

Academic Senate Executive Committee
Agenda
23 Feb 2011

- I. Call to Order
- II. Approval of Minutes: Executive Committee, 30 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
 - a. Academic Calendar
 - b. Graduation Rate Initiative Meeting – 1100, ABS 102
 - c. WASC visit 02-04 March
 - d.
- VIII. Old business
 - a. MT Curriculum Issue
 - b. Executive Committee election
 - c. Senate reorganization
 - d. Executive Committee schedule
- IX. New business
 - a. Policy 521 – Selection and Review of Department Chairs
 - b. Discontinuance of QMED Minor
 - c. Other issues of interest to the committee?
- X. Adjournment

Proposed Executive Committee Schedule

All meetings scheduled for Wednesdays, 0850 to 0950

23 Feb

09 Mar

23 Mar

06 Apr

13 Apr

Proposed Senate Meeting Schedule

All meetings scheduled for Tuesdays, 1100 to 1220

15 Mar

19 Apr

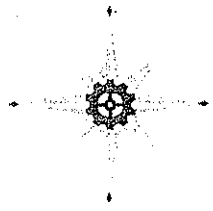
Senate Executive Committee Meeting Minutes

February 23, 2011

Present: Browne, Schmid, Chisholm, Cartee, Massey, Snell, Bolin

Absent: Jakubowski

- I. Call to Order
- II. Approval of Minutes: Tabled.
- III. Report by Chair: Tabled.
- IV. Report by Vice-Chair: The graduation awards committee now includes a representative from Naval Science. Debbie Fischer is convening this committee. Q: Is the library considered a department in this regard? A: Yes, and they are welcome to participate at their discretion. B. Schmid has a list of the committees, and has found that some committees aren't being convened at all. This will be a primary agenda item for the next executive committee.
- V. Standing Items:
 - a. Policies
 - i. Policy on Policies – Open (Under review by ExComm)
 - ii. Review of Academic Administrative Employees – Open (J. Massey to revise)
 - iii. Appointment of Academic Administrators – Open (J. Massey to revise)
 - b. Faculty Handbook – Open (Draft under review by T. Snell)
- VI. Informational Items:
 - a. Academic Calendar: The committee has met since the last ExComm meeting; Dean Kreta has recalculated the required number of instructional days, and we have a standing letter from the Chancellor's Office that because of cruise, if we are a couple of days short, it's ok. Because of that, next year, we will have a week-long spring break, with graduation and cruise on the same scheduled days. This will not affect the other holidays in the spring. Thanksgiving will now begin on Wednesday instead of Thursday.
 - b. The graduation rate meeting with the Chancellor's Office is today. Ephraim Smith is here looking at our initiative, talking to students, and talking to the graduation rate team. Q: What's the purpose? A: To elevate the visibility of this program.
- VII. Old Business
 - a. MT Curriculum issue: Letter from Provost (attached). Dean has felt rebuked, does not feel that it's justified (see attached letter). Q: Can we post this on our website? A: Yes.
 - b. Senate Reorganization: Faculty consensus was that a quick fix now was the best idea: draft a statement about membership and changes to voting. B. Bolin will bring proposed changes to the bylaws; the ExComm will debate it at the next meeting.
- VIII. New Business
 - a. The WASC accreditation team is visiting next week. For the accreditation visit, faculty should read the 50-page EER. Snell: Graham sent this out a few weeks ago, and I think there should have been some kind of summary sent out to faculty, because no one will read it. Chisholm offered to summarize the EER and disseminate the information to the faculty.
 - b. QMED: The engineering minor for MT students has been cut. Dean Kreta has cancelled this program. MT faculty learned of this via this letter to students (attached). Sam Pecota was informed prior, but no one else had been informed. This didn't go through the curriculum committee. When it was discussed at the MT department meeting, four viable alternatives were offered. This is setting a dangerous precedent. Dean Kreta asked J. Massey to make major revisions to the ET program last November; Massey ignored them. The union should know about this, if it does not already. Students currently do not declare minors, so we have no way of planning courses years in advance. Browne will talk to the registrar about this. Browne will write a resolution similar to the MT curriculum issue. Q: Is this a way to get rid of lecturers? Perhaps, but at any rate, it did not go through the proper channels.
 - c. Policy on selection of dept. chairs was sent via email (attached). Right now, only T and TT faculty get a vote. Now, lecturers can vote too, but with a fractional vote.
- IX. Adjournment: Meeting was adjourned at 10:00
Minutes respectfully submitted by J. Chisholm



