

Academic Senate Executive Committee

Minutes of Meeting on August 31, 2007

Meeting called to order at 10:05 a.m.

Members Present: Benton, Buckley, Drake, Lynch, Nordenholz, Wheeler, Rana

1. Announcements

- A. J. Buckley welcomed new members to the Committee and called for the submission of action items to be addressed in the fall semester.

2. Approval of Minutes

- A. Minutes of the Academic Senate general meeting of 4/9/2007 were approved
- B. Minutes of the Academic Senate Executive Committee of 4/4/2007 were approved

3. Action Items

- A. An agenda format for Academic Executive Committee meetings was approved.
- B. The tentative schedule for Executive Committee meetings for fall 2007 was set. Meetings will be held weekly, on Mondays from 4-5p.m.
- C. The tentative schedule for general Academic Senate meetings was set. The first meeting of the Academic Senate was scheduled for 11:45 -12:20 on Wednesday, September 26th. Subsequent meetings were tentatively scheduled for the last Wednesday of each month: Wednesday, October 24th from 11:45-12:20, and Wednesday, November 28th from 11:45-12:20.
- D. Academic Senate membership for the 2007-2008 academic year was established per Article 1, Section 2 of the Constitution and By-Laws of the Academic Senate. In addition to all teaching faculty including all tenured, probationary, and part-time instructors with annual appointments; all professional library personnel; and all student service professionals; the Executive Committee issued President Bill Eisenhardt (or his appointed designate) an invitation of membership to the Academic Senate.
- E. It was determined that Drake will create a website to house Academic Senate Executive Committee documents so that they are accessible to the general public.

Meeting adjourned, 11:15 a.m.

Academic Senate Executive Committee

Minutes of Meeting on September 10, 2007

Meeting called to order at 4:00 p.m.

Members Present: Benton, Buckley, Drake, Lynch, Messer-Bookman, Nordenholz, Weinstock, Wheeler, Rana

1. Announcements

- A. J. Buckley announced that the President (or his designee) has been issued an invitation of membership to the Academic Senate for the 2007-2008 academic year.

2. Approval of Minutes

- A. Minutes of the Academic Senate Executive Committee meeting of 8/31/2007 were approved.

3. Reports

- A. President (No Report)

- B. VPAA

In the absence of the VPAA, a written statement was presented to the Committee by Buckley. The statement announced that a completed RTP timeline now exists and will be sent to the President for approval.

Messer-Bookman commented that faculty representatives had advocated for an amendment to the proposed RTP timeline that would ensure notification of the President's RTP decision to faculty before to Cruise 1, to provide faculty who wish to file grievances enough time to do so. While such an amendment was not made, this advocacy resulted in a new footnote on the proposed RTP timeline, indicating that "While every attempt will be made to notify candidates for post 2nd year retention, tenure and promotion prior to the commencement of the cruise period, the President has until the stated dates to make his/her final decision."

- C. Academic Dean

Dean Kreta, accompanied by Bruce Hartman, Interim Chair of the Department of Business Administration (BA), and Donna Nincic, Chair of the Department of Global and Maritime Studies (GMA), announced that they have recently received authorization from the President to begin discussions on the possibility of merging the administration of the BA and GMA departments.

Kreta, Nincic, and Hartman announced their intention to form a 3-person "Transition Team" to investigate possibilities related to merging the two departments. All parties noted that a potential merger would not affect the individual degree programs offered, but would provide an avenue for shared resources to support existing educational objectives. No specific administrative structure for a merged department has yet been identified by the team; the representatives stressed the need for open and transparent discussion among faculty within their respective departments on this issue, and indicated an intention to keep the Executive Committee well-informed as the process evolves. While no formal timeline exists for this information-gathering process, Kreta indicated that some understanding of the commitment of both departments to change would need to be established before department chair elections are held in November.

Wheeler expressed a concern that "transition team" members be cognizant of possible financial implications related to developing new administrative rolls in a merged department. Buckley reinforced the importance of a transparent communication process in order for the Executive Committee to factor emerging developments into the new Master Plan document.

- D. Chair, Academic Senate (No Report)

- E. Statewide Academic Senate

Wheeler and Messer-Bookman presented a written Statewide Senate Report September 2007, summarizing discussion of the September plenary meeting.

F. **Standing Committee Activities (Executive Committee Vice Chair)**

Benton has contacted all departments and reminded faculty of the need for committee representation, but is still waiting to verify some standing committee and ad hoc committee appointments. Benton identified the staffing of the Faculty Development Committee and ARTP Committee to be high-priority projects, as elections will need to be held in order to staff both committees in the near future.

4. **Appointments**

- A. Krishan Rana has been appointed to represent the Executive Committee at monthly Department Chairs meetings
- B. Mindy Drake has been appointed to represent the Executive Committee at weekly President's Senior Staff meetings

5. **Action Items**

- A. Tentative election procedures were established for the ARTP Committee and initiate as follows:
 - i. Each faculty member participating in the RTP process will be allowed to cast 1 vote
 - ii. All ARTP Committee members must be tenured full professors or of equivalent rank
 - iii. As a result of the faculty's votes, three new members will be elected to serve in the ARTP Committee on rotating terms. In order to cycle new members on a 3-year term, all three candidates will be elected at the same time, but for different terms of service. The candidate in the election who garners the most votes will be elected to a 3-year term; the candidate with the second most votes will be elected to a 2-year term; and the candidate with the third most votes will be elected to a 1-year term.
 - iv. ARTP Committee candidates will be given the opportunity to opt out of service on the committee by removing their name from the election ballot.
 - v. No more than one faculty member from each department may serve on the ARTP Committee. In the event that more than 1 member of any department is among the three candidates with the highest votes, only the candidate from the department who received the highest number of votes will be elected to the Committee.
 - vi. In the event of a tie vote between the first and second or second and third committee member candidates, the Executive Committee will settle the dispute with a coin toss.

Benton indicated plans to draft a copy of the ARTP election ballot and submit it for Committee approval, as well as to obtain an official list of faculty members eligible to serve in either committee.

- B. A structural overview of the new ad hoc Academic Master Plan Committee was created. Outgoing Executive Committee Chair Tom Nordenholz will chair this sub-committee with the aide of an administrative co-chair. Academic Dean Kreta was unanimously nominated to act as administrative co-chair.

Meeting adjourned, 5:30 p.m.

Academic Senate Executive Committee

Minutes of Meeting on September 17, 2007

Meeting called to order at 4:05 p.m.

Members Present: Buckley, Drake, Lynch, Messer-Bookman, Nordenholz, Weinstock, Wheeler, Rana

1. Announcements (None)
2. Approval of Minutes
 - A. Minutes of the Academic Senate Executive Committee meeting of 9/10/2007 were approved.
3. Reports
 - A. President (No Report)
 - B. VPAA (No Report)
 - C. Academic Dean (No Report)
 - D. Chair, Academic Senate (No Report)
 - E. Statewide Academic Senate (No Report)
 - F. Standing Committee Activities (Executive Committee Vice Chair) (No Report)
4. Appointments (None)
5. Action Items
 - A. Status of election procedures:
 - i. **Chair** Buckley reported that he had obtained a list of Academic Senate members to be issued ballots in the upcoming Senate RTP Committee election, and was working to cross-check the list to verify its completeness.
 - ii. **Secretary** Drake reported that she had notified all faculty members eligible to serve on the Senate RTP Committee of the dates of the upcoming election, and had informed all eligible candidates of their right to “opt out” of service in this committee. Ballots will be disseminated to faculty by Thursday, September 20th, and all completed ballots will be due back by Friday, September 28th.
 - B. General Senate Meeting
 - i. **The Chair** presented the committee with a tentative agenda for the next meeting of the General Assembly, occurring on Wednesday, September 26th, from 11:45-12:20 in room TEC-146. Committee members were asked to review the agenda for solidification.
 - C. Academic Master Plan:
 - i. Academic Dean Kreta has been invited to act as administrative co-chair of the Academic Master Plan Subcommittee. **Chair** Buckley noted Dean Kreta’s desire to specify that his co-chair function should be to provide support to the committee chair, who will ultimately coordinate the subcommittee and represent the will of the faculty.
 - ii. Preliminary discussion was held on the charge of the Academic Master Plan Subcommittee and the roles of proposed subcommittee functions. Immediate past Senate Chair Nordenholz (Subcommittee Chair) solicited clarification on how the subcommittee should be formed, priorities to be discussed, and a succinct definition of goals to be

accomplished. Discussion on this topic was tabled until the next meeting on 9-24-07 to allow additional reflection and review of the proposed charge.

