

CTAHR SEC Meeting Minutes  
February 5, 2015, 10:30 PM, Gilmore 212

Senator Attendees:

Daniel M. Jenkins	Koon Hui Wang
Michael Melzer	Maria Stewart
Alan Titchenal	Zhiqiang Zheng
Peter Garrod	Paul Krushelnycky
JB Friday (via Lync)	Loren Gautz
Andrea Kawabata (via Lync)	Rajesh Jha
Brad Porter	Rebecca Settlage (via Lync)
Tess Amore	Eunsung Kan
Brent Sipes	Benny Ron

Proxy Votes:

Andrea Kawabata for Susan Miyasaka; Tess Amore for Kent Kobayashi

Ex-Oficio Attendees (for items 1 and/or 2 only):

Kathy Cutshaw (VC Admin, Finance, & Operations)	Maria Gallo (CTAHR Dean) Charles Kinoshita (CTAHR AD ASAO)
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Meeting started at ~10:31 AM

1. Started with brief leadership reports
  - a. Dean (Gallo)
    - i. Applications for Intl. Programs Director and AD Extension are in and currently being evaluated by search committees; interviews to be scheduled soon.
    - ii. Dean will be meeting with each units in the upcoming month to discuss unit finances and strategically using/ planning for resources
    - iii. New CTAHR in Focus is available
    - iv. Dean will deliver “State of CTAHR” address Feb 18 (8 – 9 AM) in C-MORE hall, to also be webcast live (URL to be provided)
  - b. AD ASAO (Kinoshita)- provided verbal report, which will also be available in writing (and appended to minutes). Main items include Isaac Choy’s House Bill 555 (abolishment of all UH majors graduating fewer than 10 students annually), and program review site visits scheduled for March 11 – 13.
  - c. AD Research (Grace)- could not attend to to prior commitments; submitting written report following meeting.
  - d. AD Extension (Stokes) written report- currently traveling at National Cattleman’s Meeting
2. Invited Presentation regarding UH Finances (Kathy Cutshaw, Vice Chancellor for Administration, Finance & Operations)- pdf copy available at <http://manoa.hawaii.edu/ovcafo/pdf/FY15BudgetPresentation.pdf>
3. Welcome and thanks to Susan Miyasaka (who has volunteered to complete Lorraine Brooks’ term)
  - Election of new SEC secretary- Susan Miyasaka was nominated, and elected secretary by acclimation (no other nominees).

- Approval of minutes from 10/20/2014 meeting. Minutes were approved unanimously without changes.
4. Announcements:
- a. CTAHR leadership items (Jenkins did not enumerate announcements- let participants just read the agenda)
    - i. CTAHR is trying to organize and sponsor lecture series on the Future of Food and Agriculture in Hawaii
    - ii. 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 members of Manoa Faculty Senate were present to report)
5. Old business/ committee reports- due to time constraints, some brief background on each document/ issue was delivered, with detailed discussion/ voting deferred until the March 17 meeting.
- a. Personnel/ Extension (Sipes):
    - i. Resolution on Dual Career Faculty Partner Hire Policy in CTAHR
    - ii. Resolution on Promotion Criteria to A4 and A5- some discussion and confusion arose related to academic credit allowable and necessary for extension personnel promotion. All Senators are encouraged to read ahead of next meeting, when the Senate hopes that Ashley Stokes can also be present to explain/ advocate for specific details.
    - iii. Draft statement on collegial communications (fallout from more prescriptive/ restrictive policies/ regulations proposed last year through publications office)
    - iv. Compilation of issues related to real or perceived lack of transparency in CTAHR (i.e., composition of search committees, awarding of internal funds and other limited professional opportunities, etc); Benny Ron cited that processes for awarding internal funds should follow standards from federal agencies (i.e. NIH, NOAA, etc); SEC will meet with Dean Maria Gallo to discuss these and other issues on March 13.
  - b. Research (Melzer)
    - i. CTAHR Publication Review Policy
  - c. Instruction (Stewart)

- i. Proposed solutions to alleviate curricular bottlenecks (target action for vote in March): TPSS and PEPS have reported that bottleneck issues have been fixed; FCS and HNFAS have made specific recommendations to address problems; NREM and MBBE have not reported back.
  - d. Elections (Jha)
    - i. Organizing election of new senators for 2015/ 2016- working with personnel office to determine required representation from each unit (and number of new senators required per unit). Elections will be organized soon.
- 6. New Business (none reported).
- 7. Adjourn (motion approved unanimously, at approximately 11:35 AM)

1. HB 555 introduced by Representative Isaac Choy (Chair, House Higher Education Committee) – calls for abolishment of undergraduate academic programs that graduate fewer than 10 students per year.
2. Kinoshita has been charged with moving the Educational Foci that emerged from the college's strategic planning process and student focus groups, forward. This will include better marketing and branding of our programs, etc., and may include recommendations to reorganize our academic programs. Kinoshita is recruiting faculty to serve on an ad hoc committee to design the implementation path.
3. Comprehensive Program Review: Site Visit for Comprehensive Program Review: March 11-13, 2015. Faculty, staff and students are invited to exit report on Friday, March 13, 1-2 PM (Watanabe 112).
4. Annual Program Assessment Reports (2014): Impressive improvement over 2013 – whereas in 2013, CTAHR was poorer than UHM's average in all 8 categories tracked, in 2014, CTAHR was equal to or better than UHM's average in 6 out of 8 categories.
5. International agreements: CTAHR has several 3+2 agreements with Chinese institutions in the works. The first, with Hunan Agricultural University, could enroll students into CTAHR in Fall 2015 (five have applied though some or all might encounter English language bottlenecks).

