

**Academic Senate Executive Committee
Minutes
27 October 2014**

Attending: Mike Holden, Steve Browne, Julie Chisholm, Cadet Mitchell Kobayashi, Cadet Rachel Nadell, Nipoli Kamdar, Scott Powell, Jon Fischer, Cynthia Trevisan

Guests: Nael Aly, Tom Cropper, Gary Reichard, Susan Bigler

Meeting Schedule:

- a. Executive Committee meetings: Mondays at **4:00 PM**, TEC 144:
10/27, 11/10, 11/24, 12/8
- b. General Senate meetings:
11/18, 12/9
- c. President/faculty coffee hour:
11/4 (9am), 11/18, 11/26, 12/17 10:00 AM, TEC 145
- d. Executive Committee lunch with President: 11/20, Noon

1. Approval of the agenda & Oct. 13 ExComm minutes: Both were approved.
2. Announcements from the Chair:
 - a. Policy on Student Originated Requests for Change of Grade: This policy will be revised again and brought to the General Senate for discussion.
3. Announcements from the Vice Chair – none
4. Update on Review of Academic Administrative Personnel policy –Provost Reichard conveyed the President's Cabinet's opinion that the procedures should be put back into the document as an appendix instead of being separate from the policy, and the reviewing body (ExComm) should be named in the policy. Steve Browne will send the revised policy & procedures to ExComm for discussion at its next meeting.
5. Interim Director of Faculty Affairs: Steve Browne will be on sabbatical during Spring 2015, so an interim DFA must be found. The position receives 6 WTUs reduction in workload. Historically the DFA has been tenured and fully promoted. Candidates are nominated by ExComm and approved by Provost. FERP faculty are eligible. Mike Holden will send out a call to faculty for nominations.
6. Cruise Planning Committee: MT Dept. voted to send representation to CPC and will choose a rep. Mike Holden will follow up with Peter Hayes to get the name in time for the next CPC meeting.

7. Watchstanding during finals week: Student leadership has dealt with this problem for years. A growing number of faculty and students feel that it's detrimental for students to take a morning final after standing all-night watch with no sleep. We're asking our students to do 50% more watchstanding than they actually need for licensing. Academic Senate will review ASCMA's resolution with the intent to formulate its own resolution focusing on watchstanding's academic impact on students.
8. Evening classes (reduce or restrict using this time for in major or difficult classes): More classes are being held in the evening. However, some classrooms sit empty during the day. According to the Academic Dean, we are not yet utilizing our scheduling software to its fullest extent. Provost Reichard will ask other CSU campuses how they handle scheduling.
9. Final exam policy: Mike Holden will draft a basic policy to be approved by the General Senate. He sent out 3 examples of other campus' final exam policies. The Sacramento State policy states that final exams must not be held during the last week of classes, but gives the Academic Dean and/or the dept. chair the authority to waive the requirement. This seems acceptable for our campus, but Mike would like feedback on this issue.
10. Registration will be pushed back for Spring 2015 due to a delay in getting the schedule out. The Registrar's office is shortstaffed due to illness and an open position.
11. Meeting was adjourned at 5:43 PM.