D. Curriculum Committee Policies and Procedures:

- i. Bruce Hartman, Chair of the Curriculum Committee for the 2006-2007 academic year, presented a draft of a new Policies and Procedures document, created to define and guide the operations of that committee. This document addresses the functions of the Curriculum Committee in regard to its new role in departmental program reviews, and revisits the policies of the committee in regard to membership terms, voting procedures, and the processing of Curriculum Change Requests **offered** by students, faculty or staff.

Chair Buckley noted that before the new Policies and Procedures document can be endorsed by the Academic Senate and campus administration, it must first be reviewed by the Senate Policy Committee and Executive Committee. Until such endorsement is obtained, the Curriculum Committee should continue to function under the guidelines of existing documents. In order to support the functions of the Curriculum Committee in the current academic year, **Chair** Buckley indicated that the Executive Committee would attempt to expedite the review process.

Meeting adjourned, 5:35 p.m.

Academic Senate Executive Committee

Minutes of Meeting on September 24, 2007

Meeting called to order at 4:03 p.m.

Members Present: Buckley, Benton, Drake, Eisenhardt, Lynch, Messer-Bookman, Nordenholz, Weinstock, Wheeler, Rana

1. Announcements (None)
2. Approval of Minutes
 - A. Minutes of the Academic Senate Executive Committee meeting of 9/17/2007 were approved.
3. Reports
 - A. President
 - i. President Eisenhardt expressed his discomfort with recent campus and system-wide discussions of CSU executive compensation practices. He indicated an awareness of both sides of this heated issue, and expressed a desire to avoid acrimony between faculty, staff and administration.
 - ii. The President also commented on the importance of shared governance in academia and asked whether the Executive Committee would be willing to extend additional invitations of membership to other members of administration on campus. The President expressed the concern that he will not be able to attend most regularly scheduled Monday afternoon meetings, and that in his absence the Executive Committee would have not alternate administrative presence. Chair Buckley reconfirmed the commitment of the Executive Committee to the concept of shared governance and explained that the Committee's extension of membership to either the President or any designate of his choice was a deliberate attempt on to solicit administrative perspective even on such occasions as the schedule of the President did not allow for his direct attendance. Senate representative Jim Wheeler also noted that administrative perspective in Executive Committee meetings is recognized by all members to be of fundamental importance to the Committee's mission. No changes were made to the current Academic Senate membership.
 - iii. President Eisenhardt congratulated Executive Committee members Tim Lynch and Graham Benton for their publications in the most recent issue of the IAMU journal.
 - B. VPAA (No Report)
 - C. Academic Dean (No Report)
 - D. Chair, Academic Senate (No Report)
 - E. Statewide Academic Senate
 - i. Congratulations to CSU Academic Senate representative Tuuli Messer-Bookman, who was elected to serve on a new ad hoc committee of the Senate that will evaluate the use of student SUMA forms within the CSU system.
 - F. Standing Committee Activities (Executive Committee Vice Chair)
 - i. Vice Chair Benton announced that most of the standing committee openings have now been filled by faculty and provided the Committee with a catalog of faculty appointments for the 2007-2008 academic year. Benton will work to fill all remaining openings over the next week.
 - ii. Statewide Senate representative Jim Wheeler noted that the Class Size Committee will no longer be operating this semester, as a new Class Size Policy was created and adopted by Cal Maritime's Academic Senate last year, completing the committee's mission.

- iii. Committee member Lynch noted that the Student Assistant Committee also completed its charge during the 2006-2007 academic year, by authoring a report on the feasibility of faculty use of student assistants in the classroom. Lynch indicated that this report has been submitted to campus administration, and that he will also provide the Executive Committee with a copy for review.

4. Appointments

- A. Senate members Tuuli Messer-Bookman, Scott Green and Jonathan Fischer have been appointed by the Executive Committee to serve on the Policy Committee during the 2007-2008 academic year.
- B. Senate member Scott Saarheim has been appointed by the Executive Committee to chair the Academic Integrity Committee for the 2007-2008 academic year. Senate members Lloyd Kitazono and Tom Allen have also been appointed to serve in this committee, with Tuuli Messer-Bookman appointed as an alternate.
- C. Senate members Sam Pecota and Julie Chisholm were appointed by the Executive Committee to serve on the search committee for the Dean of Professional and Institutional Efficacy.
- D. Senate member Sam Pecota was appointed by the Executive Committee to serve on the President's Advisory Board for the 2007-2008 academic year.

5. Action Items

- A. Election Procedures Status Report
 - i. Secretary Drake announced that the deadline for submitting ballots in the Senate RTP Committee election will be 3:00 p.m. on Friday, September 28th. Drake will send an email to remind all academic senate members of this deadline, which will allow for election results to be publicized before the weekend in order to expedite the process of upcoming departmental RTP committee elections.
 - ii. Vice Chair Benton and Executive Committee member Lynch volunteered to organize the senate election for the Faculty Development Committee during the week of October 1st-5th. Vice Chair Benton will send an email to all faculty members eligible to serve on this committee in the next couple of days in order to allow those who do not wish to serve and opportunity to "opt out" of the ballot. The finalized ballot will then be disseminated to all academic senate members next week.
- B. General Senate Meeting
 - i. An agenda was approved for the General Senate Meeting occurring on September 26th from 11:45-12:20.
- C. Academic Master Plan:
 - i. An official charge of the ad hoc Academic Master Plan committee was unanimously approved. The charge is as follows:
 1. The purpose of an Academic Master Plan is to ensure that academic mission are aligned with CMA's mission and strategic plan, to focus efforts and serve as a guiding document for future academic changes, and to enable the administration and their faculty colleagues to set priorities for the use of CMA's resources. The Executive Committee of the Academic Senate therefore has established an ad hoc committee to develop an Academic Master Plan for CMA that is charged to assess the current academic situation as it relates to internal and external factors, articulate an academic vision statement, identify general academic goals, develop general strategies for meeting those goals, develop measurable objectives, set realistic priorities, and draft the Academic Master Plan.
 - ii. A Description of the role of the Executive Committee in the guidance of the Academic Master Plan Committee was unanimously approved as follows:
 1. Oversee the Committee's process
 2. Approve the Committee's results
 3. Recommend the Master Plan to the Academic Senate
 4. Conduct an approval election
 - iii. A description of the roles of the committee's Chair and Vice Chair were unanimously approved as follows:
 1. Chair –
 - a. Develop an ad-hoc committee structure

- b. Identify resources needed
 - c. Staff the committee
 - d. Develop a timeline for the completion of an Academic Master Plan with a goal of finishing the project by December of 2008
 - e. Provide the Executive Committee with a monthly status report
2. Vice Chair-
- a. Support the efforts of the Chair
 - b. Provide access to resources
 - c. Provide access to information

Meeting adjourned, 5:35 p.m.

Academic Senate Executive Committee

Minutes of Meeting on October 8, 2007

Meeting called to order at 4:35 p.m.

