

Executive Committee Minutes

May 5, 2005

3:00 – 5:00 Sue Jameson Room

Present: Melanie Dreisbach, Elizabeth Stanny, Brigitte Lahme, Elaine McDonald, Robert Coleman-Senghor, Sam Brannen, Catherine Nelson, Ruben Arminaña, Eduardo Ochoa, Larry Furukawa-Schlereth, Tim Wandling, John Wingard, Jan Beaulyn

Absent: Susan McKillop

Guests: Doug Jordan, Carlos Ayala, Steve Wilson, Dr. Santos, Sandra Shand

Agenda – The ESAS and Student Affairs merger and Periodic Review of Administrators were added. **Approved.**

Minutes of 4/21/05 - Approved

Provost report

E. Ochoa reported on the open forum for WASC. Ninety people attended. Good feedback was received. The feedback has been grouped and will be digested by the committee. University Strategic Planning will be meeting tomorrow. The facilitator will not be there, but Tony Apolloni will facilitate.

The Chair asked if in the administrative cabinet meeting the issue of defraying costs of faculty retirement gatherings had been discussed.

The President responded that the policy is being revised so that university expenditures could be used with various limitations on any retirement gatherings. He wasn't sure how sure how all this will be in terms of audits.

The Chair asked if the policy would be in place for retirements for this month. The President responded no. She further asked is there was some way around it that would provide for retirements this month.

The President responded we can try to do it, but policies have to be vetted, etc. Probably an interim policy could be done quickly, but wouldn't go through the process that the faculty would like.

Motion to request the administration try to do something interim for a policy regarding funding for most retirements of internal people. Second. There was discussion. **Approved. One opposed.**

Chair-Elect report

E. Stanny reported that the Structure and Functions looked at the Periodic Review of Administrators again and would speak to that later on the agenda. Structure and Functions appointed three people to APC, Terry Lease, Michael

Ezra and Robert Girling. Since all of these positions came due at once, they staggered the terms. It was asked what the criteria were for selecting the faculty for the committee and for the staggering of the terms. E. Stanny responded that the committee reviewed seven statements of people who were interested, they reviewed the membership of the committee to ensure continuity and they looked at what people would bring to the committee from their statements and what they knew collectively as a group. There was a blind vote. The Chair did not vote. The person receiving the highest number of votes received the 3 year term, the second highest the 2 year term and the third highest the 1 year term.

Vice President of Administration and Finance report

L. Furukawa-Schlereth said they had good news that no salamanders have found been on faculty/staff housing land. Himself and members of the Faculty/Staff housing committee will go on May 24 to Sacramento to see the Federal Department of Fish and Wildlife and hopefully received a letter of no effect and be able to go forward purchasing the land.

Service Learning definitions – E. McDonald

E. McDonald introduced the item and asked for it to be put on the consent calendar. She included EPC's resolution "that the members of EPC approve the following service learning guidelines and in addition recommend that EPC take the next step to create the process by which courses achieve the designation."

There were questions and discussion.

It was requested that a continuum of service learning handout be included in packet. **Approved for consent calendar**

Special Studies – E. McDonald

E. McDonald gave background on this item. The registrar's office is wanting to enforce the policy, however, EPC saw it as a complicated issue and passed a resolution asking the registrar not to enforce the policy, that departments may continue to do their same practices and that EPC will bring a revision forward in the Fall.

There were questions and discussion.

It was approved to go forward to the Senate showing a unanimous decision by EPC in form of resolution.

Periodic Review of University Administrators policy revision – E. Stanny

E. Stanny said she had received feedback from administrators and they have incorporated those into the policy. She reviewed the changes.

The President had questions.

For Section 1.3 he suggested the following change "The Periodic Review of administrators ~~shall~~ might include data. . ."

He thought 2.6.4 was not clear about how the questionnaire is created or standardized. It was noted that this was present in the calendar.

The President asked how the statistician would be picked.

E. Stanny passed out a questionnaire from another campus that could be used as a basis for beginning and any modification could be made by the committee.

The President asked about the purpose of 2.8.

There was discussion about the readiness of the document and responses to the President's concern.

S. Brannen suggested that a statistician was not the only person qualified to determine if a questionnaire was biased.

C. Nelson asked why the creation of a questionnaire was not in the policy proper. E. Stanny said it was a time issue.

L. Furukawa-Schlereth offered the following two comments:

In section 2.71 change Office of VP for Academic Affairs to Reserve Room of the University Library.

In section 2.9 delete the following language. "The Chair of the Academic Senate shall be responsible for seeing that materials that do not become part of the individual's personnel file are destroyed after the review process is complete."

It was suggested to have a version of a questionnaire with Senate packet.
Motion to send to Senate. Second. It was requested that the comments of the President and Vice President of Administrative & Finance be included with Senate packet. Vote = 4 in favor, 3 opposed. 2 abstentions. Approved.

The Chair reminded the body that the Executive Committee social will be held on May 21st at 5:30pm at Robert Coleman-Senghor's house. Bob will send directions. The committee will invite incoming standing chairs. The theme will be "Goin' Creole."

She also announced the faculty party on May 6 at Lynn Cominsky's house.

APC report

R Coleman-Senghor reported that APC is looking at ways to align their efforts with the Provost's planning committee. Then APC would ask for the Senate to review the relationship and perhaps change their charge. They are also recommending that students be able to vote on Senate committees. They re-confirmed voting rights of EPC's representative on APC. He asked the Senate Analyst to report on her finding on whether liaisons can vote on committees. She responded that she had posted a query on the official Robert's Rules website forum on this matter and it had come back that liaison can vote on the committees they sit on. This is a practice in our own government. APC also believes it is absolutely necessary that we look at the issue of the student residential learning experience.

ESAS and Student Affairs merger – T. Wandling and Sandra Shand

T. Wandling said that three different Senators had emailed him to say that they would be bringing this issue to the Senate and he thought the Executive Committee should agendize this discussion and plan for it.

Sandra Shand brought concerns from the SSP's who are involved in teaching and direct academic support regarding the merger.

This discussion can be heard on the SSU-5 server.

Motion to extend the meeting approved.

Senate agenda

AGENDA

Report of the Chair of the Senate - Melanie Dreisbach

Correspondences:

Consent Items:

Approval of the Agenda

Approval of Minutes 4/14/05 & 4/28/05 – emailed

Service-learning definition and guidelines

Ongoing report: Update on WASC

Report on ESAS and Student Affairs merger

BUSINESS

1. Access to Programs for Students with Disabilities Policy –Second Reading – J. Wingard – attachment
2. Program Review Protocol – E. McDonald – Second Reading – attachment

3. Grade Appeal Policy revision - Second Reading – B. Lahme – **see packet of 4/14/05**
4. Honors at Graduation Policy - Second Reading - B. Lahme – **see packet of 4/14/05**
5. Special Studies resolution from EPC – E. McDonald – First Reading – attachment

Adjournment

Respectfully submitted by Laurel Holmström