Senate Executive Committee Minutes
Wednesday, February 20, 2013

Present: Julie Chisholm, Bill Schmid, Michele Van Hoeck, Cynthia Trevisan, Michael Strange, Michael Holden, Steve Browne, Tom Cropper, Jerry Jakubowski, Nael Aly, Andrew Hazell, Marcos Almendras

1. Call to order at 4:34pm

2. Chair's Report

    a. Maxient update

        HR is working with Maxient to remove academic integrity button off that system.

        Chair will remind faculty to contact Scott Saarheim, not Maxient, for academic integrity issues.

        President Cropper: I see Maxient as a collaboration tool, but it's taken on a disciplinary aura. If we can use that software in a collaborative way for academic integrity, using a firewall, we'll make best use of the tool.

    b. Scantron update

        The Scantron machine is in process of being ordered, but may not be here in time to read evaluations at the end of the semester. We can have students fill out forms and scan over summer.

        We'll post the 15 questions vetted by the sub-committee and the Senate on Moodle.

    c. Portal update

        Portal forwarding of email is working (except for quirk related to email check box).

        President: We've got a new IT team to resolve portal issue.

    d. Futures Conference II

        On April 4 & 5, all the Provost's Leadership team (includes all chairs, but minus Executive Committee of the Senate) will meet.

        Question about why Executive Committee wasn't invited, as we've always been involved in leadership retreats of the past.

President: right now we're doing visioning, not making decisions. We are discussing where the maritime world is going and making sure we are in the 21ˢᵗ century.

President: It's not my vision, it's our vision. I won't make decisions until I've listened to faculty, staff, and students.

After this stage, we'll start making decisions, late Spring 2014.

Andrew asked for volunteers at formation to see what students would like to be involved in this process and gathered 30 names.

4. Vice Chair's Report

Staffed up graduation awards committee.

Two votes will be held for ME chair, one as interim to serve Fall 2013, a second election for the permanent chair.

President's Budget Advisory committee: Bill Schmid and Steve Browne are faculty reps. Committee will meet soon to make decisions.

5. Secretary's Report: Senate Election

There have been 33 votes cast for Senate Executive so far. The election closes next Monday. Run-off window, if needed, will be one week.

6. Old Business

   a. Policy 547: Academic Integrity

   No faculty comments were made in response to posting the revised policy on Moodle. Cynthia Trevisan moved, Mike Strange seconded, motion carried to approve Policy 547. Scott Saarheim will pass it on to the President.

   b. Poll Results: Academic Freedom amendment to statewide Senate constitution.

   Low turnout; do we need to re-open election?
   Suggestion made that future poll announcements include Moodle link.

   c. Poll Results: Frequency of Student Evaluations

   Chair: A good number of CSU's have asked to have the new requirement waived.

Chair: Poll shows very mixed opinion among faculty, even after disaggregating by tenured, non-tenured, etc. but the majority prefers the status quo of one per semester.

Opinion expressed that we should evaluate every class for at least one semester to see how the new instrument works.

The President indicated he is very interested in using student evaluation data for institution wide assessment. A sample of just 1-2 courses per faculty member is less desirable for this purpose.

Chair: Let's postpone this decision until completing at least one iteration with the Scantron evaluations.

   d. Policy Numbering

   Mike Strange will send copies of policies never signed by the former President to the current President.

7. New Business: Administrator Evaluations

   Provost: I think this is excellent. The Senate has been working on this since I've been here. I suggest starting with policy draft that last came back to Senate from President Eisenhardt.

   Question: Are these types of administrator evaluations common?

   Provost: Yes, it is common to have a policy and common to evaluate administrators.

   Question: Are the evaluation questions typically tailored to the position?

   Provost: Yes

   The President currently uses simple 360 evaluations for VPs.

   The Chair provided the Committee with examples of administrator evaluation instruments from other institutions, as well as an outline of a proposed Decision Cycle for creating a policy at Cal Maritime (see attached). She asked Committee members to start "assessing the environment," per the outline, and report back at our next meeting.