Members Present: Buckley, Benton, Drake, Lynch, Messer-Bookman, Weinstock, Wheeler, Rana

1. Announcements (None)
2. Approval of Minutes
 - A. Minutes of the Academic Senate Executive Committee meeting of 9/24/2007 were approved.
 - B. Minutes of the Academic Senate Executive Committee meeting of 10/1/2007 were approved.
3. Reports
 - A. President (No Report)
 - B. VPAA (No Report)
 - C. Academic Dean (No Report)
 - D. Chair, Academic Senate (No Report)
 - E. Statewide Academic Senate (No Report)
 - F. Standing Committee Activities (Executive Committee Vice Chair)
 - i. Senate member Peter Hayes has been elected by the faculty to serve on the Faculty Development Committee during the 2007-08 academic year.
 - ii. Senate member Stephen Browne has been appointed by the Executive Committee to serve on the Budget Advisory Committee during the 2007-08 academic year.
 - iii. Senate member Sam Pecota has been appointed by the Executive Committee to serve on the President's Advisory Board during the 2007-08 academic year.
 - iv. Senate members Sam Pecota has been appointed by the Executive Committee to serve on the search committee for the Dean of Professional and Institutional Efficacy.
 - v. Vice Chair Benton announced that most of the standing committee appointments have now been filled, and that he will disseminate a completed list of committee appointments to all faculty members early this week.
4. Action Items
 - A. Senate RTP Committee Election Results:
 - i. Statewide Senate Representative and Academic Senate member Tuuli Messer-Bookman was elected by the faculty to serve a 3-year term.
 - ii. Statewide Senate Representative and Academic Senate member James W. Wheeler was elected by the faculty to serve a 2-year term.
 - iii. Academic Senate member Lyle Cook was elected by the faculty to serve a 1-year term.
 - iv. Academic Senate member Jim Rogers was elected by the faculty to act as an alternate member to the Senate RTP Committee in the 2007-08 academic year.
 - v. Discussion was held concerning the election of alternate members of the Committee, and the process by which Senate RTP Committee appointments will be managed in future years in order to facilitate a rotating a 3-year cycle of service. The following was established:
 1. Alternate committee members must not belong to the same department as any of the incumbent Committee members. This precaution is deemed necessary in order to avoid a situation in which two members of the same department might serve on the committee concurrently, which is not permitted.

2. In each future election (held annually), members of the Academic Senate will elect 1 representative to serve for a 3-year term, and 1 alternate member to serve during that academic year.

B. Curriculum Committee Procedure Change Status:

- i. Secretary Drake announced that the Curriculum Committee has received input related to the draft Policies and Procedures document from the Policy Committee, and that the subcommittee charged with the development of these procedures will be meeting with the Policy Committee in the near future to discuss its commentary and suggestions.

C. Departmental RTP Guidelines:

- i. Statewide Senate Representative Tuuli Messer-Bookman reminded the Committee that all Departmental RTP Guidelines must be approved by the President before the start of the 2007-08 RTP cycle in order to be put into affect for those under review during this academic year. The RTP cycle will begin next Thursday, October 18th 2007.
- ii. Vice Chair Benton announced that he will ask Executive Assistant to the Vice President, Laura Layton, to disburse a 2007-08 RTP calendar to all faculty so that they are aware of the relevant dates.
- iii. Statewide Senate Representative Messer-Bookman, acting on behalf of her role in the Policy Committee, distributed a copy of the new Departmental RTP Guidelines for the Marine Transportation Department. Messer-Bookman asked that the Executive Committee review this document for discussion in its next meeting, and noted that the guidelines have already been endorsed by the Marine Transportation Department and approved by the Policy Committee.
 - a. Chair Buckley enquired as to what entities must review Departmental RTP Guidelines before they can be officially approved. Senate Representative Messer-Bookman explained that these guidelines, once adopted, will become official amendments to Faculty Senate Policy 526: Retention, Tenure & Promotion. As such, these documents will need to be endorsed by the faculty within their originating department, approved by the Policy Committee and the Academic Senate Executive Committee, and finally reviewed and approved by the President of the institution.
 - b. Executive Committee member Krishan Rana asked whether each department was required to file its own Departmental RTP Guidelines. Statewide Senate Representative James W. Wheeler explained that these guidelines are not required, and that if a department feels that the current Policy 526 is sufficient to meet all of their review needs, no additional documents are needed. Representative Messer-Bookman also noted that Policy 526 is the document by which all faculty members must ultimately be reviewed for retention, tenure or promotion, as required by State of California law. Departmental RTP Guidelines may not conflict with the requirements of this document. However, Departmental RTP Guidelines may provide clarification and emphasis to the standards put forth in Policy 526.

Meeting adjourned, 5:25 p.m.

Academic Senate Executive Committee

Minutes of Meeting on October 15, 2007

Meeting called to order at 1635

Members Present: Buckley, Benton, Lynch, Messer-Bookman, Weinstock, Wheeler, Rana

Guests Present: Dean Kreta representing President Eisenhardt

1. Announcements

- A. Chair Buckley announced that a request has been made by one department for the Executive Committee to oversee the election of their department chair in November. Chair Buckley to query all departments and set up schedule for elections.

2. Approval of Minutes

- A. Minutes of the Academic Senate General Meeting of 9/26/07 were approved.
- B. Minutes of the Academic Senate Executive Committee meeting of 9/24/2007 were approved.

3. Reports

A. President (No Report)

B. VPAA (No Report)

C. Academic Dean

- i. Expressed interest in attending EC meeting to discuss any topic of interest.
- ii. Indicated that the new Simulation Center may be ready in December for move in.
Answered question about the center.
- iii. Addressed the issue of a Faculty Lounge as space becomes available.

D. Chair, Academic Senate (No Report)

E. Statewide Academic Senate

- i. Statewide Senate Representative Messer-Bookman
 - 1. Senate concerned with lack of response to two votes of no confidence.
 - 2. Business Deans are proposing the raising of fees for MBA students.
 - 3. There will be increased tracking of all proposals for the Research Scholarship Fund instead of only those accepted.
 - 4. The Student Evaluation Task Force will develop a list of best practices. Faculty can provide input to Representative Messer-Bookman.
- ii. Statewide Senate Representative Wheeler
 - 1. General Education Advisory Committee is looking at [Inter-segmental General Education Transfer Curriculum and CSU GE Breadth Program](#).
 - 2. There will be a system wide GE meeting, [during the spring term, sometime in February](#).

F. Standing Committee Activities (Executive Committee Vice Chair)

- i. Vice Chair Benton announced that most of the standing committee openings have now been filled.
- ii. Faculty Development Committee election will conclude on Oct. 8.
- iii. Call to service for the Budget Advisory Committee has gone out. Executive Committee will select member a next meeting.

4. Appointments

- A. Ryan Dudley was appointed to the PIE Dean Search Committee.

5. Old Business

- A. Curriculum Committee procedural changes – Nothing new to report.
- B. MT Departmental RTP Guidelines
 - i. President has some concerns that need addressed by the MT Department
 - ii. EC does not feel that there is sufficient time to properly negotiate the differences and to adequately evaluate the changes in time for this RTP cycle. Chair Buckley to notify the MT Department.
- C. Discussion topic for next general meeting.
 - i. Chair Buckley asked members to consider a topic for the next general meeting and to be prepared to this at the next meeting.
- D. Review of academic administrators – nothing new to report.
- E. Faculty conduct – nothing new to report.

6. New Business

- A. Consider changing the EC meeting dates to every other week.

Meeting adjourned, 5:50 p.m.

Academic Senate Executive Committee

Minutes of Meeting on October 22, 2007

Meeting called to order at 4:35 p.m.