February 4, 2015

**Research Office Report to the CTAHR Senate  
February 5, 2015  
by  
J. Kenneth Grace  
Associate Dean and Associate Director**

1. Hatch and McIntire Stennis project submission instructions will be sent out within a week. The process and the forms will be identical to last year. Faculty with expiring projects that have (1) not run for a five-year period, and (2) not previously been extended, may request extension for one year. Expiring projects may be Revised (which is essentially the same process as submitting a new project proposal), or faculty may submit a new project proposal.
2. Supplemental Funding RFP will follow the project instructions by 1-2 weeks. Support for graduate students will be a priority this year.
3. myGRANT - UH will soon be implementing the Kuali Coeus 6.0 Release (with Intuitive User Experience) in myGRANT. The ORS Faculty Advisory Committee tells me that this new user interface is a huge step forward from the current myGRANT interface.
4. The Research Office expects to issue an internal RFP within the next two months emphasizing pest and disease research, in collaboration with USDA-ARS-PBARC.
5. Legislature: The legislative session has just started, with approximately 3,000 bills introduced. Senator Ruderman and Representative Richard Oshiro have introduced SB 314 and HB 850, which would provide two years of funding for new extension agent positions in CTAHR; and a number of other bills reference CTAHR, or deal with matters where our expertise is of value. From February 2-4, CTAHR wrote and submitted University of Hawaii testimony, on behalf of Chancellor Bley-Vroman, on 14 bills.

## Extension Notes

- AD Search - As of last week, the AD search is progressing and the committee reported a number of qualified applicants. They are moving forward and anticipate interviews this spring.
- Resolution - this is an important issue and we need to evaluate the promotion criteria for or agent positions. I agree with questioning the graduate level credit requirements and encourage seeking input from extension agents college-wide on the issue. We have not been successful in increasing the availability of online courses (only a few that I know of over the past couple of years). If we decide to not pursue this change in P&T, we need to develop a set plan to meet the needs for these courses. The CTAHR Faculty Senate Extension Committee from a couple of years ago completed a survey about courses extension faculty would like to have and the format (requested online courses due to balancing class work with work/field duties). The results were sent to the faculty when we completed the report. As this resolution is considered, it would be good to review the likelihood of using the report results to meet the course requirements. If we can't meet these course needs, then I would support a change. In addition, our other faculty ranks don't have additional course requirements beyond their degree and I'm not sure why this is the case for agents.
- In-House Publications - I sent my comments to Mike and I support the process as proposed. Thanks to the OCS/Miles for working on this as well and for identifying a point person for this effort.
- February Extension Newsletter - will be going out next week with other Extension updates.

## **Dual Career Faculty Partner Hire Policy in CTAHR**

Whereas the University of Hawaii at Manoa adopted a policy on partner hires intended for recruiting and retaining exemplary tenure-track faculty to increase competitiveness in October 2012; and

Whereas the Faculty Senate is the policy-recommending body of the College of Tropical Agriculture and Human Resources, and

Whereas partner hires have great implications on departmental priority staffing, they must relate to the strategic hiring goals of the college and department, and require a compelling nature for the hire and the acceptance of the hire by the department;

Therefore be it resolved that the College of Tropical Agriculture and Human Resources understands that “exemplary faculty” are those rare candidates that because of their documented behavior, scholarship, status, or success can serve as models for other faculty in the college and university; that while we strive to hire the best candidates for a position, not all candidates offered a position within the college at the faculty or administrative level will be exemplary. Exemplary candidates for a position have attained and maintained an outstanding level of success in research, instruction, extension, or service, and often in more than a single area of scholarship. Exemplary candidates for a position are the exception and not the rule; furthermore

Be it resolved that to meet strategic hiring goals of a department, previously articulated and drafted desired priority staffing positions will be considered and reflected in a partner hire, not ad hoc determinations based upon the expertise of the proposed partner hire; and

Be it resolved that the College understands “married partners, partners in civil unions, and qualified domestic partners” are those couples that meet these criteria at the time of the offer being made and does not include partners who are to be married at a later date or are in non-legally binding long-term relationships; and

Be it resolved that this statement and interpretation of Career Faculty Partner Hire Policy is transmitted to the Dean of the College of Tropical Agriculture and Human Resources.

