

Minutes of the Faculty Senate

MEETING

Date 2017-09-08

Call ☒ regular ☐ special

Site Board of Regents Conference Room, Wūlka Campus

Remote Sites Polycom Room, Arrak Campus

Chair Nik Willson, Developmental Education – Faculty Senate President

Recording Dr. Jaerin Chung, Liberal Arts – Faculty Senate Secretary/Treasurer

Record status ☒ draft ☐ official

FACULTY

Total Present: 30 (24+6)

Attended		Apologized
Dep	Name	Name (E: Excused)
Adjunct		
Business	Kendall-Lekka, Meitaka Teshome, Seyoum	
Dev. Education	Cameron, Morgan Manase, Manase Cooke, Richard Savu, Silipa DiLella, Joseph Wilson, Nikolas	Bojos, Rosalie Krawczyk, Ewa Castano, Luciana Maitokana, Gade Enriquez Emiliana Seru, Jennifer Hazzard, Andrea Williams, Amanda Ishiguro, Amanda
Elem. Edu	Perkins, Pamela Soje, Gabriel	Koroi, Rosie
GED		Andrew, Mothy Olter, Werter Henos, Tarry Philimon, Anel Herkinos, Tone Ientaake, Marietta Jacklick, Charles
LA	Carroll, John Newman, Richard Chung, Jaerin Switaj, Elizabeth Heath, Ray- chelle D. Van Auken, Mary Maupin, Mary Wilbanks, David	Goto, Sayaka Jenyo, Folake
M. Studies		Alik, Wilbert
Nursing	Peter, Florence	Bohanny, Walton Sumaoang, Moses
Library		
STEM	Alfonso, Edward Baleikorocau, Waisiki Canonigo, Ernest T. Corpuz, Michael Sumaoang, Rosalindea	Frandsen, Cassandra Hackerott, Serena Vila, Curtis Williams, Ed
Unassigned	6	

PROCEEDINGS

1. Call to Order
 - a. 11:06
2. Review of Minutes
 - a. **Passed** - Minutes of April, 28, 2017 Meeting
3. Ad-Hoc Committee Reports
 - a. N/A
4. Standing Committee Reports
 - a. Faculty Senate
 - i. Curriculum Committee Report
 - Reported their Sep, 04, 2017 Meeting.
 - Approved their Sep, 04, 2017 Meeting Minutes Draft
 - While the Assessment Plan is ready for the EC, the RSA and CC Procedures Document are still being reviewed before going to Faculty Senate and then to EC. Two small taskforce committees are making sure that these documents are aligned with the report from the FS task force recommendations.
 - The CC welcomed Waisiki Baleikorocau to the committee as the Interim Chair of STeM. He and Jennifer, along with their respective departments, will be working on reviewing the CAP 66 Course outline for a near future meeting.
 - Discussion again centered on how to make sure the materials available online through the main website are accurate and up to date. To facilitate this, all Chairs will attend a meeting IT on Saturday, September 23, to learn how to review and correct each programs' web information.
 - Scheduled their next meeting on Oct, 02, 2017
 - b. College
 - i. IPC
 - Reported their last two meetings (Aug 09 and 23rd) Result
 - Approved the Minutes for the meetings.
 - ASP's Rewritten Mission and PLO's were reviewed and approved.
 - Residential Life Mission and AUO's (R. S) were reviewed and approved
 - Cheryl Presented a discussion of the AUO's and PLO's for the various departments and the need for clear accepted updates (IR)
 - KPI's (IR) were reviewed and a smaller committee will review and present to the Board.
 - Master Plans were scheduled for EC on Sept 20, 2017.
 - The PIC Assessment and the PIC/IEC RSA were presented and the committee was to read and approve/disapprove online by Thursday, so that these documents could go out for Review by EC.
 - Scheduled their next meeting on Sep, 27, 2017
 - ii. Human Resources
 - iv. IT Committee
 - v. Student Life and Conduct Committee
 - vi. Library Committee
 - vii. Physical Facility Committee

viii. EC

5. Old Business

- a.** Election for Enrollment Management Cmte
 - i.** EMC changed its RSA such that Faculty Senate Representatives must also be department chairs
 - ii.** Dr. Elizabeth Switaj and Ms. Jennifer Seru volunteered as Liberal Arts and Developmental Education Chairs, respectively
 - iii.** Faculty Senate **approved** the election of Dr. Switaj and Ms. Seru
- b.** **approved** the membership of the subcommittee on drafting a Role, Scope and Authority for the formation of a faculty association
 - i.** this subcommittee was appointed on the Faculty Senate Meeting of 25 August 2017
 - ii.** it was to
 - 1.** be composed of seven members from all academic departments, if possible
 - 2.** draft a Role, Scope and Authority for a prospective faculty association and present this draft to Faculty Senate for its review, revision and final approval
 - iii.** the approved membership, all volunteers, were:
 - 1.** Ms. Cassandra Frandsen, STeM
 - 2.** Ms. Raychelle Heath, LA
 - 3.** Ms. Rosie Koroi, EE
 - 4.** Mr. Richard Newman, LA
 - 5.** Ms. Florence Peter, Nursing
 - 6.** Mr. David Wilbanks, LA
 - 7.** Mr. Nikolas Willson, Dev Ed

6. New business

- a.** N/A

7. Discussions

- a.** on faculty absence, turnover, and retention
 - i.** see appendix, the Faculty Senate President's notes on the discussion

8. Announcements

- a.** Weekend Tutoring Program continues on Sundays
 - i.** general tutoring for dorm students per their own requests for help
 - ii.** all tutors welcome
 - iii.** please contact Dr. Joseph Di Lella if you are interested
 - 1.** jdilella@cmi.edu

9. Adjournment

- a.** 11:59

APPENDIX

fr: Faculty Senate President
to: Faculty Senate
re: my notes on our discussion about faculty retention, turnover, absence, and resignation
date: 19 September 2017

faculty retention, turnover, absence, and resignation

as discussed in the Faculty Senate Meeting of 8 September 2017

new faculty / transitioning into the RMI / CMI

1. need more involvement in new faculty orientation
2. make sure new faculty have connections *before and after* they arrive
3. mentors in each dept
 - a. point of contact
 - b. help & reassure in culture adjustment
 - c. "not Honolulu"
 - d. difficulty: if most of dept is new
 - i. sometimes there are more new than returning faculty
4. develop and adopt cross-dept procedures
5. ask faculty to volunteer to be present as mentors/contacts for new faculty
 - a. meet and make themselves available for
6. let dept chair set more of the agenda for orientation
7. new faculty orientation should not be so long
8. current process for new housing is ineffective
 - a. open question: what help can Senate offer to help get people into housing?
9. teaching strategies to help new faculty adjust to students and classrooms
 - a. reduce workload for new faculty
 - b. team teach
10. plan better online

resignation

1. it is an issue that *nothing* was communicated from admin upon the most recent resignations
 - a. admin must communicate resignations immediately in order to
 - i. defeat rumors
 1. if there is no official message, *rumor is the only medium of communication*
 2. this is unacceptable
 - ii. document and improve performance

turnover

1. it costs more than retention
 - a. every time a faculty member is lost, the College pays at least *double* to fly out the old faculty (and sometimes their family) and fly in the new faculty (and family)
 - b. this point has come up in the past and nothing was done

retention

1. *retaining faculty* is a separate issue from *transitioning faculty* into the RMI / CMI, which most of our conversation today has covered