Members Present: Buckley, Benton, Drake, Lynch, Wheeler, Rana

1. Announcements (None)

- A. Executive Committee Member Lynch drew the group's attention to a provision on page 17 of the current Retention, Tenure and Promotion Policy (526), which notes that probationary faculty who are not in the pipeline for review in the current cycle are still required to have periodic evaluations by their Department Chair, Academic Dean, and Departmental RTP Committee. Statewide Senate Representative Wheeler acknowledged the existence of this clause and noted that its presence in the current RTP Policy is a requirement of the Collective Bargaining Agreement. Chair Buckley announced his intent to meet with the Vice President of Academic Affairs and President in regards to this provision, and then to communicate its existence to all faculty in an expedient manner.
- B. Chair Buckley noted that the email listserv of all campus faculty and staff has not been updated in a significant amount of time. This neglect has led to a number of email contact errors. He will work with representatives from the IT Department to update this list.

2. Approval of Minutes

- A. Minutes of the Academic Senate Executive Committee meeting of 10/19/2007 were approved pending editorial corrections.

3. Reports

- A. President (No Report)
- B. VPAA (No Report)
- C. Academic Dean (No Report)
- D. Chair, Academic Senate (No Report)
- E. Statewide Academic Senate (No Report)
- F. Standing Committee Activities (Executive Committee Vice Chair)
 - i. Vice Chair Benton announced that nominations are currently being accepted for membership on the new Bookstore Committee. An email to this affect has been distributed to all Senate members, and Benton will submit the names of all nominees to Executive Committee members this week. The Committee's final recommendations must be submitted to the Director of CMA Services, Diane Rawicz, no later than Monday, October 26th.

4. Action Items

- A. The General Senate Meeting for October has been canceled. Chair Buckley announced that, in lieu of a meeting, an email will be sent to all Senate members, which will include a list of the major agenda items the Executive Committee has addressed during the past two months. These items include:
 - i. All standing committees have now been filled
 - ii. Elections have been completed for Senate RTP and Faculty Development Committee representatives.
 - iii. A draft has been developed for an Administrative Review Policy
 - iv. Discussions have been held in regard to this January's faculty retreat
 - v. An Academic Master Plan Subcommittee has been formed and structured.

- B. Chair Buckley has sent an email to all Department Chairs whose terms as Chair are ending. Elections, either to reinstate the current Chair or select a replacement, will be held during the fall term, prior to the end of the first week of November, with new terms of service beginning in December.
 - i. Chair Buckley explained that the Business Administration Department will not be holding an election because the temporary appointment term of their current Chair, Bruce Hartman, extends beyond this election process. Also, the contemplated restructuring or merging of the Business Administration Department with the current Global Studies and Maritime Affairs Department may have long-term implications on the election of department chairs within both programs.
 - ii. Chair Buckley also noted that the Mechanical Engineering Department will not be holding an internal election for a department chair, as they will be advertising for this position externally.

- C. Executive Committee meeting dates have been changed from weekly to every other week. The next Executive Committee meeting is schedule for Monday, November 5th from 4:30-5:30 p.m.

Meeting adjourned, 5:30 p.m.

Academic Senate Executive Committee

Minutes of Meeting on November 5, 2007

Meeting called to order at 4:40 p.m.

Members Present: Messer-Bookman, Buckley, Drake, Eisenhardt, Lynch, Rana, Wheeler, Weinstock

1. Announcements (None)

- A. Chair Buckley reminded attendees that October 22nd is the due date for all Working Personnel Action Files of faculty members under review in the current Retention, Tenure & Promotion cycle. He will send out a notice to all Departmental RTP Review Committees as a reminder that they will have only 2 weeks to review these files.
- B. Chair Buckley disseminated a document describing the process by which CSU faculty may recommend the award of an honorary doctoral degree. This issue was brought to the Committee by Interim VP of Advancement Tom Dunworth, who, although unable to attend, wished to encourage the Committee to identify desirable candidates for this award. President Eisenhardt noted that the faculty has chosen to nominate a candidate for an honorary doctorate only once in the history of the Academy, and that the honor was never ultimately awarded. He encouraged the Committee to consider a list of suitable nominees, and indicated that although we are a small institution, there are still a number of deserving individuals who have contributed in unique ways either nationally or internationally to our campus or the maritime industry. President Eisenhardt also emphasized the importance of the faculty in this process, noting that the Board of Trustees will only consider candidates for honorary doctoral degrees if they have received the strong endorsement of the faculty.

2. Approval of Minutes

- A. Minutes of the Academic Senate Executive Committee meeting of 10/22/2007 were approved pending editorial corrections.

3. Reports

A. President

- i. President Eisenhardt noted that some faculty members have now received a letter from the Chancellor's Office regarding his performance evaluation, and that all faculty members who did receive a request to evaluate the President's performance will need to submit these materials no later than the end of the month. These letters were sent out to a random selection of campus faculty, staff, and administrators as part of the formal review process the President undergoes as an employee of the CSU every 3 years.
- ii. President Eisenhardt provided an overview of current campus events:
 1. Cal Maritime is now the official owner of the stretch of land extending from outside of the current campus gate, all the way up to the motel, including the "little bar" building which has not been used for several years. The new land will be used to create a new Wellness & Survival Center, which will house a new gym and pool with a wave maker which will be of use in survival training. Once this building is completed, the old gym will be available for other purposes, and the President's staff is now considering how that space will be best utilized.
 2. The President's staff is currently considering how campus services will be reorganized following the retirement of Commodore Keever, the current VP of Marine Programs. No structure has been specifically adopted at this point, but discussions are underway.
 3. The president reminded all Executive Committee Members that the final schedule of the President's Staff Retreat, scheduled for November 18th-20th has now been distributed via campus mail to all participants.

- B. VPAA (No Report)
- C. Academic Dean (No Report)
- D. Chair, Academic Senate (No Report)
- E. Statewide Academic Senate (No Report)
- F. Standing Committee Activities (Executive Committee Vice Chair) (No Report)

4. Action Items:

- A. Chair Buckley announced that the final date for this year's Faculty retreat has been set for January 3rd, and that a number of sites are still being considered. The main theme of the retreat will be the Academic Master Plan process. Chair Buckley will be looking in to the possibility of having the author of SFSU's Academic Master Plan act as a facilitator of this retreat, and will report back to the Committee.
 - i. Senate Executive Committee member Tim Lynch inquired as to whether the other Maritime Academies in the United States have created their own Academic Master Plans, and suggested that these documents might be used as models for our own process. Chair Buckley will pass this suggestion along to the Chair of the Academic Master Planning Subcommittee, Tom Nordenholz.
- B. Chair Buckley indicated that faculty members who are not up for direct review in the current RTP cycle but who are still in need to periodical evaluations are being identified. He indicated that he has worked with VPAA Don Zingale to establish a protocol for these evaluations as follows:
 - i. Faculty members up for periodic review will need to submit their 2-page self-evaluations to their administrators no later than the end of the semester.
 - ii. Faculty members up for periodic review will need to be observed in an instructional setting by their Departmental RTP Committee no later than Spring Break of next semester.
 - iii. Chair Buckley will email a notice of all review requirements with a timeline to all faculty members up for review and all affected department committees as soon as possible.
- C. Chair Buckley has begun work on a timeline for the academic senate to be placed in the near future on the Committee's Web site. This document will help to make the processes of the Academic Senate more transparent to the general public.
- D. Chair Buckley indicated that two faculty members are currently conducting human-study research, and that the Academic Dean has called for the expedient formation of Cal Maritime's first Institutional Research Board in order to facilitate campus research initiatives. Chair Buckley will ask Vice Chair Benton to send out a call for service in this new committee to all faculty members as soon as possible.
- E. Policy Committee Chair and Senate Executive Committee member Tuuli Messer-Bookman reported that she has not received feedback from Committee members in regard to the Draft Academic Administration Evaluation Policy which was distributed in the previous meeting. Chair Buckley urged all Committee members to provide any relevant feedback concerning this document to Messer-Bookman as soon as possible, and Cal Maritime is currently the only institution in the CSU who does not have a policy written to govern this process.

