CTAHR Faculty Senate Executive Committee
Meeting Minutes
12 April 2011

Present: K. Cheah, K. Kobayashi, H. Min, S. Nelson, B. Sipes
Excused: T. Idol, T. Mirua

The meeting was convened at 3:00 pm.

The minutes of the 15 March 2011 meeting were approved as submitted.

The election results were presented by K. Cheah and reviewed. The names were deemed valid and represent constituent faculty. S. Nelson moved and K. Cheah seconded to certify the election. B. Sipes will send letters of welcome to the new Senators and thank you letters to current Senators.

The second Senate meeting of the spring 2011 semester has been scheduled for 28 April 2011, at 3:00 pm in Sherman 103. Hawaii Department of Agriculture Chair Russell Kokubun will address the Senate. K. Kobayashi has agreed to chair the meeting as Senate Chair Sipes has a conflict on this day. The agenda needs also to include Workload Policy Resolution, C.Y. Hu Resolution of Appreciation, Year-end committee reports, time for Senators to speak of one pressing issue for each department, the seating of new Senators, and election of new three new SEC members.

The final SEC meeting of the spring semester will be 3 May 2011 at 3:00 pm, St. John 106.

The SEC held a discussion with members of the Instructional Committee. We agree that faculty time is important and therefore service should be meaningful. The procedure, timing and responsibility of the SIC is not clearly defined. Does the SIC advise, recommend or approve new course proposals? Departments need to do a better role of preparing and vetting course proposals. There should be a mechanism to ensure a proposal has the approval of the departmental curriculum committee. The Associate Dean is asked to do a vetting before transmitting proposals to the SIC. The SIC should spend its time evaluating critical skills and duplication.

The meeting was adjourned at 5:00 pm.

Respectively submitted,

Brent Sipes