

Academic Senate Executive Committee  
Agenda  
03 Sep 2010

- I. Call to Order
- II. Approval of Minutes: Executive Committee, 14 April 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.)
    - iv. 526 RTP – Open (Being reviewed by Executive Committee)
  - b. Faculty Handbook – Open (Draft under review)
- VII. Informational items
  - a. Election results
    - i. ABS School RTP: Yes 26 No 9 Abstain 1
    - ii. Standards for Tenure: Yes 31 No 5
    - iii. General Procedures for Performance Review: Yes 33 No 3
- VIII. Old business
- IX. New business
  - a. Electronic balloting – Julie Chisholm
  - b. Statewide Senate election
  - c. Fall meeting schedule
    - i. Executive Committee
    - ii. Senate Meetings
  - d. Fall agenda
  - e. CSU Council of Academic Senate Chairs – Oct 14<sup>th</sup>
  - f. Great California ShakeOut 1021 on 10/21

- g. Committee openings
  - i. Staffing
  - ii. Fall elections
  - iii. President's Advisory Board (2)
- h. Faculty Handbook
- i. Website process
- j. Resolution of thanks for Jim Wheeler
- k. Other issues of interest to the committee?

X. Adjournment

CFA Meetings

E-Board: Tues. Sep. 14, Wed. Oct. 13, Tues. Nov. 9, Wed. Dec. 8

General Membership: Tues. Sep. 28, Wed. Oct. 20, Tues. Nov. 30, Luncheon Tues. Dec. 14

Tuesday meeting times: 1100 - 1220

Wednesday meeting times: 1150 - 1220

End-of-semester Luncheon: 1100 - 1300

General Tues Sept. 21

Ex Comm.

       Tues Oct. 19

Nov. 16

Dec. ~~13~~ 7

Senate Executive Committee

September 3, 2010

Present: Browne, Snell, Massey, Schmid, Chisholm

Absent: Jakubowski, Wheeler, Bolin

- I. Call to Order
- II. Approval of Minutes: Minutes of April 14, 2010 were unanimously approved.
- III. Report by Vice-Chair (Schmid):
  - a. Staffing up committees for the year has begun. We will need a statewide senate election to replace Jim Wheeler. Steve Browne will go to the first statewide senate meeting as interim senator. The committee decided to elect for a new three-year term rather than finishing out Wheeler's term. Julie Chisholm will send out a call for service.
  - b. Please let the senate know if there are significant IT problems in the classroom.
  - c. Dredging in the boat basin isn't scheduled until October, and this will be impacting boat classes. Why this didn't happen over the summer is mystifying, as it was supposed to have happened two or three years ago.
  - d. Schmid has been asked to address a revamping or reforming of the cruise planning committee. For one thing, we (faculty) are now being told the itinerary. These and other issues are impacting our training capabilities. Browne agreed to raise this issue to the administration.
- IV. Announcements:
  - a. (Massey) Report from the Dean and Chairs meeting: There is \$500 per person for faculty development this fiscal year. IAU money comes from a different pot. There have been two requests for visiting faculty (in MT and ET), in DaLien and VietNam.
- V. Standing Items:
  - a. Policies
    - i. Policy on Policies: No news.
    - ii. Review of Academic Administrative Employees – Open. Massey will resend draft.
    - iii. Appointment of Academic Administrators – Open. Massey will resend draft.
    - iv. 526 RTP: Still pending.
    - v. ET and ABS RTP Guidelines have been signed by the president.
  - b. The new Faculty Handbook has been handed out, but is still a draft. Please give Lloyd Kitazono feedback. We will vote to approve it at the next meeting.
- VI. Informational Items
  - a. Election Results
    - i. ABS School RTP: Yes 26 No 9 Abstain 1
    - ii. Standards for Tenure: Yes 31 No 5
    - iii. General Procedures for Performance Review: Yes 33 No 3
- VII. New Business
  - a. Question: Because we have a hard time making quorum and getting feedback, should we make the general senate a representative committee instead of one open to everyone? Perhaps three people from each department would serve? The committee decided to raise the issue at the first general senate meeting.
  - b. Electronic Balloting: Julie Chisholm presented three options: clickers, the web portal, and SurveyMonkey. She will use clickers to vote at the first general senate meeting if quorum is made. Otherwise, the portal will be used.
  - c. The CSU academic senate chairs meeting will take place on October 14. Usually a vice-chancellor speaks, etc. Browne can't go: Schmid would like to go, but will check calendar. Chisholm will go if Schmid can't go.
  - d. The Great California Shake Out will occur on October 21: It will take up to 30 minutes. Faculty are concerned about disruption of classes. Chisholm: I'd like to know what our role/responsibility is. I'd also appreciate some training. Browne suggested that we tell the provost that CMA faculty value the exercise, but would like some training. Also, that interrupting classes for 30 minutes would have a negative impact on teaching and learning. We would support a voluntary brief drill from 10:00-10:10 a.m.
  - e. Committee Openings: President's advisory board: Tim Lynch was unanimously reappointed.
  - f. Fall Meeting Schedule:

