The meeting was called to order by Senate President Halina Zaleski at 1:35 pm. and broadcast statewide via HITS. Members in attendance introduced themselves via HITS.

Quorum was achieved. Attendance included: Halina Zaleski, Paul Singleton, John Engel, Alton Arakaki, Andrew Kawabata, Virginia Easton Smith, Joan Chong, TO BE CONTINUED

Agenda and minutes were circulated via email for the previous September 21 meeting. The agenda was circulated by email and posted on the video screen. In addition to the usual reports agenda to include: Strategic Plan Update, Land Grant Mission Review, and UH flood. Due to time constraints, Dulal Borthakur was appointed to be timekeeper.

REPORTS
Dean Hashimoto
All major issues already listed on agenda. All buildings have power except Pope Lab due to transformer problems. Dean thanked all for their patience and expressed appreciation to faculty and staff for helping to get things working again after the flood. Things to work on include: working on response times and reacting more quickly <after a major disaster>.

Personnel:
- C. Y. Hu will start on January 3, 2005.
- Academic and Student Affairs <Assoc. Dean position> has been sent to the Personnel Committee, BOR for final approval at February meeting with official start in March.
- Assoc. Dean & Assoc. Dir. Extension search committee will begin review in December. Dean is waiting to see if the committee finds an adequate pool of candidates or whether the search will be extended. If the search will exceed 3 months, the Dean will appoint an interim director.
- Oahu County Administrator – committee should be meeting shortly to discuss candidates who visited in November.

MINUTES: Minutes for the September 21, 2004 minutes were posted to the web and hard copies circulated at today’s meeting. Motion to approve minutes by Virginia E. Smith, second by Debbie Ward. Minutes approved as circulated.

REPORTS:
Acting Associate Dean for Research – Doug Vincent
Written report submitted. 94 extramural grants and contracts received to date, totaling $13.4 million, representing 8.04% of all UH funding. We are ahead of the number of
Acting Associate Dean for Research – Doug Vincent continued
contracts from last year but not ahead in terms of record breaking monies last year. We are however, ahead of 13 of the last 15 years worth of contracts and grants. Congressional earmarked funds include increase of $1/2 million for TSTAR and $300,000+ for Alaska Native grant. Doug encouraged us to thank our congressional delegation (particularly Senator Inouye) for helping the college to secure funding.
Of 55 CTAHR and 12 Guam proposals, funding decisions to be made by end of March. CRISS system AD#41 – November 15 was the deadline, Doug thanked those who got their reports in on time despite the flood.

There is a new Office of Research Services Form V contracts and grants form fillable on website. The Chancellor has released $1 million for flood recovery, CTAHR submitted 18 grants with 14 funded for total of $260,000. There may be additional funds released later. Reminder: Insurance claims are due by December 1.

Halina requested Doug submit a copy of his report to Kathy Lu for posting on the web.

Extension
No report, Barry Brennan was not in attendance.

Interim Associate Dean for Academic and Student Affairs - Charly Kinoshita

Reminded all there will be a Manoa campus wide review over the next two years. Assessment processes and internal reports due dates were circulated to dept. chairs.

Charly requested the Faculty Senate coordinate our meeting dates better with the UHM forms deadlines for course approvals in order to get courses listed in catalogs. This year was especially problematic and graduate courses deadline which were three weeks ago had to be extended until after this meeting. Deadline extensions cause hardships for graduate division.

Upcoming Events: February 11 Spring event and August 16 Faculty Orientation.

Charly noted he is receiving an increasing number of complaints from students about faculty’s antics in class. Charly pleaded for faculty to act appropriately and professionally and think introspectively. In response to faculty inquiries, Charly noted that some of the complaints may be due to students’ more willingness to complain about inappropriate behavior however it does not explain all complains. A small number of faculty have received complaints from a number of students. Protocol is to talk to Department Chair first then talk with faculty involved. Complaints included favoritism and inappropriate jokes.
Strategic Plan – Charly Kinoshita
Acknowledged significant contributions from Dale Uno in the plan development. 17 input gathering meetings have been held with all six dept., all county groups, Bd. Of Advisors, Faculty Senate 3 times, Extension Conference and leadership.

500 items have been posted on the web. Reclassifying them into 20 general themes. Structure of the plan includes two parts: programmatic and management plans and include goals, objectives, actions and performance measures. Management tools include assessment tools, annual targets and metrics to measure.

A first draft will be sent to the Steering Committee today with one week for input. Then leadership will receive copies for input including Halina Zaleski, Senate Chair. They will be soliciting feedback, input, recommendations for improvement from faculty and staff.

