I. Call to Order and Introductions
The meeting was called to order by Senate Chair Brent Sipes at 3:00 PM

II. Approval of 28 April 2010 Senate Meeting Minutes
The minutes were approved without amendment

III. Guest Speaker-Interim Dean Sylvia Yuen
A. The Dean wants the college to move forward during the interim
B. Goal is to make the college more viable and attractive to stakeholders and future Dean candidates
C. Focus areas over the next two years
   1. Improve the college culture:
      i. better communications and transparency
      ii. discussion of roles and expectations for all CTAHR personnel
      iii. emphasize everyone’s responsibility to provide mutual support
   2. Strengthen organizational and funding capacity:
      i. align instructional, research, and extension missions for mutual support
      ii. align college priorities with UH system priorities to capture internal funding
      iii. extend and expand our foundation revenue stream
   3. Increase the number of students served by the college
      i. the rate of student graduation from Hawaii’s public schools is declining
      ii. agricultural producers are getting older
      iii. agricultural technology and practices are more sophisticated
      iv. CTAHR is not meeting the student demand from ag R&D companies
      v. public health and aging issues create demand for CTAHR graduates
   4. Foster greater collaboration within the college and externally with stakeholders
      i. funders are emphasizing interdisciplinary projects and programs
      ii. CTAHR should take a leadership role in collaborating on critical issues
   5. Evaluating progress toward meeting above goals
i. SEC is developing a survey to be given now and 2 years from now
ii. purpose is to reflect on performance at all levels: college, unit, and personal
iii. initial survey should be ready by mid-semester

IV. Committee Reports
   A. Senate Instructional Committee has elected a chair, Loren Gautz
      30 Sept is deadline for submission to Dean of new undergrad courses for Fall 2011
   B. Personnel Committee: there are proposed changes to tenure & promotion procedures
      Faculty should have been notified of a survey to comment on proposed changes

V. Old Business: None

VI. New Business: Faculty Survey
   A. SEC developed protocols which are appended
   B. SEC convened an ad hoc committee to develop list of potential questions
      These are appended

VII. Appreciation of Service for Former Associate Dean Linda Cox
Expressing appreciation from the Faculty of the College of Tropical Agriculture and Human Resources to Linda J. Cox.

Whereas Dr. Cox served as the Interim Associate Dean and Director of Extension for 9 months; and

Whereas, Dr. Cox aided faculty in feeling connected, demonstrated support and appreciation for the diverse and extensive programs in the college, and was an effective communicator with high standards; and

Whereas Dr. Cox brought sincerity, honesty, dedication, and transparency along with efficient communication; and

Whereas Faculty look forward to continued work with Dr. Cox: therefore be it

Resolved that the Senate of the College of Tropical Agriculture and Human Resources expresses gratitude for her service as Interim Associate Dean and Director of Extension.

The statement was read and approved in corrected form

VIII. Next Senate Meeting: 09 November 2010

Meeting adjourned at 3:50 PM
CTAHR Survey Protocols

The Senate will track the effectiveness of administration, departments and individuals in meeting the college vision and mission. Administration, for the purpose of this survey, encompasses the Dean, Associate Deans, their offices, Administrative Services, Communication Services, and Planning and Management. Department encompasses the unit chair, the support staff, and faculty in a unit. The individual represents only the respondent.

Parameters

1. Senate will invite faculty (tenure-track and nontenure-track), staff (civil service, APT, and RCUH), and administrators to participate in the survey via an email announcement to FACULTY@ctahr.hawaii.edu, CTAHR@ctahr.hawaii.edu, CTAHRLeadership@ctahr.hawaii.edu and AdminOfficeStaff@ctahr.hawaii.edu.

2. Respondents be asked to provide demographic information on unit affiliation and employee designation (faculty, staff, administration).

3. A web-based system will be used to collect responses that will remain anonymous to ensure confidentiality of respondents.

Analysis

4. Question responses will be coded from 1-5, with 1 being very unsatisfactory and 5 being very satisfactory.

5. The data will be analyzed on several levels.
   (1) College-wide average responses will be calculated for administration, department, and individual.
   (2) College-wide averages will be calculated for employee designation if respondents in a group are at least 30.
   (3) Department specific average responses will be calculated when a department sample size is at least (30) (25)% of possible respondents.

