

Academic Senate Executive Committee  
Agenda  
30 Nov 2010

- I. Call to Order
- II. Approval of Minutes: Executive Committee, 09 Nov 2010
- III. Report by Chair
- IV. Report by Vice-Chair
- V. Announcements
- VI. Standing items:
  - a. Policies
    - i. Policy on Policies – Open (Being reviewed by Executive Committee)
    - ii. Review of Academic Administrative Employees – Open (John M. to revise.)
    - iii. Appointment of Academic Administrators – Open (John M. to revise.)
  - b. Faculty Handbook – Open (Draft under review)
- VII. Informational items
- VIII. Old business
  - a. Faculty Handbook – Tony Snell
  - b. Faculty retreat
- IX. New business
  - a. ET Chair Election
  - b. MPM Chair Election / ABS Director
  - c. MT Curriculum Issue
  - d. Senate Meeting 07 December
  - e. Other issues of interest to the committee?
- X. Adjournment

**Executive Committee Meeting Minutes**  
**November 30, 2010**

Present: Browne, Schmid, Massey, Chisholm, Bolin, Snell  
Absent: Cartee, Jakubowski, student representative

- I. Call to Order
- II. Approval of Minutes: Minutes for Executive Committee meetings of October 26 and November 29, 2010 were unanimously approved.
- III. Report by Chair: Tabled.
- IV. Report by Vice-Chair: Tabled.
- VI. Standing Items:
  - a. Policies
    - i. Policy on Policies – Open (Under review by Executive Committee)
    - ii. Review of Academic Administrative Employees – Open (John M. to revise.)
    - iii. Appointment of Academic Administrators – Open (John M. to revise.)
  - b. Faculty Handbook – Open (Draft under review)
- VIII. Old Business
  - a. Faculty Handbook – T. Snell offered to help format it with headings, but was concerned that others might be working on the non-formatted draft simultaneously. He was assured that any future revisions would be based on the formatted draft.
  - b. Faculty Retreat: The committee decided to move the freshman reading program into the leadership development section and stretch out the other groups. Lunch would be pushed to 12:30 in order to expand the academic master plan introduction. The next planning meeting was scheduled for December 14, 2010, at 11:00-12:30.
  - c. The CMA website is scheduled to go live this week.
- IX. New Business
  - a. ET Chair Election: There was confusion about whether the co-chairs aspect of the ballot was clear. A letter (attached) will be sent to the president. The policy doesn't mention co-chairs, but does say that the department will elect the chair. Release time and salary isn't specified. The dean has agreed that the ET department is in crisis (see minutes of Nov. 9, 2010), and would be happy to have any ideas regarding the best place to advertise for new positions.
  - b. MPM Chair Election / ABS Director: Tim Lynch was elected as chair of MPM. Donna Nincic is going to continue as the ABS director. Q: Is the director a management position? A faculty position? There are many questions about the nature of the position. Schmid: If it is a directorship of the school, why wasn't there a national search? Q: How long is the term? Is the director elected or appointed? Should the directorship be suspended until we know? Q: Can lecturers be chair? Browne will look at policy.
  - c. General Senate Meeting on December 7, 2010: Topics: faculty retreat, MPM/ET organization. Update from curriculum committee regarding the MS. Website update.
- X. Adjournment: Meeting adjourned at 12:30 p.m.  
Minutes respectfully submitted by Julie Chisholm

## MEMORANDUM

Date: November 22, 2010

From: Steven D. Browne, Chair of the Academic Senate

To: William B. Eisenhardt, President

Via: Gerald Jakubowski, Provost  
Stephen Kreta, Academic Dean

Subj: Election of John Massey and Robbie Jackson as Co-Chairs of the Engineering Technology Department

Ref: Academic Senate Policy 521, Selection of Department Chairs

Dr. Eisenhardt,

Dr. John Massey and Mr. Robert Jackson have been elected by the faculty of the Engineering Technology Department to serve as Co-Chairs of that department. The election was conducted according to the procedures specified in Senate Policy 521 and was supervised by Captain Bill Schmid, a tenured member of the CMA faculty.

Dr. Massey and Mr. Jackson have agreed to the following division of the duties and responsibilities of the Chair:

- RTP recommendations: Dr. Massey
- Supervising faculty: Dr. Massey for unlicensed faculty and Mr. Jackson for licensed faculty
- Fostering faculty development: joint responsibility
- Encouraging currency and improvement of the curriculum: joint responsibility
- Coordinating student advising: Dr. Massey
- Faculty workload and teaching assignments: Dr. Massey
- Coordinating departmental participation on committees: Dr. Massey
- Maintaining departmental budget: Dr. Massey
- Curricular decisions: Dr. Massey
- Student academic decisions, waivers, etc.: Dr. Massey
- Assessment and accreditation: Dr. Massey
- STCW compliance: Mr. Jackson

- Attendance at Dean and Chairs meetings: Dr. Massey
- Membership on Faculty Development Committee: Dr. Massey
- Membership on Cruise Coordination Committee: Mr. Jackson

It is with pleasure that I forward the nomination and election of Dr. Massey and Mr. Jackson to you for your “concurrence and appointment,” as specified by the Policy.

Best regards,

Steven D. Browne, Master Mariner  
Associate Professor of Marine Transportation  
Chair of the Academic Senate  
California Maritime Academy