In attendance: John Engel, Steve Ferreira, Travis Idol, Brent Sipes, Janice Uchida, Halina Zaleski, Catherine Chan-Halbrendt, Joan Chong, Jonathan Deenik, Dian Dooley, Randy Hamasaki, Carol Ikeda, Daniel Jenkins, Andrew Kawabata, Andrew Kaufman, Qing Li, Richard Manshardt, Jari Sugano, Mark Thorne, Ranaele Whittington, Ania Wieczorek, Mark Wright, John Yanagida.

I. Welcome from Senate President Steve Ferreira
   -the meeting was called to order at 1:35 PM

I. Administrative Updates
   A. Assoc. Dean for Research C.Y. Hu
      -FY 2005 grants and contracts for CTAHR was $16.6 million, down from $24.2 million from FY 2004
      -first quarter of FY 2006 is $12.8 million
      -need to encourage more faculty to pursue grants and contracts
      -Research newsletter coming out soon, details various issues in CTAHR research
      -need to review off-campus facilities for health and safety compliance as well as discuss how best to manage them
      -goal of research office is to provide an environment for faculty success
      -Hatch formula funds will be distributed according to research FTE to unit heads
      -Doug Vincent: potential changes to TSTAR program discussed in recent leadership meeting
      -office will extend deadline for TSTAR proposals due to delayed release of RFP
      -Macintire-Stennis project commitments will be shortened to 3 years in anticipation of potential loss of funding
   B. Assoc. Dean for Extension Wayne Nishijima (report attached)
   C. Assoc. Dean for Academic and Student Affairs Charles Kinoshita (report attached)

II. New Business
   A. RCUH hiring policy resolution (resolution attached)
      -resolution comes from Senate Research Committee
      -Sylvia Yuen provided background information on the development of the current RCUH hiring policy
      -in summary, RCUH was approved by the legislature to provide needed flexibility and timely management of grants and contracts for UH
      -in 1986, authority was granted to college deans to approve RCUH hires
      -despite recent Board of Regent proposals to change this policy in response to HGEA complaints of unfair labor practices, the 1986 policy is now in effect
      -the BoR has no clear policy beyond this to deal with current controversy
      -however, the Office of Research Services has begun declining service order requests
      -the CTAHR Senate resolution is needed to encourage the BoR to clarify the policy that favors efficient management of grants and contracts
III. Dean Andrew Hashimoto Update
- officially announced Wayne Nishijima as Assoc. Dean for Extension
- major college indicators: enrollment, research monies, tuition monies—look good
- legislative agenda items: the agribusiness incubator is now being permanently funded by the Legislature
- other items for this year's session:
  1) $250,000 for FCS FTE
  2) $175,000 for NREM FTE
  3) $250,000 for golf-turf management FTE
- these monies free up college funds for other priority staffing needs

IV. New Business cont.
- RCUH resolution presented by research committee was voted on and accepted by the Senate; it will now be sent directly to the UH President and Board of Regents

V. Senate Committee Reports
A. Extension, no chairperson
- the committee added Laura Kawamura to have a Kauai member
- they now need to elect a chair

B. Instruction, Jonathan Deenik, chairperson
- the committee met 2 weeks prior
- they reviewed the HNFAS proposal to consolidate the master's programs
- they accepted the proposal with minor revisions for clarification
- the Senate voted on and accepted the proposal

C. Research, Catherine Chan-Halbrendt, chairperson
- the committee met 09/21/05 to discuss the RCUH hiring policy
- they drafted the resolution which was presented to the Senate
- they are seeking faculty input on relevant issues, including:
  - having the administration commit to timely deadlines for formula fund RFPs
  - move toward an online accounting and reporting system for grants and contracts
  - better service from the Office of Research Service at certain times of the year
  - funding for CTAHR research and training centers
- they welcome Assoc. Dean Hu and other CTAHR faculty to their meetings

D. Election: no report

E. Personnel, Mark Wright, chairperson (report summary below)
The personnel committee met on Wed October 5th, 12:00 pm. [Mark Wright] was elected chair, and Randy Hamasaki was elected secretary. The following items were discussed:
1. The committee will request feedback on issues addressed and reported on during the past 2 years (standardization of DPC procedures for CTHAR departments; role of county administrators and program leaders in tenure and promotion procedures for extension agents).
2. CTAHR faculty will be polled by email to determine what issues might be addressed by the personnel committee this year.
3. Possible topics to address: Retention of new faculty (clear road map for success);
Survey of problems with T&P packages that commonly occur (to provide young faculty with a troubleshooting list); How are new hire requests examined to determine if CTAHR is addressing a campus-wide need?

