Meeting Notes
Sustainability Working Group- Undergraduate Subcommittee
January 6, 2014, 10:00-11:30 a.m., HH 309

Attending: Jim Henry, Lilikala Kameʻelehiwa, Brian Turano, Doug Vincent, Rebekah Carroll, Susan Hippensteele

1. Updates
   a. Sustainability Summit to be held at Windward, March 13-15th.
   b. Attendance/Housekeeping
      i. JC will be gone, need new convener- JH selected
      ii. Send names or suggestions for potential WG members to SH
   c. Campus Conversation and Leadership team meeting updates
      i. Moved to February 4th and 13th
      ii. Will be focused on SPC

2. Discussion of “S” designation
   a. Lots of cross campus talk around “S” designation
      i. Some campuses have begun using it
      ii. KCC has a review process in place
         1. Criteria laid out
         2. Could serve as a potential model for Manoa/system
      iii. Concern over too many designations creating “alphabet soup”

3. Syllabi Review subcommittee formation
   i. Request members to review syllabi against the 8 criteria
   ii. Will ask Grad committee for members
   iii. Will discuss how to meet once committee is formed
   iv. RC will continue collecting remainder of syllabi and create review sheets

Next Steps
1. Syllabi Review Committee to begin review process
2. Send suggestions for new WG members to SH

Next Meeting: Monday, February 3, 2014, 10:00 a.m. HH 309
Meeting Notes
Sustainability Working Group- Graduate Subcommittee
January 6, 2014, 2:00-3:30 p.m., HH 309

Attending: Beei-huan Chao, Makena Coffman, Anthony Kuh, Creighton Litton, Rebekah Carroll, Susan Hippensteele

1. Sustainability Curriculum Committee
   a. Area expertise
   b. AASHE STARS standards and KCC “S” designation criteria
      i. Review the syllabi against the criteria
   c. Discuss potential members for review committee
   d. Discussion of where review committee should live
   Q: Can the list be shared?
      The syllabi list should be vetted before sharing

2. Admin support structure needs
   a. Need to determine structure before ATP
   b. UG SusWG Updates

3. Sustainability Coordinator update
   a. Not hired yet- in negotiation
   b. Will be temporarily housed in planning while structure is determined/created

4. Discussion of reconvening as a single group

5. Campus Conversation and Leadership Team Meeting
   a. Moved to February 4th and 13th
   b. JH will represent this WG

Next Steps
1. Syllabi Review Committee to begin review process—need Grad subcommittee participation
2. Send suggestions for new WG members to SH
3. SH to meet with RD regarding admin structure issues

Next Meeting: Monday, February 3, 2014, 2:00-3:30 p.m. HH 309