

CTAHR SEC Meeting Minutes
January 30, 2015, 1:30 PM, Agr. Sci. 202

Attendance:

Daniel Jenkins – Chair
Rajesh Jha – Vice Chair/ Elections

Maria Stewart – Instruction
Brent Sipes – Personnel

Benny Ron excused absence (family emergency in Israel)

0. Meeting started at 1:35 PM

1. Meeting reports/ announcements

a. CTAHR Leadership Meetings

- i. Dean will deliver “State of CTAHR” address Feb 18 (8 – 9 AM)- will be available through web
- ii. CTAHR is trying to organize and sponsor lecture series on the Future of Food and Agriculture in Hawaii
- iii. Some support is available for young women scientists through Elsevier foundation (no tuition or stipend- mostly for travel and participation in professional development exercises)

b. ACCFSC

- i. MOU between UH System Administration, UHPA, and representatives of Faculty Senates is close to approval, delineating issues each body should be included on for discussion.
- ii. Isaac Choy is sponsoring a bill to include faculty and (more) student representation on Board of Regents (preliminary provisions are for 2 faculty with different appointment types, an undergraduate student, and a graduate student).
- iii. Some discussion of having special designations for “on-line laboratory” courses.
- iv. ACCFSC was consulted about the UH Sustainability policy (with very short notice)

c. Manoa Faculty Senate (no MFS representative was present to update on MFS)

2. Old Business/Carry Over- committee reports/ updates

a. Personnel:

- i. Resolution on policies for spousal hires- Draft resolution is ready to be put up for vote at Feb 5 Senate meeting
- ii. Issues related to extension personnel hiring, promotion, tenure, opportunities for professional development/ coursework (with Extension committee)- draft resolution is ready, but will not be voted on in Feb 5 meeting, waiting further input from full senate and Ashley Stokes, with objective of voting on the issue in March Senate meeting.
- iii. Listserv policy- personnel committee is ambivalent about having a highly prescriptive and restrictive set of policies related to public communications in CTAHR; rather it was suggested that a concise statement be approved related to

professionalism in all public communications, which will be reviewed by and possibly voted on in the Feb 5 full senate meeting.

- iv. Some issues related to transparency were discussed- i.e. making search committee compositions public/ easy to find, notifying community about internal awards, having minutes for leadership meetings publically available, etc.
 - b. Extension (liaison not present- no report):
 - c. Research- liaison not present, no report, but following items should be ready for vote imminently (?):
 - i. Guidelines for internal review of publications
 - ii. Germplasm distribution
 - iii. Recommended policies on internal funding
 - d. Instruction:
 - i. Recommendations to alleviate curricular bottlenecks- committee/ liaison will try to compile list of issues and proposed actions for discussion/ approval at Feb 5 meeting.
 - ii. Improving enrollment in CTAHR classes and majors- liaison said that Associate Dean for ASAO indicated that this was outside of the purview of the instruction committee
 - iii. Continuing review of UHM-1 proposals (mostly revisions now)- brief update
 - e. Elections:
 - i. Time to start organizing elections for next year's cohort of new Senators- liaison was asked to consult with Janice Muraoka about faculty composition and consequent required representation for each unit (one representative for 6 faculty); will review current roster to identify expiring terms to determine number of new representatives needed for each unit, and will coordinate to have elections completed ahead of last senate meeting (May 5).
3. Jenkins relayed a request from the Dean for personnel committee to work on a policy for reviewing and awarding requests for leaves of absence for "professional development"; personnel committee liaison requested more guidance from Dean about her expectations.
4. Agenda for CTAHR Senate meeting
- a. Presentation on the state of UH Budget (pending availability of Kathy Cutshaw)
 - b. Elect new SEC secretary, approve minutes from 10/20/2015 meeting
 - c. Leadership reports:
 - i. Dean
 - ii. AD ASAO (Kinoshita)
 - iii. AD Research (Grace)

- iv. AD Extension (Stokes; will be traveling to Cattleman's Conference, and submit written report)
- d. Election of New Secretary/ SEC member to complete Lorraine Brooks' term
- e. Updates on ACCFSC, MFS
- f. CTAHR Senate Committee Reports
- g. Old Business (i.e. see items above from SEC meeting)
- h. New Business