

Academic Senate Executive Committee
Minutes of Retreat Meeting on Sept 2, 2004

Agenda

9:00-10:30

1. Elect new secretary (all)
2. Review past minutes
3. Review To-Do list from April (all)
4. Set Fall meeting schedule for Executive/General Senate Meetings
5. Replacement ballot for Jennifer Yount
6. Replacement ballot for John Coyle
7. Ballot for RTP Committee for Fall 04
8. Senate Appointment to Jill Johns Replacement
9. 2004-2005 Standing Committee Appointments
10. Senior Staff Retreat plans

10:30: Break for President's Welcome Address and Lunch

1:00 – 4:00

11. Faculty Concerns/Ad-hoc Committee Action Reports
12. Post Tenure Review Policy Draft
13. Campus Anti-smoking Policy
14. MARSECTIP 04
15. Leadership Development/Student Portfolio Status/New Watch Status (with Jennifer Yount)
16. Class size concerns (with Steve Kreta)
17. Faculty Handbook
18. Senate Committee Handbook
19. President's Staff Meetings report
20. CMA Website
21. Summertime Questionnaire
22. Other Issues
23. Adjourn

Meeting called to order at 9:00 am

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

1. Elect new secretary: It was agreed (unanimously) that T. Nordenholz will serve as secretary for the 04-05 term.
2. Review past minutes: Minutes for the General Senate Meeting and Executive Committee meetings of April 7, 2004 were approved with revisions.
3. Review To-do list from April 21, 2004: (See To-Do List)
 - a. Donna has been working with committee chairs to develop protocols and procedures. This is an ongoing process. Move due date forward to 12/04.
 - b. Bob has organized a draft of a post-tenure review policy to be sent to the Policy Committee. This policy is comparable to those of several other CSU campuses. See Item 12 in these minutes. Set due date to 12/04.
 - c. Bob is drafting a statement on CMA's philosophy of ensuring shared governance, to be reviewed by the Executive Committee. Set due date to 10/04.
 - d. Bob is working to expand the informational paper on MVI Evaluation Criteria, written for MAROPS personnel, to include other MVIs and other cruise assignments. He will report back at the next EC meeting.
4. Fall meeting schedule: General Senate Meetings will be held on 9/15, 9/29, 10/27, and 12/8, from 11:40-12:30 am in CLS 102. Executive Committee Meetings will be held on 9/15, 9/22, 10/13, 11/3, and 12/1, from 4:30-6 pm, in FCR.
5. Replacement ballot for J. Yount: Bob will get a formal list of all senate members, and send an email asking non-interested members to remove themselves for consideration. Tom will then send out a ballot.
6. Replacement ballot for J. Coyle: John is on sabbatical, but will continue to serve on the EC. So there will not be a replacement.
7. Ballot for RTP Committee for Fall 04: Bob will send out a ballot to elect this year's RTP committee.
8. Senate appointment to Jill John's replacement: A search committee needs to be formed to find a replacement for University Budget Officer. Bob will send an email to the senate to request service on this search committee.
9. Standing Committee appointments AY 04/05: Donna will write a letter to the Senate requesting service on standing committees. Senate members will reply by 9/13. On 9/15 the EC will meet to make appointments to the committees.
10. Senior Staff Retreat plans: This year's senior staff meeting, which includes the EC, will take place at Asilomar from 3pm on 10/6 through noon on 10/8. The main topic is the future direction of CMA. All EC members should attend. Professional facilitators have been hired. They want to interview all participants beforehand. Interviews will be conducted on Monday Sept 13.

Break for President's Welcome Address and Lunch: 10:30 am - 1pm

Meeting reconvened at 9:00 am Members present: R. Hammaker, D. Nincic, T. Nordenholz, J. Wheeler, G. Cho, P. Hayes

11. Faculty Concerns/Ad-hoc Committee Action Reports from SP04:

- a. Ethics: The Ethics Committee endorsed existing ethics statement to be included in the Faculty Handbook.
- b. Student Assistants: The Student Assistants Committee formed an action plan to adopt and standardize the use of student assistants. (See Action Plan of the Ad-Hoc Committee on Student Assistants). Donna wished to ask the committee to make a distinction between two types of assistants, the “teaching assistant”, who helps teach course material and “reader/grader”, who just grades student work. It was generally agreed that “readers /graders” are probably what are most needed by CMA. Jim suggested that “teaching assistants,” typically, possess a baccalaureate degree while the academic qualifications of “graders/readers” often might not include the baccalaureate degree. Tom wishes to committee to consider whether the CEL tutoring program may serve as a precursor for a student assistant program. The committee is charged to continue its endeavor.
- c. Student Evaluations: The Student Evaluations Committee formed an action plan to address faculty concerns regarding faculty evaluations by students. (See Action Plan of the Ad-Hoc Committee on Student Evaluations). Concerns include some dissatisfaction that has been expressed with the currently used SUMMA form, that the SUMMA forms do not evaluate cruise instruction effectively, and whether the evaluation process, as it stands, is a fair tool to be used for RTP evaluation. The EC agreed that the Evaluations Committee should continue its work, with the following recommendations: i) that the committee consult with the RTP committee, and ii) that whatever changes are made to the current system, there should be maintained some standardization of evaluation for all faculty.

