Meeting was called to order by President Halina Zaleski at 9:10 am via Polycom. Attendance: Halina Zaleski, Dulal Borthakur, Deborah Ward, Paul Singleton, Steve Ferreira, and Jean Young.

**Minutes:** Minutes for the September SEC minutes are being worked on by Dulal, Jean is working on the September SEC minutes and will post drafts onto the Senate website. No meetings were held in October.

Today’s Agenda: planning for full Senate meeting on November 30. Due to full agenda, we may have to institute time limits for reports.

**Tentative Agenda for November 30 Senate Meeting:**

- Land Grant Issue Halina Z. & Andy H.
- Charter Revisions Steve F. (not much work done, on hold due to flood)
- Committee Reports (limit to 5 minutes each)
  - Personnel DPC rules and regs to Dean (Steve F.)
  - Strategic Plan Charly Kinoshita and/or Dale Uno
  - Research Flood situation update
  - Extension Barry’s request on Program Leaders
  - Instruction Approval of new courses
  - Elections Steve F. to check on new Chair
  - Ad Hoc Committee Not met yet
  - on Bioethics
  - Manoa Faculty Senate Paul Singleton to check with CTAHR Manoa Senators (L. Cox, J. Uchida, G. Teves, P. Singleton) to determine who will give a report

Halina will double check on the Instruction Committee report and whether SEC needs to meet before the full Senate meeting @ 9:30 am. Halina will also check on HITS arrangements and send out an email reminder to Senators of the Nov. 30 meeting.

**Extension Committee**

Paul Singleton, SEC Liaison to the committee, reported that he received a copy of a request from Dr. Barry Brennan to the committee regarding input on establishing two Program Leaders positions in Ag & Natural Resources and another in Nutrition and Human Resources. Concern was expressed at a number of times that any Program Leader position focus upon program management and evaluation and NOT be solely administrative in function. Ideally the program leaders would lead, organize, evaluate, and re-orient programs as needed. It was felt this issue is complex and affected Extension as a whole and how they functioned and was not just a simple position description matter. SEC discussed how a Program Leader could support communication and encourage professional mentoring of faculty and ideally not be just another administrative
layer. After much discussion, it was decided to let the Extension Committee wrestle with the issue and report their findings back to SEC then SEC will respond.

**Manoa Flood**
SEC wants the discussion on the recent Manoa flood to avoid a lengthy gripe session but instead to focus upon ways to improve response to an emergency – what worked, didn’t work. SEC hopes to identify major issues of concern that affected everyone in the college such as: maintaining communication via alternative means other than email such as phone tree, bulletin board, etc. and having back up power generator. SEC could ask people to forward list(s) of what worked, didn’t work to Administration for follow up action.

**Dean’s Report:**
Dean Hashimoto was unable to attend the meeting.

**Strategic Plan:**
Halina will talk with Charly Kinoshita and have him share about the draft Strategic Plan for CTAHR for 2005-2010. Ideally the Senate will be able to review the draft and be able to support the plan at the next February 2005 Senate meeting.

**Status of Land Grant Mission:**
Halina reported that the committee is still NOT in agreement.

Hilo wants:  
- Two land grant colleges (Hilo and Manoa) separate identities
- Opportunity to compete for federal funding
- Create a Vice President for Agriculture at the systems level
- Integrate more closely Experiment Stations with academic programs

Others want:  
- NO to adding another V.P.
- BOR has land grant responsibility and can designate CTAHR (and others)
- Hilo faculty can get opportunity to compete for funds
- Coordinate more closely Experiment Stations with academic programs

Issue still being debated within the committee. CTAHR position is clear. SEC suggests Halina talk with Dean Hashimoto on ways to cement CTAHR position on the committee. At times the committee has required immediate response eg. in two days such as immediately following the recent flood. To get response from the full Senate is not always possible when time is of the essence. Confidence was expressed in Halina’s representation of CTAHR Senate on the committee and SEC encouraged her to seek faculty and others’ input/advice/feedback as needed.

**CAFNRM:**
Coordination between Manoa and Hilo’s Senates center around course articulation but may also include other issues. At present, UH Hilo has 11 faculty positions which is smaller than CTAHR’s Extension program in Hilo. UH Hilo faculty will be welcomed to seek competitive funding for projects as well as be encouraged to do their share of reviewing projects. Perhaps we could do more to invite other faculty to affiliate with CTAHR including attending faculty and student meetings, CTAHR Symposium, and encouraging more interaction.

Other issues may include <but not be limited to>: How to duplicate Manoa’s programs – not feasible due to costs and resources required but community colleges could have two year training programs in greenhouse management, etc.
Meeting was adjourned at 10:50 a.m.

NEXT Faculty Senate meeting is Tuesday, November 30 via HITS from 1 – 3 pm. SEC meeting is tentatively scheduled on the same day at 9:30 am.

Respectfully Submitted,

Jean S. M. Young, Secretary
CTAHR Faculty Senate