

Academic Senate Executive Committee
Agenda
09 Mar 2011

- I. Call to Order
- II. Approval of Minutes: Executive Committee, 23 Feb 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
- VIII. Old business
 - a. Senate reorganization
 - b. Policy 521 – Selection and Review of Department Chairs
 - c. Discontinuance of QMED Minor
- IX. New business
 - a. General Senate Meeting agenda, 15 March
 - b. Other issues of interest to the committee?
- X. Adjournment

Proposed Executive Committee Schedule

All meetings scheduled for Wednesdays, 0850 to 0950

23 Mar

06 Apr

13 Apr

Proposed Senate Meeting Schedule

All meetings scheduled for Tuesdays, 1100 to 1220

15 Mar

19 Apr

**Academic Senate Executive Committee Meeting Minutes
09 Mar 2011**

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

- I. Call to Order
- II. Minutes of the Executive Committee meeting of February 23, 2011 and February 2, 2011 were approved.
- III. Report by Chair: Tabled.
- IV. Report by Vice-Chair: Tabled.
- VI. Standing Items:
 - a. Policies
 - i. Policy on Policies – Open (Under review by Executive Committee)
 - ii. Review of Academic Administrative Employees – Open (J. Massey to revise.) Massey will put hard copies in the committee members' mailboxes.
 - iii. Appointment of Academic Administrators – Open (J. Massey to revise.) Massey will put hard copies in the committee members' mailboxes.
 - b. Faculty Handbook – Open (Draft under review). T. Snell has finished formatting everything, so he will now email it to the committee.
- VII. Informational Items:
 - a. The WASC visit seemed successful. Substantive issues, both positive and negative, were raised.
 - b. Laura Layton is no longer our senate support: we currently have no support.
- VIII. Old Business
 - a. Senate Reorganization: (handout from B. Bolin attached). We need to look at the CBA to determine the nomenclature for lecturers. There was some discussion as to what constitutes a student service professional. Committee decided to add the words "unit three" to article one, section two, and article two, section 1. Words were left out which would give the academic senate the option to include people not specified by the constitution. Committee ultimately decided to leave that language in. In article one, section six, language regarding failure of quorum due to the absence of part-time faculty was struck. In article 2, section 1b, electronic voting verbiage was added. B. Bolin will send a revised draft via email, and the committee will put it on the agenda for the next general senate meeting. Q: Should part-time lecturers have a vote?
 - b. Policy 521 – Selection and Review of Department Chairs (two attachments—old policy and new). It was decided that everyone, including part-time lecturers, should have 100% of one vote. The employment rank of those eligible to serve as chair was discussed.
 - c. Discontinuance of QMED Minor: Tabled for lack of time.
- IX. New business: General Senate Meeting agenda, March 15, 2011: Tabled.
- X. Adjournment: Meeting was adjourned at 10:00 a.m.
Minutes respectfully submitted by Julie Chisholm

Proposed Executive Committee Meeting Schedule
All meetings scheduled for Wednesdays, 0850 to 0950
23 Mar
06 Apr
13 Apr

Proposed General Senate Meeting Schedule
All meetings scheduled for Tuesdays, 1100 to 1220
22 Mar
19 Apr

Senate Reorganization Ideas

- Easy
 - No change in membership
 - Creation of a policy specifying what Executive Committee can vote on and what needs to be brought to the Senate.
- Moderate
 - 6 at-large members
 - 2 statewide senators
 - 6(?) chairs of standing committees (either appointed by Executive Committee or elected by committee members)
 - Creation of a policy specifying what Executive Committee can vote on and what needs to be brought to the Senate.
- Difficult
 - Elected representatives from each department

Senate Reorganization

The following structure is a model for the Academic Senate of the California Maritime Academy. Faculty are defined as employees who hold an academic rank of Instructor or higher. Lectures must teach .4 of a FTE to be eligible for service in the Academic Senate. The Leadership Development Department is an integral student program and will be represented in the Academic Senate. This structure will allow the Academic Senate to vote on business with 16 members in attendance. Membership of the Academic Senate will consist of the elected representatives from each of the 10 academic departments, 6 faculty at-large, and the 11 Chairs of the Academic Senate Standing Committees. No member of the Academic Senate may serve more than two consecutive terms in any voting position. Meetings of the Academic Senate are open for all faculty to attend and all faculty are free to express their concerns or opinions in open forum discussion.