For the record, the EC commends all members participating on these three committees for there diligence and expediency.

12. Post Tenure Review Policy Draft: It is required that we have such a policy at CMA. A DRAFT policy currently exists that was crafted so as to be responsive to the requirements contained within CSU Board of Trustee’s Executive Orders and provisions included within the current CSU-CFA Collective Bargaining Agreement. It calls for faculty to be evaluated at five year intervals after obtaining tenure. A committee would be formed to evaluate each faculty member. The faculty member would have some choice in the composition of that committee. The faculty member would submit a brief dossier to the committee. This draft policy will be sent to the policy committee for consideration and possible revision.

13. Campus Anti-smoking Policy: The president has issued a new policy, restricting smoking to designated areas. The EC is calling for a senate endorsement of this policy. It will be voted on at the first general senate meeting.
14. MARSECTIP 04 Security training exercises, involving many people from outside of CMA, are going to be conducted here. The EC asks the organizers of this event to inform all faculty about the event and its impacts for the campus.
15. Leadership Development/Student Portfolio Status/New Watch Status: (with J. Yount, Commandant of Cadets)
 - a. Jennifer briefed us on several new events and procedures occurring in the Leadership Program:
 - i. A goal setting workshop, conducted by Gary Blair, will be held during orientation for all freshmen.
 - ii. A monthly calendar of Leadership activities will be given to the EC chair every month.
 - iii. On Fridays, (in addition to Mondays and Wednesdays), formation on will take place on the quad.
 - iv. The Leadership Development hour is Tuesday, 10:50-11:40 am. All hours this semester are being used.
 - v. Cruise awards will be published to faculty. Please attend the ceremony if possible.
 - vi. The Leadership Program is focusing on the 6 core values (“Core to the Corps”) of dedication, honor, integrity, responsibility, respect, and trust.
 - b. Jennifer briefed us on some new watch procedures:
 - i. Campus watches: two cadets will be assigned to watch campus after school hours and on weekends. One must be present at every campus event.
 - ii. Gate watches: Cadets will watch the gate after school hours and on weekends.
 - iii. Access control watch: Federal Law requires that the access to the ship be guarded at all times. Captain Keever has required that cadets will be assigned to watch the ship entrance during class hours.
 - iv. Cadets who take more than four years to graduate will continue to stand watches, and we will stop calling them superseniors.
 - c. Jennifer discussed the status of student leadership portfolios with the EC. It was agreed that, for the time being, the portfolio will be based on goal setting, starting with the freshmen orientation workshop. It was recommended that the whole portfolio issue be turned over to the Leadership Development Steering Committee.
16. Class Size Concerns (with Steve Kreta): There have been some complaints by some faculty voiced in past senate meetings and in faculty concerns that their class sizes have been increasing in a (perceived) arbitrary manner, and without their consent. Recently, some class caps have apparently increased from 40 to 50 students. There appears to be no clear policy to control class size. Steve Kreta indicated that CMA gives him the ultimate authority to raise class caps when

necessary, and that this authority was understood by the EC in a meeting on 2/20/01 (as written in the minutes of that meeting). Steve also maintained (and EC members agreed) that he works individually and in good faith with faculty to keep class sizes as small as possible. Jim Wheeler urged most strongly that a policy be developed, in a collaborative manner involving both faculty and administrators that would be used to address class size concerns in a fair and open manner. There was consensus among the EC that although Steve works in good faith and has consistently made well-reasoned decisions on this issue, such a policy should be developed in order to i) best serve the interests of students, faculty, and administration in a time of growing enrollment and tight budgets and ii) allay any concerns among faculty members that their classes are increasing arbitrarily. It was decided that an ad-hoc committee would be formed, consisting of two Senate EC members (Jim Wheeler and Tom Nordenholz volunteered), department chairs or their designates, the Dean, and the VPAA, that will form such a policy.