Meeting adjourned, 5:30 p.m.

Academic Senate Executive Committee

Minutes of Meeting on November 26, 2007

Meeting called to order at 4:30 p.m.

Members Present: Benton, Buckley, Drake, Eisenhardt, Lynch, Messer-Bookman, Rana, Weinstock, Wheeler

1. Urgent Business

- A. Chair Buckley presented a request by Academic Dean Steven Kreta that the Senate Executive Committee oversee the election of an interim chair for the soon-to-be developed Maritime Policy and Management Department. Once formed, this new, transitional department will merge the Business Administration and Global Studies and Maritime Affairs Departments. However, Chair Buckley noted that the Senate Executive Committee had not yet received written verification by the President or by the Academic Dean that a new department has been formed and endorsed by administration. Chair Buckley asked Committee members whether they would be willing to oversee the election of a chair to a department which had not yet been officially formed, and whether this action would effectively place the responsibility for legitimizing the new campus department on the Executive Committee.
 - i. Statewide Senate Representative Wheeler echoed these concerns, and noted that while it would be an appropriate function of the Executive Committee to oversee the election of an interim chair for a new department, that action was premature until the Committee received verification from administration of the creation of the new department.
 - ii. President Eisenhardt explained that the administration has now endorsed the creation of a new MPM department to merge the Business Administration and Global Studies and Maritime Affairs Departments, and that he has delegated responsibility for overseeing this process to the Academic Dean.
 1. Statewide Senate Representative Messer-Bookman noted the importance of maintaining consistent RTP status for faculty during this transitional process. She suggested that the appropriate administrative colleague issue a formal letter of assurance to faculty members in the merging departments, indicating that their RTP status will not be affected by the creation or dissolution of the new transitional department.
 2. Academic Master Planning Committee Chair Nordenholz expressed concern over department-based representation by faculty on either Senate or institutional committees with respect to this new, merged department. When Business Administration and Global Studies & Maritime Affairs are merged in the new MPM entity, will this new department still be allowed only 1 representative on core faculty committees?
 - iii. It was determined that the Executive Committee would oversee the election of an interim chair for the new MPM Department, following a formal written request by the Academic Dean. Chair Buckley indicated that he will request this documentation and brief the Academic Dean on the concerns raised by Committee members.

2. Approval of Minutes

- A. Minutes of the Academic Senate Executive Committee meeting of 11/05/2007 were approved pending editorial corrections.

3. Reports

- A. President
 - i. Roy Disney has agreed to be this year's graduation speaker.
- B. VPAA (No Report)
- C. Academic Dean (No Report)

- D. Chair, Academic Senate (No Report)
- E. Statewide Academic Senate (No Report)
- F. Standing Committee Activities (Executive Committee Vice Chair) (No Report)

4. Action Items:

- A. Chair Buckley asked Committee members for observations related to the 2007-08 President's Retreat.
 - i. Statewide Senate Representative Wheeler thanked the President for involving the faculty in this event, and acknowledged the potential importance of discussions held at the retreat in transforming the future culture of the campus.
 - ii. Consensus was expressed among Committee members that the retreat was a highly valuable forum for faculty and administrative discussions of key issues effecting current campus culture, future growth and potential reorganization.
 - iii. Chair Buckley noted certain aspects of the retreat to be of particular importance to informing the faculty's process in the development of a new Academic Master Plan:
 - 1. The presentations of each Department, describing the current status of their academic programs.
 - 2. The presentations of each Department Chair, describing visions of the future for their academic programs.
 - 3. Discussion of faculty and administration concerning potential avenues for academic reorganization.
 - iv. President Eisenhardt encouraged the Executive Committee to continue these important discussions on "mechanisms of change" across the institution during the upcoming Faculty Retreat in January.
- B. Approval was granted by the Committee for the agenda of the General Senate Meeting on Wednesday, November 30th, 2007. The following aspects are to be included:
 - i. An overview of the actions of the Senate Executive Committee, facilitated by Chair Buckley.
 - ii. A brief discussion of the privilege and responsibility of shared governance among faculty in the CSU, facilitated by Statewide Senate Representatives Messer-Bookman and Wheeler.
 - iii. An announcement of the location, date, and theme of the upcoming Faculty Retreat in January, facilitated by Academic Master Planning Committee Chair Nordenholz.
 - iv. An open discussion among faculty of the fundamental assumptions which shape the current culture of our campus, and the potential for reorganization and change, facilitated by Chair Buckley
- C. Academic Administration Policy Status:
 - i. Having received endorsement by the Executive Committee, Policy Committee representative Messer-Bookman will submit the current draft of the Academic Administration Policy to the President for review.

Meeting adjourned, 5:50 p.m.

Academic Senate Executive Committee

Minutes of Meeting on December 10, 2007

Meeting called to order at 4:35 p.m.

Members Present: Benton, Buckley, Drake, Lynch, Weinstock, Wheeler

1. Urgent Business (None)
2. Approval of Minutes
 - A. Minutes of the Academic Senate Executive Committee meeting of 11/26/2007 were approved pending editorial corrections.
 - B. Minutes of the General Senate meeting of 11/28/07 were approved.
3. Reports
 - A. President (No Report)
 - B. VPAA (No Report)
 - C. Academic Dean (No Report)
 - D. Chair, Academic Senate (No Report)
 - i. Chair Buckley submitted the following report via email on Wednesday, December 12th, 2007: "Summary of Academic Senate Chairs' Meeting in Long Beach -- The meeting was held on Thursday, 6 December, in Long Beach. The meeting began with a moment of silence in honor of Ron Butler, Senate Chair, Dominguez Hills, who died unexpectedly a week earlier. We heard reports about the MBA fee differential, Accessibility Technology Initiative, and workload and strategies. The primary discussion was on faculty recruitment and workload issues. It was very apparent that large campuses have the ability to manipulate their budgets to provide incentives for recruiting new faculty and for supporting faculty during their first two years at a new institution. Small campuses will have to be more creative. The next meeting is in February."
 - E. Statewide Academic Senate (No Report)
 - F. Standing Committee Activities (Executive Committee Vice Chair)
 - i. Vice Chair Benton submitted the following report via email on Monday, December 10th, 2007: "In my capacity as vice-char I sit on the CMA Budget Advisory Committee. This committee met on December 4th with the purpose of awarding funds for equipment purchases that was made available through the newly-created Equipment Fund. Academic Affairs, Marine Programs, and Admin and Finance all submitted requests and the BAC reviewed these requests and created a single prioritized list as a recommendation to the President. The total amount of the fund was \$412, 978; the total amount of the requests was \$562,655. The BAC allocated all of the available funds, and if needed, the Vice-Chair can supply the Senate Executive Committee with a more detailed memo of each of the equipment awards."
4. Action Items:
 - A. Chair Buckley reported that the first draft of the Academic Administration Evaluation Policy is being informally reviewed by the President, and that any new feedback or commentary will be discussed by the Committee in the near future.
 - B. Chair Buckley announced that all Department Chair elections have now been completed, with the exception of the newly formed Department of Maritime Policy and Management.

- i. Currently, Chairs have been elected by the Department of Marine Transportation, Department of Mechanical Engineering, and Department of Engineering Technology. The three newly-elected Chairs have met with the Vice President of Academic Affairs and Academic Dean, and are currently awaiting approval of the President.
 - ii. The Committee has received a letter from the Academic Dean, formally requesting that the Academic Senate Executive Committee supervise the election of a Chair for the newly developed Maritime Policy and Management Department. Chair Buckley indicated that he will be soliciting candidate nominations from the Department and issuing ballots no later than this Thursday. He expects that the Department Chair election will be completed by Monday, December 17th.
- C. The Committee decided upon the following routine schedule of meeting dates for the spring semester of 2008: occurring biweekly on Mondays, from 4:30-5:30 p.m. in the Faculty Conference Room. Accordingly, the first meeting date of the spring semester will be Monday, January 14th.
- D. It was determined by the Committee that the Faculty Retreat held in January at the Richmond Yacht Club would be considered the first General Senate Meeting of the spring semester. The Committee will work to determine an appropriate meeting date and theme for a second assembly of the General Senate in February.