CAL MARITIME

DATE: November 7, 2010

TO: Steve Browne, Senate President

CC: Provost Jakubowski
MT Department Chair Pecota

FROM: Steve Kreta

SUBJECT: Curriculum Concerns

I understand that there are some concerns about a decision (and a process) in which I was involved regarding the E-Navigation Class and Special Topics course. As this may become a discussion at a meeting in which I am not present, I would like to briefly outline some thoughts regarding this decision, and the process that led to it. This memo will address both the decision and the process, although they are closely intertwined.

Decision

This summer, Sam Pecota and Steve Browne received an IAMU grant which included teaching a course in E-Navigation. This would be the second offering of an experimental course. As this award came late in the summer, and required that the course be offered in the Fall, there was concern that as the students were already registered for fall courses, there might be little incentive for students to take this elective course. As this course, by design, needed students from each year, and Seniors were going to concentrate on license exams, the decision was made to allow students to count this course toward graduation requirements of the senior level Advanced Maritime Topics Course.

Several weeks after the semester began, students who took the E-Nav course last spring asked if they could also use that course to meet this requirement. They were granted that request.

Process

A Department Chair has the responsibility to ensure that the curriculum remains intact for the students enrolled. With this responsibility comes the authority on a case by case basis to grant waivers of prerequisites, approve co-requisites, approve transfer courses and waive certain graduation requirements should in his or her judgment, the student have demonstrated appropriate knowledge or experience deserving of such a consideration. As these decisions change neither the course structure, nor the overall curriculum of the program, they need not go to the Curriculum Committee, and often need no further review, although occasionally they warrant the advice or consent of the Academic Dean. In extreme cases, such as cruise, these decisions are also cleared through the President. It is entirely the purview of the Chair whether to seek departmental consensus for these decisions.

Once the grant was awarded and the decision to offer the E-Nav course, Sam Pecota came to me and we discussed incentives for student to take this course in the fall. This conversation occurred during the summer, while cruise 2 was underway and few other MT faculty were on campus. As we considered the Advanced Maritime Topics course, we both agreed that the E-Navigation

course was an acceptable alternative to the Advanced Maritime Topics. What could be more advanced than pushing the envelope on new navigation techniques?

As we looked at the curriculum, we considered several important aspects of the curriculum. The MT faculty is on record of recognizing that given the opportunity, Advanced Maritime Topics should be essentially an elective course in the senior year where the students can pursue an avenue that might be the most useful to them. As one looks at the course description of this course, it is clear that the topics are not fixed from year to year, but should evolve as the maritime industry continues to evolve.

Just a couple years ago, the MT department designed a new course in LNG using the new tank loading simulator. As I understand it, there have been discussions on offering other courses that would also meet the needs of an Advanced Topics course, truly making this course an elective course in the curriculum.

From this perspective, both the Chair and I agreed that this was an appropriate decision to make, as it not only provided an appropriate number of students in the course, but also gave our students an additional elective which meets the needs and intentions of the department.

Finally, when a student from last spring's offering of E-Nav came to see me about using that course as his Advanced Maritime Topics "elective", I asked him to send me an email so I could discuss it with the Chair. Once I got the email, I forwarded it to the Chair, and asked what he thought. He approved the request. At that point, replying to the student's direct email (without the email string between Sam and me) I told the student that his request was approved.

