

COE Dean's Council Meeting

Everly Hall, Room 123

September 20, 2007

9:00 A.M - 11:00 A.M.

SUMMARY

Present

Chris Sorensen (dean), Ann Bayer, Brenda Cartwright, Mona Chock, Xu Di, Mark Fukeda, C. Betsy Fulford, Ronald Heck, Jennifer Herring for Beth Pateman, Jean Johnson, Hunter, McEwan, Paul McKimmy, Nathan Murata, Mary Jo Noonan, Michael Omizo, Neil Pateman, Gail Tamaribuchi, Sheryl Tashima, Donald Young, Joseph Zilliox.

I. Past Meeting Summary

A summary of the COE Dean's Council Meeting of September 6, 2007 was distributed to council members for review. Council members were asked to contact Mona Chock if there were any changes or corrections to be made to the summary.

II. Dean's Staff Updates

- A. NCATE Update (Omizo)
The final folio will be submitted this week.
- B. Elluminate Update – (McKimmy)
Paul's office has received student inquiries regarding the use of Elluminate for non-classtime uses. Paul's office will set up "Student Lounge" areas by department for students to meet outside of class time.
- C. Event Reminders – (Fukeda)
 - o October 5, 2007, "Beginning of the School Year Reception", Campus Center Executive Dining Room for department chairs, secretaries and top donors.
 - o October 23, 2007, COE Annual Recognition Dinner, Sheraton Waikiki.
- D. Mānoa Executive Team (MET) Meeting (Sorensen)
 - o There is a proposal to the Board to allow the President to delegate authority to the chancellor to reorganize colleges.
 - o The campus will be strengthening security and details are being worked out.
 - o Dean Peter Garrod's grants management memorandum regarding faculty travel support reminded faculty that requests must be submitted four weeks in advance. No seed money was available this year.
 - o Excellence in Research Award Nominations deadline will be on November 30th. Council members were encouraged to nominate COE faculty and staff for this and other institutional awards.
 - o UH System Strategic Planning meetings are planned at Mānoa campus for late November. A UH System power point was distributed. Faculty should be encouraged to attend the meetings.
 - o Global competitiveness was an on-going concern expressed at the weekly Chancellor's Meeting. The message was that we must be preparing our students for global competitiveness.
 - o Grants management training will begin this fall for PIs and staff responsible for grants. PIs are encouraged to attend the training sessions.

- The Office of Student Affairs (OSA) is going through strategic planning. In this process the question being raised is “Are we doing the right jobs?” rather than “Are we doing the job right?”
- The COE Advisory Council met last week and a summary of the meeting was distributed. Chris noted that a theme that repeatedly emerges from her meetings with the community is that COE students need more preparation on how to teach reading.
- The Mānoa Executive Team has been reviewing executive policies related to chair responsibilities and compensation. These policies are based on BOR policy and the UHPA contract. Chris reviewed the current policy and circulated a draft policy. Council members were reminded that this is a DRAFT and is not to be widely distributed. The Council will discuss how the college approaches chair compensation at a later date.

III. Discussion

A. Budget (Tashima)

Sheryl distributed and reviewed the COE budget allocated by the Budget Office. Unit chairs received Expenditure Reports as of June 30, 2007 and projected expenditures as of June 30, 2008 specific to their respective unit. (Refer to handouts). The budget does not include Outreach accounts. The projected budget includes funding approved by the legislature but not released yet by the governor. When looking at the entire college budget, a shortage is projected by the end of the fiscal year. The Teach for America (TFA) income for last year and this year that was agreed to by the Chancellor's Office has not been released to the college yet. This income is not reflected in the projected budget. Sheryl will check on the status of this revenue.

B. Faculty Position Requests

The dean informed the group that projected funding was available for ten faculty positions for 2008-2009. Today's discussion provided chairs with the opportunity to speak to their department's faculty position needs. In this process each council member was asked to thoughtfully consider the departmental requests based on college-wide needs and priorities. Council members were to individually identify their top ten choices. The dean would rank order the responses but reserved the right to make the final decision. **All paperwork for the 2008 faculty positions such as the names of Search Committee members, ad copy, and SF-1 are to be submitted to the Dean's Office by September 28-2007** so that the Dean can submit all faculty position requests to the Vice Chancellor's office at the same time.

