

CTAHR SEC Meeting Minutes  
March 13, 2015, 10:00 AM, Agr. Sci. 202

Attending SEC members:

Daniel Jenkins – Chair  
Rajesh Jha – Vice Chair/ Elections  
Benny Ron – Extension

Maria Stewart – Instruction  
Mike Melzer – Research  
Brent Sipes – Personnel

Invited participant: Maria Gallo – CTAHR Dean

Susan Miyasaka could not attend due to prior commitment; Jenkins acted as secretary

Meeting started at ~ 10:03AM

1. Minutes of January 30 meeting approved
2. Dialog with Dean Maria Gallo
  - a. State of CTAHR Address was delivered February 18; webcast available at [http://mm.ctahr.hawaii.edu:8080/dean/2015\\_CTAHR\\_StateoftheCollege.mp4](http://mm.ctahr.hawaii.edu:8080/dean/2015_CTAHR_StateoftheCollege.mp4)
  - b. Opportunity for comments/ feedback/ follow up from the Dean
    - i. Overview of state of CTAHR address
    - ii. Maria Gallo expressed concern about lack of communication through department chairs and unit leaders to faculty- wants to try to improve internal communications
    - iii. Maria Stewart asked why minutes from CTAHR leadership meetings are not released; Maria Gallo indicated that some policies are very sensitive, i.e., distortion of some discussion items can get (and have been) misrepresented to UHPA, etc...
    - iv. “Duties and responsibilities” of chairs have been formalized by CTAHR administration- indeterminate if this has improved operations and communications through the college
    - v. Maria Stewart suggested that at leadership meetings unit visions/ plans might be presented
    - vi. Ongoing college program reviews may be a good opportunity for directing strategic changes
    - vii. Maria Gallo has an objective to facilitate/ promote faculty who are actively engaged in improving CTAHR
  - c. Guidance on CTAHR leave without pay policy/ process
    - i. Personnel committee has looked at UHPA contract, and forms for LWOP- and criteria are extremely broad.
    - ii. How do you articulate what is beneficial to the College (i.e., Chauncey Ching in Senator Inoue’s office for 15 years)?
    - iii. Maria Gallo suggested that the benefit (to CTAHR) should be articulated in the application; much of the problems have arisen due to ineffective communications between faculty member and unit leaders, then ultimately responsibility falls to the Dean to sort out appropriate action. Would like a more proactive and structured/ scheduled process for LWOP for pursuing professional opportunities outside of CTAHR; conflicts of interest if not filling the position prevents progress in executing CTAHR mission; what is weight for professional development (i.e. to benefit CTAHR)?
    - iv. Maria Gallo suggested that LWOP for personal crises/ compassionate reasons (i.e. family illnesses/ bereavement/ care) should be supported

- v. Maria Gallo also indicated that applications for professional development reasons should be more proactive (completed with a reasonable lead time) to enable planning and evaluation of the value of the experience to CTAHR.
  - vi. Brent Sipes suggested that CTAHR might not reasonably expect to ask for reasons for personal LWOP (so it is up to the faculty member to behave ethically when asking for LWOP for personal reasons)
- d. Scheduling Faculty Senate interviews with CTAHR position candidates (Director of Intl. Prgs)
- i. Meeting with Senate members was suggested by Maria Gallo to allow opportunity to meet with a leadership body within CTAHR, and to get a higher level perspective on CTAHR operations
  - ii. SEC agreed to have special CTAHR senate meeting with candidates
- e. Discussion of lapses in communication/ openness in management of CTAHR, and opportunities/ ideas for improvement
- i. Maria Gallo described some of the processes for decision making in CTAHR (i.e., research award committee populated by previous award winners); has had discussions with Associate Deans to ensure that processes for decision making are transparent (i.e. for supplemental funding/ capacity building)
  - ii. Hatch funding models vary across States (from 100% faculty salary at Tennessee, to 100% graduate assistant support at Wisconsin); UH tries to support multiple expenses, and strategically use some to support graduates and seed money; cannot operate to support non-competitive programs with the funding
  - iii. Some discussion/ recommendations for using Hatch funding, supplemental funding limits (i.e. to support some supplies as well as graduate assistants)...
  - iv. Maria Gallo commented on the instrumentation grant proposals (process for evaluating by Dean and Associate Deans, and making funding amount decisions; criteria were based on quality and performance)
  - v. Benny Ron suggested that intent for shared instrumentation was not supported; Maria Gallo clarified that intent was not to share with entire CTAHR- that just one criteria was to share with faculty and programs and to be multidisciplinary use
  - vi. Benny Ron recommended that a public list of shared instrumentations be posted to facilitate collaboration and sharing
  - vii. Jenkins suggested that all available facilities and equipment in CTAHR, regardless of origin of funding, should be publicized to promote sharing and collaboration (though actually sharing equipment is decision left to individual faculty)
  - viii. Gallo also indicated that it is important to have internal communication/ links to facilitate finding personnel expertise and collaboration within CTAHR
3. Old Business/Carry Over- committee reports/ updates
- a. Personnel (all items have been circulated to full senate for a vote in March 17 meeting, 12 PM in Gilmore 212):
- i. Statement on Collegial Communications (Maria Gallo invited to provide comment or guidance)
    - Maria Gallo was just looking for more guidance on appropriate use of CTAHR administered communications (i.e. list-servs, for communicating personal agendas)
    - Benny Ron suggested that autoresponses to listservs should be filtered
  - ii. Resolution on Dual Career Faculty Partner Hire Policy in CTAHR

