SENATORS PRESENT: Wayne Borth, Carl Evensen, Samir El-Swaify, Grace Fong, Loren Gautz, Randy Hamasaki, Naomi Kanehiro, Kent Kobayashi, Ken Leonhardt, Qingxiao Li, Susan Miyasaka, Claire Nakatsuka, Paul Singleton, Brent Sipes, Virginia Eaton Smith, Alan Trichenal, Janice Uchida, Debbie Ward, Charles Weems, Jean Young, Russell Yost, Halina Zaleski

SENATORS ABSENT: Rick Caulfield, Richard Ebisu, Mike Nagao, Winston Su,

GUESTS: Catherine Chan-Halbrendt, Marlene Hapai, Josef Seifert, Doug Vincent, Barry Brennan

Meeting Summary

Call to Order: President Halina Zaleski called the meeting to order at 1238 p.m.

a. Approval of Minutes: May 2002 Senate minutes were approved by unanimous vote.

b. Associate Dean for Research’s Report: Cathy Chan-Halbrendt, Charly Kinoshita, and Barry Brennan visited CSREES, NSF and USAID in D.C. to check on grants programs. Total CTAHR grants for the year amounted to $4.6M. She asked faculty to be sure and fill ORS Form 5 to ensure appropriate accounting of grant proposal and acceptance activities. Total overhead recovery for the year is $170K for CTAHR; 10% will be retained by the administration and the rest returned to originating units. Cathu affirmed a long standing notion and expectation that every faculty member should aim to earn at least as much as her/his own salary from extramural grants. She reminded us to meet the coming deadlines for Narrative and CRIS reports, submitting TSTAR proposals, and signing up for the October 24 Agricultural Conference. She has appointed a Hatch Project Committee with representation from CTAHR departments. A comment was made that the Senate Research Committee can and should be involved in planning and evaluating CTAHR’s research programs and projects.

c. Associate Dean for Academic and Student Affairs Report: Associate Dean Marlene Hapai briefed the Senate on her continuing promotional activities on behalf of CTAHR's academic programs. A major well-funded initiative has been undertaken with the College of Education whereby teacher preparation can benefit from course offerings in CTAHR. Departments have been asked to identify science equivalencies for this purpose. Marlene questioned the wide range of course evaluation policies
and practices, and expressed keen interest in establishing a college-wide policy on this matter. She asked the Senate to consider a policy statement requiring course evaluations for all courses in CTAHR. She reminded us to participate in the upcoming CTAHR Open House for High School students and teachers, and to attend the seminar series on Brown Bags to Teaching Excellence.

d. **Associate Dean for Extension’s Report:** Associate Dean Barry Brennan received 7 project proposals for the present round of funding. He learned from his annual evaluation comments that he needs to enhance his office’s communication with the faculty.; One step in that direction is a new newsletter which was positively received. The committee assembled to develop guidelines for Department Chair / County Administrator roles and responsibilities has been meeting. He agreed with the comment about the need to distribute his newsletter to others besides extension faculty. However, he will do so by request in order to avoid unnecessary email volume for those who may not be interested in it. He also invited us to contribute items for the newsletter.

e. **Personnel Committee report.** Committee Chair Wayne Borth (TPSS) submitted the following on behalf of members Virginia Easton-Smith (TPSS), Grace Fong (FCS), Naomi Kanehiro (HNFAS), Debbi Ward (NREM), Jean Young (FCS), Paul Singleton (TPSS) (SEC Liaison).