One example of the draft plan was presented for an “excellent and relevant student centered learning environment.” Other key areas included: diversify and strengthen state’s economy, protect and enhance the environment and Hawaii’s natural resources and to strengthen families and communities. Seven key areas were listed under management goals. Copies of the plan are available via the web.

Charly noted they will be soliciting suggestions for strategic actions and performance measures. Future plans include: having the first draft to the college at-large and allowing 2 weeks for feedback, circulate a second draft in February for feedback with a third draft & feedback in March and final document by late March.

Charly noted to review drafts for their adequacy and accuracy. He noted the Strategic Plan may not be “deep” but should cover the whole breadth of the college.

Land Grant Mission Review – Dean Andy Hashimoto
Interim President McClain appointed a committee. After many meetings and emails, there appears to be 2 major perceptions on the 1987 Deputy AG ruling:

1) Land grant rests in the system, therefore need a Vice President or someone to coordinate it on a system level  OR

2) The university system is the beneficiary of the land grant, the agency by which Federal monies are tied to. The state gets the appropriation then delegates it (in this case to the Board of Regents) to implement and be responsible for reporting requirements. BOR accepted this responsibility and delegated it to CTAHR. This is currently how we are operating.

Andy noted this second perception was based on review of not only the 1987 ruling but in light of past legislation, reports, Hawaii Revised Statutes etc. There will be a December 9 meeting to hash out the issues again. The 1987 ruling states “could be” system vs.
**Land Grant Mission Review Continued**

“needs to be” or “is” the system. Need to know context of 1987 ruling, when issue of moving CTAHR to Hilo was raised. Is land grant only at Manoa? At the time, yes.

Andy would like to resolve the Hilo and Manoa issues once and for all, but it doesn’t seem likely and it may resurface again in the future. The mission of land grants established in 1862 Morrow Act places land grant in the major research institutions across the U.S. The Dean prefers this remain in CTAHR and we continue to work with community colleges, UH Hilo, Alaska Native grant programs, TStar and others.

The Committee is in agreement with the recommendation that all faculty from other institutions as well be able to participate in land grant competitive grants. However, other issues are still unclear. A second opinion report, prepared by Dean Hashimoto, Chancellor, Vice Chancellor and Halina will be distributed. Until changed, CTAHR is the land grant recipient.

Discussion followed that the land grant issue has moved away from how to better serve the community and land grant mission, and become a political and resource driven issue. If all goes well, the final document will be brought back to each Faculty Senate for review before submission to the BOR.

Alton Arakaki noted we are in the business of building the capacity of communities, we need to work together with other faculty, other institutions to find ways to best use resources to accomplish our tasks and mission.

**Charter Revision – Halina Zaleski reporting**

Steve Ferrira had a field emergency and was unable to attend the meeting. Members of the committee include: Steve, Donna Ching and Glen Teves.

Four key issues:

1) Allow Faculty Senate to meet via HITS or by Polycom
2) Allow email elections
3) Determining how Manoa Faculty Senate representative will be selected from SEC
4) Making Senate meetings more timely and functional

**Instruction Committee, Travis Idol reporting**

Reviewed courses by email. Unsure what specific committee charge(s) were. Reviewed courses based on justification, demand, course credit in line with work required, fit with departmental and academic goals. Committee asked for more information as needed. John Engel, committee member, reported that *Brent Buckley would be the new Chair.*

Current protocol: New courses and course changes are submitted to the Instruction
Instruction Committee Continued
Committee for review, who then submit their report to SEC for approval and full Senate for final approval then submission to administration. A lengthy discussion followed as to current procedures, roles and responsibilities of the committee.

Courses were reviewed and approved by the Instruction Committee with Charly Kinoshita asked to follow up on whether committee comments were appropriately addressed. Courses approved included: ANSC 465L, ANSC 490, FSHN 310, FSHN 389, NREM 662, TPSS 463, NREM 463?, NREM 467, PEPS 383, PEPS 383L, PEPS 662, NREM 601, NREM 605, NREM 610.

After much lively discussion, Sylvia Yuen summarized key issues as having a clearly defined roles and responsibilities and extent of their authority for the committee and to have this codified so that the committee could behave consistently over the years.

Motion Carried: SEC recommended approval and endorsement of the Instruction Committee recommendations to approve the list of courses (listed above) and that Charly Kinoshita would be responsible on following up on the committee comments. Motion by John Engel, Sahar Zaghoul seconded.

It was noted that the courses were approved with no major problems and just housekeeping comments to follow up on. Charter requires SEC and full Senate approval. Discussion included whether proposed courses are from individual faculty and not from the context of programs or curricula, need a focused discussion on courses for future Senate meeting. Course selection should also be included in strategic planning process.

