

VCAA Council of Deans and Directors  
Minutes of Meeting:  
September 2, 2003  
8:30 AM  
Chancellor's Conference Room

AGENDA:

- 1) Approval of minutes
- 2) Status of tenure track faculty hiring handbook
- 3) Status of tenure and promotion document
- 4) Accreditation (April)
- 5) School of Business

Present:

Christopher Lu, Steve Hora, Mike Collier, April Komenaka, Linda Golian-Lui, Marcia Sakai, Don Hemmes, Alton Okinaka, Kenith Simmons, Kalena Silva, Margaret Haig, John Whittaker; Kolin Kettleon.

- 1) Approval of Minutes:  
Minutes of the August 5, 2003, meeting were approved and will be posted at the Academic Affairs website.
- 2) Status of Tenure Track Faculty Hiring Handbook  
Some comments have been received to date. The Handbook has been forwarded to the UHH Congress for comments.
- 3) Status of the Tenure and Promotion Document  
The VC's Council for Deans and Directors agreed on the following: The document will be sent to the UHH Congress after the subcommittee completes its work. Applicants will still have a choice next year of whether to use the new document or the current (old) document. In two years the document being developed now will be firm. Library and Office of Student Affairs will be included in the document in separate sections. Copies will be sent to the CAS division chairs also. Document includes guideline changes which need to be approved by the UHH Congress and the Chancellor. Membership of TPRC suggested: 7 members, including one external reviewer.
- 4) Accreditation  
Copies of the Update on Accreditation Project dated September 2, 2003, were distributed. UHH's graduation rate is 36%; average is 61%.  
Website: <[www.uhh.hawaii.edu/~teaching](http://www.uhh.hawaii.edu/~teaching)>. Use this accreditation process as an opportunity to address issues/matters that we normally don't pay attention to. It will help us to focus on student learning.

- 5) School of Business  
CHL faculty feel that reorganizing has allowed them more freedom administratively and feel that the proposal should go forward. CAFNRM faculty feel the equalization and decentralization would be good and this is a move in the right direction. There are some CAS faculty who feel they need additional and more complete information and are concerned about the financial impact of this reorganization. Further, there is a concern that this will add another layer and stifle interdisciplinary interaction.
- 6) Other  
VC Whittaker will propose that \$15K be allocated to replace classroom furniture. Once the budget is confirmed, this group will be asked for input as to how the funds should be used.

The meeting adjourned at 10:05 A.M.

Submitted by:

BJ Saito