

**Academic Senate Executive Committee  
Minutes of Meeting on August 26, 2003**

Meeting called to order at 1115

Members present: R. Hammaker, J. Wheeler, S. Stover P. Hayes, D. Nincic and J. Yount

Members absent: J. Coyle and G. Cho

Student Representative: Absent

Agenda:

1. Approval of Previous Minutes
2. Academic Committees
3. Meeting Schedules
4. Institutional Policy on Shared Governance
5. Monthly Newsletter
6. RTP Calendar
7. Scholarship
8. MVI Evaluation Criteria
9. Cruise Performance in RTP Process
10. Matriculation of MVIs
11. Website Access for Senate

1. Approval of Previous Minutes – None.

2. Academic Committees: Steve and Donna began discussions on the Committees under the Academic Senate control. The discussions were focused on the need for annual review of committee membership to ensure all faculty members were given the opportunity to participate. Jim stressed the need to change culture so all faculty members understand the need for campus service.

Key points of discussion:

- o Bob: Every committee chair will provide a report on what was accomplished in the past year at the first General Senate meeting. Quarterly updates will also be required.
- o Donna: List of committees, including tenure requirements, elected positions, etc., to all faculty.
- o Jim: Executive Committee must be responsible for the evaluation of committee assignments.
- o Jim: Mechanics of committee participation for tenure must be understood.
- o Jim: Executive Committee should be responsible for an annual review.
- o Jim: Need to establish a Guiding Philosophy of change-over and continuity.

Action Items:

- o Donna and Steve: Establish this year's program and formalize it for the future.
- o Donna: Provide a list of all committees to all faculty members and request participation.

3. Meeting Schedule: After some discussion felt there was a strong need to establish designated meeting dates for both the Executive Committee and the General Senate.

- o Executive Committee meetings will be held every three weeks beginning on Monday, 15 September at 1630.

- General Senate meetings will be held about once a month on Wednesday from 1140 to 1230 on 24 September, 22 October, and 03 December.

Action Items:

- Jennifer: Identify location for both meetings and promulgate on master schedule.
- Jennifer: Post meeting schedule on e-mail at beginning of semester and ensure a reminder the week before the scheduled meeting.
- Jennifer: Take roll at General Senate meetings and include a list of attendees in the minutes.

4. Institutional Policy on Shared Governance: Jim began discussions on an institutional policy on shared governance between the Executive Committee and the President. Committee was in agreement with concept.

Action Items:

- Bob: Develop a policy to ensure shared governance.

5. Monthly Newsletter: Bob expressed the interest in developing a monthly newsletter to include Executive Committee topics; Proposed topics for the upcoming General Senate meetings; a faculty corner; and an Administration corner. The responsibility would be rotated between all Executive Committee members.

Action Items:

- Bob: Draft the first newsletter issue.

6. RTP Calendar: Mark Sekelick needs to provide necessary dates and information to the faculty.

Action Items:

- Bob: Ensure timely distribution of this information.

7. Scholarship: Need to ensure the faculty understands that scholarship is beyond writing. In the RTP process it is called Scholarly, Creative and Professional Achievement.

Action Items:

- Bob: Distribution description of scholarship to all chairs and new faculty members.
- Bob: Present this material as a formal agenda item at upcoming Executive Committee meeting for adoption.

8. MVI Evaluation Criteria: Since the MVI positions in MAROPS are often not in “traditional” teaching environments (i.e. in the class room), guidance on what they do and the value of their instruction needs to be developed. This information needs to be available for future RTP processes.

Action Items:

- Britt: Develop an educational paper by December 1<sup>st</sup> to discuss this issue

9. Cruise Performance in RTP Process: Cruise is often not understood as part of the RTP process. Additionally, many of the cruise faculty do not include cruise performance in their WPAFs. Cruise is part of many faculty member's academic assignment and must become integrated into the process.

Action Items:

- Jennifer: Develop a white paper by December 1<sup>st</sup> to discuss this issue.

10. Matriculation of MVIs in MAROPS: Issue: Can MVIs change their status to a professorial track once they complete an advanced degree program? Jim stated that they were hired as MVIs and a change in job description is against CFA union requirements.

Action Items:

- John: Explore the issue and draft a white paper by 01 December.

11. Website Access for Senate: In order to maintain an up-to-date and accurate website, Executive Committee officers and State Senator require access to the website.

Action Items:

- Jennifer: Work with IS to change the access over to Bob, Donna, Jennifer and Jim.

12. Assessment: What role does or should assessment play in the RTP process.

Action Items:

- Donna: Develop a plan on the evaluation of faculty's assessment plans in their curriculums.

**Academic Senate Executive Committee  
Minutes of Meeting on September 15, 2003**

Meeting called to order at 1630

Members present: R. Hammaker, J. Wheeler, S. Stover P. Hayes, D. Nincic, G. Cho, J. Coyle and J. Yount

Members absent: None

Student Representative: H. Peretti

Administration Representative: J. Christofferson

Agenda:

1. Approval of Previous Minutes
2. Tradition Adoption Proposal
3. Current Committee Memberships
4. MERPAC/Campus Expansion/Continuing Education/DRIC Committee Nominations
5. Current Senate Membership
6. Student Representative on Executive Committee
7. Senate Newsletter
8. Website Management/Updates
9. New Business

1. Approval of Previous Minutes – Minutes of the Executive Committee meeting held on August 26, 2003 were approved by a unanimous vote of the Executive Committee.

2. Tradition Adoption Proposal:

Issue: Jim Buckley presented a proposal whereby when seniors successfully completed their license examination that they would ring a large bell in a common area. MARAD has volunteered to provide the bell and an appropriate stand for mounting at no cost.

