CTAHR SEC Minutes
November 4, 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                Brent Sipes
Daniel Jenkins                Ashley Stokes (Chair)
PingSun Leung

1) Call to order and welcome at 2:02 PM (Stokes reminded Bingham and Jenkins to get caught up on compiling and submitting minutes for review/ public dissemination; could not review and approve previous minutes because they have not yet been made available)

2) Committee Reports
   a) Elections- no report as yet
   b) Extension- Brooks was able to meet with committee.
      i) discussed potential on-line courses for meeting promotion criteria
      ii) new CTAHR distance learning specialist and technologies should facilitate transition of courses to on-line format
      iii) Benny Ron shared his experience porting courses to on-line format; volunteered to compile statistics on extension specialists eligible for promotion.
   c) Instruction:
      i) reviewed 3 revisions of course proposals
      ii) Bingham met with Maria Stewart and Charles Kinoshita about offering more sections of NREM 310 (statistics) to meet needs of HNFAS programs.
      iii) Bingham spoke with Charles Kinoshita about having examples of successful course proposals (these are already available on the CTAHR senate website; Stokes will ask Kathy Xue to highlight these on the website so they are easier to find).
      iv) Stokes asked at last leadership meeting if departments could provide more detailed review (i.e. by internal curriculum committees) of course proposals
   d) Personnel- Draft of department chair duties and responsibilities has been accepted
   e) Research:
      i) One issue suggested by Ken Grace was for committee to be involved in the strategic planning process
      ii) Ken Grace also suggested we consider having some sort of review process for CTAHR publications
      iii) Since there haven't been any issues clearly falling within the purview of the committee, the committee hasn't officially met yet (though they are considering having input on a document on distribution of germplasm from CTAHR). Stokes urged Melzer to have committee engage on this issue
      iv) Stokes cited an initiative to try to increase collaborations through creation of an internal website with networks of researchers and their projects, skills, interests, proposals, etc, or initiating a college seminar series for personnel to present their work
   f) Report from Manoa Faculty Senate (Mike Melzer)
      i) NREM is trying to get a plan B professional degree by changing the name of their plan B master's program. The proposal was not approved, as the new program needs to be introduced as a completely different program
      ii) ORS has been trying to make administrative changes to allow Deans/ Directors to
change the PI on research projects- MFS is crafting a resolution to oppose portions of this proposal

3) Report on the All Campus Council of Faculty Senate Chairs (Stokes)
   a) Manoa has been criticized for spending money/ resources on PR campaigns, but not being really connected to the community
   b) One solution is to be more proactive about having open houses and other events to promote on-going scholarly and other activities at the University/ CTAHR
   c) Sipes indicated that pushing this need to be delegated to someone; Stokes indicated that Maria Gallo is already planning on staffing a committee to push this issue
   d) ACCFSC has a person on the search committee for the new President- we need to think of qualities that the new President should have
   e) Kuali is not being well-received

4) Report on Board of Regents Meeting
   a) BOR is pushing for increased enrollments (by 2025, 55% of Hawaii population should have post-secondary degree to support economy)
   b) Stokes also reported on presentations urging UH system to cut costs and maintain caps on tuition

5) Old Business
   a) Sipes requested that the names on search committees for CTAHR Associate Deans be made public
   b) Stokes indicated that it was reported AD advertisements have already gone out, but committees have not met; requested that Jenkins ask the chair of the committee for AD of research what the status of the search is
   c) Strategic planning process appears to be flagging- there is a lack of leadership on some committees, and some faculty feel lost/ abandoned. Some more direction and leadership from administration might help
   d) Miles Hakoda has circulated an e-mail about using CTAHR calendar to promote CTAHR related events and activities; Stokes suggested that Sipes review the e-mail with Personnel committee, and make recommendations/ revisions
   e) Administration is also developing a social media policy; Bingham recommended that we should ask to review this policy before it put into effect

6) New Business
   a) SEC members voiced concerns that Search Committees for Associate Deans have not been consulted/ involved in hiring process (i.e. advertisements have already gone out, but committees have not met).
   b) A motion was forwarded and approved unanimously to express concerns, that search committees are not being sufficiently involved in search and hiring process

7) Announcements
   a) Next full senate meeting is November 18, 2013, 2 - 3 PM, Agr. Sci. 219
Adjourned at 3:31 PM