CTAHR Faculty Senate Minutes
February 14, 2014, 9:00 AM, Gilmore 212

Attendees
Lorraine Brooks (via Polycom on Maui)            Charly Kinoshita (AD for ASAO)
JB Friday (from Komohana via Polycom)            Paul Krushelnycky
Carl Evensen (AD for Extension)                  PingSun Leung
Peter Garrod                                     Diane Masuo
Loren Gautz                                      Michael Melzer
Daniel Jenkins                                   Kim Perry (via Polycom from Lihue)
Rajesh Jha                                       Brent Sipes
Hye-Ji Kim                                       Ashley Stokes

Meeting called to order by Ashley at 9:03 AM, with congratulations to Mike Melzer for accepting new Agrosecurity faculty position in CTAHR

Reports
1. Motion to approve minutes of previous meeting was carried unanimously
2. Ashley Stokes reported on conversations with Dean
   a. Dean agreed that CTAHR senate should have standing invitation to have one seat on all executive/administrative searches in the future.
   b. Ashley Stokes also urged that composition of search committees be publically/prominently disclosed (on CTAHR website), and that advertisements for CTAHR administrative positions be posted on CTAHR website (the Dean was agreeable to the proposals).
3. Reports from Associate Deans
   a. Ken Grace (Research) could not make it due to a conflict with a conference call.
      i. Carl Evensen indicated that Ken has been working hard with the legislature to inform them about agricultural issues, and keeping track of relevant legislation with impacts to CTAHR; encouraged others to submit testimony where appropriate).
      ii. Ken Grace submitted a report from CTAHR Research Office electronically (appended to these minutes).
   b. Charly Kinoshita (Academic Affairs)
      i. Abstracts for CTAHR symposium are due March 11
   c. Carl Evensen (Extension)
      i. Reported on committee looking into revenue generation, especially in extension
         1. Survey results have been obtained (at least 20% of eligible respondents).
         2. Respondents generally recognized need for revenue generation and were supportive of it (i.e. charging for training and certification, scientific/agricultural analyses, distribution of plant material).
         3. Some concerns were expressed about potential reactions from clientele.
4. Peter suggested that individuals successful at generating revenue might risk diminished support from the College.

5. JB Friday suggested we investigate potential magnitude of revenue to ensure that it exceeds potential administrative costs and offsets potential bad publicity.

   ii. Evensen indicated that this is the 100th year anniversary of extension (Smith Lever act establishing extension programs) CTAHR will have number of events, e.g. Ag Day at the Capitol to promote CTAHR and CTAHR extension.

4. Stokes reminded that Hatch proposals are due March 14, Supplemental funding proposals due March 28.

5. Committee reports (personnel, instruction, research, extension, elections).
   a. Elections committee, PingSun Leung indicated that nominees have been solicited through Department Chairs, and they are trying to conduct elections in the first couple of weeks in March.
      i. Stokes urged all senators to encourage their colleagues to participate (by accepting nominations).
   b. Extension- Lorraine Brooks (SEC liaison) reported that the committee chair (Benny Ron) was not in attendance and there was nothing to report.
   c. Instruction- nothing to report.
   d. Personnel committee (Paul Krushelnycky)
      i. Committee investigated new social media draft policy- only a few minor suggestions/ comments were made.
      ii. Draft policy has been submitted to Miles Hakoda.
   e. Research committee (Mike Melzer)
      i. Committee is drafting the CTAHR collaboration award documentation (i.e. criteria and other details). The draft will be passed to the Extension Committee for their input.
      ii. Committee is also tasked with updating the germplasm distribution policy (this is also being worked on by one of the strategic planning action groups, so they will be coordinating efforts) and....
      iii. Committee is tasked with developing the CTAHR publication review process, along with the Extension Committee. This will be done with Ken Grace when he becomes more available after the legislative sessions.
   f. Report on activities of Manoa faculty senate (Mike Melzer).
      i. Reported on MFS support for Chancellor (whose authority was superceded in a personnel decision by Board of Regents)
      ii. One potential issue is the proposed combination of R & I FTE appointments- primarily for post-tenure review.
         1. Evensen indicated that CTAHR is especially unique due to relationship to USDA, and requirement to partition of FTE to different projects.
2. Evensen also reported that there also are plans to change "Specialist" positions to APT.