Discussion: Discussion was held on the importance of traditions and the current lack of traditions on this campus. If there are any new traditions established, the students need to be a part of their development for them to be successful. Additionally, several other member stressed that we should not set up “different classes of citizenship” at CMA between licensed and non-licensed students and that all students needed to be part of the tradition.

Action Item: Jim will speak with the Corp officers and ASCMA and provide the Executive Committee with feedback.

3. Current Committee Memberships:

Issue: Donna reviewed the current committees with departmental appointments and those appointed by the Executive Committee. Several of the Departmental Committees were not complete and she recommended deferring those positions back to the department chairs.

Discussion: The committee voted on those new members we believed should be included on the committees under our control. It was determined that all volunteers would not necessarily be selected for every committee. There was also some discussion on the need to increase the number of candidates for the various committees. Although efforts were made this year to solicit more response from the faculty, more work needs to be done in this area, including the active “lobbying” in order to provide a larger volunteer pool. Discussion was

also held on the possible need to make some modifications to the Academic Integrity policy based on cruise experiences, including extending the number of members. Also, many of the committees do not have any protocols or procedures required by the by-laws on how the committee should operate.

Action Items:

- Donna: Update the list of departmental committee members and post on website.
- Donna: Notify members selected by the Executive Committee and post list on the website.
- Donna: Work with committee chairs to develop protocols and procedures for their committees.
- Peter: Review the Academic Integrity policy and provide recommended changes by next meeting on October 6<sup>th</sup>.

4. MERPAC/Campus Expansion/Continuing Education/DRIC Committee Nominations:

Issue: Consolidation of queries for and nominations of ad hoc committees throughout the campus.

Discussion: Recently solicitations have been sent to all General Senate members for position openings in the above committees. All volunteers were forwarded to the appropriate personnel for their final selection. It was stressed to Jay that it is our desire to have the senior staff respect our policy of being a “clearing house” for all committees to ensure all members are provided with the opportunity to volunteer for position openings.

Action Items:

- None.

5. Current Senate Membership: Ensuring periodic updating of Senate website with new or departing members. Jennifer has recently worked with HR to develop a new list for this semester.

Action Items:

Jennifer: Forward Fall 2003 list to Bob and Jay.

Jennifer: Post new list on Website.

6. Student Representative to Executive Committee: Hank Peretti has not been included in recent correspondence.

Action Items:

- All: Add Hank to all future correspondence.

7. Senate Newsletter: Bob believes there is a strong need for a monthly newsletter as previously discussed. He is working on developing a template.

Action Items:

Bob: Complete the first newsletter by 01 Oct.

8. Website Management/Updates: Ensure those with website access advise Bob when changes or additions are made to the website.

Action Items:

- All: Ensure Bob is advised of changes.

9. New Business:

- Jim Wheeler stated that as a companion to Prop 47 there will be a new proposition in the spring 2004 that will provide CMA an estimated \$8 million. At this time, this is known as the 2003-2004 Bond Act.

Action Items:

- Jim: Provide a draft proposal of an endorsement by the Executive Committee on behalf of the General Senate.
  
- Jim Wheeler stated the Chancellor and Vice Chancellor were asked at a statewide senate meeting about the faculty-hiring freeze. They responded this was on a campus-by-campus basis.

Action Items:

- Bob: Add to next meeting's agenda for further discussion.

Meeting adjourned at 1820.

**Academic Senate Executive Committee  
Minutes of Meeting on October 06, 2003**

Meeting called to order at 1632

Members present: R. Hammaker, J. Wheeler, S. Stover P. Hayes, D. Nincic, G. Cho, J. Coyle and J. Yount

Members absent: None

Student Representative: None

Administration Representative: J. Christofferson

Agenda:

1. Approval of Previous Minutes
2. Leadership Development Implementation Timeline
3. Academic Integrity Policy Changes
4. Impending Policy Change ... Admission of Senior Staff to Senate
5. Release Time for Executive Committee Members
6. Assessment Guidelines for RTP
7. Senate Members Not in Departments
8. Our To Do List

1. Approval of Previous Minutes – Minutes of the Executive Committee meeting held on September 15, 2003 were approved by a unanimous vote of the Executive Committee.

2. Leadership Development Implementation Timeline:

Issue: Development of a timeline to ensure continuing progress on the implementation of a leadership development program that includes faculty involvement. This specifically includes the three ad hoc committees.

Discussion: What is the charge to the Executive Committee? Do we know what the plan is for implementation for the university? The three ad hoc committee chairs believe strawmen can be available by the end of this semester. The Executive Committee believes a joint Executive Committee and President presentation discussing the direction of the leadership development program remains a target for the faculty workdays the beginning of January.

Action Item: Bob Hammaker will discuss with the President our proposed timeline to ensure this.

3. Academic Integrity Policy Changes:

Issue: Changes to the Academic Integrity Policy were suggested at the last meeting based on experiences during summer cruise.

Discussion: Peter provided copies of draft/revision to Policy No. 547 (Inappropriate Student Academic Conduct) and 570 (Committee on Academic Integrity). Discussion were held on whether a need exists to expand the pool of committee members to allow greater flexibility and consistency on cruise. Discussion also included whether committee members should only be tenured faculty members or could they be tenure track. Members agreed that tenure track faculty members should be allowed to participate on this committee, but no adjunct faculty members, wither on campus or cruise.

Action Items:

- Peter: Move draft/revisions of Policy No. 547 (Inappropriate Student Academic Conduct) and 570 (Committee on Academic Integrity) onto the Policy Committee for further discussion.

4. Impending Policy Change ... Admission of Senior Staff to Senate:

Issue: Development of policy to ensure Senior Staff members are permanent members of the Executive Committee and General Senate.

Discussion: Jim provided information on the background regarding the necessity for a change to the by laws for membership. The by-laws allow for a resolution in writing to be drafted and approved by the Executive Committee to expand the size of the Senate and the addition of ex officio members to the Executive Committee.

