



MINUTES

Meeting Date: September 15, 2017
Meeting Location: CoBE conference room 101
In Attendance: Jan Ray, Lari-Anne Au, Steve Herman, Tom Dewitt, Linda Connelly, Amy Saxton, Leng Chee Chang, Phillippe Binder, Doug Mikkelson, Tracy Thornett, Shelby Wong, Jim Beets, Seri Luangphinit, Katherine Young, Armando Garcia-Ortega, Kim Furumo, Kekoa Harman, Vladimir Skorikov, Kirsten Mollegaard, Celia Bardwell-Jones, Showan Rahman, Steve Colbert, Yumiko Ohara, Shugeng Cao, Allen Shih, Emily Low, Vester Boomer Robester, Marcia Sakai, Ken Hon, Bruce Matthews
Recorded By: Tracy Thornett
Call to Order: 3:05 PM
Adjournment: 4:37 PM

TOPIC: Faculty Congress Chair Report

REPORT: Jan Ray reported on:

1. Request from President Lassner: He requested that curriculum review and implementation process proceed more quickly, however, the curriculum review committee already has a streamlined process and approvals appear to stall at levels beyond the committee.
2. Reorganization update: Planning will be done by January 2018 in a shared process with faculty. There is a need to build parallel course catalogues and other infrastructure. The actual reorganization will occur July 1, 2018 at the change of the fiscal year.
3. Budget cuts: Course releases are no longer available for FC standing committee chairs, vice chair, and secretary
4. Membership of Faculty Congress Standing Committees, Liaisons, Senate Chairs, and Representatives (see attachment)

ACTIONS: FC to vote on standing committee membership (see below)

TOPIC: Consent agenda

REPORT: Jan Ray provided the opportunity to remove and discuss any of the consent agenda items. There were no requests to do so.

ACTIONS: Motion to approve the consent agenda items; motion was seconded and approved with all in favor.

TOPIC: Standing Committee Reports

REPORT: A. Committees submitted 2017-2018 membership (see attachment) – the following committee memberships were motioned for approval, seconded, and approved as below:

1. Assessment Support Committee - 16 votes in favor, 0 opposed, and 0 abstained

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2. Academic Policy Committee - 19 votes in favor, 0 opposed, and 0 abstained
 3. Student Success and Admissions Committee - 19 votes in favor, 0 opposed, and 0 abstained
 4. Curriculum Review Committee - 20 votes in favor, 0 opposed, and 0 abstained
 5. General Education Committee - 20 votes in favor, 0 opposed, and 0 abstained
 6. Faculty Development Committee - 20 votes in favor, 0 opposed, and 0 abstained
 7. Program Review Committee - 20 votes in favor, 0 opposed, and 0 abstained
 8. Marcia Sakai reported that Long-Range Budget and Academic Affairs Advisory Committee may be suspended - She will update FC as this issue develops.
- B. FC Liaison Updates Reports:
1. Curriculum Liaison – Shelby Wong reported that courses requiring approval must be submitted by **October 2** to the curriculum review committee
 2. Graduate Council Liaison – Shelby Wong reported that nominations for Grad Council are needed from CoBE
 3. Research Council Liaison – Jim Beets had nothing to report
 4. WASC Liaison – Seri Luangphinit provided WASC Interim Report Action Summary (see attachment) and an index of Documents for the 2016-2017 Interim Report (see attachment) that represents the UHH response to the Action Summary. She further described key concerns including:
 - UHH is the only campus in the system that does not perform competency assessments
 - UHH has one year of written data and will need to keep assessing for comparison
 - WASC noted there was a significant level of turnover at the administrative level
 - Educational effectiveness indicators are needed for mid-cycle review
 - UHH met criteria for DL certification, so no more reviews are needed
 - Will want to maintain DL certification because any school with a “red flag” will need to go through the whole certification process again
 - No need to do a substantive change report unless a significant new program is launched (i.e. aviation program)
 - Need faculty to report GCC certified courses for inventory
 - Overall, UHH is in very good standing with WASC
 - WASC will be back in 2021
 5. Professional Development Liaison – Leng Chee Chang had nothing to report
 6. Distance Education Liaison – There is no liaison at the moment
- C. Faculty Senate Chairs Updates
1. CAS – Katherine Young reported that there will be a new CAS survey of