Proposed Academic Senate

1. Departmental Representation

Faculty will elect one member from their department to represent them in the Academic Senate. It will be the representatives' responsibility to represent and express the opinion of their department as they conduct business in the Academic Senate. The Department Representative can be a Department Chair but cannot be the Chair of any Senate Standing Committee, a Faculty at-Large, or a State-wide Senator. Department Representatives will serve two year terms.

- 1.1. Athletics:
- 1.2. Engineering Technology:
- 1.3. Leadership Development:
- 1.4. Library:
- 1.5. Marine Operations:
- 1.6. Marine Transportation:
- 1.7. Maritime Policy & Management:
- 1.8. Math & Science:
- 1.9. Mechanical Engineering:
- 1.10. Naval Science:

2. Senate Standing Committee Chairs

The Senate Vice Chair will select an eligible faculty member to serve as chairperson of the various Senate Standing Committees. Senate Standing Committee Chairs can be a Department Chair but cannot be a Departmental Representative, a Faculty at-Large, or a State-wide Senator. Senate Standing Committee Chairs will serve two year terms.

- 2.1. Academic Integrity Committee:
- 2.2. Budget Committee:
- 2.3. Cruise Coordination Committee:

- 2.4. Curriculum Committee :
- 2.5. Faculty Development Committee:
- 2.6. Graduate Awards Committee:
- 2.7. Judicial Committee:
- 2.8. Library Committee:
- 2.9. Professional Leave Committee:
- 2.10. RTP Committee:
- 2.11. Policy Committee:

3. State-wide Senators

State-wide Senators will be elected from among the general faculty of the California Maritime Academy. They will represent our faculty at the California State University system level. The State-wide Senator can be a Department Chair but cannot be a Department Representative, a Faculty at-Large, or the Chair of any Senate Standing Committee. Department Representatives will serve three year terms.

- 3.1. Senator:
- 3.2. Senator:

4. Faculty at-Large

Faculty at-Large will be elected from among the general faculty of the California Maritime Academy. The Lecturer at-Large will be elected from among lectures. Only lectures can vote for the Lecturer at-Large. The Faculty at-Large can be a Department Chair but cannot be a Department Representative, the Chair of any Senate Standing Committee, or a State-wide Senator. Faculty at-Large will serve two year terms.

- 4.1. Faculty at-Large:
- 4.2. Faculty at-Large:
- 4.3. Faculty at-Large:
- 4.4. Faculty at-Large:
- 4.5. Faculty at-Large:
- 4.6. Lecturer at-Large:

5. Student Representation

The two student governing bodies shall appoint one representative each to serve in the Academic Senate. Student Representative will serve a one year term.

- 5.1. Corps:
- 5.2. ASCMA:

6. Ex Officio, non voting Members

The Ex Officio, non voting Members are Campus Administrators. They are expected to participate in an advisory capacity to the Academic Senate.

- 6.1. President
- 6.2. Provost
- 6.3. Deans
 - 6.3.1. Academic
 - 6.3.2. Library
 - 6.3.3. SPEL
 - 6.3.4. Students

Voting Members: 31
Total Members: 37

The Academic Senate Executive Committee will be comprised of elected members of the Academic Senate. The members of the Academic Senate Executive Committee will elect a Chair, Vice Chair and Secretary. These three positions will be held for a 1 year term.