- i. General Senate: September 21, October 19, November 16, December 7: 11:00-12:30.
    - ii. Executive Committee: TBD
  - g. Website: Problems have been adequately addressed at the all hands meeting.
  - h. Resolution of thanks for Jim Wheeler: Tony Snell and Julie Chisholm will write up a resolution.
  - i. (Snell): IRB manual is underway. Schmid has had a couple of responses to his call for service, but will send out another.
- VIII. Adjournment: Meeting adjourned at 12:30 p.m.  
Minutes respectfully submitted by Julie Chisholm



# The Great California ShakeOut

Annual Statewide Earthquake Drill

## Colleges and Universities Get Ready to ShakeOut!

At 10:21 a.m. on October 21, 2010, millions of Californians will "Drop, Cover, and Hold On" in *The Great California ShakeOut*, the largest earthquake drill ever! All colleges and universities are encouraged to participate in the drill (or plan a more extensive exercise).

Major earthquakes may happen anywhere you work, live, or travel in California. The ShakeOut is our chance to practice how to protect ourselves, and for everyone to become prepared. The goal is to prevent disasters from becoming catastrophes.



Why is a "Drop, Cover, and Hold On" drill important? As with anything, to act quickly you must practice often. You may only have

seconds to protect yourself in an earthquake before strong shaking knocks you down, or something falls on you.

Over 6.9 million Californians participated in the 2009 ShakeOut statewide. The *Great California ShakeOut* will be held on the third Thursday of October each year.

**Everyone can participate!** Individuals, families, businesses, schools, colleges, government agencies and organizations are all invited to register.

Register today at [ShakeOut.org](http://ShakeOut.org)

### HOW TO PARTICIPATE

Here are a few suggestions for what colleges can do to participate in the ShakeOut. More ideas, materials, and other resources can be found at [ShakeOut.org/colleges](http://ShakeOut.org/colleges).

#### Plan Your Drill:

- Register at [www.ShakeOut.org/register](http://www.ShakeOut.org/register) to be counted in the ShakeOut Drill, get email updates, and more.
- Have a two-minute "Drop, Cover, and Hold On" drill at 10:21 a.m. on October 21. You can also exercise other aspects of your emergency plan.
- Discuss what you learned and make improvements.

#### Get Prepared for Earthquakes:

- Check your emergency supplies and equipment; make sure they are accessible and functional.
- Ask departments to inspect facilities for items that might fall and cause injury and secure them.
- Encourage staff and students to prepare at home.
- Provide CERT training for staff and students.

#### Share the ShakeOut:

- Encourage students and staff to ask their friends, families, and neighbors to register.
- Ask colleagues at other schools to participate.
- Posters, flyers, and other materials for promoting the ShakeOut are at [www.ShakeOut.org/resources](http://www.ShakeOut.org/resources).
- Share your experience at [www.shakeout.org/drill](http://www.shakeout.org/drill).



### As a registered ShakeOut participant you will:

- Learn what you can do to get prepared
- Receive ShakeOut news and other earthquake information
- Be counted in the largest earthquake drill ever!
- Set an example that motivates others to participate



See inset for  
additional building  
north of here



# CAL MARITIME

The California Maritime Academy  
200 Maritime Academy Drive  
Vallejo, CA 94590-8181  
(707) 654-1000  
(707) 654-1001 (fax)  
www.csum.edu

## Parking

Visitor Parking - Lots A or D  
For brief visits on official business, obtain  
temporary pass in Administration Lobby

