

CTAHR Faculty Senate
Minutes of the 23 September 2009 Meeting

Senators Present: J.-P. Bingham, R. Bowen, K. Cheah, L. Cox, J. Hollyer, N. Hue, T. Idol, J.-Y. Kim, T. Mason, H. Min, L. Nakamura-Tengan, S. Nelson, A. Rielly, P. Singleton, B. Sipes, A. Titchenal, R. Turano, A. Wiczorek

Excused: J. Zee

Guests: A. Chang, J. Clark, R. Dasenbrock, A. Hashimoto, C.Y. Hu, C. Kinoshita, W. Nishijima, D. Vincent, J. Young

The meeting was called to order at 3:33 p.m.

1. The minutes of the 29 April 2009 Senate meeting were approved as amended.

- Andy will be specified as A. Hashimoto.
- "D. Vincent said that" will be deleted.
- L. Cox under Personnel will be corrected to say "Wiki version of the Employee Handbook"

2. Dean Search Update.

R. Dasenbrock said it is a luxury that we have an early announcement from Dean Hashimoto. We may avoid interim appointments. R. Dasenbrock has the ultimate choice in the hire. J. Clark relayed that the scoping meetings were helpful. The Opportunity/Challenge Profile will be completed soon and available online at <http://www.hawaii.edu/executivesearch/ctahr/>. The Search Committee is still being finalized. The advertisement will go out on 25 September 2009. Faculty are encouraged to nominate people so that a pool of candidates is built. Expect campus visits in February/March 2010. The web site will be updates over time.

Questions asked:

- Should faculty directly ask people? Yes, talk to people and then give names to J. Clark for follow up.
- Independent advertizing/posting of position announcement by faculty? No, do not submit directly rather send sources to J. Clark.

3. Dean Hashimoto

Annette Chang, the new Director of Administrative Services was introduced. She has an open-door. Call or stop by. She wants to work together.

Interim Associate Dean of Extension. W. Nishijima intends to retire 1 December 2009. Dean Hashimoto will solicit nominee names. Dean Hashimoto will allow the new Dean to seek a permanent replacement.

Fiscal Officer Replacement. P. Fisher intends to retire by December 2009. All positions are frozen at this time, however if a faculty salary decrease takes place funds may be available.

4. Associate Dean Kinoshita

The eCAFE system was discussed. No question limit is imposed but fewer students respond. College and departmental questions can be added. Dean Kinoshita presented 10 college questions he proposed to have on each course in addition to any departmental or course questions. He asked for feedback by 30 September 2009 which was determined to be too soon for meaningful input from the Instructional Committee. The Instruction Committee will review and offer comments by the November 2009 Senate meeting. Dean Kinoshita will defer action until Spring 2010

Questions asked:

- Not all proposed questions appropriate to each class, so why downgrade the instructor.
- How do cross-listed courses work? Will need to check
- Does eCAFE apply to focus courses? Will need to check
- Is there an expectation that results will be presented for promotion and tenure? Will low participation and possible bimodal distribution be acknowledged? Just make the case in the dossier.

5. Associate Dean Nishijima

Lots of plant of works and projects have been submitted. Projects are being funded up to \$3000. Annual narratives will be due 5 December 2009. County Admin and Department Chair will receive funds to provide supplemental fund to people.

6. Associate Dean Hu

Po-Yung Lai is the new Special Grants Administrator at 0.45 FTE. TSTAR Letters of Intent due 2 October 2009 and proposals due in late October. Level funding is expected. Hatch funding is \$1.2 million of which \$500K goes to salaries, \$300K to unit upkeep and the remaining to formula funding and GA support. Projects reports will be due in mid-December. Impact statements are important. Grants have increased this year to almost \$20 million. Productivity measurements of grants, publications, and rtrf are very important. Dean Hu is anxious to work the the Research Committee on issues.

7. ACCFSC

Chair Hollyer reported that Pres. Greenwood spoke to the group. Pres. Greenwood seems to be a reasonable person to work with. The community colleges have articulation issues with Manoa.

8. Senate Survey

Chair Hollyer updated to status of the survey. Work continues in writing comments in a

“appreciative inquiry” format. Once completed, the SEC will review and meet with Dean Hashimoto to discuss the results.

9. Manoa Faculty Senate

MF Senator Jean Young reported David Ross had sent an email containing information about the Senate to every one. In terms of budget issues, retrenchment has been delegated to the Deans not the campus or system. H. Zaleski is on a member of the Manoa SEC and has agreed to keep the SEC posted on issues.

10. A Resolution Acknowledging and Thanking Rudy Wong was presented by the SEC

WHEREAS Ruddy Wong has been the Director of Administrative Services in the College of Tropical Agriculture and Human Resources (CTAHR), working in CTAHR for 39 years, and

WHEREAS Ruddy has tirelessly served the faculty, staff, and administration as he guided the Office of Administrative Services, and

WHEREAS Ruddy was the human point of contact as everyone strived to understand how to proceed in the face of complex policies and procedures, and

WHEREAS Ruddy has helped ensure that everyone addressed necessary detail in the proper manner, and

WHEREAS Ruddy has shown a calm manner, kind face and compassionate nature in the face of many challenges, big and small,

THEREFORE, BE IT RESOLVED that the CTAHR Faculty Senate expresses its sincere appreciation for Ruddy Wong for his many years of faithful service, and

BE IIT FURTHER RESOLVED that the CTAHR Faculty Senate wishes him good health and happiness in his retirement.

A motion to accept the resolution was made by R. Bowen and seconded by A. Wiczorek. The resolution passed unanimously.

11. Bylaw changes

Proposed changes to the minimum number appointed to standing committees was presented. Elections will be changed to a minimum of 2 members and the other committees to a minimum of 4. Changes must be presented at least 1 week before being voted on. The changes will be discussed and voted on at the November Senate meeting.

12. Committee Reports

Personnel: B. Turano reported that Scholarship Unbound was reviewed. DPC must identify acceptable scholarship, not the Senate. More specifics are needed for extension perhaps. It is not clear how defining scholarship in the college will aid applicants at the TPRC level.

Extension: T. Mason reported on T&P issues overlapping with Scholarship Unbound. Some thought that DPC should contain at least one agent. Some asked about the status of a web site with information on T&P for agents. There are no specialists on the committee and J. Leary has volunteered to serve. There was desire for development of an employee handbook. The recent HSTA contract may allow Extension to provide programs on furlough days.

Instruction: T. Idol is the new chair. There was discussion of teaching a course at 400/600 level, development of a handbook on code of conduct and expectations for students and instructors.

Research: No report.

Elections: No report.

The meeting was adjourned at 3:40 p.m.

Respectively submitted, Brent Sipes