17. Faculty Handbook: This document, containing useful information on policies for faculty, will receive one final edit from the EC at the next meeting. It will be burned onto a CD (containing several other documents as well) and distributed to faculty. It will also be available on the CMA intranet site.
18. Senate Committee Handbook: Donna is working to compile this document, which will have the descriptions, membership, and policies and procedures of every senate committee in it.
19. President's Staff Meetings report: Donna (and Tom in her absence) has been attending the weekly senior staff meetings. Of most concern to the senate are the ongoing budget discussions, the sailabration anniversary events, and the new CMA website.
20. CMA Website: CMA's website is being overhauled. We should start gathering documents to be made available on the Academic Senate link. Some of these documents include the constitution and bylaws, minutes of general and EC meetings, the Senate Committee Handbook, the Faculty Handbook, the RTP policy, the ethics statement, and the shared governance statement.
21. Summertime Questionnaire: Bob will make a questionnaire for faculty to voluntarily fill out to share their summertime experiences and activities.
22. Other issues: It was agreed that the EC wishes to have a future role in the determination of new policy regarding the Leadership Program. It was agreed that the new Access Control Watch Procedure should be discussed at the next general senate meeting.

Meeting adjourned at 4:20 pm

**Academic Senate Executive Committee
Minutes of Meeting on September 15, 2004**

Meeting called to order at 4:30 pm

Members present: R. Hammaker, J. Wheeler, D. Zingale, P. Hayes, G. Cho, D. Nincic, J. Coyle, T. Nordenholz, A. Peretti

Agenda

1. Access Watch Questionnaire
2. Review of To-Do List
3. Grade Appeal Policy Change
4. Statewide Senate
5. Ad-hoc Committee on Class Size
6. Other

1. *Access Watch Questionnaire*: Tom had expressed a concern that the questionnaire issued at today's general Senate meeting did not give faculty a real opportunity to voice concerns about the new watch policy. Bob agreed that the questionnaire was not perfect, but insisted that it would solicit faculty concerns soon enough to be presented in Friday's meeting with administration and department chairs over the matter. Some other EC members expressed their opinions on the watch policy:
 - a. John insisted that the watch is a necessary part of each cadet's educational experience, and that it is required at other academies and at CMA in the past.
 - b. Jim insisted that our policy should not be based solely on what is done at other institutions.
 - c. Donna said that faculty should be made aware that there is still ongoing discussion about this policy in the EC. It did not just end with the questionnaire.
 - d. Jim insisted that faculty and students should have been consulted before putting this policy into effect. Other EC members agreed.
 - e. Don noted that costs do need to be considered in the discussion.

2. *Review of To-Do List*:
 - a. Committee Policies: donna is continuing her work. She also expressed concerns about lack of participation on committees. Don suggest that we may be able to restructure our committees to make them more efficient. Some discussion of possible reorganization occurred.
 - b. Post Tenure Review: Bob will try to get a policy to the Senate by the end of this semester.
 - c. Shared Governance: Bob is on schedule to get a shared governance statement in the Faculty Handbook by October.
 - d. MVI Paper: Bob wants to add to the existing paper. He is requesting input from MVI Faculty.

- e. AS on MyCMA: Tom is organizing Past Minutes and other Senate documents on the AS site on MyCMA.
3. *Grade Appeal Policy Change*: T. Messer, chair of the MT department, has submitted a request for policy change on grade appeals. The change pertains to grade appeals for courses that are prerequisites for other courses. Currently, if a student is appealing a course that is a prerequisite for a follow-on course, they are allowed to enroll in the follow-on course at their own risk. If the appeal fails however, they cannot complete the follow-on course. This presents a loophole however, because some courses, including simulation and cruise courses, are short enough to be completed before the appeal process. T. Messer's proposes to close this loophole by requiring that no academic credit be given until the grade appeal is resolved, the prerequisite course requirements are met, and instructors of both prerequisite and follow-on courses are notified.

This opened up a discussion about how grade appeals should be conducted in general. Jim asserted that an instructor has the right to evaluate the preparedness of students in his/her class. Don asked whether the grade appeal process could take place in the few weeks before each semester. Peter mentioned that all deck student failures on cruise are automatically appealed to an onboard cruise review committee. Someone asked about how grade appeals impact foreign students (with visas, for example). The EC came to a consensus that shortening the time process for appeals seems like the best solution, as long as due process is maintained. The EC would like to make the following recommendations to the Policy Committee.

- i. For non-cruise courses, consider giving students two options for appealing courses: 1) The existing grade appeal process, which takes place during the subsequent semester or 2) An expedited process, which would occur before the next semester begins.
 - ii. An automatic grade appeal for cruise courses on cruise
 - iii. The policy should be written to include Academic Integrity cases for courses that are prerequisites for follow-on courses.
4. *Statewide Senate* (Jim, Greg): There were no items of high importance to the EC (other than the report this morning at the General Senate Meeting)
5. *Ad-hoc Committee on Class Size* (Jim): The committee has been formed, and will meet soon. Donna requested to be cc'd on all correspondence.
6. *Other*: Don informed the EC about the upcoming Vessel Security Plan coming in October.

