

Academic Senate Executive Committee  
 Agenda  
 02 Feb 2011

- I. Call to Order
- II. Approval of Minutes: Executive Committee, 19 Jan 2011
- 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 draft
  - b. Proposed changes to registration
- VIII. Old business
  - a. MT Curriculum Issue
  - b. Executive Committee election
  - c. Faculty Development Committee election
  - d. Senate reorganization
- IX. New business
  - a. Senate Meeting agenda, 15 Feb
  - b. Other issues of interest to the committee?
- X. Adjournment

Executive Committee Schedule Wednesdays, 0850 to 0950 16 Feb 02 Mar 16 Mar 30 Mar 13 Apr	Senate Meeting Schedule Tuesdays, 1100 to 1220 15 Feb 15 Mar 19 Apr
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Senate Executive Committee Meeting Minutes  
February 2, 2011

Present: Browne, Schmid, Chisholm, Cartee, Snell, Jakubowski  
Guest: L. Kitazono, Faculty Development Coordinator  
Absent: Massey, Bolin

- I. Call to Order
- II. Approval of Minutes: Minutes for the meeting of January 19, 2011 were tabled, as B. Bolin was absent.
- III. Report by Chair (Browne): Tabled.
- IV. Report by Vice-Chair (Schmid): A call for service for the leadership steering committee call has gone out. There was a question from B. Clemes, as to whether these efforts would involve integrating leadership into classroom. P. Leyda, B. Clemes and L. McDermott volunteered to serve. The Executive Committee unanimously approved.
- V. Announcements: Jakubowski congratulated the Executive Committee on a successful Rizza Lecture, saying that the president enjoyed the opportunity, and liked that everyone sat at one table. Next time, Jakubowski said, let's get more faculty there.
- VI. Standing Items:
  - a. Policies
    - i. Policy on Policies – Open (Under review by ExComm)
    - ii. Review of Academic Administrative Employees – Open (Tabled, due to J. Massey's absence)
    - iii. Appointment of Academic Administrators – Open (Tabled, due to J. Massey's absence)
    - iv. Faculty Handbook – Open. T. Snell hasn't yet begun editing it. If anyone has any comments or changes, get them to him before he begins the formatting process.
- VII. Old Business:
  - a. Senate Reorganization: L. Kitazono proposed some new rules for voting at general senate meetings: anyone/everyone can be a voting member (attachment). At the end of every general senate meeting, a vote would be held to determine new voting members. One advantage is that those people who show up over and over would—and should?—be the ones who get to vote. Another is that people can't show up to stuff the ballot box, and that more issues could be voted on. One disadvantage is that if attendance numbers hold, a much smaller number of faculty would be voting for the whole group. Chisholm wondered whether just making all information and ballots available online would solve the problem. What the executive committee can vote on vs. what the general senate can vote on still needs to be decided.
- VIII. New Business
  - a. New Draft of Academic Calendar for 2011-12 (attached): Some comments about cruise scheduling regarding the 4<sup>th</sup> of July holiday, and questions as to why spring break/Thanksgiving is still only two days even though we are going to one cruise? Jakubowski: President Eisenhardt told the registrar that based on his own experiences at Maine, people on cruise would object to coming home after the 4<sup>th</sup> of July. Would this be different here? One issue is that regardless of the amount of official time off, students tend to leave for the entire week of spring break and Thanksgiving, so let's consider returning to a week-long spring break. Browne will talk to the registrar about this.
  - b. Registration: Under G. Gilmore's new system, students will be able to add and drop classes themselves, up until the add deadline. Question: Who should be responsible for asking the registrar to raise the caps, students, or faculty? The committee was in agreement that overall, this new procedure would be beneficial.
  - c. Resolution to Censure the Academic Dean. Jakubowski is preparing something in writing. He has spoken to President Eisenhardt, and both agree that the academic dean overstepped his bounds by not using the proper governance process. However, once a promise is made to the students, we must honor that commitment. After this academic year, however, this course will not count toward graduation.

Meeting adjourned at 10:00 am.  
Minutes respectfully submitted by Julie Chisholm

## **Proposed Changes to the Constitution and By-Laws: Voting**

- 1. All general Senate meetings must be advertised at least two weeks in advance.** *(amend Article 4, Section 1.A. Meetings of By-Laws; no mention of minimum time of notification in present By-Laws)*
- 2. Only "voting members" may vote at general Senate meetings.** *(amend Article 1, Section 6 of the Constitution; presently all members can vote)*
- 3. To become a "voting member", a faculty member must attend a general Senate meeting, and at the end of the meeting, the faculty member must be nominated and elected to the voting membership of the Senate.** *(amend Article 1, Section 6 of Constitution and Article 2 Section 2. Voting Rights; presently all member can vote)*
- 4. To maintain his/her voting membership a faculty member may not miss two or more general Senate meetings in a row, unless the faculty member gives a written notification to the secretary of the Senate prior to the meeting.** *(amend Article 1, Section 6 of Constitution and Article 2 Section 2. Voting Rights; presently all member can vote))*
- 5. The secretary of the Senate will take role at the beginning of all general Senate meetings and maintain the voting membership of the Senate.** *(amend Article 3, Section C of the By-Laws)*
- 6. The voting members present all general Senate meetings shall constitute a quorum.** *(amend Article 4, Section ! B)*

**DRAFT – February 1, 2011**

**2011-12 Academic Calendar**

August 16, 2011	Academic Year begins
August 29	Second cruise period ends
August 31-Sept. 3	Orientation period
September 5	Labor Day Holiday
September 6	Instruction begins, Fall 2011 semester
September 12	Last day to add a class
September 30	Last day to drop a course with no grade recorded
October 3	Census date (20 <sup>th</sup> day of instruction)
October 14	Last day to remove incomplete grades
November 7	60% point of the semester
November 11	Veteran's Day Holiday
November 24-25	Thanksgiving Holiday recess
December 15	Last day of fall instruction
December 16 – 17	Final examination period begins
December 19-21	Final examination period continues
December 22	Deadline for faculty to submit grades
December 24 – January 1, 2012	Winter recess

January 3 – 6, 2012	U.S. Coast Guard Examinations
January 9	Instruction begins, Spring 2012
January 13	Last day to add a class
January 16	Martin Luther King Holiday
February 3	Last day to drop a course with no grade recorded
February 6	Census date (20 <sup>th</sup> day of instruction)
February 17	Last day to remove incomplete grades
February 23-24	Spring Break
March 7	60% point of the semester
March 17	Mini-cruise
March 30	Cesar Chávez Holiday
April 17	Last day of spring instruction
April 18 - 20	Final examination period begins
April 23- 24	Final examination period ends
April 25	Deadline for faculty to submit grades
April 28	Commencement, Class of 2012
April 29	Cruise Check-In
April 30	Cruise Begins
June 30	Cruise Ends

August 20	2012-2013 Academic Year begins
September 3	Labor Day holiday
September 4	Instruction begins, Fall 2012