

Faculty Meeting, September 9, 2016

(Minutes by K. Heyer)

1. Discussion and vote on correcting errors in contract renewal document.
 - Three paragraphs were mistakenly copied from the tenure and promotion document and inserted into the contract renewal document
 - Appreciation to Ehito Kimura, last year's DPC chair, who recognized the mistake
 - Appreciation to Carolyn Stephenson who secured a memorandum of understanding with the VCAA and the Faculty union to accept the policy with the three paragraphs removed if the entire faculty voted to do so.

Deleted from Contract Renewal Procedure §3. "Information Used By the DPC in the Assessment"

The DPC, independently of the probationary faculty, shall elicit supplemental information by requesting via an email to the Department listserv that written submittals on teaching, scholarship, and professional, university, departmental and community service from faculty and students. The DPC should make an effort to secure letters from those within the candidate's field of specialization, but letters from all faculty can be submitted. Letters from other UH faculty may be solicited or accepted, when the candidate teaches courses in disciplines other than political science. The candidate may also provide individuals to contact. Only signed letters will be accepted. These letters are in addition to those of outside reviewers, which shall be solicited in accordance with established university procedures.

Requests for student comments will be distributed by the DPC to departmental graduate students and undergraduate majors by email and by posting on official departmental bulletin boards. When requesting letters, the DPC should make it clear that it is asking letter writers to assess the strengths and weaknesses of, and continuing need for, the candidate in terms of her/his teaching, scholarship, Department participation, professional and community service, meeting the curricular needs of the Department and University, and other elements as described in The Contract.

Deleted from Contract Renewal Procedure §6: "Procedures of the DPC"

In the process of its deliberations, the DPC shall make the candidate's file available to all Department tenured faculty members above the rank of the candidate being considered so that the faculty may perform its proper role in evaluating the candidate. The DPC shall then hold a meeting with all tenured faculty members above the rank of the candidate in order to solicit information about the candidate and obtain a sense of an interactive faculty evaluation.

- Result: unanimous faculty vote (15 votes in favor, 0 against, 0 abstentions) to remove the three paragraphs. MOU document will be signed by department chair and passed along to VCAA and faculty union.

- Suggestion: To maintain continuity in departmental procedures each committee chair should maintain a binder, updating work done and procedures used.
2. External review was circulated. The review is thoughtful and specific. Recommendations will be discussed at a future meeting.
 3. Our response to recent event: threat of on-campus shooter. General consensus that UH response was inadequate and unhelpful.(better to cancel class? Stay in the classroom?) General lack of confidence in dept. of public safety response to threats against students, especially in cases of domestic violence and mental health issues.
 - Suggestion: Kathy will draft a letter to Lassner outlining our concerns with the types of information given in the warnings
 4. Assessment (henceforth, ‘bagel’)
 - Kathy’s report from her 3-day assessment workshop. Our focus: how to make the process ours.
 - Good ideas coming from the workshop: course mapping, curriculum mapping, examples from other departments, and focus on specific, do-able goals.
 - Troubling idea coming from the workshop: encourages faculty to spend less time on research, more on assessment, publish articles on assessment.
 - We have a process already recognized by WASC as good assessment. Two examples: (1) “how to read and write a political text”, (2) POLS 200 which Kathy is teaching this semester. She will send a report to curriculum committee.
 - Question for curriculum committee: make POLS 200 a requirement? How to staff it?
 - Suggestion: Our dept. should set an example of how to integrate Assessment tools into our teaching. We should have more conversations about how we teach, what strategies we use, what works, etc.
 5. Enrollment: strategies to increase or at least slow the decrease of enrollment
 - Department is sponsoring October 15 mini conference with Community colleges to strengthen connections. Over half of CSS students are transfer students from the community colleges where they have taken their 100-level courses.
 - Increase number of Focus designations for our courses
 - Explore grad certificate programs for our students and have our courses listed in certificate programs to draw in students from other departments
 6. On-line education
 - It is now almost possible for students to get a POLS major on-line. WASC requires that we apply and get approval for that. Also possible for undergrads to major in POLS and never take a course from a faculty member. We need to come up with a plan. And then we ran out of time for further discussion
 7. Announcements
 - Judy Roher’s colloquium today, next week is Mera Lee-Penehira.