Meeting adjourned at 6:00 pm

**Academic Senate Executive Committee
Minutes of Meeting on September 22, 2004**

Meeting called to order at 4:30 pm

Members present: R. Hammaker, J. Wheeler, D. Zingale, P. Hayes, G. Cho, D. Nincic, J. Coyle, T. Nordenholz, M. Andrews

Agenda

1. Introduction and Review of Minutes
 2. Agenda for General Senate Meeting on Sept. 29
 3. Shared Governance Statement
 4. Standing Committees
 5. Other
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1. Mike Andrews, elected by the Senate to serve on the EC (to replace Jennifer Yount), was introduced and welcomed. Minutes from *both* the General Senate and Executive Committee meetings of Sept. 15 were approved with revisions.
 2. Agenda for General Senate Meeting on Sept. 29: This meeting was intended to be a two way dialogue between the faculty and commandant Jennifer Yount on the direction of the Leadership Program at CMA. In preparation, Bob had prepared some questions for Jennifer. However, this initiated a discussion about the development of the leadership program and whether the proposed meeting should take place as scheduled. Several EC members made the point that it is not clear who is in charge of developing the leadership program. There was a Leadership Development Steering Committee, which includes some EC members, that was originally charged to do so. However, it seems that some faculty have the impression the Commandant has been unilaterally developing the leadership program without faculty collaboration. Several EC members insisted that if the leadership program is going to be part of the academic experience of CMA, then the faculty should play a role in developing it. It was also noted that the whole campus met in January 2004 to discuss ideas of leadership, and that people will want to know how those ideas are being implemented. Bob agreed to meet with the president and ask him to clearly specify the process for developing the leadership program and the persons or committees in charge. In addition, the EC unanimously agreed to postpone the General Senate Meeting on leadership until Oct. 20, which is after the Senior Staff Retreat (where leadership will be a topic).
 3. Shared Governance Statement (Bob) Bob has distributed two versions of shared governance statements, obtained from other campuses, to the EC via email. The EC should read these and make suggestions. Bob will use these ideas to construct a statement for CMA by Oct 27.
 4. Standing Committees (Donna): Donna distributed a list of standing committee appointments for the 04-05 AY. There are still vacancies on several committees.

Donna will work with the chairs on filling the vacancies on those committees. For the Academic Integrity Committee, there were 7 faculty were interested in serving, and only 3 positions on the committee. The EC held a vote, and Kurt Landwehr, Steve Pronchick, and Lisa Carroll were elected to serve on the committee.

5. Other

- a. Jim reported that the ad-hoc Class Size Committee has met. Jim is chair. The committee will meet again before authorizing a subcommittee to draft a policy.
- b. Don urged everyone to attend Sailabration events.

Meeting adjourned at 5:55 pm.

**Academic Senate Executive Committee
Minutes of Meeting on October 13, 2004**

Meeting called to order at 4:40 pm

Members present: R. Hammaker, J. Wheeler, D. Zingale, G. Cho, D. Nincic, J. Coyle, T. Nordenholz, M. Andrews

Agenda

1. Review of Minutes for Sept 22
2. Review of To-Do List
3. Statewide Senate Chairs Meeting
4. Academic Council for International Programs (ACIP) Vote
5. RTP Update
6. Post Tenure Review Policy DRAFT
7. Upcoming General Senate Meeting Discussion
8. VPAA Comments
9. State Senate Report

1. *Review of Minutes for Sept. 22:* Minutes were approved.
2. *Review of To-Do List*
 - a. *Committee Policies (Donna):* Donna reported that some standing committees have not yet been filled. Some departments have not appointed their departmental representatives. This fall some committees (including the budget committee) will review their role and decide whether to continue functioning or not.
 - b. *Post-Tenure Review Policy (Bob):* A DRAFT policy has been submitted to the policy committee. The policy calls for a review of post-tenure faculty every five years. The review will *not* be used to evaluate faculty for continued employment, but rather to help them to be more productive. Don noted that in order to comply with the Collective Bargaining Agreement, two separate committees need to be formed - one with faculty and one with administration. Bob will revise the policy by next week. EC members are to review it and make comments. The policy should be ready for a vote in the Senate in early December.
 - c. *Shared Governance (Bob):* Bob has gathered two documents on shared governance. From these documents will emerge CMA's shared governance statement. It should be completed by Dec 04.
 - d. *MVI Paper (Bob):* Bob is getting a committee of non-MAROPS MVIs to help expand the MVI paper. It should be finished by Dec 04.
 - e. *AS on CMA (Tom)* By Dec 04, the Senate webpage should be updated to have all important documents and Minutes.
3. *Statewide Senate Chairs Meeting:* Bob attended this meeting last week. The most significant topics discussed were i) accessibility to the CSU, including

