Present: Kheng Cheah, Kent Kobayashi, Hosik Min, Tomoaki Mirua, Brent Sipes
Excused: Travis Idol, Scot Nelson
Invited: Charles Kinoshita

1. The meeting was called to order at 3:00 pm.

2. The minutes of the 18 January 2011 SEC meeting were approved.

3. Instructional Committee course approval backlog. The approval delay benefits no one.
   Associate Dean Kinoshita will check the Senate charter to see if Senate approval is required or
   if an alternative process is possible. One alternative might be to add a question to the college
   list as to whether the proposal has been vetted by the departmental curriculum committee.

4. The Dean asked Leadership to provide comments suggestions on the survey by end of
   February.

5. CTAHR Workload policy was discussed. The SEC discussed the endorsement by the Senate
   on 1 March 2011. The faculty needs clarification on the objective of the document. We do not
   understand the context in which this policy is to be used or for what purpose the policy will be
   used. We do not know how to respond to the workload policy. Please do not mistake a lack of
   response from your faculty as endorsement nor as apathy. We would like to this well but are
   confused. B. Sipes will draft a letter to the Dean.

5. Spring Senate meeting will be held on 1 March 2011 at 3:00 pm. The Associate Deans will be
   invited to speak. B. Sipes will find a room.

6. Spring elections are progressing. Voting lists have been obtained from J. Muraoka.

7. The next SEC meeting will be held 15 March 2011 at 3:00 pm in St. John 106.

8. The meeting was adjourned at 4:20 pm.

Respectively submitted,

Brent Sipes