Proposed Academic Senate Executive Committee

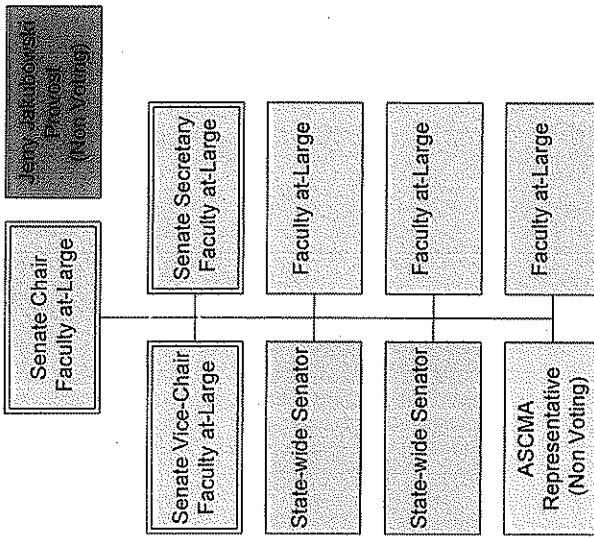
- 1. Senate Member:
- 2. Senate Member:
- 3. Senate Member:
- 4. Senate Member:
- 5. Senate Member:
- 6. Senate Member:
- 7. State-wide Senator:
- 8. State-wide Senator:
- 9. Provost:

Current Academic Senate

The Academic Senate is comprised of the following:	
Tenured Faculty:	27
Probationary Faculty:	18
Part-time Faculty:	40
Professional Library Personnel:	1
Student Service Professionals:	8
Total Voting:	94

The Senate may vote during any session when a quorum ($\geq 51\%$) of voting members are present, subject to one qualification. The existence of a quorum shall not fail due to the absence of part-time faculty.

Academic Senate Executive Committee



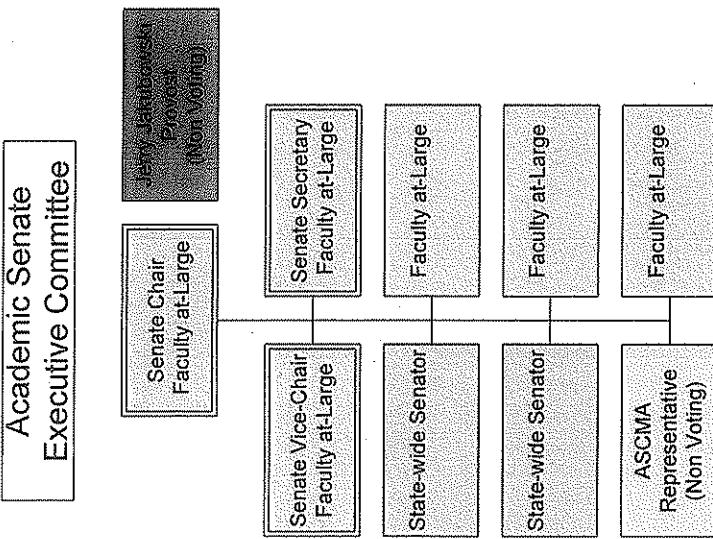
Proposal 1 (Easy)

The Academic Senate is comprised of the following:	
Tenured Faculty:	27
Probationary Faculty:	18
Part-time Faculty:	40
Total Voting:	85

The Senate will not vote during any session. Voting will be done using the campus' content management system. Voting will be open for a defined time to allow faculty to vote according to their schedule. Once the vote has closed, if 51% of the membership has voted, the majority rules.

All Standing Committees as currently constituted.

The Executive Committee will be empowered to:



Proposal 2 (Medium)