- policies and programs to transfer degree programs within the CSU and from Community Colleges to the CSU; and ii) year-round operations.
4. *Academic Council for International Programs (ACIP) Vote:* Donna is stepping down as the CMA representative to this statewide committee, which selects students to participate in study abroad programs. In response to an email soliciting an interested faculty member to replace Donna, three faculty members expressed interest. The EC held a vote, and Graham Benton was elected.
 5. RTP Update (Bob) The RTP Committee has been established, with Dan Weinstock as chair. Faculty members who are up for review have been notified by Bob. A concrete timeline still needs to be established.
 6. *Upcoming General Senate Meeting Discussion:* A General Senate meeting is to be held on Wed. Oct 20. The main purpose of the meeting will be a dialogue between Jennifer Yount (Commandant of Cadets) and the Faculty regarding the development of the Leadership Program. The President was invited, but will not be able to attend (due to travel plans). Captain Keever will be there. Bob asked the EC for items to address to begin the discussion. The EC agreed that the definition of leadership needs to be addressed, including what it is, whether it incorporates the discussions of last year's retreat, and ultimately whether there is an expanded notion of leadership beyond the Corps. Another question raised was how the three faculty ad-hoc committees should be implemented. Finally, a suggestion was made that there be a workshop to inform faculty about rules in the Corps.
 7. VPAA Comments (Don)
 - a. At the Sailabration, two parents raised concerns about sex, alcohol, and drugs in the dorms.
 - b. The MARSEC-TIP exercises will be held at CMA from Wed 10/20 through Fri 10/22.
 - c. Don will be handling the internal academic budget differently from the past. If the Dean and Chairs can find savings in salaries for faculty, lecturers, they will still get that money to spend as they please. (Did I get that right, Don?)
 - d. Some students were invited to the President's house for a discussion on leadership, but only a couple attended. How can we better engage the students on this issue?
 8. State Senate Report: Jim and Greg attended interim meetings in Long Beach and worked on agendas of their respective standing committees.

6:00 pm: Meeting adjourned.

Academic Senate Executive Committee
Minutes of Meeting on November 3, 2004

Meeting called to order at 4:40 pm

Members present: R. Hammaker, J. Wheeler, G. Cho, J. Coyle, T. Nordenholz, P. Hayes

Agenda

1. California High School Counselor's Meeting at CMA (Chris Krzak)
2. Review of Past Minutes
3. Review of To-Do List
4. Field Trips
5. Post Tenure Review Policy DRAFT
6. State Senate Report

1. California H.S. Counselor's Meeting at CMA. Chris Krzak told about plans for CMA to host a High School Counselor's Conference on Fri. Sept. 30, 2005. These conferences have been hosted by the large CSU campuses in the past, but now the Chancellor has starting asking smaller campuses to hold them as well. Even more importantly, this will be a great opportunity for CMA to get exposure in the California high schools. It will be a very big event, with 800-1000 people attending, and therefore several classrooms will be needed. As such, Chris proposed that we have no classes on that day and make up that class day elsewhere. The EC unanimously agreed to this idea, with the recommendation that the missed class day be made up at the end of the semester.
2. *Review of Past Minutes.* Minutes for Senate EC Meeting of Oct. 13 and the General Senate Meetings of Oct. 20 and Oct. 27 were approved with revisions.
3. *Review of To-Do List: No changes were suggested. All Projects are to remain on task..*
4. *Field Trips:* A faculty member brought up a concern to the EC about field trips. Their concern is that there is a practice of faculty scheduling field trips on school days, which causes students to miss all of their classes on that day. Often the field trip is considered a part of a course, so that it is highly encouraged that students go on the field trip and that other faculty members accommodate students missing their classes. However, this sometimes forces faculty to cancel their classes, since attendance would be so low on that day. The EC discussed whether we need a policy to address this issue. It was pointed out that there actually *is* a policy for faculty to support co-curricular activities (including field trips and athletics), but that faculty have the right *not* to allow students to miss their classes. However, sometimes there is a lot of pressure for faculty to give in and let students go. After some discussion the EC agreed that there probably is no need for a new policy, but that there should be a discussion of this issue at the next General Senate Meeting, so that faculty can be made aware of how their trips affect other faculty's classes. In addition, Bob will review the policy on the support of co-curricular activities mentioned above.