Action Items:

- Jim: Draft a resolution to expand the size of the General Senate by 27 October.
- Jim: Draft and propose a change to the By-Laws for a change to Article 2 allowing to expand the size of the Executive Committee by 22 October.
- Bob: E-mail Presidents of other CSU Academic Senates to determination the level of participation of Senior Staff in their General Senates and Executive Committees by 22 October.

5. Our To Do List: A copy of the “To Do List” based on action items from Executive Committee meetings needs to be promulgated and updated on a regular basis. The “To Do List” should become a routine part of Old Business.

Action Items:

Jennifer: Forward “To Do List” in conjunction with Executive Committee minutes.

6. Assessment Guidelines for RTP: This issue has been transferred to Jennifer as part of the faculty responsibility in support of the university’s goals and objectives.

Action Items:

- Jennifer: Ensure addition of assessment guidelines into faculty responsibility in support of the university’s goals and objectives.

7. Senate Members Not in Departments: Donna stated that several members of the General Senate are not members of academic departments and are thus ineligible for several of the Senate committees.

Action Items:

Donna: Review committees and increase membership, as appropriate, for student service and other Senate members not assigned to a department.

Meeting adjourned at 1802.

**Academic Senate Executive Committee  
Minutes of Meeting on October 27, 2003**

Meeting called to order at 1631

Members present: R. Hammaker, J. Wheeler, S. Stover, P. Hayes, D. Nincic, G. Cho, J. Coyle and J. Yount

Members absent: None

Student Representative: Ryan Libhart

Administration Representative: J. Christofferson

Guest(s): B. Elliott

Agenda:

1. Approval of Previous Minutes (Executive Committee and General Senate)
2. Review of the “To-Do” list
3. WTU Issues
4. Senior Staff Membership Resolution
5. Senior Staff Membership on the Executive Committee Resolution
6. Vote of Confidence for System Wide Administrative Colleague
7. Executive Committee Member Reports
8. Campus-wide In-Service Day
9. Ad-Hoc Committee on Leadership Report
10. Faculty Concerns List

1. Approval of Previous Minutes – Minutes of the General Senate meetings on September 24, 2003 and October 22, 2003 and the Executive Committee meeting held on October 06, 2003 were approved by a unanimous vote of the Executive Committee.

2. Review of the “To-Do” list: “To-Do list items and their completion dates were reviewed and modified based on discussion by the members.

Action Item:

- Jennifer – Continue updating and promulgating “To-Do” list.
- All Others – Continue work on completing projects listed.

3. WTU Issues:

Issue: Britt Elliott provided an informational briefing on an ongoing situation in the MAROPS Department. A course was reduced from 1.5 to 1.0 WTUs with no reduction in course load.

Discussion: A grievance was filed through the union and is now at the state level for a decision. The discussion focused on several issues. First, units earned by students must go through the curriculum committee, WTUs do not. Second, the WTU issue is fundamentally a term and condition of employment and thus a CFA issue. Finally, however, the academic quality of instruction is a Senate issue. Therefore, the Senate needs to engage in discussions with the Dean and VPAA on these types of reductions in the future, as they occur.

Action Items: None

4. Senior Staff Membership Resolution:

Issue: Jim Wheeler presented a draft resolution to allow each Executive Committee to increase the number of members within their Executive Committee at their discretion based on a unanimous vote.

Discussion: This resolution is intended to add member(s) of the senior staff to a sitting Executive Committee. Will the member be ex-officio or voting? Each Executive Committee can extend invitations beyond the six-person board. This resolution, ultimately, would require modifications to the Constitution of the Senate and therefore must go before the entire General Senate for a vote and once approved, must be forwarded to the President for final approval as a policy change.

Action Items:

- Bob: Place on an upcoming agenda for General Senate discussion.
- Bob: Establish a date for a vote.

5. Senior Staff Membership on the Executive Committee Resolution:

Issue: Jim Wheeler presented a draft proposal to extend an invitation to the President and VPAA as voting members of the General Senate.

Discussion: A move was presented to add a third member, the Dean. Since the Dean has extended a copy of the "To Do List" based on action items from Executive Committee meetings needs to be promulgated and updated on a regular basis. The "To Do List" should become a routine part of Old Business.

Action Items:

Jennifer: Forward "To Do List" in conjunction with Executive Committee minutes.

6. Vote of Confidence for System Wide Administrative Colleague: A resolution was signed by all members of the Executive Committee as a vote of confidence for a system wide administrative colleague.

Action Items: None.

7. Executive Committee Member Reports: Donna Nincic reported on the results of three committee meetings she attends on behalf of the Executive Committee.

- Budget Advisory:
  - All CSU campuses are being held to a "no growth" policy -- there may be penalties if there is any growth in enrollment.
  - With the current budget, CMA is ok; there is a small buffer against unforeseen contingencies (i.e., road damage due to a more-than-expected wet winter).
  - However, we have a new governor and there is doubt about the current budget. There may be additional cuts -- but there may not be additional cuts. We won't know until January if any adjustments will be needed.
  - All faculty positions that were asked for were granted; not all, however, were granted as tenure-track. 8 requested, 8 granted, 5 tenure-track.
  - Everyone agrees the budget outlook for next year will be worse.
- Dean and Chairs: There will be a Chairs retreat in February. The new General Studies Chair will be chosen by them. There was interest expressed and discussion held on a limited license for GSMA and Business students. Also, the Dean expressed a willingness

to attend all department meetings, if invited. He also requested, if minutes were taken that copies be forwarded to him.

- Academic Council on International Programs: CMA is not sending students actively abroad at this time. However, there may be future opportunities for GSMA, Business, and Engineering students. This may be an issue to push in the future.

Action Items: None.

