

Minutes of Meeting – Faculty Senate (FS)
11.10 am – 12.05 pm, 8 February 2019, Board Room, CMI

Chair: Moarieta Ientaake, FS President

Assistant Chair: Dr. Michael Young, FS Vice-President

Minute taker: Ana Bulavakarua – FS Secretary

Present: FS members (see attached list)

A. SPECIAL/URGENT BUSINESS:

1. **Secretary welcome:** Ana Bulavakarua – confirmed secretary of FS
2. **CMI Strategic Plan Update:** William Reiher updated the Faculty on the Strategic Plan progress
3. **Nomination of member to Student Conduct Board:** Request of a Marshallese faculty to join the board
 - a. Herman (Instructor – Marshallese Language) is nominated.
Action 1: Desmond to communicate with Herman.
4. **Faculty Senate Gathering and Sharing of funds:** after online vote results: recommendation is agreed and will be implemented
 - a. Confirmation that this is not mandatory, but voluntary
 - b. Money (donation) to be given to FS Secretary, Ana. She is responsible for reporting financial status to the FS.
5. **FS Effectiveness Survey:** extension of deadline to one more week, to ensure those who haven't completed the task to do so. Only 21% completion rate as of time of meeting.

B. REVIEW OF MINUTES/REPORTS AND COMMENTS:

1. **FS President/CMI President Minutes:**
 - a. **Page 2 1b.3: Proposed 70% completion rate**
 - i. if the proposed 70% completion rate is not achieved, will faculty be viewed as performing below par, and will this in turn influence contract renewal?
 - ii. Does the 70% apply to those who remain after the deregistration period?
 - iii. What is the definition of the 70%?
 - iv. In completion, is it a B or C pass also?
 - b. **Page 2 1b.6 Informing Security of working after hours:** how late is late, and what is the procedure to be followed?
 - c. **CMI Gear:**
 - i. Can choice of apparel sold at Book Centre be expanded?
 - ii. Can accessories, e.g. hat, head scarf, etc, be acceptable also?

- d. Request for communication to be bottom up rather than top-down, especially when it comes to faculty matters

Action 2: Chair to seek clarification to above questions/comments

- 2. **Record of Response from HR** to Faculty Senate Queries of FS reps not being available: not correctly reported - 1 rep was off island while the other was teaching.

a. **Action 3: Chair to request for faculty not to be short noticed for meetings**

- 3. **Curriculum Committee:** report provided, no comment.
- 4. **IT Committee:** meeting to be held on the following Monday.
- 5. **Enrolment Committee:** report provided, no comment, to be tabled at next meeting.
- 6. **Library Committee:** report provided.
 - a. Question on how to monitor students in the Library. Committee chair clarified: need for frequent checking, and those who do not adhere to the rules should be asked to leave.
- 7. **Plant and Facilities Committee:** report provided.
 - a. Question on procedure of requesting for maintenance. Response: Hipo (?)

The meeting was adjourned.

At next meeting:

- a. Enrolment Management Committee
- b. Unfinished business - Reports:
- c. Institutional Effectiveness Committee
- d. Student Conduct Board
- e. Integrated Planning Cycle Task Force
- f. Ad hoc committee on gathering and sharing of funds