F. Manoa Faculty Senate
-the major issue under discussion is the UH/Navy University Affiliated Research Center
-want to change charter to allow for email/electronic voting

G. Charter Revision
-want to change charter to allow for email/electronic voting
-want to loosen restrictions on when Senate meetings can be held in the fall semester
-want to clarify Senate Instructional Committee role and responsibilities
-goal is to present changes at the November 16, 2005 Senate meeting and have a vote on changes during the first spring semester Senate meeting

H. Bioethics, Dian Dooley, chairperson
-need some charge and direction for the committee

VI. Meeting adjourned at 3:15 PM Faculty Senate
October 5, 2005
EXTENSION PROJECTS

Plan of Work Projects (5 yrs)
- Will be required for all extension faculty
- “umbrella” project
- Basis for “maintenance” funding

FEDERAL FUNDS
- Approximately $1.3M year
  - About $587K salaries
  - Balance $713K
    - $172K Upkeep to departments & counties
    - $50K Federal Retirement
    - $100K Admin, Dean/AD Discretionary
    - $105K for Strategic Plan Implementation
    - $86K Misc: New Faculty Startup, interview, relocation, ldrshp training,
      Leaves about $200K Extension Projects
    - FY 2006 only about $48K uncommitted (after funding previously approved projects)

- Federal constraints:
  - Requires dollar for dollar matching with G funds
  - Requires 25% of funds directed to Research/Extension Integrated projects
  - Requires 25% of funds directed to Multi-state projects

PROJECT LEADERS/COORDINATORS
- Already in place; e.g. 4-H program leader, RREA, Water Quality, etc. A number of these are Smith Lever 3d earmarked programs.
- Would like to expand the use of this concept.
- Greater authority and funding to lead a particular program and involving agents, specialists and researchers.
- Would have input to personnel actions (P&T)
- Need to work out chain of command. (report to DC, or AD)

NEW 2007 – 2011 CSREES PLAN OF WORK
- Knowledge Areas
  - 9 Broad Areas, 84 Knowledge Areas. Based on and similar to Manual of Classification of Agricultural and Forestry Programs used in the CRIS reporting system.
  - Uses the Logic Model for planning, development and evaluation
  - Requires stakeholder input specifics,
  - Must identify integrated and multi-state efforts
  - Emphasize ACCOUNTABILITY, EVALUATION, and IMPACTS.
Report to CTAHR Faculty Senate – October 5, 2005
CTAHR Academic and Student Affairs Office

Student counts
Undergraduate majors: Fall 2004: 542; Fall 2005: 564 (4.1% increase)
Graduate majors: Fall 2004: 210; Fall 2005: 221 (5.2% increase)

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New undergraduate enrollees: Fall 2004: 111; Fall 2005: 138 (24% increase)

Assessment reports and self-study reports
• Undergraduate and graduate program assessment reports to OVCAA were due on September 2, 2005.
• Self-study reports for NREM, PEB, and TPSS are due on January 9, 2006.

Nominations are being sought for five teaching awards:
1. UHM Excellence in Teaching Award
2. NACTA Teaching Award of Merit
3. NACTA Graduate Student Teaching Award of Merit
4. Frances Davis Award for Excellence in Undergraduate Teaching
5. Frances Davis Graduate Teaching Assistant Award.
Please submit nominations to Gilmore 211 by December 15, 2005.

Scholarships presented by College
This year CTAHR solicited applications for approximately 40 scholarships awarded by the college (endowed scholarships, dean’s scholarships, new students scholarships). A listing of scholarships and criteria are posted at http://www.ctahr.hawaii.edu/ctahr2001/Academics/Scholarship.html.

In the past two years, eight scholarships, mainly in the plant sciences, went unawarded. In an effort to increase number of applicants (and reduce the number of scholarships that go unawarded), ASAO will advise chairs of number of applicants from each department during the application period (mid January to March 1).

Proposed Program Changes
• MS program in Human Nutrition, Food and Animal Sciences
• Change name of BS program in Plant and Environmental Biotechnology to Biotechnology
• MS program in Human Development and Family Sciences
• PhD program in Nutritional Sciences

Internships and International Experiences
The college is making an effort to strengthen internship and international experiences.
Resolution from CTAHR Faculty Senate

In support of utilizing the Research Corporation of the University of Hawaii (RCUH) for the employment of personnel on extramural grants and contracts

Whereas, the mission of the College of Tropical Agriculture and Human Resources (CTAHR), as a Land Grant Institution, includes providing research, extension, and education programs benefiting the people of Hawaii and the Asia-Pacific region;

Whereas, extramurally funded projects provide resources which are essential for successfully meeting the College’s Land Grant mission;

Whereas, the extramural funding has been extremely competitive and projected to increase, according to the American Academy for the Advancement of Science, making it more difficult to secure funds from external sources;

Whereas, the successful administration and execution of research and training projects requires the dedication and commitment of highly qualified staff;

Whereas, the ability to recruit and retain the most qualified staff requires a high degree of flexibility in describing position requirements, offering competitive salaries and benefits, acting with a minimum of administrative delays, rewarding productive personnel, and maintaining employee health and safety;

Whereas, the research, extension, and education duties of faculty managing projects is intensive, any unnecessary administrative responsibilities are burdensome and diminish the ability of faculty to efficiently perform their duties to CTAHR stakeholders;

Whereas, the successful completion of existing projects and the ability to compete for extramural funds in the future would be greatly compromised without the use of RCUH for the employment of personnel on extramurally funded research and training projects;

Whereas, the Research Corporation of the University of Hawaii (RCUH) was created to facilitate the administration of extramural grants and contracts and to expedite the employment of personnel on these funds;

Therefore, we, the CTAHR Faculty Senate, strongly support and commend the University of Hawaii Board of Regents for suspending policies that restricted the use of RCUH for employment purposes and encourage consultation with the University’s faculty prior to any actions that may affect the management of extramural grants and contracts.