8. Campus-wide In-Service Day: Jennifer Yount provided a briefing on her committee's status on designing an in-service day on January 8<sup>th</sup> for the faculty and staff. Her committee will be meeting with the President on Friday, 31 October to discussion their straw man proposal.

Action Items: None.

9. Ad-Hoc Committee on Leadership Report:

- Faculty Responsibility has met once and is meeting again next week.
- Mentoring has their first meeting scheduled next week and they will have two guests with a specialty in mentoring.
- Curriculum is looking at ways to incorporate the curriculum and the department representatives have been tasked with querying within their departments for leadership opportunities currently existing in classes.

Action Items: None.

10. Faculty Concerns List: There was some concern expressed about whether the concerns received were those of the faculty or those on an individual or department. The recommendation was made to develop a survey to determine the faculty's interest in each issue. If the topics are of interest to a large enough portion of the faculty, then they can be forwarded to committee for action.

Action Items:

- Bob: Develop a survey to measure the interest in each topic received thus far.

11. New Business: Jay requested to be added to the agenda for a few minutes each meeting.

Meeting adjourned at 1815.

**Academic Senate Executive Committee  
Minutes of Meeting on November 17, 2003**

Meeting called to order at 1645

Members present: R. Hammaker, J. Wheeler, S. Stover, D. Nincic, G. Cho, J. Coyle

Members absent: J. Yount, P. Hayes, R. Libhart

Administration Representative: J. Christofferson

Guest(s): J. Buckley

Note: D. Nincic acting as Secretary in J. Yount's absence

Agenda

1. Approval of previous minutes
2. Review of the "to do" list
3. Establishment of a tradition
4. Review of policies 547 and 570 academic integrity/student conduct issues
5. Senior staff membership on executive committee; constitutional amendment
6. Post tenure review process; initial draft review
7. Campus in-service day, January 9, 2004
8. Ad hoc committees on leadership reports
9. Faculty concerns list
10. Spring schedule
11. New business

1. Review of previous minutes: Minutes approved unanimously with the following corrections:

- ♦ #3 WTU issues: "... now at the state level..." should read "...now at the campus level..."
- ♦ #7 Dean and chairs: "...Chair will be chosen by them" should read "...Chair will be chosen by then".

Discussion: A new minutes procedure has been requested. The first draft of the minutes should be sent to the committee for review; comments returned to J. Yount. A final draft, with necessary changes, should be e-mailed back to the committee in advance of the next executive committee meeting to ensure sufficient time for review. Committee requested that the Draft Minutes be somehow differentiated from the Final Minutes so we don't get our documents mixed up.

Action Items: J. Yount, as above.

2. Review of To Do list: D. Nincic's and B. Elliott's due dates should be moved to February 1. J. Coyle still on track for December 1.

3. Establishment of a tradition:

Issue: J. Buckley reported back to the committee about receiving a bell that could be used to establish a student tradition (ringing it when license exams have been passed, for example).

Discussion: J. Buckley has not yet met with corps leadership, but met with ASCMA and says that license students queried are supportive of this initiative. Concerns were expressed again about disenfranchising non-license students. Comment was made that establishing this tradition involving the bell would not preclude non-license students from establishing their own traditions. Executive committee felt strongly that any tradition

should come from the students – it was not up to the faculty to establish a tradition for them.

Action: A little unclear at this point. Is there a role for the Senate Executive Committee on this issue? Should the Executive Committee provide a statement of endorsement? Does this need to go through the President?

4. Review of academic integrity policies: It was reported that P. Hayes made our requested corrections.

Discussion: None

Action: In P. Hayes' absence, it was agreed to take up this issue at our next meeting. In the meantime, P. Hayes should speak with T. Messer on this and get her feedback.

5. Senior staff membership on executive committee: J. Wheeler presented proposed amendment to the Senate Constitution. Change to his draft noted: "any additional members" should read "any additional *ex officio* members".

Discussion: We would like to have by December 1, the President's invitation for the Chair of the Executive Committee (or his designee) to attend his Senior Staff Meetings – to be renamed the President's Council. Proposed amendment to add *ex officio* members to the Executive Committee will be presented at the December 3 meeting of the General Senate.

Action: J. Yount will prepare a ballot to be circulated to the Senate membership on December 4 or 5, to be returned to her with a "yes" or "no" vote.

6. Post tenure review process: J. Wheeler presented a draft set of guidelines for the evaluation of tenured faculty (currently, evaluations of the performance of tenured faculty, within their academic assignment, does not occur unless the faculty member is requesting promotion to Full Professor). Note: The *Appendix A* referred to in the draft has not yet been written.

Discussion: The philosophy informing this process is of the utmost importance. Is the review intended only to provide a means of assisted introspection for the reviewed faculty member? Or is the review intended to have some possible "teeth" to it; i.e., a negative review could be used to recommend no merit pay increase. There was no agreement among members of the committee on this point. Agreement did occur on the following points: The review will be part of the faculty member's file, it should include more than just a review of teaching, and the policy – when drafted – must go to the entire faculty for discussion and approval.

Action: J. Wheeler will fix a date on this item for the To Do list; further work needs to be done on setting criteria for review.

7. Campus in service day: Will actually occur on January 8.

8. Leadership ad hoc committee reports:

Discussion: D. Nincic reported that the LDAC is meeting and working on recommendations for the January 8 in-service day. S. Stover (member of P. Hayes' portfolio/assessment committee said a suggestion had occurred at their last meeting that the P/A and LDAC committees meet together, as there are many overlapping issues between the committees.

Action: D. Nincic will get in touch with P. Hayes to arrange joint meeting.

