CTAHR FACULTY SENATE
MINUTES of the December 13, 2002 MEETING
St. John 11


SENATORS ABSENT: Wayne Borth, Randy Hamasaki, Naomi Kanehiro (Proxy to Dian Dooley), Qingxiao Li, Robin Shimabuku, Paul Singleton, Winston Su, Debbie Ward.

GUESTS: Andy Hashimoto, Catherine Chan-Halbrendt, Ali Fares, Marlene Hapai, Josef Seifert, Doug Vincent, Barry Brennan, Bobby Yee

Meeting Summary

Call to Order: President Halina Zaleski called the meeting to order at 2:38 p.m.

a. Approval of Minutes: October 1, 2002 Senate minutes were approved by unanimous vote. However, later feedback indicated some errors – Joan Chong was not absent as reported, Debbie Ward’s name was misspelled, and the Associate Dean for Extension received 17 (not 7) project proposals.

b. The Dean’s Report: Dean Hashimoto wished everyone a happy, merry, and relaxed season. He briefed the Senate on plans for the upcoming legislative session to which CTAHR submitted a $3M request. He announced that a major donor has offered to sponsor a planning process to revitalize Hawai`i’s agriculture. The Dean has assembled a task force to address this topic and hopes that it will build on earlier planning efforts as appropriate.

c. Associate Dean for Research’s Report: Cathy Chan-Halbrendt reminded us to meet the coming deadlines for Narrative and CRIS reports and for submitting TSTAR proposals. Successful pre-proposals are to be announced in January 2003. Based on a recommendation from the Research Committee, CTAHR projects will now be allowed to last for 5-years, and will be intended to cover broad multi-disciplinary umbrellas rather than the usual narrow focus. A Grant-writing specialist position has been created from soft $$ for a period of one year, to be renewed as feasible. Recruitment is underway.
d. **Associate Dean for Academic and Student Affairs Report:** Associate Dean Marlene Hapai reminded us about the CTAHR Christmas Party. She reiterated the importance of establishing a college-wide requirement for teaching evaluations. Her office was charged with updating the Space Assignment procedure for CTAHR; this was accomplished and the latest version is posted on the CTAHR Website. She provided the additional report, below:

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Report by Dr. Marlene Hapai, Associate Dean for Academic and Student Affairs

Academic Programs/Program Excellence

**Program Assessment:**
CTAHR represented at UHM Assessment Workshop, November 20, 2002
Marlene Hapai served as panelist presenting: “Achieving Faculty BUY In: The Assessment Investment”
Lauren Gautz presented BE assessment grant progress
Last year 2/12 assessment grants went to CTAHR faculty
This year 3/6 or 50% went to CTAHR faculty
CTAHR is being noted as model college for assessment

**Program Development:**
Minor in Plant Production and Management Approved
Nov. 13th and 14th – Career Pathways Conference bringing together K-20 and participants from industry as well – focus on many areas including forming partnerships between various levels of education to create smoother transitions from one level to another
Co-PI with COE, DOE and CC’s on $2.8 million grant focusing on increasing number of science and math teachers in Hawaii
Working with UHM Outreach and MCC on delivering NREM B.S. to Maui
Offering 4 courses for middle and high school teachers Summer ’03 in Tropical Plant Sciences, Human Development, Biotechnology and Food Science and Human Nutrition for Teachers
CTAHR Biotechnology representatives working with CC representatives on program articulation
Nov. 4, 18 and Dec. 2, 2002 – Brown Bags to Excellence focusing on WebCT as a teaching tool

Graduation Reception: December 12th – honored 25 graduating seniors and graduate students in attendance as well as Chennat Gopalakrishnan as an Outstanding Mentor

**Student Recruitment:**
October 11th – Homecoming Bash – Collected close to 100 student names and addresses and followed up with letter giving more info on CTAHR as well as including Career Pathways flyer
October 25th - CTAHR Open House – 300 high school students from 9 schools, 26 stations throughout college
November 7th – Kamehameha Rainbow Night
Late November – 1381 Career Pathways flyers and Seasons Greetings letter sent out to high school juniors that have taken the PSAT and received scores qualifying for entrance to UHM
December – CTAHR 2003 calendars will be sent to high school principals, counselors, science chairs and community college administrators, counselors and natural and social science chairs

FAST Track Summer Program 2003 for 20 high school juniors and seniors:
4 courses: Molecular Biology, Bioremediation, Human Health, Hawaii’s Forestry
Packaging Scholarships: Working with Admissions and Records, Financial Aids, our office of Development to package 7 tuition waivers and 10 new student scholarships to attract the brightest and best students

National Recognition:
Did Video Streaming presentation over the internet for Global Learning Day presenting CTAHR’s programs worldwide

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e. Associate Dean for Extension’s Report: Associate Dean Barry Brennan received 18 project proposals for funding. He is awaiting the outcome of recruiting efforts for 2 extension positions in TPSS and HNFAS, and the County Administrator for Kauai. He will soon start preparing a new Resource Directory since the existing one (from 1994) needs serious updating. The committee assembled to develop guidelines for Department Chair / County Administrator roles and responsibilities is nearly ready to release its first draft for general comments.

f. Senate Chair’s Report: Chair Halina Zaleski reported on the SEC’s activities which included a discussion on requiring course evaluations (urge faculty to avail themselves of existing procedures), the completion of a Senate website within the CTAHR site, the Dean’s meetings with the SEC, and her participation in UH System’s “Super Senate”, otherwise known as the All Campus Council of Faculty Senate Chairs. The Council has asked each faculty Senate to adopt the following resolution (action deferred until next meeting):

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Be it resolved that the appointment of faculty representation to any of the following committees shall only occur through appropriate faculty governance bodies:

    a) search committees for academic administrators above the department level;
    b) academic planning and policy committees;
    c) budgeting planning and implementation policy committees; and
    d) student-faculty relations policy committees.