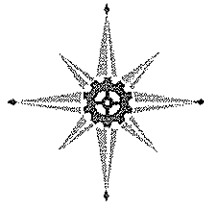
Conclusion

I believe this decision and this process were both in line with all applicable procedures of shared governance, and with the overall objectives of the department with respect to Advanced Maritime Topics and the E-Nav courses. I would recommend that the E-Nav course be fully developed and presented to the department and the Curriculum Committee as a permanent option to the Advanced Maritime Topics Course.

Further, I recommend that the MT faculty continue to look for important topics that will better prepare our graduates for the future and make more of these exciting options available to our students. I would consider new topics such as the STCW additions of Polar Voyages, Off-shore drilling operations, the brown water fleet, or to allow other appropriate topics such as Maritime Piracy and Global Information Systems also meet the needs of Advanced topics.

Finally, I would ask that if there are concerns that the faculty have with my involvement in these processes, that I be brought into the conversation early and directly. As I mentioned at the department meeting early this fall, I stand ready to help you meet your goals and objectives for your program. It seems counterproductive to take valuable Senate Executive Committee time when this could be discussed at a department meeting, or with one or two department representatives who share these concerns.

Thank you for the opportunity to prepare a few thoughts on this issue. Please let me know if I can be of further assistance with this or any other issue of concern.



CAL MARITIME

DATE: February 8, 2011

TO: Potential QMED Candidates
CC: Provost, ET/MT/MO Department Chairs, Registrar
FROM: Steve Kreta, Academic Dean
SUBJECT: QMED Minor

As most of you know, the State of California is in a serious financial situation, and higher education (the CSU specifically) is taking a big hit. We are looking at ways to keep as many classes and opportunities available for our students, but unfortunately, those programs which are elective in nature, and have high faculty cost to student participant ratios are being reviewed. The QMED program, while popular for the first two years, typically gets completed by only about 6 MT students per year.

You are getting this memo because you either have taken the QMED Cruise, or are scheduled to take it this summer. I am sorry to inform you that we will be temporarily suspending the QMED program for the immediate and foreseeable future. For those of you who have participated in the cruise last summer or registered for this summer, we will be offering the final courses of the program (EPO 321, 324, 325) one more time in the 2011/2012 Academic year. Because there are so few of you (7 last year, 7 this year) we will only offer one section of each course to phase out this program. We will do everything we can to schedule it at a time that you can participate, but I cannot guarantee it. Other courses required for the QMED minor are also offered as part of the normal MET curriculum and of course will continued to be offered. However, we will not be able to make any extra effort to open special sections for the QMEDs as we have done in the past.

For those of you who are registered for the cruise this summer, I would encourage you to re-consider investing the time, dollars and energy as we simply cannot continue to offer these courses after next year's offering. Of course your QMED cruise fee will be fully refunded.

I am very sorry to have to do this, as I was proud of our QMED program. If you have questions or concerns, please feel free to come see me.



February 10, 2011

Professor Steven Browne
Chair, Executive Committee of the Academic Senate
Department of Marine Transportation

Dear Steve:

I am in receipt of the resolution passed by the Executive Committee of the Academic Senate on January 19, 2011 regarding the e-Navigation Course, NAU 395.

I discussed this matter with the President. He and I both agree that the Academic Dean failed to follow the shared governance process. Determining the curriculum and setting graduation requirements, including selecting courses that are acceptable for meeting graduation requirements, is the responsibility of the faculty. However, as you know, there are always two sides to every story and in this case the Academic Dean has his own version of what transpired. The Academic Dean believed he was following the governance process by acting through the Marine Transportation Department Chair because of the authority granted to the Department Chair. (See attached memorandum from Academic Dean Steve Kreta to Academic Senate President Steve Browne dated November 7, 2010.)

Nevertheless, we are unable to overturn the Dean's decision to grant credit toward graduation for all students who took e-Navigation Course, NAU 395, during the spring or fall semesters in 2010. Once an officially recognized administrator of an institution tells students that a course will count as credit toward graduation, it becomes a binding contract and one that we must honor. Incidentally, this has been the practice at every institution I've worked.