9. Faculty concerns list: B. Hammaker would like to meet at 10am on January 7 through a working lunch (145 Tech) to discuss the list. At that time we will discuss procedures to handle faculty concerns, and decide which concerns seem to be within our purview.  
Discussion: Would like to have each item acted upon by February 1 (“action” may involve dropping the concern entirely).  
Action: B. Hammaker will take care of arranging lunch. B. Hammaker will also send out the list again.
10. Spring schedule: B. Hammaker recommended keeping our Monday 1630 meetings.  
Discussion: J. Coyle requested that the meetings be held on Wednesdays. No objections expressed. Suggestion also made to move the meetings to 1600 if possible.

Spring Senate Executive Committee Meetings:

January 14  
February 4  
February 25  
March 17  
April 7

Spring General Senate Meetings:

January 21  
February 18  
April 7

Action: B. Hammaker will coordinate any conflicts with the proposed schedule. B. Hammaker will also have to suggest a date for the third General Senate meeting as it currently falls on the same date as the executive committee meeting.

11. New Business:

VPAA’s Report: J. Christofferson discussed the 75<sup>th</sup> anniversary – planning meetings have begun. Celebrations will run for one year – Graduation 2004 through Graduation 2005. Currently developing timelines. Will work with Speaking of... Committee for speaker coordination. Cruise will be part of the celebration – gifts to other institutions, etc. The Capital Campaign will also be part – though not linked – to the 75<sup>th</sup>.

We will have two visiting professors this Spring – one from Russia and one from Korea. There will also be two additional exchange students from Japan.

Statewide Senate Update: Primary focus of our Statewide Senate’s activities has been related to the economy and the CSU budget and their impacts on the quality of, access to, and affordability of a CSU education. Colleagues have been discussing strategies that might be employed to mitigate the negative impacts resulting from severely limited resources, system-wide. The System, as a whole has endorsed a philosophy that will result in restrictions on student access to campuses of the system rather than allowing fiscal issues to further erode the quality of the educational experience of students within the CSU.

Meeting adjourned: 1830.

**Academic Senate Executive Committee  
Minutes of Meeting on January 09, 2004**

Meeting called to order at 0915

Members present: R. Hammaker, J. Wheeler, S. Stover, D. Nincic, G. Cho, J. Coyle, J. Yount, P. Hayes

Members absent: R. Libhart

Administration Representative: B. Eisenhardt and J. Christofferson

Agenda

1. Review of In-Service Day
2. Developing a Vision Statement
3. Updating the Faculty Handbook
4. Comments by the President
5. Review of three Ad-Hoc Committees

1. Review of In-Service Day: The In-Service was believed by all to be quite successful and of value. The general consensus was that additional opportunities should be afforded to the faculty and staff to continue discussion and move forward in the leadership development program. There needs to be a commitment to the program and a phase-in of the program. The President stated now may be the time to stand up the Leadership Oversight Committee.  
Action Items: None.

2. Developing a Vision Statement:

Issue: There is a need for a vision statement on leadership development at CMA.

Discussion: There should be a committee formed to all include all members of the community, including faculty, staff and students. Steve Stover volunteered and was designated as the Chair of the Vision Statement Committee. A call will be sent out during the week of 12 January for membership. Then an In-Service Day needs to be dedicated to review and discussion on the developed statement. The following plan of action was developed:

Step 1: Provide Dr. Eisenhardt's vision statement as a draft to all committee members.

Step 2: The Ad-Hoc Committee with cross-sectional representation will revise the draft and promulgate it to the entire community for comment.

Step 3: Once the input is received, the committee will collect and evaluate the input.

Step 4: Based on the input, the committee will redraft the vision statement and develop explanations for its various components.

Step 5: This vision statement will be presented during an In-Service Day during the student's spring break period. Additional input and suggestions will be accepted.

Step 6: The input from the In-Service Day will be reviewed by the committee and a revised draft completed.

Step 7: The recommended vision statement will come to the Executive Committee for final editorial input.

Step 8: Once a resolution is drafted, the recommended vision statement will be forward to the President for approval.

Step 9: The approved vision statement will be “rolled out” at the convocation and the first formation of the Fall 2004 semester.

Action:

Bob Hammaker: Place a call for committee membership to faculty, staff and students by 16 January.

Steve Stover: Chair the committee.

Jay Christoffersen: Arrange for an In-Service Day during the student’s spring break period.

3. Updating the Faculty Handbook:

Issue: The last update of the Faculty Handbook was in 2000 and many policies and expectations of the university are not clearing stated.

Discussion: Bob Hammaker has volunteered to work with Jay in updating the Faculty Handbook prior to the end of this semester.

Action:

Bob Hammaker: Update the Faculty Handbook.

4. Comments by the President: The President stated that the Executive Committee needed to establish a committee to establish a deadline for sending a warning to the administration that a senior is in academic trouble and may not graduate; needs to find a method to motivate faculty members to be more proactive with timely grades, particularly with seniors; and a system for the graduating seniors to receive both their diplomas and licenses, as appropriate when they walk across the stage.

Action:

Bob Hammaker: Add to agenda of next Executive Committee meeting on February 04.

5. Leadership Development Across the Curriculum (LDAC) Ad-Hoc Committee: Donna Nincic provided a briefing of her committee’s progress. (Note: A copy of her handout is retained with the original and final version of the minutes.) Donna stated her committee is looking at three areas: leadership specific courses, leadership skill sets, and situational leadership.

Action: The Executive Committee voted unanimously to continue with the LDAC.

6. Faculty Responsibility in Leadership Development at CMA Ad-Hoc Committee: Jennifer Yount provided a briefing of her committee's progress. (Note: A copy of her handout is retained with the original and final version of the minutes.) She stated her committee has completed its tasking and was prepared to present recommendations for approval by the Executive Committee. The committee looked at three areas: (1) is active participation in achieving the institutional goals and in supporting institutional policies of CMA a faculty member's responsibility; (2) should faculty members be rewarded or held accountable for their level of participation; and (3) should there be a "dress code" and grooming standards for all faculty members?