g. Report from All Campus Council of Faculty Senate Chairs (ACCFSC)- Ashley Stokes
   i. Reported that the P-20 committee is kicking off "55 by 25" campaign (to have 55% of Hawaii residents completed a College degree by 2025; currently at 41.7%.
   ii. Surveys of perception of higher education indicate that it is not perceived by the general public as being as important as it has been in the past.
   iii. UH Presidential search- faculty are represented on search committee through ACCFSC
   iv. Some discussion was dedicated to tension between MFS and UHPA (concerns that policy is being proposed through MFS without consulting UHPA first)

h. Stokes encouraged all faculty to get involved with action groups for strategic planning

6. Old Business (Ashley Stokes)
   a. Duties and responsibilities for department chairs has been approved by the Dean; she has suggested that similar documentation of duties for other administrative/ executive positions in the College should be composed.

7. New Business (Ashley Stokes).
   a. One issue that has come up from Academic Advisors is "bottleneck courses" (through unanticipated increases in student numbers or insufficient instructional resources); JP Bingham and others have started to consult several parties and offices to identify specific problems, and to try to find strategic ways to address them.
   b. Mentoring is a topic that is repeatedly brought up; Stokes encouraged department offices and chairs to identify potential mentors among their faculty (i.e. who have successfully worked through contract renewals, tenure, promotion, etc). Also we encourage departments to place copies of successful contract renewals and dossiers in the department (with approval of the faculty member) as examples.

8. Announcements-
   a. Letters of recommendations for STAR/ CTAHR Scholarships are due today.
      i. Maria Stewart urged CTAHR to network through STAR system for scholarship applications (to decrease the burden on students who are applying for multiple scholarships, and their prospective support letter writers).
   b. Evensen encouraged all faculty to submit excellent nominees for CTAHR excellence in research, extension, etc awards (due in approximately 1 week)

Meeting was adjourned at 9:54 AM.
1. RFP for Hatch, Integrated Hatch, and McIntire-Stennis Projects for FY2015 was issued on February 10, 2014, and may be downloaded from: http://www.ctahr.hawaii.edu/site/Employee/Research.aspx

Project proposals are due to Department Chairs and COF Director by March 14, 2014. Final proposals, with peer reviews attached, are due to the Research Office by April 25, 2014.

2. RFP for Supplemental Funds for FY2015 was issued on February 13, 2014, and may also be downloaded from: http://www.ctahr.hawaii.edu/site/Employee/Research.aspx

Proposals, signed by the Chair/Director, are due to the Research Office by March 28, 2014.

3. REEport (formerly CRIS) reports on projects are due immediately. The requested deadline for submission was last November, and there are still approximately 40 reports that are overdue.

Unreleased funding for these projects will be withheld until the REEport reports are submitted.

4. USDA Climate Hubs: I could not attend the Senate meeting this morning due to a conference call with USDA about their newly designated Climate Hubs. This effort is currently unfunded, but is expected to receive funding in future years. The main thrust is apparently establishing an organized network to provide information to farmers to “prepare them for climate change.” This is still in the planning stages though, and is motivated by a concern that the existing federal climate programs and regional centers are not focused on agriculture. There are currently 7 Hubs and 3 Sub-hubs. The Pacific islands are currently associated with the Southwestern Hub, but conversations are going on about programmatic recognition of the Pacific Basin as just a little bit different in climate and climate change concerns than New Mexico.

5. Interaction with Senate Research Committee: I have had a number of productive discussions with the committee chair, and will be glad to continue these with the committee as their schedules allow.