## **Resolution on Promotion Criteria to A4 and A5**

Whereas, Extension Agents are faculty members engaged in continuing education and training, working with families and adults in our community with the goal of community well-being, economic development and environmental protection; and

Whereas Extension Agent faculty are currently limited in their ability to be promoted to A4 and A5 by Executive Policy that states “...A Masters degree from a college or university of recognized standing with major work in agriculture, home economics, marine science, resource management, or a related field, as appropriate; in addition to the Masters, 15 [or 30 for A5] credit hours of post-baccalaureate academic work in an appropriate field;...” (E5.221); and

Whereas, Extension Agents at other Land-Grant Universities such as the University of Arizona, University of California, University of Florida, University of Georgia, Oregon State University, and West Virginia University are required to have the minimum of a Master’s degree in a relevant field, they do not require additional credit hours for promotions and are judged for promotion on their professionalism, achievement, scholarship and collaboration; and

Whereas, Executive Policy (E5.221) does state “When the situation warrants it, and especially in those fields where advanced degrees are not commonly held by faculty members, other evidences of scholarly, artistic or professional attainment may be accepted in lieu of advanced degrees. In general, "equivalents" will be used sparingly and only when there is clear evidence that the substituted items of training and experience are in fact equivalent in qualifying the faculty member for the individual's duties and responsibilities.”; and

Whereas, the Executive Policy allowing “other evidences of scholarly, artistic or professional attainment may be accepted in lieu of advanced degrees” does not indicate that credit requirement beyond a Masters degree may be substituted with other such evidence; and

Whereas, at the University of Hawaii at Hilo and West Oahu, for promotion to Associate and Full Professor ranks, Executive Policy (E5.221) states that the “requirement of the doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.” without any credit requirement but with the requirement for either scholarly contributions and/or creative contributions or service contributions to the professional or lay community pertinent to the individual's professional training; and

Whereas Community College faculty within the University of Hawaii system such as the trades where the Masters degree and doctorate are not required, Executive Policy contains no such credit requirements; and

Whereas Extension Agent faculty located across the state and not at the Manoa campus have difficulty accessing upper division and graduate level credit courses currently required for promotion; and

Whereas alternative and broad interpretations of “course equivalency” could be judged as attendance at workshops, short non-credit relevant courses, professional certifications, adoption and implementation of new technologies, and other recognized forms of scholarship; and

Whereas an effective relief to the current restrictive criteria for Extension Agent promotion is to add flexibility by including the phrase “which may be substituted by the University upon demonstration of appropriate professional training, scholarship, competence, or experience” into the Executive Policy (E5.221) for the promotion of Extension Faculty to the A4 and A5 levels; therefore

Be it resolved, that the College of Tropical Agriculture and Human Resources Faculty Senate requests that this recommendation to modify the Minimum Requirements for Extension Agent Promotions be submitted to the Manoa Faculty Senate, with a copy to the Dean of the College of Tropical Agriculture and Human Resources, and when endorsed by Manoa Faculty Senate the resolution be transmitted to the Manoa Chancellor, University President and the Board of Regents..

## **Statement on Collegial Communications**

The Faculty of CTAHR embrace academic freedom and the free expression of ideas. As employees of a leading academic institution, we recognize that different faculty, stakeholders, and other community members may have contrasting opinions on a variety of issues. We support openness and candor in all public communications (such as but not limited to seminars, emails, blogs, pod casts, and social media), but expect that the Faculty of CTAHR engage in such discourse in a collegial and professional manner, refraining from any bullying, intimidation, remarks of a personal nature, or any other behaviors that are contrary to the spirit of constructive dialog.

Draft

## CTAHR Publication Review Policy

At the request of Dr. Kenneth Grace, Associate Dean of Research, as well as with his assistance and input, the Research and Extension Committees of the CTAHR Faculty Senate have developed a draft publication review policy for in-house CTAHR publications. The intent of this policy is to improve the quality and accuracy of informational materials<sup>1</sup> developed by CTAHR personnel that are published through the CTAHR Office of Communication Services (OCS). This policy is not meant to apply to informational materials published by external entities such as scientific journal or book publishers, news media, etc., or by self-publishing.

The draft CTAHR Publication Review Policy procedure is as follows:

1. The following items are submitted to OCS:
  - i) OCS publication request form
  - ii) Draft informational material to be reviewed
  - ii) Names and affiliations of 3 qualified reviewers
2. The author provides the informational material to the 3 qualified reviewers and requests that their review is sent to OCS within 3 weeks.
3. If at least two reviews are not received by OCS within 4 weeks of the initial submission (Step 1 above), OCS will notify the author, and the author may either contact the reviewer(s), or request reviews from additional qualified reviewers, providing the names and affiliations of these reviewers to OCS.
4. OCS forwards the reviews to the author with a request for i) a revision to the informational material as considered necessary, and ii) a short response to the reviewer comments. If two reviewers have conflicting opinions on whether the informational material should be published, a third review is required as a tie-breaker.
5. Author submits the final version of the informational material and response(s) to the reviewer comments to OCS. The final version is forwarded to any reviewer who requests a final review prior to publication.
6. OCS will make the decision on publication, contacting the appropriate Associate Dean, Department Chair, County Administrator, or other faculty member(s) with expertise for assistance if needed.

<sup>1</sup> informational materials include, but are not limited to: scientific publications, instructional films or videos, calculators or calculation charts, posters, photographs and artworks, websites, and news wire/social media feeds