Discussion: The question of the committee's charge, what was the desired outcome and how this outcome was best achieved was openly debated without resolution.

Action: None discussed.

Meeting adjourned: 1625.

**Academic Senate Executive Committee  
Minutes of Meeting on January 14, 2004**

Meeting called to order at 1637

Members present: R. Hammaker, J. Wheeler, S. Stover, D. Nincic, G. Cho, J. Coyle, J. Yount, P. Hayes

Members absent: R. Libhart, J. Christofferson

Agenda

1. Review of Past Minutes
2. Review of To-Do List
3. Ad-Hoc Committee Report on “Leadership Mentoring and Articulation”
4. Post-Tenure Review Process Committee
5. Non-Uniformed Faculty Dress Code Ballot
6. General Senate Meeting Agenda – “RTP/Leadership Development” Open Forum Discussion
7. In-Service Day in March 2004
8. VPAA Comments
9. Statewide Senate News
10. 2004-2005 Officers
11. Special Meetings
12. Faculty Concerns List

1. Review of Past Minutes: The minutes of the November 17<sup>th</sup> General Senate meeting and the December 3<sup>rd</sup> Executive Committee meeting were reviewed by all members prior to the meeting. These minutes were approved by a unanimous vote.
2. Review of To-Do List: The To-Do list was reviewed and dates were modified as required.  
Action:  
Jennifer: Promulgate new To-Do List.
3. Ad-Hoc Committee Report on “Leadership Mentoring and Articulation”: Peter Hayes provided a briefing of his committee’s progress. (Note: A copy of his handout is retained with the original and final version of the minutes.) Peter stated his committee is looking at portfolio structure beginning during freshmen orientation and continuing throughout the cadets four years. He also stated that his committee is recommending that mentoring training would be mandatory for those individuals participating and that this training should be out sourced.  
Action: The Executive Committee voted unanimously to continue with this committee. The Executive Committee also recommended Captain Keever be added as a member of this committee.
4. Post-Tenure Review Process Committee: Bob Hammaker will be chairing this committee. He stated he intended to contact other CSU Senate Chairs for their policies including, how, on what level, who does it, when the review occurs, and what happens with the information. It was also recommended that the smaller CSU campuses be looked at separately from the

larger ones, as it may not be realistic for the review to occur from within the departments due to our small size.

Action:

Bob Hammaker: Will post a call for committee members and research the practices of other CSU campuses.

5. Non-Uniformed Faculty Dress Code Ballot: Bob Hammaker proposed that a survey or poll be provided to all non-uniformed faculty members re. whether there should be a “dress code” or not. There was discussion on whether there should be a discussion prior to the survey, poll, or ballot. There was also discussion on whether this should be a non-licensed meeting only.

Action:

Donna Nincic: Chair a Special Meeting of the General Senate (Non-Uniformed Faculty Only) using the findings and recommendations of the Ad-Hoc committee on 28 January.

Donna Nincic: Report back to the Executive Committee at the February 4<sup>th</sup> meeting on the results and whether further action, such as a poll or ballot should be taken.

6. General Senate Meeting Agenda – “RTP/Leadership Development” Open Forum Discussion: Bob Hammaker stated the January 21<sup>st</sup> General Senate meeting would be devoted to the discussion of inclusion of leadership development as a fourth component into the ARTP process. The final decision made was that the committee’s report would be presented and the primary and alternate recommendations provided. It will be necessary to highlight that the committee is aware that if a proposal calling for a fourth primary component of ARTP evaluations, there will be CFA issues that must be addressed.

Action:

Jennifer Yount: Draft a notice to all General Senate members about this issue by January 16<sup>th</sup>.

Jennifer Yount: Present the Ad-Hoc committee’s report at the General Senate meeting.

Jennifer Yount: Report back to the Executive Committee at the February 4<sup>th</sup> meeting on the results and suggest whether further action, such as a poll or ballot is indicated.

7. In-Service Day in March 2004: Bob Hammaker stated that he would be working with Jay to determine the exact date of the In-Service Day. Jennifer Yount would arrange the day and Steve Stover would be prepared with a vision statement discussion.

8. VPAA Comments: Jay was unable to attend the meeting.

9. Statewide Senate News: No new news to report.

10. Special Meeting and Faculty Concerns List: Bob Hammaker stated he believed we needed to hold a special meeting of the Executive Committee to discuss the action required for this list.

Action:

Bob Hammaker: Schedule a special meeting of the Executive Committee to discuss the Faculty Concerns List.

11. 2004 – 2005 Officers: Bob Hammaker stated in accordance with the Constitution and By-Laws that all officers of the Executive Committee served for a term of one-year and new elections were held in February.

Action:

Bib Hammaker: Ensure election of new officers, as appropriate, is an agenda item at the February 4<sup>th</sup> meeting.

Meeting adjourned: 1810.

**Academic Senate Executive Committee  
Minutes of Meeting on February 4, 2004**

Meeting called to order at 1635

Members present: R. Hammaker, D. Nincic, G. Cho, J. Coyle, J. Yount, P. Hayes, J. Christofferson, A. Peretti

Members absent: J. Wheeler, R. Libhart

Agenda

1. Review of Past Minutes
2. Review of To-Do List
3. President's Council News
4. February 12<sup>th</sup> Senate Chairs Meeting at CSU Sacto
5. Academic Integrity Committee Policies
6. Leadership Development – Our Current Position and Goals
7. MVI Matriculation
8. Leadership Development Vision Plan Committee
9. Post-Tenure Review Policy Development
10. Non-Uniformed Faculty Dress Code Forum
11. Faculty Concerns List
12. VPAA Comments
13. Statewide Senate Report

1. Review of Past Minutes: The minutes of the January 21<sup>st</sup> General Senate meeting and the January 9<sup>th</sup> and 14<sup>th</sup> Executive Committee meetings were reviewed by all members prior to the meeting. These minutes were approved by a unanimous vote.

