CTAH Faculty Senate Meeting  
November 02, 2006

Meeting called to order at 1:35 PM by President Brent Sipes

Members Present:
Brent Sipes   Diane Chung   Via proxy:
Joannie Dobbs  Naomi Kaneko   Mike Kawate
Travis Idol   Ty McDonald   Alan Titchenal
John Engel   Pratibha Nerurkar   Richard Manshardt
Susan Miyasaka   Jari Sugano   Jonathan Deenik
Janice Uchida   Ronaele Whittington   Sylvia Yuen
John Engel   John Yanagida   Julia Zee
James Carpenter   Julian Yates   Norman Nagata
Catherine Chan-Halbrendt   Ania Wieczorek

I. Assoc. Dean Kinoshita Report (Instruction)
A. Strategic plan implementation
1. are 17 action items associated with Goal 1
2. first year will be support for instructional and pedagogical training
   a. over 4 years, may be able to support up to ½ of faculty
3. survey graduates on CTAHR experience to help with assessment
4. support better student-advisor interactions
   a. may want to include APT support for departments with heavy advising loads
5. have departments go through assessment and review
6. create academic journey reporting system using Banner data
   a. by end of Spring 2007, all programs should be in the STAR reporting system
7. offer meaningful experience for students every year
   a. trying to improve student-faculty interaction and culture
   b. will try to have more events associated with campus centennial celebration
8. should be sufficient funding to carry out bulk of implementation items
9. are a few items that will come along later in the sequence; no certainty as to actions
   a. work with UH-Manoa to better recognize instructional activities/achievements
   b. provide training and support for web-based instruction
B. Movement toward having programs run on a revenue/paying basis
1. may be moving toward allocation of funding based on student credit hours
2. Dean is asking administration to investigate how this could work in CTAHR
3. current funding is already based partially on number of majors and credit hours

II. Committee Reports
A. Elections committee: copy of report attached to minutes
1. Charter revisions were all approved through the latest vote;
2. voting was valid (57% of total faculty)
3. next steps: changes go to Dean and then goes to Chancellor
B. Instructional committee
1. reviewed NREM 665, made suggestion and returned to instructor
2. asked to make policy about buying out instructional time
   a. has met to discuss it
   b. will send recommendations forward soon
C. Personnel committee: copy of report attached
   1. has reviewed recommended policy, made suggested changes, and endorsed it
   2. Assoc. Dean Kinoshita reported that in the past, decisions were made on an individual basis without a clear policy
   3. the Instructional and Personnel committees will meet jointly to discuss it
D. Extension committee
   1. would like to see reinstatement of Smith-Lever travel funds to promote travel for professional development
E. Research committee: copy of report attached

III. Manoa Faculty Senate Update
   A. Faculty housing: one option is Magoon facility
   B. Budget shortfall: being attributed to medical school and library expenses
   C. Sustainability designation for courses

IV. Old Business: Charter and Bylaw amendments approved in valid vote

V. New Business: None

VI. Senate Meetings Next Semester: will begin when schedule for use of HITS comes out

Meeting Adjourned: 2:26 PM
The Charter Revision poll was conducted from 22 September to 06 October 2006. The following are the results of the poll:

Percent of faculty voted: 57 (110/193)

