

**CTAHR Faculty Senate Minutes**  
**August 26, 2014, Gilmore 212, 1:30 PM**

**Attendees**

Becky Settlage (via Lync)  
Rajesh Jah  
Tetsuzan Benny Ron  
Maria Stewart  
Alan Titchenal  
Brent Buckley  
Loren Gautz  
Daniel Jenkins  
Bradley Porter  
JB Friday (via Lync)  
Peter Garrod  
Kim Perry (via Lync)

Luc LeBlanc  
Michael Melzer  
Brent Sipes  
Koon-Hui Wang  
Zhiqiang Cheng  
Teresita Amore  
Lorraine Brooks (via Lync)  
Andrea Kawabata (via Lync)  
Kent Kobayashi  
Kheng Cheah  
Dean Gallo  
AD Research Ken Grace  
AD Extension Carl Evensen  
AD Instruction Charles Kinoshita

1. Meeting called to order at 1:33. Welcome by Daniel Jenkins with appreciation to new members. Motion to approve minutes approved. Appreciation to administration representatives in attendance.
2. Addresses by guests of Senate
  - a. Dean Gallo will try to attend senate meetings as often as possible.
  - b. All hires have been approved regardless of where the process was. Move forward quickly.
    - i. Three positions approved by BOR. Ken Grace as AD Research. Dr. Cynthia Reeves Maui County Administrator (starting in September). Thanks to Robin Shimabuku for doing a great job and stepping up. M'Randa Sandlin for Assistant Researcher in Public Issues Education in TPSS. Carl will remain as Interim AD of Extension until the end of September.
    - ii. M'Randa will do research on key topics and partner on key issues. JB is hoping it will be a 2-way between community and the faculty. Maria confirms it will be a 2-way conversation. Highlights need for education. Faculty position. Social scientist in TPSS. Apologizes for delay. Paperwork was moving through. Delay due to the process. International programs director, resubmitted. Spoke to people on phone about hiring freeze. She would start January 1<sup>st</sup>.
  - c. AD Ken Grace
    - i. Deans and directors 27 units receiving extramural-CTAHR 4<sup>th</sup>, ahead of the cancer center. 5<sup>th</sup> in funds. Academic affairs 20,000,000. Little lower than last

year. All UHM was down throughout. Faculty bringing in awards, CTAHR publications, tie up, have something reasonable-follow up with committee.

- ii. Supplemental funding process. A lot of people with money at the end and rushing to spend. Award size too big?
  - iii. Low graduate enrollment. Under enrolled, money is the problem. Slightly smaller amounts for graduate students?
  - iv. JB CTAHR extension pubs perceived need where faculty come back wondering how it got through. Vetting process. Extension faculty should be reviewers. Writer elicits review. Stays in publications. Maintained by some office. Author provides the review. Go through the chair? Always have the same person? Check after the review. Improving quality for publications. Sometimes controversial. Research based publications for Extension articles. Need both research and extension. Over the summer, the research committee reviewing.
- d. AD Extension Carl Evensen encouraging extension POWs. Handed out list at last leadership meeting. Have extension faculty with no POW submit for Oct. funding. Required for receiving Smith Lever funding and supplemental grant funds. Has been asking department chairs where the POW is. Trickling in slowly. Carl is trying to finalize this before Oct. 1<sup>st</sup>.
- e. Administration excused.
- f. Doug Vincent from UHM SEC sent chancellor report.
- g. AD Instruction Charles Kinoshita
- i. Announcements enrollment #s has dropped undergraduate level has remained flat. Graduate enrollment 12% decrease from last year. Overall drop of 3%. Bright spots- biological engineering, food science, MBBE, Peps double digit increases. Small programs.
  - ii. New course proposals for 2015 UHM due Sept. 12<sup>th</sup>.
  - iii. Rationale for choosing to post proposals online for curriculum committee and recommend. Go to dept. chair, faculty responds. He's been posting on website where you can see the progress of the proposal. He or Lydia check on it.
  - iv. Comprehensive program reviews. All chairs have been in touch. CTAHR must do well in this. We last did one 5 years ago. With self-study Oct. this year. November this year. Team will be here March 11-13 Comprehensive review team.
  - v. Dean of natural science at U of Guam. Entomologist. Lee Yudin. Universities take this seriously. Right size and quality of program is high.
  - vi. Annual program assessment reports. Every year. UH looks at very carefully. VC academic affairs-we're successful at slipping back. Matrix. Pinks have it. All deficiencies. Do a good job. Program student learning objectives addressed. Not reported. Not submitting? Look at that. Demonstrating. Doesn't take long. Important year. Part of comprehensive program review. UH, WASP breathing down neck. Can we share with faculty senate? Ice cream bash Sept 8<sup>th</sup>. Please come out. Festive mode.

## Committee reports

- a) Personnel: Proposed senate resolution looked at credit allowances. Need 15 credits to receive promotion from A3-A4 and A4-A5 which is a challenge for neighbor island agents.
- b) Extension: same issue
- c) Research committee: Research publications peer review can move forward now that ADs are in place. Can be shared with Extension committee. Germplasm policies can move forward. Looking at policies on supplemental funding. Collaborative awards criteria can be shared.
- d) Instruction: JP worked on bottleneck courses. Lists and justification of bottlenecks. Submit to instruction committee to move to Charly. UHM1 forms. Committee to work on underenrolled courses why and how to improve.

Personnel committee will look at the use of the listserv focusing on collegial atmosphere. Should provide strong and appropriate recommendations.

Extension and Personnel committees to work on hiring at A3 level. Have a draft resolution for next meeting.

## New business

Daniel sent doodle for meetings. Need to reschedule some dates and find times that work.

Benny discussed the communications problem with instrumentation awards that can be shared to advance all the programs in the college. These are college level instrumentations. What is the official policy and how to handle.

Adjourned 2:26 PM