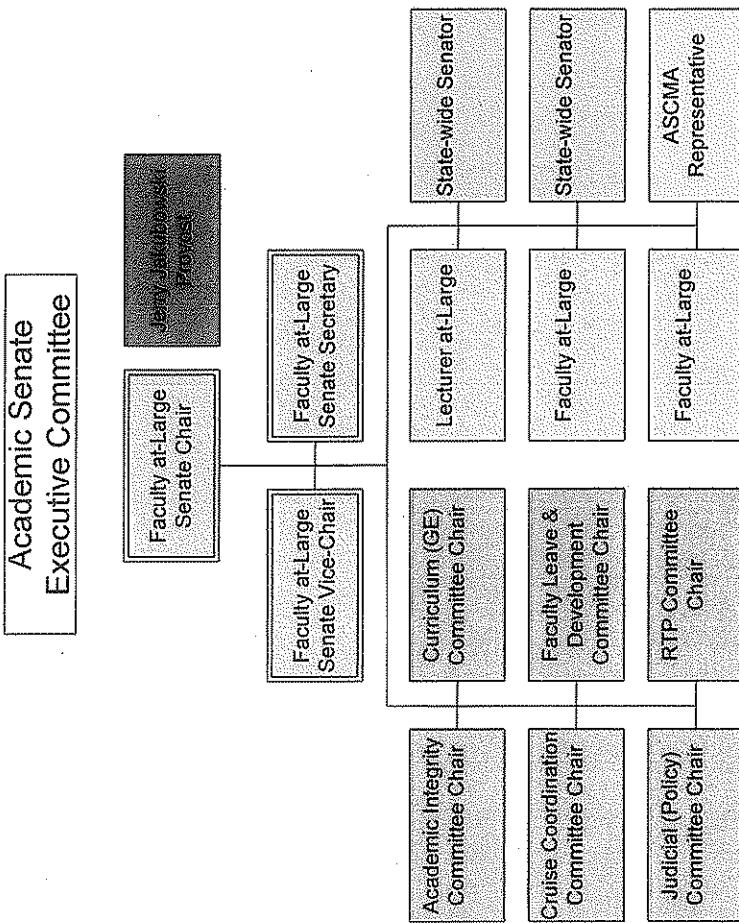
The Academic Senate is comprised of the following:
Tenured Faculty: 27
Probationary Faculty: 18
Lecturers with >=0.4 FTE: 26
Total Voting: 71

The Senate will not vote during any session. Voting will be done using the campus' content management system. Voting will be open for a defined time to allow faculty to vote according to their schedule. Once the vote has closed, if 51% of the membership has voted, the majority rules.

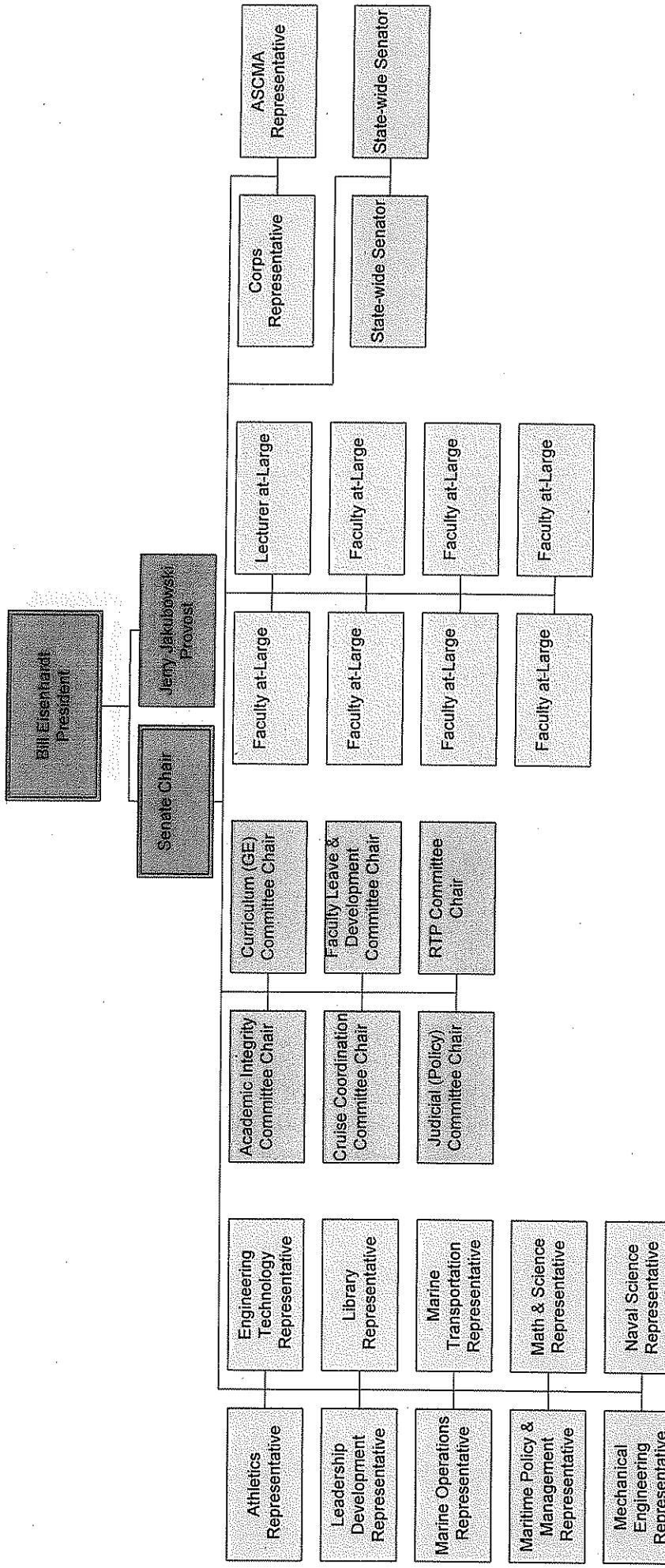
Standing Committees will evaluated to determine which can be combined or eliminated.

