Present:       K. Cheah, K. Kobiyashi, H. Min, T. Miura, S. Nelson B. Sipes
Excused:      T. Idol

The meeting was called to order at 8:00 am. B. Sipes will record the minutes in T. Idol’s absence.

1. The November 2010 meeting minutes were approved.

2. The Dean has the survey questions and protocols. We are awaiting the Dean’s response.

3. The Dean has requested a letter of endorsement for the Sun Grant. We may need to ask the Dean to come and explain the need for endorsement. There is some sense that the sun grant may be “exclusive” and if so the Senate should not endorse it.

4. The 2011 spring Senate meetings will be held on Thursday afternoons. The exact dates and agendas will be developed later.

5. Instruction Committee has brought up issues of procedure. We need to have Associate Dean Kinoshita clarify the procedure and ensure that revised documents are posted on the web site.

Respectfully submitted,

Brent Sipes