Members present: Brent Sipes, Janice Uchida, Travis Idol, Joannie Dobbs, Catherine Chan-Halbrendt

I. Meeting Minutes of October 30, 2006
   -minutes approved with minor revisions

II. Manoa Faculty Senate: nothing important to report

III. Committee Reports
   A. Extension
      -Jari Sugano elected as chair
      -post-tenure review for extension agents and specialists may need some college-level guidelines
      -currently, criteria are set by individual departments
      -many are based heavily on job descriptions, which may change over the tenure of the extension faculty
      -correspondence with Assoc. Dean Kinoshita affirmed the central role of departments in setting criteria
      -college may be able to establish common procedures to ensure contractual obligations are met
      -it is important to keep job descriptions up to date
   
   B. Instruction
      -is meeting this week to review UHM Forms 1

   C. Personnel: no report

   D. Research:
      1. recommended SEC form an ad hoc committee to prepare a white paper on contribution of Magoon Facility to research, extension, and instruction
         -could be a document that determines value of facility and updates it annually
         -SEC believes it is within the committee’s purview to create a subcommittee of their members and recruit other faculty who have expertise to serve on this ad hoc committee
         -SEC suggests the ad hoc committee invite Thomas Lim and CY Hu to be involved in the process, if only to provide data on current usage of the facility
      2. TSTAR and Hatch policies are unclear
         -current policy: must have a Hatch project to apply for a TSTAR grant
         -TSTAR grants being used to fund special initiatives and not individual projects
         -will invite Doug Vincent and Assoc Dean Hu to next committee meeting to clarify policy
         -want to ensure integration between faculty programmatic priorities and administrative budget priorities

   E. Elections: no report

IV. Old Business
   A. Charter and Bylaw changes sent to Dean for his signature
B. Instructional duty equivalencies
   - there may be discrepancies between CTAHR and Senate equivalencies for 399 and 499 instructional duties
   - would like to have instructional committee investigate the history of the policy

V. New Business
   A. Senate meetings for Spring 2007 semester: Thursday February 08 and April 12, 2007 from 1:00-3:00 via HITS in Kuykendall 201
      - receive sites: West Hawaii, Maui CC, Kauai CC; UH-Hilo not available
   B. SEC meetings: first or second Thursday of each month

Next SEC meeting Dec 18, 2:00 in St. John 302