

CALIFORNIA STATE UNIVERSITY, EAST BAY

DESIGNATION CODE: 07-08 BEC 13

DATE SUBMITTED: May 21, 2008

TO: The Academic Senate

FROM: The Executive Committee of the Academic Senate

SUBJECT: Proposed Revision of the Academic Senate Distribution Policy

PURPOSE: Action by the Senate

ACTION

REQUESTED: That the Academic Senate approve the revised Academic Senate Distribution Policy

A new collaboration tool, Sharepoint, has been adopted by CSUEB administration and its use has been encouraged. It diminishes the need for paper drafts of documents and policies and lessens the load to email in-boxes by holding the documents on the web. CIC piloted the use of this software product in Winter and Spring of 2008 and reported being very pleased with it. The Chair reported that updates were easily distributed to members, and the screens in the Presentation Room provided an easy view of documents. It was reported that the engagement of the committee improved and that it was easier to stay on task.

The Executive Committee discussed the issue at its meeting on May 20th and decided that using Sharepoint was better than sending out mounds of paper to committee members, ecologically, financially, and from the vantage point of efficiency. However, the Executive Committee wanted to be sure that Standing Committee members were sufficiently trained in Sharepoint before launching them into its full use, so implementation would occur during Fall Quarter.

ExCom therefore agreed that the Senate Office would prepare the Sharepoint sites for all committees over the summer and that initial agendas would be sent to members via campus mail. Training would ensue over the Fall and the use of Sharepoint would ramp-up gradually, so that the committees would be in full use of Sharepoint by the end of Fall Quarter. Committees with sensitive issues (like Fairness) will have their Sharepoint site accessible only to committee members. However, most Standing Committees will have "read-only" access for all members of the University and the ability to post or change documents reserved for committee members only.

It is further requested that the Standing Committees and other faculty government committees (but not the Executive Committee and Senate) distribute their unapproved minutes via Sharepoint rather than by email. The approved committee minutes will be posted to the web within a few days of approval by the committee at their meeting and the appropriate people will then be notified via email (with a link) that the minutes are available on the web. Some ExCom documents will be posted to Sharepoint when collaboration is needed or when materials are provided after the packets have been mailed, but since ExCom doesn't have access to modern technology at its meetings, it is not yet proposed that ExCom use Sharepoint exclusively.

All faculty members and administrators have access to the Senate Web Site containing the agendas, minutes and approved documents of the Senate and its committees. They will also appreciate the ability to access documents under consideration by the committees, posted to Sharepoint. It is the intent that these changes will encourage more of the campus community to utilize and enjoy the convenience of reviewing or obtaining committee agendas/minutes/documents/summaries of action electronically and will increase transparency and participation.

ACADEMIC SENATE DISTRIBUTION POLICY

Hard Copy

Web Site /e-mail/Sharepoint

EXECUTIVE COMMITTEE

Packets (Includes unapproved minutes)

Executive Committee members	X	X
Administrative Officers & ASI Chair	X (agenda, minutes, & only documents relevant to that area, or as requested)	X
College Deans & Associate Deans	X	X
Special Requests	X	X

Agendas Only

Standing Committee Chairs	X	X
Special Requests		X
AALO		X
Department Chairs		X

Approved Minutes

Senate Members		X
Administrative Officers		X
College Deans & Associate Deans		X
Chair, Associated Students (ASI)		X
AALO		X
File	X	

Summary of Actions

Senate Members		X
President	X	
Administrative Officers		X
College Deans & Associate Deans		X
Department Chairs		X
Chair, Associated Students (ASI)		X
Special Requests		X
AALO		X
File	X	

ACADEMIC SENATE

Packets (includes unapproved minutes)

Senate Members	X	
Administrative Officers & ASI Chair	X (agenda, minutes, & only documents relevant to that area, or as requested)	
College Deans & Associate Deans	X	
Special Requests	X	

Agendas Only

Department Chairs		X
Special Requests		X

Unapproved Minutes

Special Requests		X
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	<u>Hard Copy</u>	<u>Web Site /e-mail/Sharepoint</u>
<u>Approved Minutes</u>		
CSU Campus Senate Offices		X
CSU Academic Senate Office		X
Regular Members of the University Faculty		X
Special Requests		X
File	X	
<u>Summary of Actions</u>		
Senate Members		X
President	X	
Administrative Officers		X
College Deans & Associate Deans		X
Department Chairs		X
Chair, Associated Students (ASI)		X
<u>STANDING COMMITTEES</u>		
<u>Meeting Packets</u> (not including unapproved minutes)		
Committee Members	X	X
Special Requests	X	X
<u>Agendas</u>		
College Deans & Associate Deans		X
Academic Senators		X
Department Chairs		X
Provost & Vice President, Academic Affairs		X
Special Requests		X
Senate Office	X	
<u>Unapproved Minutes – distributed electronically</u> by Sharepoint		X
<u>Approved Minutes</u>		
College Deans & Associate Deans		X
Academic Senators		X
Department Chairs		X
Provost & Vice President, Academic Affairs		X
Vice President, Business & Finance		X
Vice President, Student Affairs		X
File	X	
<u>Approved University Faculty Minutes</u>		
<u>CSU Academic Senator</u>		
Regular Members of the Faculty		X
<u>Senate Newsletter</u>		
All Faculty & Staff		X