MINUTES

BOARD OF REGENTS’ COMMITTEE ON PERSONNEL AFFAIRS MEETING

JANUARY 14, 2016

I. CALL TO ORDER

Committee Chair, Coralie Matayoshi, called the meeting to order at 9:03 a.m. on Thursday, January 14, 2016, at the University of Hawai‘i at Mānoa, Information Technology Building, 1st Floor Conference Room 105A/B, 2420 Correa Road, Honolulu, Hawai‘i 96822.

Committee members in attendance: Committee Chair Coralie Matayoshi; Committee Vice Chair Lee Putnam; Regent Michael McEnerney; Regent Ernest Wilson, Jr.; and Regent David Iha.

Others in attendance: Board Chair Randy Moore; Regent Wayne Higaki; Regent Jeffrey Portnoy; Regent Michelle Tagorda (ex officio committee members); President David Lassner; Vice President for Academic Affairs Risa Dickson; Vice President for Administration Jan Gouveia; Vice President for Community Colleges John Morton; Vice President for Legal Affairs and University General Counsel Carrie Okinaga; Vice President for Information Technology & Chief Information Officer, Garret Yoshimi; UH Hilo (UHH) Chancellor Don Straney; UH-West O‘ahu (UHWO) Interim Chancellor, Doris Ching; Honolulu Community College (HonCC) Chancellor, Erika Lacro; Executive Administrator and Secretary of the Board of Regents Cynthia Quinn; and others as noted.

II. APPROVAL OF THE MINUTES OF THE NOVEMBER 4, 2015 MEETING

Regent Putnam moved for approval of the minutes of the November 4, 2015 Meeting, as amended. Regent Wilson seconded the motion, and the minutes as amended were unanimously approved.

III. PUBLIC COMMENT PERIOD

Executive Administrator and Secretary of the Board Cynthia Quinn announced that the Board Office received no written testimony, and no one signed up to give oral testimony.

IV. AGENDA ITEMS

1. For Information: Update on Faculty Workload and Post Tenure Review Processes

Committee Chair Matayoshi introduced the item and explained how the focus is on management’s progress on 1) updating workload and equivalencies policies, target date of completion 2) providing a model format to explain how workload and equivalencies are conducted, and 3) publishing external public information on faculty accomplishments and public CVs with courses taught, whether union consult is required, and target date for
VP Risa Dickson introduced Dr. Bev McCreary from UH Manoa who provided updates on all three areas. Regarding internal process used to articulate workload policies and equivalencies at UH Manoa, she recounted the 2009-2013 history of when the work was initiated with departments, schools and colleges to update policies by having deans work with department chairs to ensure faculty articulate the equivalencies in their areas that meet needs and standards in the field and approved by the vice chancellor and chancellor. 11 of 19 schools and colleges completed workload documents to date for union review. Of the 15 schools and colleges, 14 have instructional faculty. 12 schools and colleges and the 2 professional schools that have workload that articulate equivalencies. 7 of those specifically have at least annual review of the individual faculty workload as courses are assigned. 7 still remain to update the current equivalencies policies, because focus shifted in 2013 to update department personnel committee (DPC) procedures involving 122 documents to bring into compliance with collective bargaining agreements. It is anticipated the work will resume in Fall 2016 to complete the update.

Regarding online disclosure of faculty accomplishments, based on a survey of websites, she reported how all units do provide faculty accomplishments on their respective websites in varied forms and could provide additional information on courses taught.

Dr. McCreary introduced Dean Don Young, College of Education, who provided a presentation on the college’s format and process on workload and equivalencies policy that was approved May 2012, and made available on its public website and part of faculty orientation. The equivalencies are listed but are not exhaustive, and utilize a point system. He shared how the faculty chairs use a form that accounts for 12 credit workload, and then submitted to the associate dean for academic affairs. The dean and chair meet every semester to review equivalencies to ensure course assignments are equitable and meaningful. He provided information on the productivity reporting database that faculty update their CV and accomplishments that is also available on its public website, and adding capturing service and courses taught as a reasonable measure to demonstrate workload and expertise of faculty. He also noted how the faculty is also supported with a grants office.

Concerns and comments raised regarded delay to complete update of policies for equivalencies and faculty workload, lack of consequences and transparency for failure to comply, need for clear summaries of equivalencies and workload provided to the regents, strong encouragement for a point system in articulating equivalencies that provides clarity and transparency of requirements, consideration of requiring replacement funding for equivalencies in order to ensure teaching provided, importance and benefit to internal and external constituencies in publishing faculty accomplishments for transparency, accountability, building morale, support self-policing of faculty performance, benefits in updating productivity annually for evaluations and post tenure reviews, and consideration of linking banner to the online faculty information to assist students in selecting courses. The committee recognized the challenge to accommodate and address the differences among the variety of programs. It was also noted that the late materials provided at the meeting made it difficult for regents to meaningfully engage in discussion.

Significant discussion ensued on the committee’s concern about the perception that
post tenure review lacks proper administration input to ensure quality of teaching, and understanding the nature of post tenure review process and how the particular process is different from typical employee evaluation in that post tenure review is strictly a peer review process that was collectively bargained wherein only the outcome is reported to the dean. Administration shared how rigorous the process was and that negative outcomes are rare or otherwise addressed utilizing improvement plans through a collaborative process. Persistent negative reviews would evolve into personnel disciplinary matters. Annual reviews are conducted in connection with course assignments, implicitly involving evaluation of quality of performance. Changes to post tenure process would trigger a renegotiation of the contract. The committee noted that while the collective bargaining contract refers to the board policy that requires up to 5 year post tenure review, and could therefore be conducted more frequently, the practice appears to be that reviews are not conducted any more than every 5 years.

V. EXECUTIVE SESSION

Upon motion by Regent Iha and seconded by Regent McEnerney, the committee unanimously approved convening in executive session, pursuant to HRS §92-5(a)(2) as indicated on the agenda. The committee convened in executive session at 10:18 a.m. Following a motion to come out of executive session by Chair Moore and seconded by Regent Putnam, by unanimous vote the executive session was adjourned at 10:27 a.m.

Committee Chair Matayoshi indicated that the committee discussed in executive session personnel matters, pursuant to HRS §92-5(a)(2), as indicated on the agenda.

VI. ADJOURNMENT

There being no further business, on the motion of Chair Moore, second by Regent Lee, and with unanimous approval, the meeting was adjourned at 10:28 a.m.

Respectfully Submitted,

/S/

Cynthia Quinn
Executive Administrator and
Secretary of the Board of Regents