Minutes of the Executive Committee Meeting, Tuesday, November 1, 2011

Members present: Nicholas Baham, Sharon Green, Susan Gubernat, Mike Mahoney, Sally Murphy, Gretchen Reevey-Manning, Jeff Seitz, Mitch Watnik

Members absent: Denise Fleming, Dianne Rush Woods

Guests: Linda Dalton, E Maxwell Davis, Linda Dobb, Jiansheng Guo, Terry Jones, Sue Opp, Glen Perry, Annette Walker, Donna Wiley

1. Approval of the agenda

M/S/P (Green/Gubernat/unanimous) to approve the agenda

Watnik agreed to serve as Secretary pro tem.

2. Approval of the minutes of the last meeting

A. October 11. M/S/P (Watnik/Murphy/unanimous). Typo pointed out by Chairman Mahoney.
B. October 18. Not available and postponed.

3. Reports

A. Report of the Chair

The Chair reported that, on the Senate webpage, there is a new “Senate Calendar” for which he credited Tamra Donnelly. Any subcommittees and other Senate-oriented meetings may be placed on the calendar by writing the Senate Office. Murphy and Green pointed out a couple of subcommittees that should be added to the calendar.

The Chair noted that 70% of the campus web pages have been converted to the new format. He directed the committee to the “Cascade server” at http://cascade.csueastbay.edu/ as the “content management system”. After getting some training, faculty members can get access to the system to help manipulate the web pages for their departments, in a “WYSIWYG format”. He demonstrated on the overhead how he might do this. Tim Druley or Cathey Hurtt are the contact people for the 2 hour training to get an account. Gubernat noted that this message is not getting to the departments. A guest (Guo) noted that there might be a long lag between the request and the actual training. The Chair noted that IT might move to group sessions, rather than the current individualized model. Seitz pointed out that less than half of faculty members have a web profile.

B. Report of the Provost

None.
D. Report of the Statewide Academic Senators

Gubernat said that Statewide meetings are happening this week (Woods’ committee is meeting today). The online program is moving forward quickly, but the faculty input is going slowly. VP Dalton noted that the CSU Online self-support initiative needs some careful consideration in regards to how it might compete with CSUEB’s state-side programs. Gubernat added that faculty input is needed. AVP Opp further added that self-support statewide action is not even going to the campus curriculum administrators such as herself, instead it is going to self-support areas such as our DCIE. Gubernat summarized by noting that the consultant admitted that the quality of the self-support online program cannot measure up to the existing on-ground campus quality of instruction and learning.

4. Appointments.
A. Subcommittee appointments.
   For the Basic Skills Requirements Subcommittee, the Chair asked about whether some decisions need to made, but Murphy said that all nominees could be used as a pool. (M/S/P Murphy/Reevy/unanimous).

   CPAB = “Campus Police Advisory Board”. (CPAB and CCAC M/S/P Green/Murphy/unanimous).

B. FAC Subcommittee appointments.
   Outstanding Professor. (M/S/P Green/Murphy/unanimous)
   Lecturers. (M/S/P Seitz/Reevy/unanimous)
   RTP. (M/S/P Green/Murphy/unanimous)
   Student Course Evaluations (M/S/P Murphy/Reevy/unanimous)

C. CAPR Subcommittee appointments.
   ILO. Green argued for the extension of the appointments and expansion of the subcommittee to include Lum, Le Doux, and Saffold, and to replace Barrett with Nielsen. The Chair noted that expanding the subcommittee needs approval (M/S/P Murphy/Green/unanimous). The individuals nominated to fill the expanded committee and replacements (M/S/P Murphy/Green/unanimous).

5. Consideration of Executive Search Committee Pool. The Chair noted that, given the problems in finding people to serve on search and review committees, the San Francisco State University model of having a pool of individuals in general, as suggested by the President, might be something to consider. Murphy said that this is a practical move on our campus’ part and also alleviates the need to have elections for every search and review committee. Gubernat asked if there should be “advice” with the referral, particularly with respect to diversity. Watnik added that review committees might be part of a pool or have a separate pool. Green additionally noted that expertise on the committee should be part of the procedures. Refer to FAC (M/S/P Gubernat/Murphy/unanimous).

6. 11-12 CFDE 2: FDEC Proposal to become a Standing Committee. Jones appeared as a guest to note that the work of the committee is important and deserves to have standing parallel, rather than below, that of other committees. This would reflect the stated importance of diversity and
equity on the campus. The Chair noted that FDEC has not been a standing committee, but actually more like an ad hoc committee. The goal is to make the committee standing and therefore to put it in the Constitution. Seitz noted that the charge might be expanded during the Senate deliberations to include hiring diversity and campus (rather than faculty) climate studies. Jones answered that the amendment would be perceived as friendly, but that he has heard from administrators that this would be beyond the purview of the Academic Senate. Seitz noted that the annual reports section would be an additional workload on the committee itself. Murphy asked what the consequences would be if the committee “disapproved” of a report. Seitz asked about the size of the committee. Davis said that the proposed committee composition is similar to the current committee. The Chair asked about whether UPABC has the University-wide charge related to diversity. VP Dalton largely affirmed that comment. Baham said that there is a fine balance between the overall campus responsibility and accountability towards diversity, as opposed to just a committee. Gubernat called the question with no objection. This proposal will be on the 11/8 Senate agenda as a first reading. (M/S/P Seitz/Green/unanimous).

7. 11-12 CR 1: Centers and Institutes policy revision. The Chair asked the committee chair to appear, but Kimball was not available. The Chair noted the addition of the diversity plan. Associate Provost Dobb noted that an affirmation of the University’s plan is sufficient and asking for every center to have its own plan is an unfair burden. Watnik noted that section D3 supersedes the executive committee’s bounds. Gubernat added that a Center / Institute proposal should at least go to the full Senate as at least an information item. M/S Gubernat/Reevy/withdrawn. Refer back to the Committee on Research (M/S/P Gubernat/Green/unanimous).

8. Revision of the Electronic Distribution policy. The Chair argued that changes to the distribution plan will allow for saving of paper. He asked whether a BEC change would be viewed favorably by the committee. Gubernat asked about whether the deadlines for submission might be changed because of the quicker distribution. The sense of ExCom was that a BEC should be developed to update the distribution policy. The update should include a major reduction of hardcopy distribution, clarify the opt-in (for hardcopy) option, and be specific about the number of days before the meetings that the distribution should be made.

9. Revision of Add/Waitlist policy during first two weeks of each quarter. The chair noted that there are administrative issues in some academic departments during the second week of classes and the policy may need revision. Watnik, Murphy, and Gubernat argued for the status quo. No action was taken.

10. Adjournment (M/S/P Green/Murphy/unanimous)

Respectfully submitted,
Mitchell Watnik, Secretary Pro Tem