Meeting adjourned, 5:00 p.m.

Academic Senate Executive Committee

Minutes of Meeting on January 14, 2008

Meeting called to order at 4:35 p.m.

Members Present: Benton, Buckley, Drake, Eisenhardt, Lynch, Weinstock, Wheeler

1. Urgent Business (None)

2. Approval of Minutes

- A. Minutes of the Academic Senate Executive Committee meeting of 12/10/2007 were approved pending the following correction to item 4, subsection A: The draft Academic Administrator Evaluation Policy has not yet been formally submitted by the Executive Committee to the President for approval, and is still under revision.

3. Reports

A. President

- i. The President announced that current VPAA Don Zingale will be leaving Cal Maritime for a new position as of July, 2008. He engaged in a conversation with the Executive Committee about possible avenues for filling this position on a short and long-term basis, but no formal decisions have been made at this time.
- ii. The President requested a separate meeting with members of the Executive Committee in which to review his commentary on the draft Academic Administrator Evaluation Policy. A meeting will be scheduled within the next week to discuss the progress of this document.
- iii. The President noted that any recommendations made by the campus to the CSU's Board of Trustees for 2007 Honorary Degree Candidates must be made by the end of next week. Because these recommendations must originate from the faculty of an institution, the President requested that the Executive Committee meet to review materials related to a potential candidate in the near future and to submit any recommendations to him as soon as possible. It was determined by the Executive Committee that its voting members would act as representatives of the faculty in this regard. A special meeting to review these materials was scheduled for Friday, January 18th at 11:45.
- iv. The President provided the Executive Committee with an overview of the current status of the Governor's budget, and discussed the seeming disparity in recent figures released by the CFA and the Chancellor's Office. The President indicated that the CFA and Chancellor's Office are currently working together to advocate for the budgetary needs of the CSU system. He also noted that, due to the current status of the Governor's budget, all campuses have been asked to stop accepting applications for new full-time freshmen as of February 1st, 2008. He indicated that he will be meeting with Enrollment Management in the near future to determine what effect this action may have on the Institution in the short and long term.

B. VPAA (No Report)

C. Academic Dean (No Report)

D. Chair, Academic Senate (No Report)

E. Statewide Academic Senate

- i. Statewide Senate Representative James Wheeler announced that a system-wide General Education meeting will be held in Long Beach, CA on February 28th, 2008. This event will be unique among past CSU gatherings in its commitment to focus exclusively on "any and/or all things GE-related." Wheeler noted that he will be attending this meeting in his current capacity as Chair of the system-wide GE Advisory Committee and that Cal

Maritime's Academic Dean will be attending as well. Because of decisions made within the office of the Chancellor vis-à-vis campus representation at the GE Meeting, which included direct consultation and collaboration with the GE Advisory Committee, it falls to our Executive Committee to select one additional Cal Maritime faculty member to represent the institution at this event. Wheeler recommended that the Committee consider Vice Chair Graham Benton, who is currently serving on Cal Maritime's General Education Committee, for this service role. The Committee unanimously elected Benton to represent Cal Maritime and its faculty at this event.

F. Standing Committee Activities (Executive Committee Vice Chair) (No report)

4. Action Items:

- A. A schedule was established for General Senate Meetings in the spring semester of 2008. These meetings will be routinely held on the 2nd Wednesday of each month, from 11:45-12:30.
- B. It was determined that the Executive Committee will select new officers for the 2008-09 academic year during its second meeting in February, currently scheduled for the 25th.
- C. An election will be held for a new CMA representative to the Academic Senate (3-year term) in early February. Committee Secretary Drake indicated that a call for nominations requesting the names of all tenured professors on campus who would like to "opt in" to the election will be sent out during the first week of February, and will be followed by a ballot directed to all members of the Senate, during the second week of the month.
- D. An election for a 3-year term in the Faculty RTP Committee beginning in the fall of 2008 will be held during the third week of February. The newly elected representative will replace Senate member Lyle Cook, who will have completed his 1-year elected term of service on this committee at the end of the 2007-08 academic year. All Executive Committee members wished to express thanks for Lyle's recent service. Due to policy related to the departmental representation on the Faculty RTP Committee, the names of tenured faculty in the Marine Transportation and Sciences & Mathematics departments will be omitted from the ballot.

Meeting adjourned, 6:00 p.m.

Academic Senate Executive Committee

Minutes of Meeting on January 18, 2007

Meeting called to order at 11:45 a.m.

Members Present: Buckley, Drake, Lynch, Rana, Weinstock

1. Urgent Business: Faculty Recommendations for 2007 Honorary Degrees. The Committee met in a special session to review materials provided by campus administration related to honorary doctoral degree candidate Roy Disney.
 - a. Honorary Degrees are awarded by the California State University at the doctoral level annually. Honorary degree candidates must be recommended to the Board of Trustees by the faculty of a specific campus; CSU honorary degrees are conferred with the intent of A) Recognizing excellence and extraordinary achievement in significant areas of human endeavor, within which are embodied the objectives and ideals of the California State University; B) Honoring meritorious and outstanding service to the California State University, collectively, or to its campuses, individually; to the State of California; to the United States; or to humanity at large; and C) Recognizing the men and women whose lives and significant achievements should serve as examples of the California State University's aspirations for its diverse student body.¹ To date, California Maritime Academy is the only CSU campus that has never awarded an honorary degree.
 - i. The Committee discussed several of the specific qualities and achievements which had led to the recent identification of Roy Disney as a potential honorary degree candidate for Cal Maritime:
 1. His international reputation for involvement in the world sailing community, including his personal achievement of several speed sailing records.
 2. His strong support of youth sailing on the West Coast, including this annual sponsorship of the Roy E. Disney trophy, which is presented to the Pacific Coast Interscholastic Sailing Association high school team that earns the most Disney Cut trophy points during the sailing season.
 3. His recent underwriting of the *Morning Light* project, which involved the recruitment, training, and campaigning of one of the youngest crews ever to compete in the Transpac race. Selected among this 15-member crew was Cal Maritime cadet Piet Van Os. The year-long training and competitive process was filmed by Disney cinematographers, and will be made into a documentary which is expected to expand world-wide youth interest in sailing.
 4. His recent commitment to speak at Cal Maritime's class of 2008 graduation ceremony.
 - ii. However, despite its positive review of the candidate, Executive Committee members expressed unanimous concerns over the lack of existing criteria for selecting and evaluating candidates of honorary degrees awarded by the CSU with the recommendation of the Cal Maritime faculty. It was determined that formal criteria for this process would need to be established before the Committee would engage in future honorary degree recommendations.
 - iii. Additionally, Committee members expressed frustration over the limited time period they had been given to recommend and review materials concerning

¹ As stated in the Guidelines for the Awarding of Honorary Degrees: The California State University, approved by the Board of Trustees on January 24th, 1996.

honorary degree candidates for the 2007-08 academic year. It was determined that a timeline for identifying candidates and gathering sufficient background information for review would need to be established before repeating this process in future years.

- iv. Committee members voted to recommend Roy Disney to the CSU Board of Trustees as a 2007 honorary degree candidate on behalf of the California Maritime Academy faculty. The vote was 4 in favor, 0 opposed, with 1 abstention.

2. Reports (None)

Meeting adjourned, 12:20 p.m.

Academic Senate Executive Committee

Minutes of Meeting on February 25, 2008

Meeting called to order at 4:35 p.m.

