CTAHR SEC Minutes
December 9, 2013, 2:00 PM, Agr. Sci. 202

Meeting called to order at ~2:02 PM, with following participants:

Jon-Paul Bingham               Michael Melzer
Lorraine Brooks (by phone)      Brent Sipes
Daniel Jenkins                 Ashley Stokes (Chair)
PingSun Leung

1) Call to order at 2:01 PM

2) Review of Minutes from November 4, corrections:
   a) Item 2 c ii, "Maria Gallo" should be "Maria Stewart".
   b) Motion to approve minutes as amended was advanced, seconded, and approved
      unanimously.

3) Committee Reports
   a) Elections- no report
   b) Extension- Brooks has been away- nothing to report.
   c) Instruction:
      i) Travis Idol has proposed an NREM course (3rd iteration of course proposal) that
         made it to instruction committee but not through Charly Kinoshita.
      ii) Three other courses have gone through second iteration of review, and two have been
          approved.
      iii) Ashley Stokes will have the survey used for course review posted, to facilitate
          developers in drafting acceptable UHM-1 forms and justifications.
   d) Personnel:
      i) Bingham inquired if we were supposed to get updates about the duties and
         responsibilities for department chairs
      ii) Stokes indicated that draft guidelines are currently at Dean's office awaiting approval.
   e) Research:
      i) Committee is working on the CTAHR policy on germplasm distribution.
      ii) Policy will be worked in coordination with the strategic planning process.
      iii) Committee is also working on guidelines for internal review of CTAHR publications.
   f) Report from Manoa Faculty Senate (Mike Melzer)
      i) Biggest issue currently is the new anti-tobacco policy. Senate is currently very
         divided about the policy; CTAHR has asked to consider exceptions for tobacco grown
         or used in research. Biggest questions are related to enforcement.
      ii) Some reorganizations of campus services (i.e. campus bookstore) have been approved
          by MFS.

4) Report on the All Campus Council of Faculty Senate Chairs (Stokes)
   a) Stokes could not attend the last meeting (and minutes have not been posted yet), so there
      is currently little to report.
   b) The group working on improving public relations from the University has been active.

5) Old Business
   a) Search committee for Associate Dean for Research will have it's first meeting tomorrow
      (December 10); currently very few applications have been received- most members of the
      committee have urged that the call for applications be extended and advertised more
      broadly.
   b) Search committee for AD for Extension has already been submitted, but committee has
developed their expectations and questions for the candidates.

c) Bingham indicated that if a sufficiently broad pool of candidates does not apply, we should not hire and start the process over with greater participation from the faculty in developing qualifications.

d) Stokes indicated that University HR office (in meeting of search committees with HR personnel) said they mostly recycled the minimum and desired qualifications from previous announcements.

e) Sipes suggested that we invite the committee chairs to participate in the SEC meetings to help apply leverage to have more openness, expectations for high professional standards (for quantity and quality of applicants), and transparency in the search process.

f) Bingham suggested that committees should consider having a minimum number of applicants before proceeding, before the number of applicants is actually disclosed.

g) Melzer inquired what kinds of transparency the faculty should expect to see in the process; Sipes indicated that at a minimum the faculty (search committees) should have input on minimum and desirable qualifications (MQ & DQ), be involved in dissemination/ advertisement of the opportunity, and that recycling old MQ & DQ for the positions is not forward thinking.

h) Bingham suggested that MFS and UHPA should be consulted for guidelines/ expectations on conducting an effective search.

i) Sipes inquired of Stokes whether the CTAHR senate would be represented on strategic planning steering committee.

i) A group under the strategic planning commission has been working on developing resources (i.e. websites) to help publicize faculty research areas and identifying potential collaborations

ii) Group is also working on developing criteria for an award for "Collaboration Excellence" from CTAHR; Stokes suggested that extension and research committees collaborate on developing criteria.

6) New Business

a) Scheduling of meetings for Spring- Ashley will consult schedule of classes to ensure availability of all members; generally tuesday and thursday are no good.

b) Stokes proposed holding SEC meetings on late wednesday mornings (~ 10 AM- all found it acceptable, except Sipes who left early; Stokes will verify his availability with him).

c) Stokes will also seek to identify acceptable meeting times for whole CTAHR senate based on published course schedules.

Adjourned at 3:01 PM