

**Academic Senate Executive Committee  
Minutes  
March 5, 2014**

Attending: Steve Browne, Julie Chisholm, Michele Van Hoeck, Mike Holden, Cynthia Trevisan, Scott Powell, Jon Fischer, Nipoli Kamdar, Nael Aly, Provost Gerald Jakubowski, Susan Bigler

- I. The meeting was called to order at 10:03. The agenda was approved.
- II. The February 19, 2014 Executive Committee minutes were amended and will be sent to Ex Comm members for approval.
- III. Report by Chair
  - a) Susan Bigler: In her new position she will assist the Academic Senate as well as pitching in with the e-Nav Conference, Faculty Affairs, Accreditation and International Studies.
  - b) On April 8, Steve Browne, Michele Van Hoeck and Susan Bigler will visit the CSU East Bay Academic Senate to observe their meeting. Others are welcome to join the trip.
  - c) Nael Aly has reached out to Greg Crum about the Director of Learning Technology (DOLT) position, which has been posted.
  - d) Chris Zachlod is resigning as of March 9, 2014.
  - e) The RTP 2014-15 timeline has been sent to President Cropper for signature. An RTP Workshop is scheduled for March 27.
  - f) Steve Browne has a list of alumni who are willing to speak to classes, host company tours for students, etc. This is an effort to connect our faculty with alumni, who can be a great resource.
  - g) ACIP (Academic Council on International Programs) will consider our appointee Robert Manheimer on March 10.
- IV. Report by Vice Chair
  - a) For Academic Awards, please submit names of students to Mike Kazek, the faculty chair.
- V. Report by Student (none)
- VI. Announcements:
  - a) Provost Jakubowski will retire this August. President Cropper will appoint an interim Provost/VPAA and start a recruitment search.
  - b) Faculty Awards: Please don't submit another WPAF when you apply. Summarize your accomplishments and refer to documents in your WPAF.

## VII. Policies

- a) Review of Academic Administrative Employees - Steve
- b) Inappropriate Student Academic Conduct – sent to President
- c) Amendment of Bylaws to incorporate GE committee – Michele
- d) Amendment of RTP Policy to incorporate service credit procedures – Steve
- e) Distributed Learning Policy – Julie
- f) MT RTP Guidelines – sent to President

## VIII. Old Business

## IX. New Business

- a) IT Consultant David Ernst: He is on campus to do a State of IT assessment. What IT functions does the campus want? What are the 2 most important needed items? What is the gap between current capability and desired capability? Mr. Ernst stated that Cal Maritime IT does not have a current strategic plan, and he would like to develop a 3-5 year strategic plan with help from faculty, staff and students. He will issue a report by May 2014 with recommended actions steps. He asked for advice on the best way to get input from faculty, and was advised to attend the Academic Dean/Dept. Chair meeting on Friday, March 7.

Ex Comm members told Mr. Ernst that faculty are frustrated with daily, ongoing IT problems, and consequently are not too interested in a 5-year plan. We simply want our existing technology to work correctly. There's also the feeling that the faculty has been slighted in IT upgrades as compared to the administration.

- b) ASCSU election: Steve Browne is the only nominee for the CMA representative and he will continue to serve. Senate bylaws need to be amended with a provision for a backup to attend if Steve can't make a meeting.
- c) Julie Chisholm will rewrite the 132 unit resolution regarding the Title V-mandated 120 unit cap on engineering degree programs, and will submit the revised resolution to the Academic Senate.
- d) Julie distributed survey results on student evaluations of teaching (attached). She will suggest that we change question #6. Any changes will take effect in next semester's evaluations.
- e) Distributed Learning Policy: Discussion tabled due to lack of time.
- f) GE Amendment to Bylaws: Michele stated that the amendment is ready to be voted on by AS.
- g) Senate meeting agenda: Please submit agenda items for Academic Senate meeting on March 11.

Meeting adjourned at 11:08 AM.