COE ads that list all faculty vacancies will be run in the *Chronicle of Higher Education*. A memorandum from the dean will announce all of the COE faculty vacancies. The Felix and social studies positions from CRDG can be included in these external and internal announcements provided the information is submitted to the Dean's Office by the deadline. The college will search for 16 positions and begin to fill the positions as the searches are completed and as funds are available. Any position not filled by June 30, 2008 will not be filled and will go back into the general position pool for reconsideration and prioritizing the following year based on college needs.

On a handout that listed the departments and their respective faculty position request number, “X” identified positions that the dean felt the college needed. She provided the following rationale for the marks.

- Rehabilitation counseling needs 1 position. The program will be going through accreditation next year and currently has only one faculty member. The dean does not

- believe that a viable program can be sustained with only one faculty member. She believes that the State and Pacific area rehabilitation needs will increase in the future, especially with veterans returning from the war. The UH COE offers the only rehabilitation counseling program in the Pacific.
- Early childhood needs 1 position. Stephanie Feeney has retired and the State is projecting early childhood as a high need area.
 - Education Administration needs 2 positions. The department has been filling the State need to train leadership in the public schools as legislated in Act 51. Chris anticipates that new NCLB requirements will include the need for leadership training and development. The department also needs a position for higher education based on current course demands.
 - Kinesiology & Leisure Sciences needs 2 positions. Nathan Murata spoke to the State's need for physical education teachers in the schools. All graduates have been hired and the department does not have the capacity to adequately meet statewide demand for KLS graduates. Chris foresees at the national level that the need for physical education teachers will include a health and well-being component to teach students live healthy lifestyles. The department has been running many of its classes with graduate assistants and lecturers.

The dean recommended the 6 positions be part of the 16 positions advertised. This leaves 10 positions. She proposed that each department present their case to the Dean's Council today. Council members would individually mark the 10 positions they think best align with the college's priorities. Council members cannot "vote" for their own department needs. These data will be aggregated and rank ordered to identify the top 16 positions. Department chairs presented their cases; ballots were marked and given to Dean Sorensen.

The dean informed council members that she was reviewing 2006-2007 spring and fall course enrollments, specifically lecture classes with enrollments of fewer than ten students. She did not include graduate seminars and other courses in this analysis. Being considered were average class size and how many courses had under ten students enrolled. When she finishes her analysis she will present findings so that the Council can begin to look at COE capacity issues.

IV. Other Agenda Items

A. College Events and Functions

Doreen Shon created a list of annual college events. Council members were asked to consider the purpose for each event and whether the event can be in collaboration with other events within the college. The college-wide nature of collaborative events would contribute to pooling of resources and possibly stronger, more effective programs.

B. COE Space Policy

Council members were referred to the 1999 Space Policy. Doreen Shon is scheduling meetings for the dean to meet with the individual chairs to show Dean Sorensen how space is utilized by the department. The Council will later discuss potential changes in space policies, differentiating between office space, open shared space, and storage space.

C. COE Goals and Strategic Planning

Chris referred to handouts from the MET meeting. The University is looking at a strategic planning process and the COE needs to start thinking and planning for revisiting and updating the COE's Strategic Plan. The dean will ask the COE Faculty Senate to play a leadership role in this process.

D. Department Chair Policy

Executive Policy – Division/Department Chairs, E9.113 (draft 8/24/07) was a proposal distributed in the meeting handouts. Chris directed council members to look at the college's internal structure and relate this policy to how we provide for leadership. This policy recognizes that department size and complexity present different needs in terms of appropriate leadership and compensation. Compensation includes release time, contract length, and monthly stipends and may differ across departments. Department complexity may be reviewed in terms of data on student enrollments, credit hour productivity, number of faculty and staff to be supervised, facilities that have to be administered, and so forth. The Council will work on developing a matrix to consider department leadership needs.

College Leadership Responsibilities

Dean's Council members have been identified as the COE's leadership. In this role council members were asked to begin thinking about college-level needs and priorities. The dean recognized that department chairs will continue to think about their department needs, yet as Dean's Council members who serve as the college leadership, chairs were asked to look at issues from a college perspective as well.

V. Next COE Dean's Council Meeting and Adjournment

The next COE Dean's Council Meeting is scheduled for Thursday, October 4, 2007 from 9:00 – 11:00 AM in Everly Hall, Room 123 A/B. Today's meeting was adjourned.