2. Review of To-Do List: The To-Do list was reviewed and dates were modified as required.

Action:

Jennifer: Promulgate new To-Do List.

3. President's Council News: Bob Hammaker briefed on the most recent meeting. The discussion topics at the meeting included the budget; 75<sup>th</sup> Anniversary Committee and Homecoming; the new Keelhauler's logo; the lecture series; and facilities planning.

4. February 12<sup>th</sup> Senate Chairs Meeting at CSU Sacto: Bob Hammaker briefed that he will be attending the meeting and requested input on any proposed discussion topics.

5. Academic Integrity Committee Policies: Peter Hayes provided revisions to Policy No. 547 and 570. The Executive Committee decided that the policies would be sent to the Policy Committee and VPAA simultaneously. The Policy Committee will receive comments from the VPAA within a week and will be required to review the policies for inconsistencies not to change or alter the content.

Action:

Policy Committee: Review policy changes and forward policies soonest for implementation.

6. Leadership Development – Our Current Position and Goals General: Bob Hammaker stated that he felt it was important to periodically advise the entire Senate of the progress of the three Leadership Development Ad-Hoc Committees. He stated he would draft a cover statement and all three Ad-Hoc Committees would write a short paragraph on their status. Periodically, updated status reports will be sent out.  
Action:  
All: Status reports due to Bob Hammaker by Friday, 13 February.
7. MVI Matriculation: John Coyle provided a proposed draft of a policy for “Moving from Maritime Vocational Track to Professor Track.” The recommended policy along with background information will be provided at the next General Senate meeting. The Senate will be asked for their feedback on the policy.  
Action:  
John Coyle: Draft the supplemental background information for this policy.
8. Leadership Development Vision Plan Committee: Jennifer Yount briefed that the committee members had been selected from every constituency on campus and would be meeting next week. The afternoon of Monday, 29 March had been selected as the In-Service day for the presentation of the vision statement.
9. Post-Tenure Review Policy Development: Bob Hammaker reported that he is collecting information from other CSU campuses on their policy and continuing to work on developing a policy.
10. Non-Uniformed Faculty Dress Code Forum: Donna Nincic provided the following report on the forum held on Monday, 2 February 2004

In attendance: L. Kitazono, D. Nincic, J. Punglia, K. Dobra, L. Howard, B. Stewart, L. Howard, J. Ward, A. Marchese, C. Reade, L. Carroll, G. Benton, T. Lynch, C. Mampay, N. Bagheri, J. Gutierrez, P. Solveson, J. Alexander, K. Richberg, T. Snell, T. Nordenholz, S. Pronchick, J. Bell, B. Paine-Clemes, R. Tarkington, K. Heinige.

Note: While the recommendations of the Ad-Hoc Committee on Faculty Responsibility referred to the non-uniformed members of the teaching faculty, all non-uniformed members of the General Senate were invited, welcome, and asked for their input and comments.

*The following notes should be read as the general sentiments and conclusions of those present, and not as explicit minutes.*

D. Nincic began by presenting the recommendations of the Ad-Hoc Committee on Faculty Responsibility (copies made available to all present). A member of the Ad-Hoc Committee said that the intent of the committee was for the faculty to think about its responsibilities as mentors and role-models – and how this could be expressed through the clothes we choose to wear. It was pointed out that having the non-uniformed faculty adhere to the same standards as the open-university students had been mentioned in the Committee; however, this was not part of the Committee’s final recommendations.

## **Discussion proceeded along the following lines:**

Questions were raised about why the non-uniformed faculty was being asked to consider adopting dress standards:

- Mention was made (without any names) of “random incidents” in the past when members of the Administration (allegedly) felt individual members of the non-uniformed faculty were not adhering to an appropriate standard of dress;
- Concern expressed that we were being asked to respond to one or two random incidents of inappropriate dress, or to the belief of a small minority on campus who felt the non-uniformed faculty might not be dressed appropriately;
- “Who thinks we look bad?” was a common theme in the day’s discussion;

Do we wish to accept the first bullet of the recommendations? (“There should be a reasonable “dress code” standard for non-uniformed faculty members. Since setting an example is paramount to the leadership development program, non-uniformed faculty members should adhere to a standard.”)

### *Discussion*

- The diversity of dress sends an important message to students;
- In the leadership workshop (a lot of positive things said on this point) we made a detailed list of important leadership characteristics (on the whiteboard) – these were all issues of character; dress was not mentioned as an important “characteristic” of leadership. Furthermore, not once was dress crafted in our clay models of leadership;
- A dress code is almost “anti-leadership” in that it implies that we, as mentors, have to be told what to wear;

Do we wish to accept the second bullet of the recommendations? (“The new standard should become a condition of employment for all new hires and all non-tenure track faculty”).

### *Discussion*

- The CFA would almost certainly fight this;
- Previous court rulings in the Supreme Court of the State of California might make a required dress code in an academic institutions illegal (memo attached), as the dress we choose to wear is considered a part of our “academic freedom” (noted that the court ruling would apply to all of the recommendations, not just to Bullet #2);
- As faculty are mentors not only to students, but also to new faculty, it was felt that it would be unfair to ask new faculty to be held to a required dress code that the existing faculty was not held to.

### Action

- D. Nincic (as facilitator) asked if it was the consensus of those present that this bullet item not be accepted. There were no dissenting voices.

Should the existing faculty craft and adopt a **voluntary** written code of dress standards?

### Discussion

- It was felt that there is already a voluntary standard of dress on campus, evidenced by the fact that the non-uniformed faculty currently dresses in a manner appropriate to our profession as professors;
- Those in attendance felt that, in those cases where a faculty member might be dressed inappropriately, the best means of dealing with this would be for the individual's chair, or a member of the Administration, to have a quiet word with him/her.

