

**Academic Senate Executive Committee
Minutes
8 November 2011**

- I. Call to Order at 11:08 a.m.
- II. Minutes from October 25, 2011 meeting approved
- III. Report by Chair

Not many from the Senate Executive Committee were available to meet with VP Finance candidates. J. Chisholm suggested we thank the Provost for inviting us. This was a difficult week to attend extra meetings. C. Trevisan suggested that in the future, candidate meetings might be scheduled during the Senate Exec regular meeting time to avoid schedule conflicts.

The Executive Committee will need to revise current policy re: the composition of the committees, post-MT/MarOps merger, by January 1, 2012. Regarding the Curriculum Committee specifically, policy could be rewritten to require a *minimum* of one representative per department, with exceptions or details spelled out in procedures.

From the President's Council: Cal Maritime has higher per-capita participation (% of employees) in the United Way campaign than any other CSU campus.

- IV. Report by Vice-Chair

Vice Chair is in process of updating the record of current committee service. Provost had a record of 52 committees; J. Chisholm has accounted for 70 to date. She has also added in advising and program review, and will add student club advising. A current and accurate accounting of service could be helpful when faculty are evaluated on service. Questions remain: Is there technology and administrative support available to keep track of this in a manageable way? Should service be confidential or public information? Should we ask Committee chairs when the committee last met? Who would be responsible for updating committee membership? This service goes beyond Senate committees and shouldn't necessarily be the responsibility of the Senate. Could Steven Sprowls manage a committee database? J. Chisholm will continue work on this.

- V. Announcements – Capt. Bolton asked B. Schmid to convene Cruise Committee. Would it be appropriate that an additional MT faculty be on that committee, due to loss of MarOps? This would be a change for next year's committee. Is this a procedural change that the Senate Exec can make without Senate vote?

Does there need to be MPM representation on the Cruise Committee? The MPM department is making arrangements now for Summer 2012; they will have students placed by Christmas. MPM is not intending to send instructors or have any program on cruise.

B. Schmid will discuss composition of the Cruise Committee with the Provost. Fundamental decisions need to be made before an itinerary or port plans can be developed.

VI. Standing items:

- a. Policies
 - 1. Review Tuuli's changes to Student Initiated grade appeal and vote.
The Senate Executive Committee voted to accept the procedural changes to Senate Policy 546.
 - 2. Recruitment and Appointment of Academic Administrators policy revisions - tabled
- b. The Registrar would like to meet with the Senate Executive Committee. B. Schmid will add her to the agenda for our next meeting.

VII. Old business

- a. Rizza Lecturer
 - i. President would like it to be a Senate responsibility. Suggestion that the Captain of Maersk Alabama or some other maritime leader speak.
 - ii. Possible subject areas? (Leadership, American Red Cross Disaster Relief)
- b. Freshman reading selection for next year. There are currently 10 books set aside in the Library based on suggestions by faculty and staff. One additional title is available for free online. J. Chisholm will set up a feedback form on Moodle to solicit comments from the campus on these suggested books.

VIII. New business

- a. Faculty retreat

Suggestion to address the topic of student retention of course material. Could the retreat focus on becoming better teachers? Faculty are in the habit of going to the faculty retreat and can't always make it to Vivienne's faculty development workshops.

What about multiple sessions "celebrating" being faculty: teaching, scholarship, and service. Interest was expressed in what others on campus are doing research-wise.

Interest was also expressed in exploring instructional technology. There are many on campus that could share what they are doing with new technology.

Suggestion that we have one morning session on teaching for everyone and then split off into different sessions in the afternoon.

We will ask the President to give his usual State of the Academy talk at the opening.

Gaia/Doubletree location seems to be working; B. Schmid will push for that location. Suggestion that we consider Marriott by Discovery Kingdom. Laura Layton has booked there in past. Tentatively planning this for January 4.

Secretary will send out an Evite at the beginning of December.

Adjournment at 12:23 p.m.

Minutes respectfully submitted by Michele Van Hoeck