SEC Meeting Minutes  
Jan. 21, 2004

Attendance: Halina Zaleski, Kelvin Sewake, Debra Ward, Paul Singleton, Jean Young, and Susan Miyasaka

Meeting called to order by Halina at 9:45 a.m.

Approval of Minutes from last 2 meetings: Jean will straighten out minutes and send out revised minutes for November 2003 and December 2003 for approval.

Report on All Campus Council of Faculty Senates (ACCFSC): Halina reported that all other Faculty Senates have web sites open to all faculty; she moved to make CTAHR Faculty Senate’s web site accessible to the public by moving out of the password-protected CTAHR web site. Paul seconded motion. Unanimously approved.

A resolution from the Manoa Faculty Senate was presented by Halina to recommend that interim administrative positions not be made permanent without an open search. Paul recommended that the CTAHR faculty senate approve this resolution. Kelvin seconded. Unanimously approved.

Halina reported on a resolution from the Manoa Faculty Senate that supports a uniform grade policy and GPA calculation across the system. At present, the Community Colleges have an ‘N’ grade which allows students to withdraw from a class at the end of the semester without penalty. At Manoa, students may only withdraw from a class at the end of the semester with a valid excuse; otherwise, the student receives an ‘F’ grade. At Manoa, an ‘N’ grade is translated into an ‘F’ and is calculated as such into the student’s GPA. Paul moved that the CTAHR SEC supports in principle a uniform grade policy and GPA calculation across the UH system, with details to be worked out by ACCFSC. Jean seconded. Unanimously approved.

Halina reported on the need for a uniform policy on lab fees. At present, there is no system-wide policy. This issue was brought up for information only at present; no action was taken.

Dean Andrew Hashimoto’s report: The legislative session has started. There are five bills that involve CTAHR: 1) $500,000 annual base support increase (was approved last legislative session, but Governor Lingle vetoed it); 2) $250,000 annual increase for livestock/forage program at Mealani; 3) $250,000 annual increase for Center on Family; 4) $750,000 for annual increase for Food and Nutrition; and 5) $500,000 for 1-year project on Bioremediation. There are 4 CIP projects that involve CTAHR: 1) $1.5 million for design phase of Komohana Agriculture & Extension Center renovation; 2) $340,000 for planning Waimanalo Station renovation; 3) moving Urban Garden Center at Pearl City off flood plain to higher ground; and 4) Molokai Extension office renovations.
The Dean requests that each member of CTAHR help to support each of these bills or CIP projects. There are other agricultural bills (e.g. Food Self-sufficiency, pineapple, taro, etc.), but these are the ones that directly involve CTAHR.

Mr. Ruddy Wong is checking on requirements before starting the search for a new Associate Dean for Academic Affairs. Since this position is in CTAHR’s current staffing plan, it is likely that Board Approval is not necessary to open the search. The dean is seeking input from CTAHR faculty in suggested names to serve on the search committee (responsibility given by SEC to CTAHR Senate’s Election committee).

Dr. Wayne Nishijima is chair of the search committee for the interim Oahu County administrator. Three names of internal candidates were submitted to the Dean, and he is interviewing each candidate prior to making a decision. This position will need to go through Priority Staffing process during March 2004.

Paul asked about officially turning over old NifTL site on Maui to County of Maui. The Dean asked Paul to draft a letter, terminating the lease.

Report of Research Committee: Paul reported that the committee is having problems meeting, due to selection of Mr. Randy Hamasaki as chair. Randy is located at the Waimea office, which lacks Polycomm capability. Possible suggestions by SEC: elect a co-chair; have chat-room meetings; conference telephone calls; web-cam using personal computers. The SEC recommends to CTAHR administration that a Polycomm unit be set-up at the Waimea extension office.

Report of Instruction Committee: Charles Weems gave the report to Halina who presented it to the SEC. The new course, MBBE 421, was recommended for approval by the Instruction Committee (4 yes, 1 no, 1 abstention); however, only negative comments were presented with the proposal. Paul moved to send the recommendation back to the Instruction Committee with a request to indicate the positive reasons for approval of this course, with responses to the negative comments. Jean seconded. Unanimous approval.

Report of Extension Committee: Kelvin Sewake had no report. There is no issue on the table now for this committee; there is a need to develop issues to be discussed before the next CTAHR Senate meeting.

Report of Personnel Committee: Debra Ward had no report. The committee has met only once, despite issues that need to be resolved. The chair, Steve Ferreira, has only called one meeting and hasn’t responded to SEC requests to convene more meetings. Possible solutions: elect a co-chair; hold PolyComm meetings; discuss issues via e-mail?

Report of Elections Committee: Susan Miyasaka has requested the chair, Kent Kobayashi, to send a request to all CTAHR faculty for suggested names/volunteers to serve on the search committee for a new Associate Dean of Academic Affairs. In addition, the committee needs to prepare for nominations for CTAHR senators in March.
and elections prior to the April meeting. New senators will be invited to attend the April 28 CTAHR Faculty Senate meeting.

Report of Bio-ethics Committee: Halina Zaleski has no report.

Next SEC meetings: February 25 at 9:30 a.m. (Hilo by PolyComm.); March 16 at 9:30 a.m.; April 28 at 9:30 a.m.
Next CTAHR Faculty Senate meetings: February 25 and April 28 at 1:00 or 1:30 p.m. [Halina, what is the time?]

Meeting adjourned at 11:30 a.m.