

**Academic Senate Executive Committee
Minutes
13 September 2011**

- I. Call to Order
- II. The minutes of the April 13, 2011 Executive Committee were unanimously approved.
- III. Report by Chair: B. Schmid welcomed new and returning members of the Senate Executive Committee.
- IV. Report by Vice-Chair: none
- V. Announcements: none
- VI. Standing items:
 - a. Policies

- i. Review and Update of the CMA Policy Manual

- The current Cal Maritime policy manual needs updating and internal reconciling. T. Messer, as chair of the Policy Committee, will take the lead on this, with help from S. Kreta. Intent is to revise two policies per month this academic year. First job is to separate procedures from policies. Policies should be 1-2 pages, while procedures (in appendix) should reflect “nuts and bolts” implementation, which may change with technology and staffing.

The Executive Committee’s focus is the Academic Senate policies (500 series), but these do need to be aligned with other institutional policies. B. Schmid will work with T. Messer to determine which revisions are substantial enough to be brought to the Senate for a vote.

- ii. Status of last year’s policy work

- S. Browne suggested that a Senate Policy on Policies would be helpful to specify the role of the Executive Committee in policy development and revision.

Recruitment, Appointment, and Review of Academic Administrators: The policy on Recruitment and Appointment has been drafted (Senate Policy 522). More work needs to be done on the Review Policy. Steve will email the Executive Committee a draft of 522 for review.

Department Chair Appointment/Review Policy: signed by the President.

The Faculty Handbook has been approved; it is intended to be a “living document” and hence considered “Open” in perpetuity. L. Kitazono is responsible for future updates. The Handbook is located on the Faculty Affairs website: <http://www.csum.edu/web/faculty-and-staff/academics/faculty/affairs>.

VII. Informational items

- a. System Wide Policy Prohibiting Discrimination, Harassment and Retaliation Against Students and Applicants for Admission AND System wide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students and Applicants for Admission Against the CSU and/or CSU Employees – see attachment

In summary, if a student reports harassment to an employee, then the courts consider the institution to be informed. Faculty and staff are mandated reporters; if a student brings a complaint to you, you are obligated to take it to HR.

- b. RTP time line and workshop dates – see attachment

VIII. Old business

- a. Senate reorganization – tabled for a future meeting

IX. New business

- a. Academic Dean search committee: J. Chisholm will send out call for service
- b. Staffing of standing committees: J. Chisholm will send out call for service
- c. Meeting schedules:

The Executive Committee will meet every other Tuesday, 1100-1230
Sept. 27, Oct. 11, Oct. 25, Nov. 8, Nov. 22, Dec 6

The General Senate will meet monthly on off Tuesdays, 1100-1230:
October 4, November 1, November 29

- d. Agenda of the Executive Committee for Academic Year 2011-12
B. Schmid addressed low faculty morale. S. Browne suggested we work on a policy defining the authorities and responsibilities of Department Chairs. B. Schmid suggested organizing more social meetings for faculty to improve morale.
- e. Cost Allocation Committee faculty rep – B. Bolin will serve.
- f. Resolution In Opposition To Proposed Revision To The CSU Presidential Selection Process
Most CSU Senates have declared opposition to this proposal. The Cal Maritime Executive Committee will join them. See attached.

Meeting adjourned at 12:20

Minutes respectfully submitted by Michele Van Hoeck