**COMMITTEE ON FACULTY SERVICE**

**MEETING MINUTES**

**MEETING DATE:** Tuesday, October 22, 2013  
**LOCATION:** Hawai‘i Hall 2078  
**ATTENDANCE:** [P = Present; A = Absent; E = Excused]

<table>
<thead>
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<th>MEMBERS</th>
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<th>GUESTS</th>
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<tr>
<td>AGCAOILLI, Aurelio</td>
<td>FULFORD, Catherine</td>
<td>RAWSON, James</td>
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<td>DI, Xu</td>
<td>OISHI, Martin</td>
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<td>DUNN, Robert</td>
<td>PAGANO, Ian</td>
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<td>FELIPE, Miguel</td>
<td>ROBERTS, Stacey</td>
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**SUBJECT**

**DISCUSSION / INFORMATION**

**ACTION / STRATEGY / RESPONSIBLE PERSON**

**CALL TO ORDER** 2:36p

**MINUTES**

Kristin kicked-off the meeting by summarizing the CFS Procedures document (draft). She directed our attention to the primary decision of how to gather names/nominations for appointment to Mānoa-wide committees.

**Response**

CFS likes statements included in self-nominations  
—Stacey seconds this as a way to help ensure diversity and informed decisions  
—Will we modify request for nominations in the future?

**Changes to solicitation for self-nomination**

CFS agrees that we wont require a paragraph indicating interest but revise call to say that ‘priority is given to those who provide a statement of interest.’  
We also want to allow both a single, attached document and/or a link to a webpage.

**Regarding Diversity**

We would address the diversity of the candidates holistically with an emphasis on overall quality and representation.

**ADJOURNMENT** 3:21p

Respectfully submitted by Miguel Felipe.  
Approved on January 21, 2014 unanimously.