<table>
<thead>
<tr>
<th>AMENDMENT ITEM</th>
<th>PERCENT (#)</th>
<th>FOR</th>
<th>AGAINST</th>
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<tbody>
<tr>
<td>1. Movement of governing rules from Charter into Bylaws.</td>
<td>96 (105)</td>
<td>1 (1)</td>
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<tr>
<td>2. Change of “President” to “Chancellor.”</td>
<td>97 (107)</td>
<td>0 (0)</td>
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<td>3. Time for Elections and Senate meetings.</td>
<td>94 (103)</td>
<td>1(1)</td>
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<td>4. Representation to the Manoa Faculty Senate.</td>
<td>90 (99)</td>
<td>5 (5)</td>
<td></td>
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<td>5. Instructional Committee duties.</td>
<td>90 (99)</td>
<td>6 (6)</td>
<td></td>
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<td>6. Amendment of Bylaws.</td>
<td>92 (101)</td>
<td>4 (4)</td>
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1. The current Charter mingles governing rules (which are really bylaws) with the our guiding principles (the heart of a charter). Thus, this proposal represents a structural/organizational change but not a change in language or intent.
2. This is proposed because our campus now reports to the Chancellor of the University of Hawaii at Manoa rather than the President of the University of Hawaii System.
3. Currently, our charter dictates that elections are to be held in “the month of April.” Senate meetings are to be held “during the last two weeks of September, November, February, and April.” It can often be difficult to complete the election in the given time frame or to schedule HITS within these existing time constraints. The proposal provides flexibility for holding elections “in the spring semester” and to have the Senate meet “twice during each fall and spring semester.”
4. The Manoa Faculty Senate has amended their Bylaws to allow a college senate to appoint a member to the Manoa Senate, if the college senate so chooses. The spirit of our current Charter Article IV is being replaced with language in the Bylaws allowing for official appointment of a College Senator to the Manoa Senate by our Senate SEC.
5. The current duties of the Instructional Committee have resulted in the committee being able to tackle little more than review of UHM-1 forms and acting as a policing body. The proposed change will allow the committee to act on more global issues relating to instruction in the College, in effect elevating the Instructional Committee and its charge to be similar to that of the other committees of the Senate.
6. Since Bylaws represent the operating rules of our Senate, they should be flexible and easily modified to reflect the challenges and changes that the Senate may face.

Based on Article IX, Section 3, of the CTAHR Faculty Senate Charter, an effective vote was held, and each of the amendment items were approved. The amendments must be sent through Dean Hashimoto’s office to the President of the University of Hawaii for final approval (Article IX, Section 4)

The Election Committee has not met since the 12 September 2006 meeting. We will be preparing for the next CTAHR Faculty Senate elections in Spring 2007.
CTAHR Faculty Senate Personnel Committee
Report for Nov. 2, 2006 Faculty Senate Meeting

Members of the Personnel Committee: James R. Carpenter (Chair), Carol Ikeda, Daniel Jenkins, Andy Kaufman, Qing Li, Julian Yates, and John Engel (SEC rep. – non voting member).

The CTAHR Faculty Senate Personnel Committee has met twice since the last general faculty senate meeting, September 27, and November 1, 2006.

1. The Committee has reviewed and discussed the “Policy for Buying-out Instructional Responsibilities” and would like to recommend that the Faculty Senate endorse the proposed changes (see attached) and forward them to the CTAHR Administrative Team. This revised policy provides both sufficient guidance and flexibility for our faculty.

2. The Personnel Committee raises the question whether there is need for the Research and Extension Committees to assess whether there should be a similar policy for faculty who may want to buy out either research or extension time.

3. The Committee has begun discussion and is still researching information and policies that impact faculty housing needs and current ranking policy. The committee does feel strongly that the whole issue is broader then just the ranking policy and that it should also include assessment of 1) the critical need for married graduate student housing, 2) the need for more faculty housing units, and 3) the need for Board of Regents enforcement of existing policies in regards to short term/long term contracts.

4. The Committee has spent considerable time discussing the possible need for CTAHR Administration and Department Chair’s to provide their expectations/requirements of 9-month faculty appointees’ participation during “non-duty periods” for activities such as new student orientation, service on CTAHR/Dept. Committees, official functions, summer advising activities, annual industry meetings, and other industry or individual producer assessment meetings. Should comp-time or additional financial remuneration be a consideration?

5. The Personnel Committee feels very strongly that the College and Faculty Senate SEC should work together to form an ad hoc committee to assess the on-line and distance learning opportunities for CTAHR along with appropriate compensation, enrollment limits, and support requirements, etc.

6. The Committee is also following up on the September 21st Extension Committee Report regarding departmental criteria for contract renewal and post tenure review. It is our understanding that the various departmental guidelines were reviewed for consistency across departments and that comments were returned by the administration to the departments with comments for consideration. Documentation of these actions has not as yet been obtained or reviewed by the Personnel Committee this year.