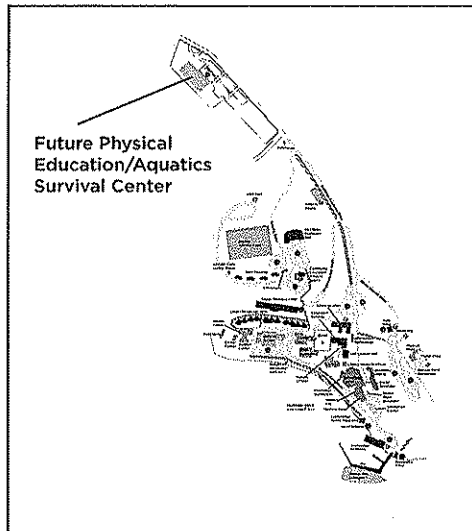
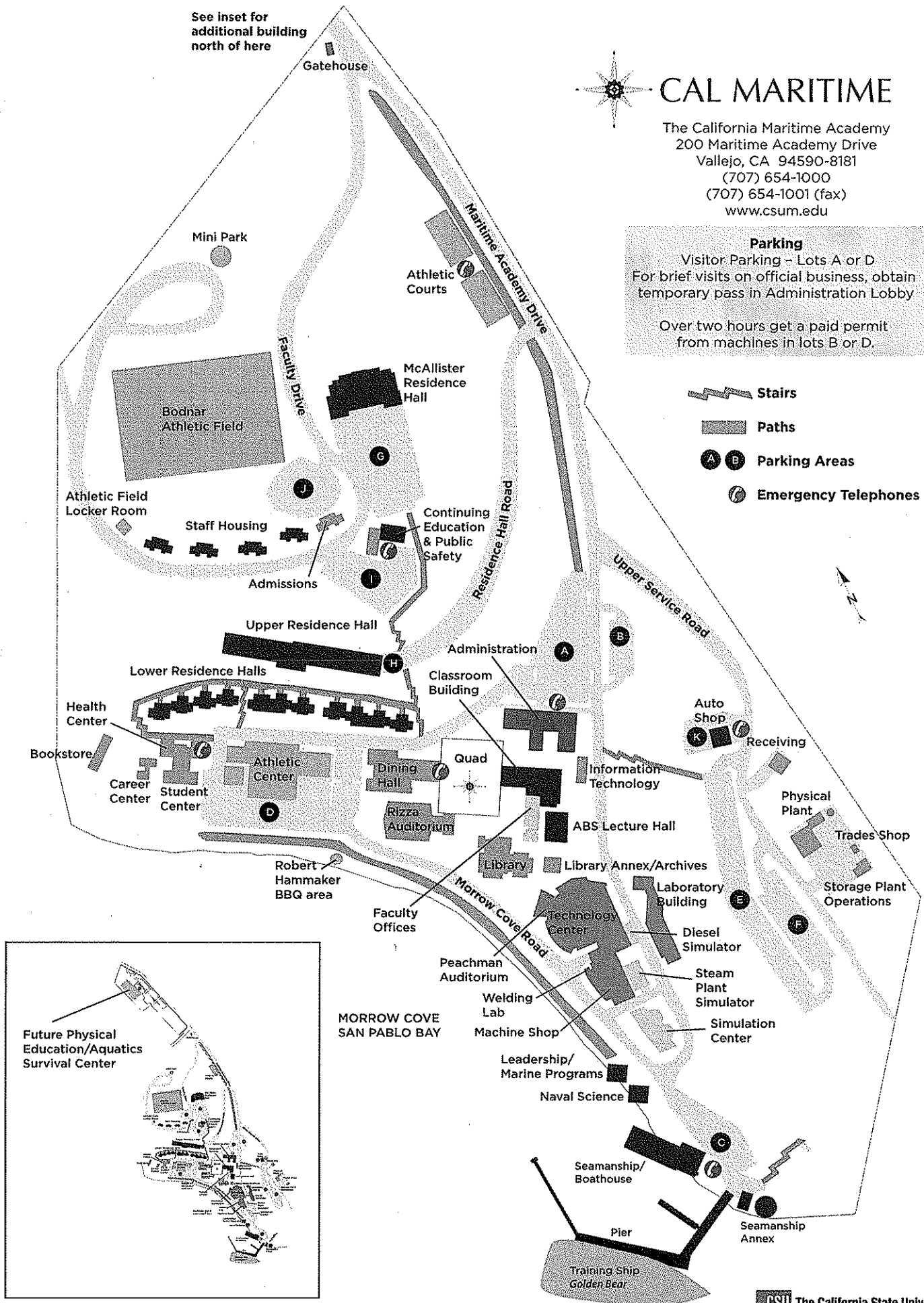
Over two hours get a paid permit  
from machines in lots B or D.

Stairs

Paths

Parking Areas

Emergency Telephones



## Safety Zones for Building Evacuation

<b>Safety Zone</b>	<b>Buildings</b>
Carpenter's Lawn (by Lot A)	Administration, IT
Volley Ball Nets	Book Store, Career Center, Student Center, Health Center, B and C Lower Residence Hall, ½ of the Gym
Quad	Library, Dining Hall, Faculty Building, Rizza, Classroom Building, A Lower Residence Hall, ½ of the Gym
C Lot	Leadership and Naval Science building, Simulator Center, Boathouse
Smoking Area/Bear 2	Technology Center, Steam Plant Simulator, Diesel Simulator, ABS Building, Lab Building
Bodnar	Upper Residence hall, McAllister Hall, SPEL, Public Safety, Staff Houses, Admissions
F Lot	Auto Shop, Receiving, Physical Plant, Trades Shop, Storage Plant Operations