I suggest that we look ahead and move forward. Students need to be advised that the e-Navigation Course, NAU 395, will no longer count as credit toward graduation. In addition, I suggest that the e-NAV course be reviewed by the Marine Transportation Department faculty to see if the course could be modified in such a way that it could be counted for graduation in the future. If so, it needs to go through the normal vetting process including being reviewed by the Curriculum Committee.

Sincerely,

Gerald S. Jakubowski, Ph.D.
Provost and Vice President for Academic Affairs

cc: President William Eisenhardt
Dean Steve Kreta

THE CALIFORNIA MARITIME ACADEMY

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ACADEMIC SENATE

POLICY NO. 521

ISSUE DATE: 4-16-02 REVISION DATE: 9-04-02	POLICY: SELECTION OF DEPARTMENT CHAIRS
REFERENCE:	
APPROVED: _____ President, California Maritime Academy _____ Chair, Academic Senate _____ Chair, Senate Policy Committee	

Effective leadership within the academic departments of the Academy contributes significantly to ensuring high quality in the academic programs of the Institution. Accordingly, on a triennial basis, the members of each academic department are responsible for nominating one of their departmental colleagues for service as Department Chair.

POLICY:

I. Recommendation and Concurrence:

As determined through elections supervised by the Executive Committee of the California Maritime Academy Academic Senate, the permanent, full time (tenured or tenure track) members of the faculty of each department will select one of their colleagues to serve as Chair of their department. In consultation with the Academic Dean and the Vice President for Academic Affairs, the nominee of the department shall be forwarded by the Executive Committee to the President of the Academy for his/her concurrence and appointment.

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SELECTION AND REVIEW OF DEPARTMENT CHAIRS
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POLICY: SELECTION OF DEPARTMENT CHAIRS

II. Length of Term:

Department Chairs serve for a term of three years, beginning at the start of the spring term, subsequent to their selection and Presidential appointment during the fall term of the prior year.

III. Procedures:

- A. All procedures related to the selection, appointment, and tenure of Academic Department Chairs expressed within this policy are subject to any limitations imposed by the current collective bargaining agreement.
- B. Normally, only permanent, full time tenured members of a department are eligible to serve as Department Chair.
- C. Only permanent, full-time, tenured and tenure-track members of a department are eligible to vote in the election of Department Chair.
- D. During November of an incumbent Chair's third year of service, he or she will request the Chair of the Academic Senate to select a tenured member of the Senate to supervise the election of the department's next nominee for Department Chair. The Senate appointed election supervisor must not be a member of the department within which the Department Chair election is occurring.
- E. Elections shall be by secret ballot. The ballot may either list nominated candidates or may list every eligible faculty within the department. Every ballot will have an option of a "write-in" candidate. Successful election requires a majority of all votes properly cast. If no candidate receives a majority of votes cast on an initial ballot, subsequent ballots will be used to determine a departmental choice supported by a majority of those voting. Ballots beyond the initial ballot shall include only the two candidates receiving the largest number of votes (including ties) on the initial ballot.

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SELECTION AND REVIEW OF DEPARTMENT CHAIRS
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- F. Should a vacancy occur prior to the completion of an incumbent Chair's term, without delay, an election following the procedures described in Section III., E. above, will occur to select a Chair for the remainder of the ongoing three-year term.

POLICY: SELECTION OF DEPARTMENT CHAIRS

- G. It is recommended that all departments evaluate the performance of their Department Chair's on an annual basis, commencing in the fall term of their first year of service. These intra-departmental evaluations should be formative in nature and should be conducted so as to allow for anonymous input from all teaching colleagues within the department.
- H. Any permanent, full time (tenured or tenure track) member of a department may make a written request to the Executive Committee of the Senate to initiate a Vote of No Confidence related to the performance of an incumbent Department Chair. Votes of No Confidence, during which only the permanent, full time (tenured or tenure track) members of a department shall be polled, will be administered by a member of the Senate's Executive Committee who is not a member of the department within which the vote has been requested. Votes of No Confidence shall be by secret ballot. If two-thirds or more of the permanent, full time (tenured or tenure track) members of a department support a Vote of No Confidence, the results of that vote will be forwarded to the Academic Dean, the Vice President for Academic Affairs, and the President of the Academy.
- I. This policy is to be administered in accordance with the CSU Board of Trustees' 1985 Letter on Collegiality and subsequent re-affirmations by the Academic Senate.