Expand the membership of the Executive Committee to include the Chairs of the Standing Committees.

The Executive Committee will be empowered to:



Proposal 3 (Hard)



The Academic Senate is comprised of the following:

Department Representatives: 10

(1 from every Academic Department)

Standing Committee Chairs: 6

Faculty at-Large: 8

(1 for every 10 faculty)

State-wide Senator: 2

Student Representatives: 2 (Non Voting)

Provost: 1 (Non Voting)

Total Voting: 26

The Senate may vote during any session when a quorum ($\geq 51\%$) of voting members are present. If quorum is not established, voting will be done using the campus' content management system. Once the vote has closed, if 51% of the membership has voted, the majority rules. Votes will be public record.

Standing Committees will evaluated to determine which can be combined or eliminated.

**ACADEMIC SENATE****POLICY NO. 521**

ISSUE DATE:	4/16/02	POLICY: SELECTION AND REVIEW OF DEPARTMENT CHAIRS	
REVISION DATE:	4/6/11		
REFERENCE:			
APPROVED:	<hr/> <i>/</i> President, California Maritime Academy		
SUBMITTED:	<hr/> <i>/</i> Chair, Academic Senate		

POLICY:

- I. Recommendation and Appointment: As determined through elections supervised by the Executive Committee of the Academic Senate of the Academy, the members of each academic department will recommend to the President one of their colleagues for service 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 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 prior academic 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.
 - B. Normally, only tenured or probationary faculty are eligible to serve as Department Chairs.

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SELECTION AND REVIEW OF DEPARTMENT CHAIRS
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- C. All members of the department are eligible to nominate candidates and to vote in the election of the Chair of their department.
- D. Not later than April 1st 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 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 tenured or probationary faculty in the department. The ballot shall have an option of a "write-in" candidate. Elections shall be by secret ballot.
- F. In absence of approved alternate procedures developed by a department, successful election requires a majority of all votes properly cast. 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.
- G. The election shall be conducted prior to the end of the spring semester.
- H. Departments may establish alternate election procedures, subject to approval by the Executive Committee of the Academic Senate. Such procedures must comply with applicable provisions of the current Collective Bargaining Agreement (CBA). Approved departmental procedures shall be attached to this policy as Amendment B.
- I. Should a vacancy occur prior to the completion of an incumbent Chair's term an election following the procedures described in Sections III-E and III-F, above, will occur, without delay, to select a Chair for the remainder of the ongoing three-year term. If the vacancy is of a temporary nature of a semester or more in length, such as in the case of a Chair on sabbatical, an interim chair may be elected to serve until the Chair returns. In the case of an extended absence of less than a semester in length, the Chair may appoint an acting chair, in consultation with the members of the department and the Academic Dean.