The appropriate faculty governance body in each case is the primary campus faculty senate. Where a campus possesses more than one senate, it is presumed that, in the case of issues arising the impact of which is felt most immediately at the level of some subunit, the primary faculty senate will make nominations to the committee in question only after consultation with the faculty governance body of the unit most immediately affected.

(NB: The categories “a” through “d” above are taken almost verbatim from the Board of Regents’ policy regarding the establishment of faculty senates.)
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g. **Personnel Committee report.** Following up on the Committee’s report at the last Senate meeting, Senator Virginia Easton-Smith reported that the committee continues to examine the variability of P & T procedures across CTAHR departments. The committee wishes to recommend more uniform procedures to make the P&T process more even and predictable.

h. **Research Committee:** No report

i. **Extension Committee:** No report.

j. **Bioethics Committee:** Dian Dooley explained that all 8 committee members had previously attended Bioethics Institutes, and are attempting to host a similar one here at UH. The resolution stating “‘that no course-level restrictions be imposed upon courses to meet the General Education Ethics Focus and the Oral Communications requirements offered to meet the UHM General Education core’ has been passed by the senate.

k. **Instruction Committee:** Chair Rick Caufield reported that the Committee approved AREC 627 Course alpha change and change in prerequisites, MBBE 480L as a new course, NREM 203 course description modification, TAHR 099 new course, and TPSS 652 new course. They acted on 8 additional courses,, seven of which needed some revision and one was withdrawn. SEC Liaison Carl Evenson reported on a motion passed at the last Senate Executive Committee meeting on October 22, 2002:

“’All major course changes must be submitted electronically to Marlene Hapai’s office for review by all CTAHR faculty, who can forward concerns to the Instruction Committee. The Instruction Committee will then forward recommendations to the SEC which can decide whether to request a vote from the Faculty Senate on major course proposals’”

It was pointed out that the creation of the Senate website will now facilitate sharing such data with all Senators and the faculty at large, in preparation for final resolution at Senate meetings. The committee has also edited and recommends the following draft proposal for undergraduate concurrent degrees, effective Fall 2003 for approval of the Senate. A motion to act on the proposal was deferred pending posting it on the Senate website (done):
Proposed CTAHR Guidelines for Undergraduate Concurrent Degrees

Background

Currently, CTAHR only has an agreement with the Colleges of Arts and Sciences to offer undergraduate concurrent degrees. Per Chancellor Englert's memo dated October 14, 2002, effective immediately, qualifying students will be allowed to obtain concurrent degrees in any two different schools/colleges at UHM, subject to admission approval of both schools/colleges. Possible concurrent degrees for CTAHR students include not only Arts and Sciences but also:

- Architecture
- Business Administration
- Education
- Engineering
- Hawaiian, Asian, and Pacific Studies
- Ocean and Earth Science and Technology
- Social Work

Guidelines

It is the policy of CTAHR to allow:

- CTAHR students to earn undergraduate concurrent degrees in two separate degree programs
- Students outside of CTAHR to seek a concurrent degree in CTAHR

An undergraduate concurrent degree will give CTAHR students an opportunity to combine their major with another field of study outside of the college, giving relevancy to their professional or personal pursuits, in addition to broadening CTAHR's appeal to outside students, allowing them to diversify their training and skills.

CTAHR's requirements for undergraduate concurrent degrees are:

1. CTAHR students must obtain approval from both CTAHR as well as the school or college of the second non-CTAHR degree program. Non-CTAHR students must apply and be accepted to CTAHR.

   CTAHR and non-CTAHR students must complete an Application for Concurrent Degree form.

2. Students applying for an undergraduate concurrent degree in CTAHR must have earned at least 24 credits and have a UHM minimum cumulative GPA of 3.25. This shows strong promise of success in seeking two degrees.

3. Students accepted into an undergraduate concurrent degree program would need to satisfy only one set of general education core requirements for both degrees but must meet the separate degree and major's requirements of each school or college. Example: undergraduate concurrent degrees in Tropical Plant and Soil Sciences and Botany may use the same courses to fulfill the general education core requirements, but students are responsible for meeting the degree and major requirements for each separate program.

4. At the adviser's discretion, the same courses may be used to fulfill the requirements for both degree programs. The requirements related to one specific major may fulfill both core and major requirements (e.g., CHEM 151 may fulfill both core and major requirements for Plant and Environmental Protection Sciences).
5. It is the responsibility of students to meet with an adviser in their concurrent degree program to develop a plan to ensure that the two degrees can be completed in a timely manner. If this plan is not followed, students may be dropped from the concurrent degree program.

I. recommended approval of 5 course proposals. He introduced a committee proposal for

m. Adjournment: Since there was no additional business, the Senate Chair adjourned the meeting at 4:09 p.m.

Respectfully Submitted

Samir El-Swaify

Senate Secretary