### *Action*

- Those present agreed unanimously that formal, written dress standards were not needed – even if they were purely voluntary.

### Additional comments and discussion

- Those present thanked the Ad Hoc Committee on Faculty Responsibility for its work, and for the vision of leadership that prompted its recommendations. However, while those present affirmed and reaffirmed their commitment to the campus leadership initiative, it was felt that there were more pressing issues to consider than voluntary dress standards for the non-licensed faculty;
- Specific concern mentioned that the first things the Executive Committee and Leadership Sub-Committees chose to bring to the faculty were a dress code for non-uniformed faculty, and a new category of the RTP. It was felt that these were not central to the Leadership Initiative – some present believed this was “form over substance”.

Note: As the meeting was held in a loose, consensual format, and no formal votes were taken, those who might disagree with the above-stated conclusions (but did not wish to say so in front of their colleagues) were invited to submit their views to D. Nincic – these comments, if submitted, would be included in our report without attribution.

Two individuals made verbal comments to me after the meeting:

- One believed that it was important that our dress, as faculty, be “professional”, but that we already exceeded the level of dress that exists among the faculty at other campuses;
- The second individual also believed that our dress should be “professional” and pointed out that as the khaki uniform is not the most formal of the uniforms (ie, blues or whites), the way the existing faculty currently dresses could be regarded as the khaki equivalent.

11. Faculty Concerns List: Bob Hammaker stated there would be a special meeting of the Executive Committee on February 5<sup>th</sup> to develop recommended actions for the list. All members should be prepared with their recommended action for each item prior to arriving at the meeting.

12. VPAA Comments: Jay Christofferson commented on the results of the non-uniformed faculty meeting and there was some discussion on the spirit of the recommendation vice the specific actions. Additionally, he spoke briefly on the plans for the 75<sup>th</sup> Anniversary and the VPAA search committee. He believes the search will be completed within the next several weeks. He also advised that once the new VPAA has been selected that he will include them in the review of any policy or procedure changes.

13. Statewide Senate Report: Greg Cho reported on the most recent meeting stating it focused on budget concerns and resolutions focused on the budget.

Meeting adjourned: 1815.

**Academic Senate Executive Committee**  
**Minutes of Meeting on April 7, 2004**

Meeting called to order at 1635

Members present: R. Hammaker, J. Wheeler, J. Christofferson, P. Hayes, G. Cho, D. Nincic, J. Coyle, T. Nordenholz, D. Zingale, B. Eisenhardt

Agenda

1. Review of Past Minutes
2. Review of To-Do List
3. VPAA Comments
4. April 1<sup>st</sup> ASCSU Chairs Meeting at CSUSF
5. Leadership Development
6. Post-Tenure Review Policy
7. Faculty Ad-hoc Committees
8. MVI "White Paper"
9. Proposed Meetings for Fall 04
10. Statewide Senate Report

1. Review of Past Minutes: Will be reviewed and approved via email upon receipt from J. Yount.
2. Review of To-Do List: Will be reviewed and approved via email upon receipt from J. Yount.
3. VPAA Comments (J. Christofferson)
  - a) Jay discussed the development of a Procedures Handbook. Please send procedures to him.
  - b) Jay discussed the development of an enrollment plan by the Enrollment Management Committee. The core components of the plan are i) access of prospective students to CMA, ii) retention of students at CMA, and iii) graduation of students from CMA. It is also based on many assumptions, including (but not limited to) a headcount of 750 students (1150 FTE), no new majors, all students participating in the corps, leadership program, in uniform, and attending one cruise, 70-80% of students living on campus, and with 100% obtaining jobs after graduation. (See document *Enrollment Management Plan*) A discussion ensued about the growth of existing programs, particularly how the demands and costs of programs need to be considered when growing a program.
  - c) Jay presented a policy on Inappropriate Student Academic Conduct. This policy should be read by all EC members, and comments sent to Jay so that it may be forwarded to the president for approval before cruise this summer. The president commented that he would like to have an expedited process for students who immediately accept responsibility to a charge of academic misconduct. J. Coyle asked for some additional provision in the policy to acknowledge "dishonorable behavior".

- d) Jay talked about our current procedure for the review of draft policy – how can we make it work better?
4. April 1<sup>st</sup> ASCSU Chairs Meeting at CSUSF: B. Hammaker reported about the significant issues discussed at this meeting:
    - a) “Roadmaps” for students transferring between programs
    - b) Concerns about excessive time it takes for students to graduate
    - c) Concerns about programs requiring too many units
    - d) Enrollment management plans
    - e) The importance of establishing legislative connections. J. Wheeler asked the president if he would facilitate meetings of visiting legislators with members of the EC. The president concurred.
  5. Leadership Development: Bob announced that the Search process is under way for the new director of Leadership Development. Also, a Steering Committee has been assembled. Plans for developing a leadership program are on hold until the new director arrives.
  6. Post-Tenure Review Policy: Bob is working on this and should have a plan by the end of the semester.
  7. Ad-hoc Committees: The new committees are formed and are meeting. See the General senate minutes of April 7 for more details.
  8. MVI White Paper: J. Wheeler suggested adding a preamble, describing what the purpose of the document is.
  9. Proposed Meetings for Fall 04: The EC will meet next on Sept 2 from 9-12 am in the PCR with a lunch following. The General Senate will meet next on 9/3 from 11am-12pm in CLS 102. Subsequent EC meetings are scheduled on 9/22, 10/13, 11/3, and 12/1, all from 4:30-6 pm in FCR. Subsequent General Senate Meetings are scheduled on 9/29, 10/27, and 12/8, all occurring from 11:40 am in CLS 102.
  10. Statewide Senate Report: Greg and Jim have been representing CMA at the statewide meetings. Neither felt that there were items that needed immediate discussion.