“The six members of the Personnel committee convened by polycom conference on September 23, 2002. Also participating was Paul Singleton, who agreed to be the liaison from the Personnel committee to the committee set up by Associate Dean for Extension Barry Brennan to address the problems that extension faculty face with regards to their department-county relationships. The Personnel committee reviewed the issues/concerns of extension personnel with respect to the tenure and promotions processes within CTAHR, and developed the following suggestions to the Faculty Senate:

1. There should be uniformity across all departments within CTAHR with respect to tenure/review procedures and requirements.
2. There is a need for more flexibility in the tenure and review processes.
3. Department Personnel Committees should be more variable in their makeup. A suggestion was made that the makeup of DPCs should be open to the substitution of members at the request of the applicant, as is the case in TPSS.
4. There should be a broader definition of ‘scholarship’ as it relates to extension activities across all CTAHR departments.
The committee also expressed concern over the relative inflexibility that is associated with Extension Position Descriptions in CTAHR. The members of the committee felt that Position Descriptions used to hire extension agents or specialists may not accurately reflect the current activities of those agents and specialists. Those activities need to be documented in the current descriptions so that tenure and review processes can more accurately assess the performance of agents and specialists.

f. Research Committee Report: Susan Miyasaka (SEC Liaison, TPSS), submitted the following on behalf of committee members Qing Li (MBBE), Randy Hamasaki (PEPS), Winston Su (MBBE), Janice Uchida (PEPS), Russell Yost (TPSS), Richard Manshardt (TPSS).

“The committee was charged with electing new officers, and Janice Uchida (PEPS) was nominated as Chair in absentia. She accepted upon arrival at the meeting. Richard Manshardt volunteered to serve as secretary.

The following topics were considered for Committee action during the upcoming year:

1) Enhancing external funding - The Committee discussed ways that University/CTAHR policy might be altered to increase incentive for PI's to seek external grants. Russell Yost pointed out that if more of the overhead generated by external awards were returned to the generating unit, it would be an incentive for PI's needing to maintain long-term programs and facilities that are tied to short-term funding cycles. The Committee agreed to notify the CTAHR Faculty Senate of a currently circulating petition from SOEST, requesting that 50% of overhead from external grants be returned to originating units. Russell said that erosion of this return has occurred annually over recent years, with more being kept at the University level. There was some confusion about whether the originating unit for our PI's would be CTAHR or the Departments (R. Yost to check and clarify). Russell provided the email address for the list server dealing with research issues on the UH campus Winston Su suggested that the Committee might look at CTAHR policy for providing matching funds to help PI's competing for grants (particularly equipment grants) requiring matching funding. The Committee reached no conclusion on this issue.

2) Setting research priorities for agricultural industries - Janice Uchida suggested that the Committee might consider reorganizing the framework for industry analyses previously used to identify and prioritize research bottlenecks in Hawaii agricultural industries. The Committee reached no conclusion on this issue.
g. Resolution on Ethics: Chair Zaleski led a discussion on this subject which led to adopting the following resolution

**Resolution: Ethics and Oral Communication in General Education.**
Whereas, not all departments at Manoa have the resources to offer a separate higher level ethics course within a department; and,
Whereas, if an ethics course is not available within a department the student will be forced to take prerequisites or a minor in a second subject area to meet a higher level ethics requirement; and,
Whereas, some departments (eg engineering) are already integrating ethics throughout all courses in their curriculum to meet certification; and,
Whereas, having ethics offered at 300 or higher level makes it difficult for departments to work together on such a course and for colleges to offer it as part of a college core; and,
Whereas, in some majors it is very important to consider ethical issues before committing to the major; and,
Whereas, students are better served by being introduced to ethics early in the curriculum, with more opportunities for follow-up in succeeding classes; and,
Whereas, 21 of the 42 sections meeting the Ethics Focus requirement listed in the Fall Schedule of Classes are below the 300 level, and some are integrated into Learning Communities; and,
Whereas, the Ethics and Oral Communications Boards did not recommend or include any level restriction in their hallmarks; and,
Whereas, the resolution passed in the Manoa Senate did not include any restrictions on course numbering, and had the intent of increasing rather than decreasing flexibility; and,
Whereas, very similar considerations apply to Oral Communications, for which 36 of 46 sections listed in the Fall Schedule of classes are below the 300 level; therefore,
Be It Resolved, that no course level restrictions be imposed upon courses to meet the General Education Ethics Focus and the Oral Communications requirements offered to meet Manoa’s General Education core.

h. Adjournment: Since there was no additional business, the Senate Chair adjourned the meeting at 1:49 p.m.

Respectfully Submitted

Samir El-Swaify

Senate Secretary