Present: Megan, Martha, Becky, Jeri, Kiriko, Hana, Tammie & Eric
Guest: Ryan
Absent: Holly

A. Discussion on about the council
1. Briefly reviewed the by-laws. The council members are to meet at a minimum on a bi-monthly basis according to the by-laws, but will be meeting on once a month basis.

2. Megan and others explained that the main role of CDS Council is a liaison between faculty and various committees/projects and to link different components of CDS together. Ideal is to have more connection with COE/UHM senate, which have not taken place much in the past.

3. CDS Council organizes the fall and spring Assembly.

4. CDS Council brings CDS employees together through different activities such as brown bags and other fellowship activities.

5. CDS Council assists with issues that arise within the unit. For example, faculty time off issue that arose last year.

6. CDS Council organizes things that are needed for the unit.

B. Discussion on what to accomplish this year – inputs from surveys conducted previous year

1. Fellowship: fellowship is a get together for CDS employees to have opportunities to interact outside of their own projects and to develop a sense of identity and community. This may include parties, get together, brown bags, a newsletter, and special interest groups.

2. Discussion on Brown bags from last year. There were 5 to 6 brown bags held last year.

Comment was made on how it was hard to get people to participate even though the topics came from suggestions made during one of the CDS assemblies. No specific reasons were identified as to why there was low participation.

Comment was made that more people attended a brown bag session that had a practical aspect – i.e., topic covering computer, yoga, etc.

Suggestion was made to incorporate activities such as “brain gym”. 
Suggestion was made to focus on the variety and the amount of activities available rather than focusing on “quantity – how many participated in each of the activities.”

Suggestion was made to inform CDS employees about fellowship opportunities, new grants, product developed through projects, webinars, and other exciting news through the use of a monthly or quarterly newsletter. Newsletter will be disseminated via CDS-listserv. Projects will send information/updates. Megan will take a lead on the newsletter and Eric will assist.

3. Discussion surrounding **socials**.
Suggestion was made to have a once a month lunch gathering. This can take place before the monthly council meeting from 12-1pm. Birthdays and other celebrations can take place during this time. It will be a time for “meeting one another” and “socializing”.

**C. Discussion on Advocacy and Responsiveness**
1. Four issues on advocacy were raised: 1. disability support of existing employees and recruitment of employees with disabilities, 2. cultural diversity, 3. promotion & annual review, and 4. relationship with COE. Discussion was held surrounding #1 and #3 only.

**Disability:** Issue was raised on recruitment and retention of IWDs as employees. Currently, there appear to be very few employees with disabilities at CDS and this impacts advocating within CDS, COE and UHM. Each person with a disability must address their support needs on their own.

Suggestion was made to have a better picture of what is going on by obtaining some facts with regard to IWDs at CDS. For example, numbers of IWDs, experiences including experience with family members with disabilities, etc.

Suggestion was made to have an anonymous survey surrounding the four issues.

Suggestion was made to have these four topics as a part of a round table discussion during one of the assemblies.

Suggestion was made to have a better connection with people who attend COE senate and Manoa senate to bring some of the concerns to the senate meetings.

Suggestion was made to have ongoing disability awareness training or efforts aside from assemblies. For example, project coordinators can make sure that their new employees and GAs go through some form of training and are encouraged to take the disability certificate course. Suggestion of using already made curriculum and online modules such as the one from [www.ist.hawaii.edu](http://www.ist.hawaii.edu/)

**Promotions & Annual Reviews**
Becky explained how the annual review and promotion work for CDS employees.

**Annual Reviews**
Changes for annual review this year: better tracking record by having copies of annual report to the employees’ direct supervisors, employees, and to Colleen. Early reminder to people will be made for this year so that annual reviews can be in by May. Remind people before Pac Rim.

Suggestion was made to have project directors and coordinators to mentor their employees on annual review → when does it take place, where does the review start or get done?

**Promotions**
CDS does not have many tenure personnel – only one person who is tenured and one person up for tenure this year.

There is a need to inform employees of the opportunity and to capitalize on Bob and Jean’s presence.

Promotion and tenure materials need to be submitted to Becky.

There is a need to provide support to assist and encourage employees to think or start on the process of promotion. Annual review is one way of keeping a record that can assist with promotion.

Becky informed the council that for the promotion and tenure committee, there are five members who are not from CDS. Becky facilitates the meeting. Therefore, there is an even more need for people within CDS to support one another for promotion.

Suggestion was made to have a webinar on promotion to clarify the process. Currently, promotion instructions and materials are disseminated via email by Becky. The documents are usually attached or sent along with the annual review materials.

Information was provided that the Center for Teaching Excellence has dossiers that faculty can review for promotion.

**D. Discussion on future meeting schedule and refreshments**
Meetings will be held the second Monday of the month from 1-3pm.
Next meeting will be Monday, September 12th.
September – Jeri
October – Kiriko
November – Hana

**E. Additional business**
Assembly dates need to be set for Fall and Spring. The dates need to be confirmed for when Bob and Jean are present.

Ice breaker suggestion – acronym game => a game on identifying project acronyms and other disability related acronyms such as ADD, ADA, IDEA, etc.