

Adjourned, 3:59 pm.

Respectfully submitted,

Mark Panek, Congress Secretary