ACADEMIC SENATE

POLICY NO. 521

ISSUE DATE: 4/16/02 REVISION DATE: 2/27/11	POLICY: SELECTION AND REVIEW OF DEPARTMENT CHAIRS
REFERENCE:	
APPROVED: _____ President, California Maritime Academy	
SUBMITTED: _____ Chair, Academic Senate	

Effective leadership within the academic departments of the Academy has a significant contribution to ensuring the high quality of academic programs. Accordingly, on a triennial basis, the members of each academic department are responsible for nominating one of their departmental colleagues for service as Department Chair.

POLICY:

- I. Recommendation and Concurrence: As determined through elections supervised by the Executive Committee of the Academic Senate of the Academy, the members of each academic department will select one of their colleagues to serve as Chair of their department. In consultation with the Academic Dean and the Provost, the nominee of the department shall be forwarded by the Executive Committee to the President of the Academy for his/her concurrence and appointment.
- II. Length of Term: Department Chairs serve for a term of three years, beginning at the start of the spring term, subsequent to their selection and appointment during the fall term of the prior year.
- III. Election Procedures:
 - A. All procedures related to the selection, appointment and tenure of Department Chairs expressed within this policy are subject to any limitations imposed by the current collective bargaining agreement.

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SELECTION AND REVIEW OF DEPARTMENT CHAIRS
PAGE 2

- B. Normally, only permanent, full-time tenured members of a department are eligible to serve as Department Chair.
- C. All members of the department are eligible to nominate candidates and to vote in the election of the Chair of their department. The votes of all tenured and tenure-track faculty and all full-time lecturers with 1-year and 3-year appointments will be counted with full weighting. The votes of part-time lecturers (teaching less than 12 WTU's per semester) with 1-year and 3-year appointments will be counted with 50% weighting. The votes of lecturers without annual appointments will be counted with 25% weighting.
- D. During November of an incumbent Chair's third year of service, he or she will request the Chair of the Academic Senate to select a tenured member of the Senate to supervise the election of the department's next nominee for Department Chair. The Senate appointed election supervisor must not be a member of the department within which the Department Chair election is occurring.
- E. The appointed election supervisor will solicit all members of the department for nominations and will prepare a ballot. The ballot shall list all nominated candidates, or, in the absence of nominations, shall list every member of the department. The ballot shall have an option of a "write-in" candidate. Elections shall be by secret ballot. Successful election requires a majority of all votes properly cast, adjusted appropriately for weighting. If no candidate receives a majority of votes cast on a ballot, a subsequent ballot shall be prepared, listing only the two candidates receiving the largest number of votes on the initial ballot.
- F. Should a vacancy occur prior to the completion of an incumbent Chair's term an election following the procedures described in Section III-E, above, will occur to select a Chair for the remainder of the ongoing three-year term.

IV. Review and Recall:

- A. It is recommended that all departments establish procedures to evaluate the performance of their Department Chairs on an annual basis, commencing in the fall term of the first year of service. These intra-departmental evaluations should be formative in nature and should be conducted so as to allow for anonymous input from all members of the department.
- B. Any member of a department may make a written request to the Executive Committee of the Academic Senate to initiate a Vote of No Confidence related to the performance of an incumbent Department Chair of that department. Votes of No Confidence shall be administered by a member of the Executive Committee who is not a member of the department within which the vote has been requested. Votes shall be conducted by secret ballot. All members of the department are eligible to vote with votes weighted as specified in paragraph III-C, above. If

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SELECTION AND REVIEW OF DEPARTMENT CHAIRS
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two-thirds or more of the weighted votes support a Vote of No Confidence, the results of that vote will be forwarded to the Academic Dean, the Provost and the President.