

CALIFORNIA STATE UNIVERSITY, EAST BAY

DESIGNATION CODE: 2010-11 BEC 5

DATE SUBMITTED: January 11, 2011

TO: The Academic Senate
FROM: Executive Committee of the Academic Senate
SUBJECT: Electronic dissemination of information
PURPOSE: Action by the Senate

ACTION

REQUESTED: That the Academic Senate approve the use of a Senate Listserve for dissemination of information and discussion of issues related to the Academic Senate; effective upon the approval of the Senate

BACKGROUND

INFORMATION: At its Summer retreat the Executive Committee discussed interest in a Senate listserv in order to encourage discussion and dissemination of information to senators from other senators. At its meeting on meeting on November 2nd, ExCom approved the use of a list serve, given the following:

- Only Senators or the Senate Office may send messages to the listserv
- Only Senators and Senate Office staff will be members of the listserv (see the roster if you are unclear who is on the Senate).
- Senders are on the honor system to assure that the messages concern Senate business
- Senators have the right to opt-out
- Appropriate action will be taken if the list is abused
- Additions to the listserv may only be made by the Senate Office staff

Electronic dissemination of information (a. and b. are current practice):

- a. To the regular faculty – An email to the Senate Chair (and copy the Senate Coordinator) is needed to request that information, with a cover letter/note from the sender to the faculty explaining the issue, be sent to the regular faculty. The Senate Chair will determine the appropriateness of the request and instruct the Senate staff on forwarding to the list. The Senate Chair may confer with ExCom if need be.
- b. To Senators – An email to the Senate Chair (and copy the Senate Coordinator) is needed to request that information, with a cover letter/note from the sender to the Senators explaining the issue, be sent to the Senate. The Senate Chair will determine the appropriateness of the request and instruct the Senate staff on forwarding to the list. The Senate Chair may confer with ExCom if need be.
- c. A new Senate listserv—has been set up (the mechanism/permissions from IT was received and the senate staff will populate the list annually using the senate roster). This list was initiated from ExCom discussions regarding the need to communicate about issues regarding items on the agendas as well as items from statewide senate meetings. The Senate Office retains the duty to populate the listserv, to prevent unauthorized people from adding their names and using the list inappropriately.