CTAHR Faculty Senate Minutes
April 18, 2013, 10:30 AM, Sherman 103

Attendees
Tessie Amore
Jon-Paul Bingham
JB Friday (from Komohana via Polycom)
Loren Gautz
Daniel Jenkins
Rajesh Jha
Andrea Kawabata
Hye-Ji Kim
Charly Kinoshita
Luc LeBlanc
Yong Li
Richard Manshard
Michael Melzer
Tomoaki Miura
Gernot Presting
Maria Stewart
Ashley Stokes
Koon-Hui Wang
Corilee Watters

The following senators gave notice of schedule conflicts in advance: Young Jin Bahng, Kheng Cheah, Peter Garrod (proxy vote delegated to JB Friday), Andrea Kawabata, PingSun Leung (proxy vote delegated to Tomoaki Miura), Dan Rubinoff (proxy vote delegated to Gernot Presting), Brent Sipes (proxy vote delegated to Koon-Hui Wang),

Meeting called to order by Travis Idol at 10:32 AM

Reports
1. Final reports from senate committees (personnel, instruction, research, extension, elections).
   a. Extension (Ashley Stokes)
      i. Reviewed minimum qualifications for extension agents (for promotion), especially with respect to continuing education requirements.
      ii. Committee assembled survey to extension personnel related to professional development opportunities. Generally agents were interested in more orientation opportunities, and distance education; details of survey will be made available to others in CTAHR.
      iii. Extension committee also will be working with DPCs in the future to better communicate expectations for extension agents for tenure and promotion.
   b. Instruction (JP Bingham)
      i. Committee has worked to inform department chairs and curriculum committees about UHM1 process
   c. Research committee (Tomoaki Miura); no report.
   d. Personnel committee (Rick Caulfield); no report- Rick Caulfield was not present.
   e. Elections committee (Kheng Cheah); Kheng was teaching, but Travis reported that election of new senators was successful (as evidenced by the current assembly of senators).
2. CTAHR administrative reports (academic affairs, research, extension). Charly was the only member of the administrative team present, did not have a report (cited requirement of submitting written report in advance).
a. Unofficially, Charly Kinoshita noted the success of the CTAHR symposium; thanked the judges and coordinating committee.

3. Announcement of tenure and promotion workshops in July 2013 (Travis Idol). Kheng Cheah worked with Kathie Kane (from Office of Faculty Development and Academic Support) to coordinate a set of workshops in July exclusively for CTAHR faculty related to tenure and promotion (e.g. one exclusively for extension personnel, one related to preparing CVs, etc). More details will be forthcoming.

Continuing Business Rolling over to 2013-2014

1. Coordination/communication/documentation of extension expectations for department DPCs.
   a. DPCs generally are not familiar with the expectations of extension personnel
   b. Extension committee has been working to better document guidelines for expectations for extension personnel; will be working to improve uniformity/clarity, and communicating guidelines to DPCs and chairs.

2. Policies governing conflict resolution and collegial conduct.
   a. What are the immediate courses of action available to manage personal conflicts (and collateral damage)
   b. What are the long term solutions/resources available to help resolve conflicts without becoming significant administrative issues.

3. Additional business (none raised - senators encouraged to identify important issues for next year over the summer).

Elections of Senate Executive Committee for 2013-2014

1) New senators introduced themselves.

2) “Retiring” senators dismissed (Ashley Stokes took over to relieve the outgoing SEC chair Travis Idol; Travis remained to facilitate)

3) New and continuing senators elect SEC (Senate nominate and elect members to SEC, then the elected SEC members self-assemble the officers).
   a. Rick Caulfield, JP Bingham, Daniel Jenkins, and Ashley Stokes are continuing members of SEC.
   b. Nominees for open positions were
      i. Brent Sipes (in absentia)
      ii. Yanhan Nie (in absentia)
      iii. Hye-Ji Kim declined a nomination
      iv. Lorraine Brooks (in absentia)
   c. All nominees nominated in absentia were unanimously accepted to the SEC by the senators present.
   d. Travis Idol indicated that SEC will partition senators into committees, so committee assignment request should be sent to Daniel Jenkins (current SEC secretary).
Meeting adjourned at 11:07 AM with closing statement and acknowledgement/thanks by Ashley Stokes.