Members Present: Benton, Buckley, Drake, Eisenhardt, Rana, Weinstock, Wheeler

1. Urgent Business (None)
2. Approval of Minutes
 - A. Minutes of the Academic Senate Executive Committee meeting of 1/14/2008 were approved.
3. Reports
 - A. President
 - i. The President assured Committee members that faculty travel related to scholarship will not be negatively impacted by the current budgetary situation. He also announced that he will be leaving on Thursday, February 28th, for Washington, DC, where he will lobby legislators for increased financial support to U.S. maritime academies in the federal budget.
 - B. VPAA (No Report)
 - C. Academic Dean (No Report)
 - D. Chair, Academic Senate (No Report)
 - E. Statewide Academic Senate (No Report)
 - F. Standing Committee Activities (Executive Committee Vice Chair) (No report)
4. Action Items:
 - A. Election of Senate Executive Committee officers for the 2008/2009 academic year was deferred for 1 month in order to determine the membership of next year's Executive Committee.
 - B. Committee members provided feedback and commentary on a draft RTP evaluation survey developed by the Chair. It was determined that this survey would need to be administered to faculty who were involved in this year's RTP process by the end of March or early April in order to ensure participation of faculty who will be working onboard the TSGB over the summer. Committee members will continue to evaluate the current draft and will work to create additional questions that address any missing elements deemed relevant to assessing the RTP experience of faculty. This document will be re-evaluated in future meetings.
 - C. Chair Buckley presented Committee members with a request submitted by the Academic Dean for the creation of a policy to govern the right of students to eat or drink in campus classrooms. The request had been prompted by recent complaints from campus custodial staff who had been faced with increased trash in the classrooms. The Committee determined that policy concerning the use of campus facilities would not constitute an academic faculty concern, and as such, was beyond the scope of the committee to draft. Chair Buckley indicated that he would communicate these findings to the Academic Dean.
 - D. Committee Secretary Drake indicated that a ballot has been drafted for the election of a new member to the Senate RTP Committee in the 2008-2009 academic year. The election will run from Monday, March 3rd, to Friday, March 7th.

- E. Chair Buckley briefed the Committee on a recent conference with the Chair of the Academic Master Planning Subcommittee. Buckley indicated that a firm timeline for the development of an Academic Master Plan is being developed, and that meetings have been scheduled between committee members and the Academic Dean to discuss methods for re-energizing and restructuring this committee's process.
- F. Statewide Senate Representative Jim Wheeler announced that he will present the *2008-2009 Fish Award for Commitment to Excellence in Teaching* during the April 9th meeting of the General Senate.

Meeting adjourned, 5:30 p.m.

Academic Senate Executive Committee

Minutes of Meeting on February 11, 2008

Meeting called to order at 4:30 p.m.

Members Present: Benton, Buckley, Drake, Jackson, P. (*Representative to President Eisenhardt*), Lynch, Messer-Bookman, Weinstock, Wheeler

1. Urgent Business (None)
2. Approval of Minutes
 - A. Minutes of the Academic Senate Executive Committee meetings of 1/14/2008 and 1/18/2008 were approved.
3. Reports
 - A. President (No Report)
 - B. VPAA (No Report)
 - C. Academic Dean (No Report)
 - D. Chair, Academic Senate (No Report)
 - E. Statewide Academic Senate (No Report)
 - F. Standing Committee Activities (Executive Committee Vice Chair)
 - i. Policy Committee Representative Tuuli Messer-Bookman reported that a draft copy of the *Curriculum Committee Policies and Procedures* has been reviewed and resubmitted to the Curriculum Committee for revision. Messer-Bookman also reported that a new *Range Elevation Policy* for faculty is being drafted, and that the current *Grade Appeal Policy* must be amended in order to comply with executive orders generated by the Chancellor's Office.
4. Action Items:
 - A. The Committee voted unanimously to re-elect Jim Wheeler by proclamation to an additional 3-year term as Statewide Senate Representative. Representative Wheeler was the sole candidate in the senate-wide election for this position which had been scheduled for the second week in February.
 - B. Policy Committee Representative Tuuli Messer-Bookman reported that a new draft of the Academic Administrations Evaluation Policy will be created within the next week, based upon the commentary of the Senate Executive Committee and the President. This new draft will then be resubmitted to the President for additional informal review and commentary.
 - C. Senate Secretary Drake reported that the new Academic Senate Web page has been completed. This Web page will be posted to a publicly accessible location on Academic Affairs section of the Cal Maritime website within the week.
 - D. Committee members discussed the effectiveness of the recent Senate Retreat held in January, 2008 at the Richmond Yacht Club.
 - i. All Committee members indicated appreciation to the faculty for their attendance and participation at the event.
 - ii. Statewide Senate Representative Jim Wheeler noted the importance of the Executive Committee's role in communicating the will of the faculty to campus administration. It

was determined that the Academic Master Plan will be the most critical outcome of senate retreat.

- iii. Academic Master Planning Committee member Benton indicated that the information gathered at the event has already proven useful to the work of this committee, which is still undergoing the process of fact-finding. Chair Buckley indicated that he will be contacting the chair of the Academic Master Planning Committee in the near future to obtain an update on its progress and a proposed timeline by which this document will be completed.
- E. The Committee recognized a need for a formal faculty review of the current RTP process, which has been recently amended with the adoption of a new RTP Policy in the 2006-2007 academic year. To aide in the development of an effective survey instrument, Chair Buckley will draft a set of questions designed to evaluate faculty perception of the current RTP process. These draft questions will be disseminated to all Committee members electronically for review and commentary.
- F. An agenda was set for the next General Senate Meeting, scheduled for 2/13/08. It was determined that the focus of this meeting will be a briefing on the current state budget and its implications for campus-wide academic affairs. Chair Buckley will ask President Eisenhardt to present an overview of this issue

Meeting adjourned, 5:35 p.m.

Academic Senate Executive Committee

Minutes of Meeting on February 25, 2008

Meeting called to order at 4:35 p.m.

Members Present: Benton, Buckley, Drake, Eisenhardt, Rana, Weinstock, Wheeler

1. Urgent Business (None)
2. Approval of Minutes
 - A. Minutes of the Academic Senate Executive Committee meeting of 1/14/2008 were approved.
3. Reports
 - A. President
 - i. The President assured Committee members that faculty travel related to scholarship will not be negatively impacted by the current budgetary situation. He also announced that he will be leaving on Thursday, February 28th, for Washington, DC, where he will lobby legislators for increased financial support to U.S. maritime academies in the federal budget.
 - B. VPAA (No Report)
 - C. Academic Dean (No Report)
 - D. Chair, Academic Senate (No Report)
 - E. Statewide Academic Senate (No Report)
 - F. Standing Committee Activities (Executive Committee Vice Chair) (No report)
4. Action Items:
 - A. Election of Senate Executive Committee officers for the 2008/2009 academic year was deferred for 1 month in order to determine the membership of next year's Executive Committee.
 - B. Committee members provided feedback and commentary on a draft RTP evaluation survey developed by the Chair. It was determined that this survey would need to be administered to faculty who were involved in this year's RTP process by the end of March or early April in order to ensure participation of faculty who will be working onboard the TSGB over the summer. Committee members will continue to evaluate the current draft and will work to create additional questions that address any missing elements deemed relevant to assessing the RTP experience of faculty. This document will be re-evaluated in future meetings.
 - C. Chair Buckley presented Committee members with a request submitted by the Academic Dean for the creation of a policy to govern the right of students to eat or drink in campus classrooms. The request had been prompted by recent complaints from campus custodial staff who had been faced with increased trash in the classrooms. The Committee determined that policy concerning the use of campus facilities would not constitute an academic faculty concern, and as such, was beyond the scope of the committee to draft.
 - D. Committee Secretary Drake indicated that a ballot has been drafted for the election of a new member to the Senate RTP Committee in the 2008-2009 academic year. The election will run from Monday, March 3rd, to Friday, March 7th.