Extension Committee – Richard Ebesu, Chair
Barry Brennan submitted a proposal to have two Extension faculty to carry out part time leadership for: Ag & Natural Resources and for Nutrition & Human Resources. The list of duties was extensive including: provide leadership in focus areas, identify and prioritize local and national opportunities that support CTAHR initiatives, develop and maintain liaisons with local and federal agencies, work with Assoc. Dean as needed, assist in preparation of annual report, serve on Assoc. Dean advisory committee, work with department chairs and county administrators to coordinate and maximize use of resources, work with faculty on project proposals and plans of work, mentor new faculty, organize and conduct in-service training, have an annual budget of $15,000 for travel, programs, student help. In addition work with the Dean, Chairs, administrators to develop annual budget, identify extramural funding opportunities and write grants as necessary. Compensation would be $300 - $500 per month, to be appointed by the Assoc. Director of Extension. Term for three years, annually renewable. To encourage


**Extension Committee Continued**

active role in Western Leaders program council, to attend at least one professional meeting per year related to program responsibilities. Barry noted these positions may be a way for faculty to gain experience in administration. Faculty raised questions such as: Would the cost of adding the two positions (approx. $100,000 includes ½ position for two persons @$25,000 each + stipend + $15,000 operations budget) was this a good way to spend limited funds? Programs should be run at college level to integrate instruction, research and extension. Leaders should focus on strategic program goals.

Secretary Jean Young referred group to November 23 SEC minutes page one Extension Committee (see web and hard copies distributed at the meeting) for SEC discussion on Brennan’s proposal. Other issues centered on overlapping responsibilities between county administrators and department chairs. Concern with the addition of more “bosses” would come more expectations. Program leader(s) would need funds for interisland travel.

**Motion Carried:** Table this issue <of establishing two new program leader positions> until new Associate Dean <for Extension> comes on board. Motion by Virginia E. Smith and second by Paul Singleton.

**Personnel Committee – Debbie Ward, Liaison**

Mark Wright is the new chair. Last year, the committee reviewed departmental personnel rules. They found the rules did not conform with changes in the UHPA contract and not consistent across different departments. This affected the way DPC conducted business, appreciation for extension scholarly activities varied by department. Committee developed checklist to review all rules from the CTAHR Senate 2000 guidelines. Letter will soon go out asking DPC to revisit rules to update them.

**Elections Committee – Halina Zaleski, reporting**

No chair has been elected to date. Chair Zaleski recommended a new chair be elected. The committee will be responsible for Charter revisions voting and elections of new Senate members.

**Research Committee** – Ali Fares, reported no meeting held.

**Ad Hoc Committee on Bioethics –** Halina Zaleski reported Dian Dooley is Chair, no meeting held.


Manoa Faculty Senate – Glen Teves, reporting
A long discussion was held on the flood. Administration is trying to set up protocol to deal with problems eg. administration identifying 2 or 3 contact persons, problems with email and communication systems, etc.

Controversy with Hawaiian Studies graduate program development – concern with the President circumventing review process. See website for Manoa Faculty Senate minutes.

Manoa Faculty Senate Continued
Concern expressed with classified research at Manoa, setting up an institute with the Navy is causing controversy.

UH Flood
Discussion will be focused on what worked, what didn’t work. The Dean credited a lot of people who spent extra time to make flood recovery possible.

Problems included:
- No good communication system when email went down.
- No home phone numbers were available to provide contact info with faculty & staff.
- Response time not optimum because we were not prepared, no plan was in place, and not practiced.
- Mobilize “right” people question of preparedness issue.
- More people “stepped up” to help. We just were not prepared, we have to learn from, develop a plan and must practice and be diligent.
- APT building coordinators – no mechanism to distribute work more evenly, some were overworked while others were idle.
- Physical problems were dealt with first, “people problems” did not appear till later – Stress!

If additional ideas are generated contact Dean Hashimoto. The Chancellor will put it on the Manoa agenda to develop a plan. Dale Uno is working on a plan for our college. The Dean anticipates that once buildings are on line in a recovery phase, we will begin to work on a plan, and welcome input from people on how to do things better, what to include in a plan and would appreciate input from within the college, dept. and university levels.

Emergencies need not only be a flood, but could be from lava, tsunami, bio-terroism, break in shipping to Hawaii, etc. We need to be prepared.

Other Announcements
Jean Young, Extension Conference 2004 Chair, thanked everyone, both faculty and staff for their assistance and support of the Extension conference. The committee was thanked
for their efficiency in planning the entire conference by email and polycom and did not meet in person, an accomplishment considering a function of that size <100+ persons>.

The meeting was promptly adjourned at 3:30 pm. when the HITS system closed down.

Respectfully Submitted,

Jean S. M. Young,
CTAHR Faculty Senate Secretary