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- the faculty regarding the reorganization
2. CAFNRM – Currently undergoing curriculum review
 3. CoBE – Kim Furumo reported that CoBE has a new dean, there was a sudden loss of one faculty member, and they have started planning for an accreditation visit that will happen within the next few years
 4. KHUOK – Yumiko Ohara reported that they are looking for a FC member
 5. PHARM – Is working on finding a senate member
 6. LIB – Amy Saxton reported that there are 3 candidates for the library director position and the process is moving forward
- D. Faculty Congress Representatives - Introductions
1. Social Sciences: Steve Herman (Psychology), Jan Ray (Education), Doug Mikkelson (History), and Vladimir Skorikov (Psychology)
 2. Humanities: Kirsten Mollegaard (English), Celia Bardwell-Jones (Gender & Women’s Studies and Philosophy)
 3. Natural Sciences: Showan Rahman (Computer Science & Engineering), Steve Colbert (Marine Science), it was noted that Brian Wissman (Mathematics) is currently on sabbatical
 4. CAFNRM: Phillipe Binder (Physics)
 5. CoBE: Tom DeWitt (Marketing)
 6. KHUOK: Yumiko Ohara (Linguistics)
 7. PHARM: Leng Chee Chang (Pharmaceutical Sciences), Shugeng Cao (Pharmaceutical Sciences), Louis Lteif (Pharmacy Practice), Allen Shih (Pharmacy Practice)
 8. LIB: Lari-Anne Au (Librarian)
 9. Nursing: Tracy Thornett (Nursing)
 10. Student Affairs: Emily Low (Mental Health Counselor)
 11. UHSA: Vester Boomer Robester
 12. Ex-Officio Members

ACTIONS: Seri will report the WASC findings to the Deans so they can disseminate the information to the faculty
Seri will contact faculty about GCC certified courses

TOPIC: **Old Business: Motion to Accept the UHH Distance Learning Policy**
REPORT: Kirsten Mollegaard reviewed the draft of the Distance Learning policy (see attachment)

ACTIONS: Kirsten moved to approve, Amy seconded. There was discussion about whether the Counseling Services can be provided to Distance Education students.

Motion to amend to add footnote to policy to read: “some student support services may only be available on campus.”

This motion was approved with 20 votes in favor, 0 opposed, and 1 abstained.

Friendly amendment to strike the 2nd paragraph on page 2 beginning “The institution is responsible for providing access to support services...” Motion accepted.

Subsidiary amendment to remove the word “counseling.” 1 in favor, 16 opposed, 3 abstained.

TOPIC: Old Business: Motion to continue with Consent Agenda
REPORT: Jan proposed a vote continuing consent agenda. Phillip motions to accept consent agenda, motion seconded. Discussion regarding consent agenda and committee reports. Faculty suggest committee chairs submit a brief summary of activities from committees in advance and then keep discussion brief during FC (limited to approximately 3-5 minutes)

ACTIONS: This motion was approved with 22 votes in favor, 0 opposed, and 0 abstained.

Committee chairs to submit brief reports to Jan Ray in advance of FC meetings so she can disseminate and FC members can review.

TOPIC: New Business: Request for changes to UHH Incomplete Policy
REPORT: Jan reviewed the policy. Discussion about deficiency deadline for graduation. Also, the policy does not consider differing types of classes (undergraduate, graduate, credit/non-credit).

ACTIONS: Doug Mikkelson motioned to refer to academic policy committee for further review and discussion regarding language of policy. Approved with 19 votes in favor, 0 opposed, 0 abstained.

TOPIC: New Business: Request for Development of a New Strategic Plan
REPORT: The current strategic plan expired in 2015. Faculty expressed concern that a new strategic plan is needed. Marcia stated the chancellor's office would welcome a new strategic plan. Ken Hon recommends a draft strategic plan be prepared for the new chancellor.

ACTIONS: Jim states there is a BOR policy on strategic planning and motions to table this issue until the policy is reviewed. The motion was seconded and approved with 20 in favor, 0 against, 0 abstained.

TOPIC: New Business: Nominations for Chancellor Search Committee
REPORT: Jan Ray reported that President Lassner requests nominations for faculty to serve on the Chancellor Search Committee. The request is for 6 faculty nominations.

ACTIONS: Please send nominations or self-nominations to Jan Ray.

TOPIC: Vox Populi
REPORT: FC members discussed:

- Doug Mikkelson provided a summary of Robert's Rules of Order

ACTIONS: Doug will serve as FC parliamentarian

TOPIC: Adjournment
REPORT: None.
ACTIONS: Motion to adjourn; motion seconded; all in favor
ABBREVIATIONS:

FC = Faculty Congress
EC = Executive Committee of Faculty Congress
VC = Vice Chancellor
CAS = College of Arts and Sciences
CAFNRM = College of Agriculture, Forestry and Natural Resource Management
DKICP = Daniel K. Inouye College of Pharmacy
CoBE = College of Business and Economics
KHUOK = Ka Haka 'Ula o Ke'elikōlani College of Hawaiian Language
BOR = Board of Regents
UHHSA = UH Hilo Student Association