

Academic Senate Executive Committee  
Minutes  
Tuesday, October 9, 2012

Present: Julie Chisholm, Bill Schmid, Michele Van Hoeck, Steve Browne, Mike Holden, Mike Strange, Cynthia Trevesian, Nael Aly, Marcos Almendras, Andrew Hazell

1. Call to order at 11:00
2. Executive Committee meeting minutes of September 25, 2012 approved.
3. Elaine Kociolek on the Louis Stokes Alliance for Minority Participation (LSAMP).

We are the last CSU campus to join this program. We committed to participate in 2013-2014, for five years, in Objective 1, Academic Support, and Objective 2, First Year or Transition Program. We receive \$30,000 per year to participate. Only \$12,000 may be spent for administrative costs.

Main goal of program is to have better graduation rates and career pursuit by underrepresented populations in STEM fields. Funded by a federal grant that CSU applies for every year.

CMA is looking for a faculty member to administer the program. On most campuses, the administrator is a faculty member. Target is reaching about 30 students.

Program may focus on gatekeeper courses, which are freshmen level that determine whether a student stays in STEM. But every CSU administers the program how they see fit.

Suggestion: It would be useful to have a position description that looks more like a job ad, with a description and funding.

Question: Is this position under the Provost? Elaine not sure, assumes yes.

Executive Committee suggests the process for selecting coordinator be 1) Self-nominate 2) Discussion and recommendation by Executive Committee 3) Final selection by Provost.

Comment: This could be a good position for a current lecturer.

4. Report from Chair
  - a. Leadership Development Day still needs volunteers.

Comment: Some faculty don't see Palin's program as a leadership program.

Dean Aly: Faculty like to critique and debate. We could have been involved earlier in selecting this program. This is an idea for the future. For example, it would be valuable to include in the schedule a space for critique of a speaker's ideas, not just doing a workshop.

We'll talk about the program afterwards.

b. Three days before Thanksgiving are faculty work days.

Comment: This may be a surprise to some faculty.

Dean Aly: Our new calendar added more faculty work days, which matches the rest of the CSU.

c. Steve Browne has been selected as Director of Faculty Affairs

d. Interim evaluation form for probationary faculty

Chair has revised guidelines to emphasize precision and brevity (see attached). Committee agrees that this is an improvement. Suggestion that we raise it for informational purposes and solicit feedback at the next General Senate meeting. Chair will also review the entire RTP policy.

e. President's statement on disciplinary issues in the classroom. He "has our back."

Maxient system has replaced paper demerit forms.

Has turnaround time improved on the Maxient process? One faculty member had to wait 3 weeks for a response.

Student Corps leader: Yes, process has improved since beginning of semester. Also, efforts are being made to coordinate better between DRIC and Academic Integrity Committee.

f. President is hiring a policies editor.

5. Report from Vice-Chair: Bill would like to work on streamlining WPAF requirements

6. Student Representatives update

Concern expressed about safety in shipboard operations. Some cadets feel safety procedures have been lacking. The President and other faculty have addressed some of these issues recently. We've tried to address this thru divisional training, for example safety in the machine shop. Procedure for briefings could be better codified.

Minors: Students are interested in Law or Business minor, but these minor programs need more structure. Some cadets are referring to online catalogs but this information is out of date or not clear.

Comment that these minors are set up for unlicensed students who are being advised from within their own department. Possibly better information is needed for license-track students and their advisors.

Culture and communications is developing a Maritime Culture minor.

Making minor information more transparent could help transfer students particularly.

Everyone is talking about increase in number of students this year, particularly freshmen. Rumor going around that we need to lose 50 students.

Comment: Our normal attrition rate will result in having the proper number of students.

Comment: There are crowding issues, and we may not have enough natural attrition to make this a non-issue. Various solutions have been proposed, all of which cost money.

## 7. Old business

- a. SUMMAs: Cynthia will lead General Meeting discussion on SUMMAs next Tuesday.
- b. Academic probation policy evaluation. Evelyn has been revising this policy and working on closing holes re: Open University and incompletes. Mike Strange will give update next week at the Academic Senate.
- c. Emeriti policy, Steve Browne: Policy 318 (administrative policy), signed in 2000 by Aspland. Steve suggests that we keep the existing policy. Steve asked Lloyd Kitazono to post this document on the Faculty Affairs website.
- d. Faculty awards: Dean Aly reports the process is being worked out. Advancement has an increased role. The senior class told the Dean they don't want to share awards day with underclassmen.
- f. Getting out the vote: At next Senate meeting, Julie Chisholm will announce call for faculty to help staff voter registration table on campus.

NEW

FACULTY SENATE POLICY NO. 526  
RETENTION, TENURE & PROMOTION  
PAGE 39 (Draft Revision 10/02/12)

APPENDIX H

PERIODIC EVALUATION FACULTY ACTIVITY REPORT (FORM)

Using the following outline, please list information regarding your activities during the period since your last performance review (do not include information documented in the WPAF during any prior review). Please keep your responses as brief as possible, bearing in mind that this is an interim evaluation, not a formal performance review.

1. Effectiveness in Teaching
  - a. Teaching Load: (courses, sections, enrollments)
  - b. Student Evaluations: (summary of evaluations since your last review)
  - c. Pedagogical Growth and Development Efforts:
  - d. Other:
2. Service to Students and the Academy
  - a. Service to Students
  - b. Service to the Department
  - c. Service to the Academy
  - d. Service to the Profession
3. Scholarly, Creative & Professional Achievement
  - a. Scholarly Activities
  - b. Creative Activities
  - c. Professional Activities
  - d. Other

At the bottom of your report, include the following language with your signature:

I attest that the above is accurate and true, to the best of my knowledge.

Signed:

Date:

OLD

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**1. Effectiveness in Teaching**

Teaching Load: (courses, sections, enrollments)

Student Evaluations: (summary of evaluations since last Performance Review)

Pedagogical Growth and Development Efforts:

Other:

**2. Service to Students and the Academy**

Service to Students:

Service to the Department:

Service to the Academy:

Service to the Profession:

Other:

**3. Scholarly, Creative & Professional Achievement**

Scholarly Activities:

Creative Activities:

Professional Activities:

Other:

I attest that the above is accurate and true, to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_