CTAHR SEC Minutes
February 13, 2014, 2:00 PM, Gilmore 212

Meeting called to order at ~2:07 PM, with following participants:

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

( Michael Melzer was unavailable due to a prior engagement with HI Dept. of Agr.)

1) Call to order at 2:07 PM
2) Review of Minutes from January 23- approval was postponed for future over e-mail due as previous meeting minutes were only made available the morning of this meeting
3) Committee Reports
   a) Elections- Pingsun reported that nominees for candidacy have been solicited from dept. chairs, to try to ensure that an election can occur by April 30.
      i) Sipes suggested that call for (eligible and willing) nominees be publicized by elections committee beyond just the department chairs (to ensure that all faculty are consulted); it was suggested that the committee somehow verify that call for nominees is extended to all faculty from department chairs
      ii) Sipes also suggested that committee verify that nominated Senate members are actually eligible to serve
      iii) Part of the issue requiring involvement of chair is that often the chair needs to encourage faculty to serve on the senate.
      iv) Stokes indicated that new senators need to elected and certified at least two weeks prior to the last senate meeting of the academic year (last meeting is April 4; new senators should be elected by March 21).
   b) Extension- Brooks had nothing to report
   c) Instruction- Bingham reported that he was confused about e-mail about survey from Charly Kinoshita.
   d) Personnel- Sipes had nothing to report
   e) Research- Stokes relayed Melzer's report that they are working on criteria for CTAHR collaboration award (Sipes reported that Melzer has been offered and accepted the new PEPS tenure track position on Agrosecurity).
4) Update on the search committees for Associate Deans- nothing to report from Stokes (AD Extension Search) or Jenkins (AD Research Search)
   a) Stokes inquired of Dean if seats can be reserved for CTAHR Senate on on all executive/ administrative searches (the Dean agreed)
   b) Stokes also suggested that CTAHR website include announcements for open positions within the College (also agreed that composition of CTAHR search committees at administrative level be publically available on website).
   c) Strategic planning- action groups have met (composition of groups and other information related to CTAHR strategic plan is available on CTAHR website).
      i) Brooks indicated that she is on the "Revenue Generation" committee- which has circulated a survey on utilization of extension facilities/ experiment stations
      ii) Stokes indicated that it is never too late to engage with different action groups, and encouraged faculty to do so
   d) Dean has completed review of Dept. Chair duties and responsibilities and finalized
policies; is planning to do the same thing for other executive/ administrative positions in CTAHR.
e) Policy on germplasm distribution is still being worked on.
f) In house publications (guidelines for internal review) have not moved forward.
5) Old Business
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6) New Business
a) Stokes met with Kinoshita about bottleneck courses in CTAHR, to try to initiate dialog among chairs/ advisors and faculty to help resolve these problems (Stokes would like for Senate to be a part of this process to facilitate dialog)
b) Dean is trying to be proactive on dedicating resources to help sustain growth of promising academic programs (successful programs should be identified and nurtured).
c) Kinoshita has been trying to determine if it is worthwhile to have standard CTAHR related questions in eCAFE (student evaluations) of CTAHR courses.
   -many important issues are related to balancing having institutionally mandated questions, i.e. what is the objective of evaluations (course improvement vs professional/ institutional evaluation of instructors), relevancy of different questions for different course formats and approaches, cap on available questions and mental endurance of students completing evaluations.
d) Greater professional mentorship is an important issue that should be worked on by Senate.
e) Sipes expressed unease about a new soft money faculty position promoted by the Dean on Food Policy, that is not housed within an individual department, and is just propagating personnel to support the Dean's initiatives and not grass roots concerns of departments and broader faculty.
f) Sipes also expressed concern about the creation of office of distance education- concern is proliferation of administration and support staff at expense of faculty and programs (others expressed welcome of potential support from these new staff in areas that have otherwise been understaffed).
g) Stokes suggested we bring up some of these issues later (as time reserved in room ran out)

Adjourned at 2:57 PM