CTAHR SEC Minutes  
October 14, 2013, 2:00 PM, Agr. Sci. 202

Meeting called to order at ~1:35 PM, with following participants (Jenkins came in late due to a class conflict, and resumed taking notes after being filled in on the discussion through new business item 1):

Jon-Paul Bingham  
Lorraine Brooks  
Daniel Jenkins  
PingSun Leung  
Brent Sipes  
Ashley Stokes (Chair)

1) Call to order and welcome at 2:08 PM (some problems connecting to polycom)  
a) Approval of September minutes (approved with minor clarification on instruction committee report, and changing "adapted" to "adopted" on p.2)  
b) Jenkins will send approved minutes, + minutes from those of full meeting (composed by Bingham), to Kathy to post on senate website.  
c) Senate web-site http://www.ctahr.hawaii.edu/facsenate/index.asp

2) Committee Reports  
a) Elections- no report as yet  
b) Extension- committee has not been communicative, but Brooks will try to get committee engaged  
c) Instruction:  
   i) 6 course proposals including 1 revision were sent back to departments for revision  
   ii) Bingham wants more documentation that programs are following procedures (that committees and department chairs have approved proposals)  
   iii) Sipes expressed concern that Instruction committee is impeding innovation in curriculum (process is already too bureaucratic)  
   iv) Sipes suggested that instruction committee might do training for faculty to improve success, and determine who beyond CTAHR is reviewing course proposals (especially at undergraduate level)  
   v) Bingham will forward the course proposal assessment survey used to Stokes to share with department chairs  
   vi) Sipes suggested that CTAHR learning objectives be reevaluated by committee  
d) Personnel- Committee sent back comments on the draft of department chair duties and responsibilities (almost all were adopted)

3) Research- Associate Dean search committees was reviewed. Committee suggested that someone from HNFAS, preferably a junior faculty be added to AD for Research (in response Rajesh Jha was added to committee)

4) Old Business  
a) Stokes indicated that she will be attending the Board of Regent Meeting thursday (primarily on approving salary levels that can be offered to prospective Associate Deans)  
b) Strategic planning retreat- Stokes reiterrated that we want senate to be engaged within the process; Barbara Yee will be participating in a pot luck to discuss strategic planning, Lorraine Brooks will do likewise on Maui  
c) Draft resolution regarding waiver for foreign language requirement for MBB- was passed (100% of senate participated in vote, 96% approval)  
d) Use of CTAHR email (Stokes suggested that we use CTAHR calendar to promote events, instead of CTAHR list-serv, requested members to check her e-mail to review proposal)  
i) Stokes has a draft recommendation that personnel use CTAHR calendar to promote
events, and not clutter up CTAHR list-serv)
   ii) Sipes stressed that calendar should not be moderated (CTAHR personnel should be able to post events without censorship)

5) New Business
6) Announcements
   a) Next full senate meeting is November 18, 2013, 2 - 3 PM, Agr. Sci. 219
      Adjourned at 3:00 PM