- E. Chair Buckley briefed the Committee on a recent conference with the Chair of the Academic Master Planning Subcommittee. Buckley indicated that a firm timeline for the development of an Academic Master Plan is being developed, and that meetings have been scheduled between committee members and the Academic Dean to discuss methods for re-energizing and restructuring this committee's process.
- F. Statewide Senate Representative Jim Wheeler announced that he will present the *2008-2009 Fish Award for Commitment to Excellence in Teaching* during the April 9th meeting of the General Senate.

Meeting adjourned, 5:30 p.m.

Academic Senate Executive Committee

Minutes of Meeting on March 10, 2008

Meeting called to order at 4:35 p.m.

Members Present: Benton, Buckley, Drake, Kreta, Lynch, Messer, Weinstock, Wheeler

1. Urgent Business (None)
2. Approval of Minutes
 - A. Minutes of the Academic Senate Executive Committee meeting of 2/25/2008 were approved.
3. Reports
 - A. President (No Report)
 - i. The President was represented by Academic Dean Stephen Kreta.
 - B. VPAA (No Report)
 - C. Academic Dean (No Report)
 - D. Chair, Academic Senate (No Report)
 - E. Statewide Academic Senate
 - i. Report Attached
 - F. Standing Committee Activities (Executive Committee Vice Chair) (No report)
4. Action Items:
 - A. Secretary Drake noted that the Special Election for a new member to the Senate RTP Committee for the 2008-09 academic year will be redone due to the inclusion of candidates in the original ballot who would not be eligible to serve if elected. Drake indicated that each of the eligible candidates will be re-contacted to confirm their eligibility to serve, and the new ballots will be distributed to all tenured and tenure-track faculty over the next two weeks.
 - B. Chair Buckley indicated that the Academic Master Planning (AMP) Committee has not yet created a draft Academic Master Plan, although efforts to develop this document began at the start of the during the 2007-08 academic year.
 - i. The Chair stated that recent communications with the AMP Committee have indicated that they do not anticipate any further progress this year, and that there are currently no draft documents to review. The reasons attributed to this lack of progress were the difficulties of coordinating meetings related to the faculty-wide initiative, lack of prior knowledge of the processes involved in creating a draft academic master plan, and lack of release time in which to carry out the project.
 - ii. In light of the immediate need for an academic master plan to act as a guide to the development of a new physical master plan, Statewide Senate Representative Wheeler suggested that a faculty member from the current AMP Committee might offer his or her services to create a draft of this plan based upon the data already gathered by the Committee. This faculty member would then receive release time or a summer stipend in order to author the draft plan, which would represent the considerable amount of work already undertaken by the committee.
 - iii. Chair Buckley indicated that he will suggest this as a possible course of action to campus administrators and will report back to the Committee on the status of the plan in future meetings.

- C. An agenda was established for the March 12th meeting of the General Senate. It was determined by the Committee that the following elements would be addressed:
 - i. An explanation of the status of the special election for a new member to the Senate RTP Committee.
 - ii. An announcement of the upcoming March 19th campus-wide meeting in response to the state budget situation and its potential impacts on faculty, administration, and students.
 - iii. Statewide Senate Representative Messer will provide a brief presentation on the recent findings of a joint committee of the CSU, CFA, and Academic Senate, charged with investigating student evaluations of teaching throughout the CSU system.

- D. Chair Buckley announced that concerns have been raised as to whether Cal Maritime has an official communication channel. The Committee determined that the campus email system should be considered the official communication channel of the campus, and that all campus constituents are responsible for reviewing the content disseminated through this system and acting accordingly. Dean Kreta indicated that this responsibility is expressly stated in the student handbook and contract.

Meeting adjourned, 5:40 p.m.

Academic Senate Executive Committee

Minutes of Meeting on April 7, 2008

Meeting called to order at 4:35 p.m.

Members Present: Benton, Buckley, Drake, Eisenhardt, Lynch,, Weinstock, Wheeler

1. Urgent Business (None)
2. Approval of Minutes
 - A. Minutes of the Academic Senate Executive Committee meeting of 3/10/2008 were approved.
3. Reports
 - A. President (No Report)
 - i. Dr. Herman Lujan has agreed to act as interim Vice President of Academic Affairs (VPAA) next year while a search is conducted for a new Provost. Dr. Lujan is currently acting provost at Cal Poly Pomona, and will start in his new position at Cal Maritime on August 15th. Academic Dean Steve Kreta will act as Chief Academic Officer during the break between the current VPAA's departure on April 28th and the arrival of Dr. Lujan.
 - B. VPAA (No Report)
 - C. Academic Dean (No Report)
 - D. Chair, Academic Senate
 - i. Tom Mader has been elected as chair of the MET Department and his name has been forwarded to the VPAA and Dean for official appointment.
 - ii. James Wheeler has resigned as faculty representative to the Foundation Board.
 - E. Statewide Academic Senate
 - F. Standing Committee Activities (Executive Committee Vice Chair) (No report)
4. Action Items:
 - A. Chair Buckley announced that he has met with the President to discuss the current status of the Academic Master Plan. The President has indicated that he will move forward with the process of developing a new Academic Master Plan over the summer, and will actively solicit the participation and feedback of the faculty. It is anticipated that the interim VPAA, Dr. Herman Lujan, will be instrumental in this process, as he has recent experience with creating Academic Master Plans for other California State University campuses.
 - B. Secretary Drake announced that Lyle Cook has been elected by the faculty to service a 3-year term on the Senate RTP Committee, starting in the 2008-09 academic year. Additionally, Dr. Bunny Paine-Clemes has been elected by the faculty to serve a 1-year term as an alternate member to the committee.
 - C. Chair Buckley announced that he, Krishan Rana, and Dan Weinstock will be unable to serve on the Senate Executive Committee next year. In order to fill the Committee, a special mid-term election will need to be held among all Academic Senate members for 3 new representatives to serve-out the remaining 1-year terms of the departing committee members.

- i. Because all members of the Academic Senate are eligible to serve on the Executive Committee, Secretary Drake indicated that an opt-out ballot would be sent out to the entire Senate before the end of the week, in order to establish an accurate list of candidates. The senate-wide election for these positions will then be held during the last week of the academic term.
- D. The President indicated that he is in the process of reviewing several academic policies that have been sent to him, including the draft Academic Administration Evaluation Policy, draft Curriculum Committee Policies and Procedures, and draft Faculty Range Elevation Policy. However, he expressed concerns that these draft policies are being submitted to the office of the president before being reviewed by the Academic Dean or Vice President of Academic Affairs. He encouraged the Committee to make sure that all academic policies are properly vetted before being submitted to the President for review, in order to ensure a more timely process.
- E. The Committee voted unanimously to empower Chair Jim Buckley to speak for all faculty at the 2008-09 Commencement Ceremony, in certifying this year's candidates for graduation upon their completion of the required curriculum.
- F. An agenda was set for the last general senate meeting of the year on Wednesday, April 9th. The following items will be addressed:
 - i. Chair Buckley will review the annual accomplishments of the Senate Executive Committee
 - ii. Vice Chair Benton will present plaques to honor the service of the Chairs of the Standing Committees.
 - iii. Jim Wheeler will present the annual Richard W. Fish Award to a faculty member recognized for his or her dedication to the craft of instruction.
 - iv. An announcement will be made concerning the upcoming *Special Mid-Term Election* for three new Senate Executive Committee members to serve-out the remaining 1-year terms of those who can not continue their service during the 2008-09 academic year.
- G. It was determined that this will be the last meeting of the Academic Senate for the 2008-09 academic year.
 - i. The Chair thanked all Committee members for their dedication to service over the past academic year.
 - ii. Committee members expressed unanimous gratitude to the Chair for his many hours of diligent work & dedication to service of the entire faculty.

Meeting adjourned, 5:45 p.m.