5. *Statewide Senate*: Greg and Jim updated the EC about some Statewide Senate Activities:
 - a. *Jim recently attended a 2 day conference on High School readiness for UC and CSU matriculation on behalf of the Statewide Academic Senate.*
 - b. Greg will be attending a meeting of the committee on Students with disabilities.
 - c. The Committee on Academic Affairs is developing lower division transfer programs for transferring between CSU's and into CSU from community colleges. Steve Pronchick and Donna Nincic are representing the CMA departments of mechanical engineering and general studies in this effort.

Meeting Adjourned 6:35 pm

**Academic Senate Executive Committee
Minutes of Meeting on December 1, 2004**

Meeting called to order at 4:40 pm.

Members present: R. Hammaker, D. Nincic, J. Coyle, M. Andrews, G. Cho, T. Nordenholz, P. Hayes, J. Wheeler.

1. Review of minutes for Nov. 3 EC meeting: Minutes approved.
2. Review of the To-Do List:
 - a. Committee procedures and policies (Donna): Continuing work, to be completed by 4/05.
 - b. Post Tenure Review (Bob): Continuing policy development. Complete by 2/05.
 - c. MVI Paper (Bob) Needs an ad-hoc committee. Put committee together in 1/05.
 - d. New Item: Follow up on pending policy development efforts .
 - e. New Items for Spring 05: New EC Election, New RTP election, Statewide Senator election .
3. Library Staff Membership in AS (Carl Phillips). On behalf of the library staff, Carl requested that the EC consider extending AS membership beyond to *all* library staff. Currently only Bargaining Unit 3 library personnel are in members. (Presently this includes one library staff member.) Carl made the case that over the past several years the library staff has become intimately involved in the academic programs of CMA. The EC generally appreciated Carl's position. However, several issues were raised. First, the constitution and by-laws would have to be amended. Second, is it possible to amend the eligibility of membership in such a way that is not too general (possibly diluting the very function of the senate), but not too specific (appearing to be an arbitrary exception)? The EC will revisit the issue in January. In the meantime, Bob will query other campuses on whether they admit library staff (in contrast to professional library personnel, i.e., those in bargaining unit 3) to their AS.
4. General Studies Department Restructure (Donna): Donna informed the EC that the General Studies departments will be splitting into two departments, one for math and sciences and one for global studies, humanities and social sciences. This split, which has been requested by GS for two years, is intended to improve the representation of the two new departments in the academic structures and processes on the campus, and align colleagues in the two new departments with others sharing similar communities of interest. *It does not reflect any conflicts within the department.* The GS faculty have voted to approve the split, and the Dean and VPAA have recently approved the concept. Next, it will go to the curriculum committee.
5. Shared Governance Statement (Bob): A statement, intended to affirm CMA's philosophy of shared governance, was compiled by Bob. It contains an excerpt from the Higher Education Employer-Employees Relations Act (California Law),

and a statement from the American Association of University Professors. This statement will be sent to Dean, Vice Presidents, and President for approval.

6. Spring 05 business: See To-do List.
7. Class-Size Committee report: (Jim Wheeler) The committee has finished gathering information. A drafting committee (3 people) has been created to formulate a draft policy/statement to take back to the committee for its consideration.
8. Spring 05 meeting schedule: EC meetings have been scheduled for 1/12, 2/2, 2/23, 3/16, and 4/6 (4:30-6pm in FCR). General Senate meetings will be held on 1/19, 2/16, 3/9, and 4/13 (11:40-12:30 in CLS 102).
9. Statewide Senate report. Jim and Greg handed out a summary of the activities from the Statewide Senate meeting of Nov 11-12.

Meeting adjourned at 6:05 pm.

**Academic Senate Executive Committee
Minutes of Meeting on January 12, 2005**

Meeting called to order at 4:35 pm.

Members present: R. Hammaker, D. Nincic, J. Coyle, M. Andrews, G. Cho, T. Nordenholz, P. Hayes, J. Wheeler, D. Zingale.