- Maria Gallo indicated that spousal hires don't penalize the department making the hire, but do impact funding for other new positions in the College; there is a University policy
- Brent Sipes indicated that the Chancellor's policy expressly relates to "extraordinary" faculty, so new policy tries to express guidance on what constitutes extraordinary (Maria Gallo suggested that these decisions/ interpretations have been made by the department/ search committee; also suggested that the quality of the partner is also a factor)

iii. Resolution on Promotion Criteria for Extension (with Extension committee)

b. Extension:

i. See item 3. a. iii above

ii. SEC agreed that it was not necessary to seek to replace Benny Ron on the Senate/ SEC for the only remaining set of meetings of the year after March.

c. Research (item i circulated for vote by full Senate):

i. Draft CTAHR Publication Review Policy

ii. Germplasm distribution- still in limbo- waiting to see policy coming from Associate Dean for Research

iii. Recommended policies on internal funding- requested some more guidance from Ken Grace (Michael Melzer will follow up again)

d. Instruction:

i. Status on recommendations to alleviate curricular bottlenecks

- Maria Stewart trying to clear this issue; two departments (FCS & HNFAS) replied with recommendations to address bottlenecks; two departments (PEPS and TPSS) replied that there are no longer bottleneck issues; MBBE and NREM did not reply. not clear what actions should be (i.e. a resolution?)

- Benny Ron suggested the appropriate action is to recommend actions to the ASAO and department chairs, and that they should talk to each other

- SEC agreed to clear off of the agenda as it should already be the purview of ASAO- with the existing recommendations and that the leadership move forward with them

- We can have faculty senate vote to endorse/ support the outcomes (Maria Stewart will compile them for meeting on Tuesday)

ii. Report on status of proposed CTAHR Certificate in Aquaculture

- review comments have been addressed; revised proposal and rebuttals will be circulated to faculty senate for endorsement (to carry additional weight with the ASAO and University level review)

e. Elections:

i. Report on elections

- 174 CTAHR faculty, one representative for each 6 faculty or fraction thereof.

- Requirements for new representatives: 2 COF, 2 FCS, 0 HNFAS, 1 MBBE, 4 NREM, 5 PEPS, 3 TPSS

- Rajesh Jha will send more detailed analysis of constituencies and required representation to SEC for confirmation/ fact checking

- Elections committee will solicit nominations from each department/ unit, and conduct elections for each department/ unit

4. New Business
  - a. Michael Melzer reminded Jenkins that we need to circulate the resolution for revenue generation from the faculty workload strategic planning committee, and have senate vote on it
5. Agenda for CTAHR Senate meeting
  - a. Approval of minutes from February 5 meeting
  - b. Leadership reports:
    - i. Dean
    - ii. AD ASAO (Kinoshita)
    - iii. AD Research (Grace)
    - iv. AD Extension (Stokes)
  - c. CTAHR Senate Committee Reports
  - d. Old Business
    - i. Vote on items/ policies: Resolution on Dual Career Faculty Partner Hire Policy in CTAHR, Resolution on Promotion Criteria for Extension, Statement on Collegial Communications, Draft CTAHR Publication Review Policy, Endorsement of the findings/ recommendations of the curricular bottlenecks, Endorsement of the Revised Proposal for the Certificate in Aquaculture, Endorsement of the Recommendations of the Strategic Planning sub-Committee on Revenue Generation.
  - e. New Business (?)
6. motion to adjourn advanced and approved (11:39 AM)