COMMITTEE ON FACULTY SERVICE
Meeting Minutes

Meeting Date: September 23, 2015  4:15pm-5:30pm
Location: Hawaii Hall 208
Attendance: [P = Present; A = Absent; E = Excused]

<table>
<thead>
<tr>
<th>MEMBERS</th>
<th>MEMBERS</th>
<th>MEMBERS</th>
<th>GUESTS</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katalin Csiszar, Chair</td>
<td>P Hannah Nguyen, Sec (4:15-5pm)</td>
<td>P Jeffrey Kuhn (SEC liaison)</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Eric Hellebrand, Vice Chair</td>
<td>P Bo Xiao</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ruslan Suvorov</td>
<td>P Chizuko Allen</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ming-Bao Yue</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUBJECT: CALL TO ORDER

ACTION / STRATEGY / RESPONSIBLE PERSON

Meeting was called to order by Chair at 4:15 pm.

CONTEXT

1. VICE-CHAIR ELECTION
2. REASSIGNMENTS AND NEW FACULTY APPLICANTS
3. PRIORITIZING OF TASKS

MINUTES

1. VICE-CHAIR ELECTION
   MB. Yue volunteered earlier; E. Hellebrand volunteered during the meeting; and R. Sovorov was nominated by H. Nguyen prior to meeting. MB. Yue withdrew, R. Sovorov declined, E. Hellebrand was elected unanimously.

2. REASSIGNMENTS AND NEW FACULTY APPLICANTS
   2. Chair reported reassignment requests and new applicants.

3. PRIORITIZING OF TASKS
   3. Chair opened discussion about possible applicants for committees. CFS made recommendations to J. Kinder to add 4 new information items to next year’s faculty survey.

- Committee on Faculty Service CFS (2)
  - CFS: Chair suggested to discuss last.

- Student Engagement, Retention and Graduation Committee SERG (1)
  - SERG: Chair moved to nominate R. Woodruff to be assigned to this committee. M Yue seconded; committee unanimously approved.

- Committee on Professional Matters CPM (1)
  - CPM: Chair proposed to nominate L. Higa for CPM and move L. Krieger from CPM to AGC. B. Xiao seconded. Chair moved to vote. Five in favor, two in absentia.

- Manoa Assessment Committee MAC (3)
  - MAC: Committee discussed possible candidates. Chair moved to nominate P. Bovard & L. Pagkalinanwan. R. Suvorov seconded. Committee unanimously approved.

- Committee on Student Affairs CSA (3)
  - CSA: Committee discussed possible candidates. M Yue moved to nominate T. Bhattacharya, M. Westfal-Senda & M. Jones. Chair seconded. Unanimously approved.
<table>
<thead>
<tr>
<th>OTHER BUSINESS</th>
<th>n/a</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJOURNMENT</td>
<td>The next meeting of the CFS will be TBD. Motioned to adjourn by M. Yue, seconded by C. Allen. Motion approved. Meeting adjourned at 5:39pm.</td>
</tr>
</tbody>
</table>

Respectfully submitted by Hannah Nguyen, CFS Secretary
Approved unanimously on October 14, 2015