1. Review of minutes of EC Meeting 12/1/04 and General Senate Meeting 12/12/04: Minutes approved with changes.
2. Review of the To-Do List:
 - a. Committee procedures and policies (Donna): Continuing work, to be completed by 4/05.
 - b. Post Tenure Review (Bob): Continuing policy development. Will bring policy Draft to the next EC meeting.
 - c. MVI Paper (Bob) In process of forming a committee.
 - d. Pending policy development efforts. See agenda item 4.
 - e. Elections: See agenda item 6.
3. Library Staff Membership in AS : The EC further discussed Carl Phillip's request for all library staff to be admitted to the Senate. There was some support of this request based on i) an effort to be as inclusive as possible, ii) an understanding that library staff are involved with students' learning, iii) a recognition that library staff offer unique expertise that may benefit the Senate, and iv) a realization that there is currently no library representation in the Senate. However, there was also an opposing point of view based on the realizations that i) the library staff's *primary* purpose is not to ensure quality of the academic programs, and ii) it blurs the line between CMA staff members who do or do not belong in the Senate. A compromise was reached, based on the authority of the Executive Committee to invite staff members to join the Senate for the term of that Executive Committee only. It was decided to invite two members of the library staff (to be chosen by the library) to join the academic senate for the duration of this Executive Committee's term. Furthermore, they will agree to serve on a voluntary basis (i.e., submitting that this is not being required by the administration). Bob will draft the invitation for the next EC meeting.
4. Dangling Senate Policies: Bob was recently made aware of several policy drafts that have become stalled (apparently in the Policy Committee) on their way to the president. (A sheet with the progress of several stalled policies - some dating back 2 to 3 years- was displayed) Bob will ask Tuuli Messer (Chair of Policy Committee) to provide a status of these policies and undertake an effort to move them forward.
5. Leadership Across the Curriculum: The Leadership Development Steering Committee will be sending out a questionnaire to faculty surveying classroom activities that foster leadership development.
6. Elections: Elections for i) the next EC, ii) next years' RTP committee, iii) a Statewide Senator will be held in March. Bob and Tom will conduct the election.

7. Statewide Senate Report:

- a. Jim is serving on the CSU Early Assessment Program (EAP) Advisory Committee, which provides policy recommendations for the EAP. He handed out a short report summarizing the last meeting's activity.
- b. It was announced that Vice-Chancellor David Spence is leaving CSU to take another position.

Meeting adjourned, 5:50 pm.

Academic Senate Executive Committee
Minutes of Meeting on February 9, 2005

Meeting called to order at 4:45 pm.

Members present: R. Hammaker, J. Coyle, M. Andrews, G. Cho, T. Nordenholz, P. Hayes, J. Wheeler, D. Zingale.

1. Review of minutes of EC Meeting 1/12/05 and General Senate Meeting 1/19/05: Minutes approved with changes.
2. Review of the To-Do List:
 - a. Committee procedures and policies (Donna): Continuing work, to be completed by 4/05.
 - b. Post Tenure Review (Bob): Continuing policy development. Will bring policy Draft to the next EC meeting.
 - c. MVI Paper (Bob) In process of forming a committee.
 - d. Pending (and stalled) policy development efforts. Bob will ask Tuuli Messer – Bookman (Policy Committee Chair) to expedite the procedure of developing these policies.
 - e. Elections: See agenda item 6.
3. Library Staff Membership Resolution Review : Bob presented a draft resolution for admission of an unspecified number of library staff into the Academic Senate for the *duration of this Executive Committee's term*. The resolution was unanimously approved by all present EC members, including non voting members.
4. General Studies Department Split Briefing: (by Bob on behalf of Donna): As The General Studies wants to split into two departments: Global and Maritime Studies and Science and Mathematics. The proposed split has been overwhelmingly supported by GS faculty for several years. The administration has indicated it will support the split, but has not formally approved it yet.
5. First Amendment Presentation Discussion: Bob gave a history of how the last General Senate Meeting became a presentation on the First Amendment delivered by Tulli Messer-Bookman. There were some who thought it was very appropriate for a General Senate Meeting because of the need to protect academic freedom. Most agreed with the importance of the topic. However, some felt that it was inappropriate to give any individual the audience of the full Academic Senate for the presentation of their views on any topic, and that this type of activity should be reserved for a brown bag presentation. There is an upcoming brown bag discussion on the topic of free speech.
6. Elections: The election for the next EC will be held in the next couple of weeks. Elections for next year's RTP committee and Statewide Senator will be held around March 1.

7. VPAA Comments: Don informed the EC of administration plans to create the following new administrative positions:

- a. Dean of Sponsored Projects and Extended Learning (search underway) with two assistants.
- b. An MPP position in Institutional Efficacy (not yet funded).

Statewide Senate Report: Greg and Jim gave reports of the Statewide Academic Senate Standing Committee Meeting of 1/19 and the Plenary Meeting of 1/20-21, which they attended.

Meeting adjourned, 6:15 pm.

**Academic Senate Executive Committee
Minutes of Meeting on February 23, 2005**

Meeting called to order at 4:30 pm.