IV. Review:

- A. Departments shall evaluate the performance of their Department Chairs on an annual basis, commencing in the fall term of the first year of service.

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SELECTION AND REVIEW OF DEPARTMENT CHAIRS
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- B. In October of each year, the Director of Faculty Affairs shall solicit department faculty to complete and submit Appendix A, Evaluation of Department Chairs. Evaluations shall be due no later than November 15th. Department faculty shall submit completed evaluations to the Chair in a manner that ensures anonymity.
- C. These intra-departmental evaluations should be formative in nature. The evaluation forms or information obtained from them shall not be placed in the Department Chair's Personnel Action File (PAF) or used in Retention, Tenure or Promotion (RTP) decisions unless the evaluated Chair includes the submitted evaluation forms in his or her Working Personnel Action File (WPAF) at his or her discretion.
- D. Departments may develop alternate evaluation forms or procedures.

V. Recall:

- A. 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. If two-thirds or more of the votes support a Vote of No Confidence, the results of that vote will be forwarded to the Academic Dean, the Provost and the President.

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SELECTION AND REVIEW OF DEPARTMENT CHAIRS
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APPENDIX A

Department Chair Evaluation

Name of Chair:

Department:

Date:

1. Describe your Department Chair's strengths as Chair and give examples of ways he/she has been successful in his/her duties as Chair.
2. What are some areas where there is room for improvement with how your Department Chair does his/her job?
3. Please feel free to add other comments or provide additional information.

Submit this evaluation to the Chair by November 15th.

**ACADEMIC SENATE****POLICY NO. 521**

ISSUE DATE:	4/16/02	POLICY: SELECTION AND REVIEW OF DEPARTMENT CHAIRS
REVISION DATE:	3/22/11	
REFERENCE:		
APPROVED:		/
President, California Maritime Academy		
SUBMITTED:		/
Chair, Academic Senate		

POLICY:

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PAGE 2**

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- 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 tenured or probationary faculty in the department. The ballot shall have an option of a "write-in" candidate. Elections shall be by secret ballot.
- F. In absence of approved alternate procedures developed by a department, successful election requires a majority of all votes properly cast. 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.
- G. The election shall be conducted prior to the end of the spring semester.
- H. Departments may establish alternate election procedures, subject to approval by the Executive Committee of the Academic Senate. Such procedures must comply with applicable provisions of the current Collective Bargaining Agreement (CBA). Approved departmental procedures shall be attached to this policy as Amendment B.
- I. 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:

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- B. In October of each year, the Director of Faculty Affairs shall solicit department faculty to complete and submit Appendix A, Evaluation of Department Chairs. Evaluations shall be due no later than November 15th. Department faculty shall submit completed evaluations to the

**FACULTY SENATE POLICY NO. 521
SELECTION AND REVIEW OF DEPARTMENT CHAIRS
PAGE 3**

Administrative Assistant of the Academic Dean. Faculty may choose to submit the evaluations anonymously or may include their names on the form, at their own discretion.

- C. The Administrative Assistant of the Academic Dean shall provide copies of all submitted evaluations to the evaluated Chair and the Academic Dean.
- D. These intra-departmental evaluations should be formative in nature. The evaluation forms or information obtained from them shall not be placed in the Department Chair's Personnel Action File (PAF) or used in Retention, Tenure or Promotion (RTP) decisions unless the evaluated Chair includes the submitted evaluation forms in his or her Working Personnel Action File (WPAF) at his or her discretion.

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PAGE 4**

APPENDIX A

Department Chair Evaluation

Name of Chair:

Department:

Date:

Name of Evaluator (optional):

1. Describe your Department Chair's strengths as Chair and give examples of ways he/she has been successful in his/her duties as Chair.
2. What are some areas where there is room for improvement with how your Department Chair does his/her job?
3. Please feel free to add other comments or provide additional information.

Submit this evaluation to the Administrative Assistant of the Academic Dean by November 15th.