Reporting

6. College-wide averages grouped across respondents will be posted on the College Senate website and reported at a Senate meeting (Analysis 1 & 2).

7. The Dean will be provided averages in hard copy for administration and departments (Analysis 1 & 2).

8. Department chairs will be provided averages in hard copy specific to their units to share with faculty and staff (Analysis 3).
Timeline

9. The survey will be conducted in the first part of the semester and reported by the end of the semester.
CTAHR Evaluation Questions
A survey presented by the CTAHR Senate Executive Committee

Our CTAHR mission states that we are committed to preparing students and all citizens of Hawaii for life in the global community through research and educational programs that support tropical agricultural systems, foster viable communities, promote a diversified economy, and sustain a healthy environment. There are four programmatic goals listed in the latest strategic plan that fall in line with our mission:

- Provide an Excellent and Relevant Student-Centered Learning Environment
- Diversify and Strengthen the State’s Economy
- Protect and Enhance the Environment and Hawaii’s Resources
- Strengthen Families and Communities

CTAHR’s management plan aims at helping the college achieve program success in the most effective and efficient manner possible so that we can maximize our services to the needs of our stakeholders. There are three management goals established to facilitate this concept:

- Promote the College and Its Programs
- Promote Professional Growth and Streamline Administrative Processes
- Increase and Make Better Use of CTAHR’s Resources

Demographic questions
Dept/Unit Affiliation
Appointment (faculty/staff/executive/student)
Location/County

Evaluation questions: Rank agreement with the following statements from 1 to 5, with 1 as strongly disagree and 5 as strongly agree, or N/A (not applicable/don’t know).

Accomplishments
Provides/supports an excellent and relevant student-centered learning environment
Develops/supports programs to diversify and strengthen the state’s economy
Develops/supports programs to protect and enhance the environment and Hawaii’s resources
Develops/supports programs to strengthen families and communities
Promotes the College and its programs
Promotes professional growth and streamlines administrative processes
Increases and makes better use of CTAHR’s resources

Communication
Communicates effectively
Is a good listener
Is available to faculty
Is available to students
Is available to stakeholders

Respect/Fairness
Is even-handed in treatment of departments / counties / work units (such as the various experiment stations)
Fairly balances the importance and needs of Instruction, Research and Extension
Shows respect to and deals professionally with students
Shows respect to and deals professionally with faculty
Shows respect to and deals professionally with office personnel / agricultural technicians/ other civil service workers
Shows respect to and deals professionally with stakeholders / students
Has earned respect of faculty
Has earned respect of administrators
Has earned respect of stakeholders / students

**Decision process**
Follows process based on previously agreed upon criteria
Appropriately consults with CTAHR Senate and faculty
Makes decisions based on data
Makes budgeting a transparent process
Makes selection of faculty positions for hiring a transparent process

**Leadership**
Can explain the mission, goals, & objectives of CTAHR
Develops plan(s) for the future through consultation with faculty/ staff/ stakeholders
Promotes CTAHR to UH upper administrators, faculty, and stakeholders
Communicates well the objectives of the programs they oversee
Able to make tough decisions for the good of the whole
Fosters excellence
Proud to work at CTAHR and UH
Thinks creatively

**Team building**
Carries out plan(s) by building teams
Supports building of networks with other teams and departments
Links feedback and incentives to work of department/team rather than just to individual
Promotes communities of practice
Participates in service to department / CTAHR / University
Participates in service to the external community

**Organization**
Prioritizes effectively
Creates a work environment that is conducive to the work of faculty / students / staff
Provides sufficient resources for faculty to conduct research / classes / extension work
Finds resources to carry out plans or programs
Facilitates grant applications by faculty
Facilitates positive interactions with the Business / Personnel office
Effectively manages employees
Provides adequate training to staff in clerical, fiscal, and personnel procedures
Organizes effective meetings
Prepares thoroughly for classes/presentations/meetings
Announces deadlines (e.g., reports, evaluations, grants) with sufficient time to allow for thoughtful responses

**Responsiveness**
Works well with stakeholders
Provides constructive feedback to faculty/students
Is open to suggestions, questions, constructive criticism
Conscientious and timely in responding to requests from peers/students/administrators/the public
Makes information publicly available

**Open-ended**
What one change would you recommend to enable CTAHR to carry out its mission more effectively?

End of 360 evaluation survey