Members present: R. Hammaker, J. Coyle, M. Andrews, G. Cho, T. Nordenholz, P. Hayes, J. Wheeler, D. Zingale, D. Nincic

1. Review of minutes of EC Meeting 2/9/05: Minutes approved with changes.
2. Review of the To-Do List:
 - a. Committee procedures and policies (Donna): Continuing work, to be completed by 4/05.
 - b. Post Tenure Review (Bob): Continuing policy development. Complete by 4/05.
 - c. MVI Paper (Bob) A committee is being formed with two co-chairs. One co-chair will be Britt Eliot.
 - d. Pending (and stalled) policy development efforts. Tuuli Messer – Bookman (Policy Committee Chair) has agreed to work to expedite these efforts.
3. Spring 2005 Elections:
 - a. Executive Committee Elections for 05-07 are currently taking place. Tom explained why the original ballot was disqualified (the Constitution states that each Senate member will vote for 1 candidate, not 6).
 - b. The Statewide Senator election will be next, to be followed by a vote for next year's RTP Committee.
4. Academic Integrity Committee (AIC) Membership: While the AIC Policies and Procedures require that AIC members be tenured, the Senate Constitution requires that AIC members be only full-time faculty. The EC agreed to recommend that the Senate approve a change to Senate Constitution to requiring AIC members to be tenured.
5. Curriculum Committee Policy Change: The Curriculum Committee has approved some revisions to its policies and procedures. The Policy Committee has approved these revisions. The EC voted unanimously to approve the revisions and forward them to the President.
6. Statewide Senate Chairs Meeting Report: Bob attended the recent chairs meeting in Long Beach and reported some of the main topics of discussion:
 - Advisement and lower division transfer
 - Complaints about CMS (Computer Management System)
 - First Amendment rights on college campuses
7. Statewide Academic Senate Report: Jim W reported on some of the activities of the recent Statewide Academic Senate Meeting, especially in his area of Teaching Education and K-12 Relations.

8. Class Attendance Policy Shelve to next meeting

9. VPAA Comments:
 - a. The Administration has put out a job announcement for a Director of Maritime Security.
 - b. The VPAA made the suggestion that we consider staggering the terms of our committees (including the EC, RTP, and standing committees) for the sake of experience and continuity.

**Academic Senate Executive Committee
Minutes of Meeting on March 16, 2005**

Meeting called to order at 4:30 pm.

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

Note: The 2005-2007 EC Committee has been elected and officers have been chosen. Members are T. Nordenholz (Chair), B. Schmid (Vice Chair), B. Hammaker (Secretary), J. Coyle, L. Howard, and G. Benton. New members were invited to attend this meeting.

1. Review of minutes of EC Meeting 2/23/05, General Senate Meeting 2/23/05 and 3/9/05: Minutes approved with changes.
2. Review of the To-Do List:
 - a. Post Tenure Review (Bob): Bob reiterated his commitment to complete this policy, which still has several details to work out. Jim made the suggestion that it is better to adopt an imperfect policy and change it later, rather than try to perfect it before adopting it. The EC decided to review the post tenure policy at the next EC meeting.
 - b. Pending (and stalled) policy development efforts. Bob acknowledged that the Policy Committee has not made much progress with these efforts. Members of the new (05-07) EC agreed to form a Policy Committee next year that will carry out this effort with renewed energy.
3. Commencement Eligibility Policy Draft Discussion: President Eisenhardt proposed a policy to define commencement ceremony eligibility, to ensure that students that participate in the ceremony are actually graduating. Under this policy, students will be eligible if i) they have completed their degree requirements, or, ii) they provide documentation that degree requirements will be completed by the beginning of the fall semester, or iii) they are granted special permission by the chief academic officer due to “unusual and compelling” circumstances. After some discussion, the EC voted unanimously to approve the policy, with the suggestion that the circumstances warranting special permission above are “unusual, compelling, and of no fault of the student”.
4. Class Attendance Policy Discussion: Jim presented a draft policy on class attendance. The policy would affirm the importance of class attendance, require instructors to keep attendance records, affirm the right of instructors to establish attendance policies for each class, allow instructors to determine the degree to which attendance should be used to evaluate students, require instructors to publish their course attendance policy in their syllabus, affirm faculty support for co- and extra- curricular programs, and affirm student’s responsibilities for class assignments. Some EC members expressed the following strongly held views against this policy: i) there is no necessity for it, ii) students should be free to manage their own education, and iii) performance should be outcome driven, and iv) it undermines leadership development.

5. RTP Letter from the EC to President: (Current EC Members - Bob, John, Tom, Greg, Peter, Jim- only.) A letter has been drafted by EC members to address faculty concerns and perceptions that in the most recent RTP cycle, recommendations made by the Secondary Committee to the President may be inconsistent with the RTP Policy. There was some discussion of the purpose and content of the letter. While there was general support for the letter, there was also some reservation. However, all present EC members agreed to sign it.

Meeting adjourned 7:00 pm