

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

Meeting called to order at 4:40 pm.

Members present: T. Nordenholz, B. Schmid, J. Coyle, G. Benton, G. Cho, J. Wheeler\*, D. Zingale, W. Eisenhardt

1. Introduction of new FDC organization: P. Jackson introduced the restructured process by which to apply for faculty development funding. There is now one form which serves as the gateway for four sources of funding. In order to come into compliance with regulations governing CSU-distributed funds, at some point the Faculty Development Committee will have to be restructured, possibly by being folded in with the Faculty Leave Committee.
2. Library Representation: C. Phillips made a presentation asking the Senate to reconsider the failed resolution which would have admitted library staff into the Academic Senate. He made a plea for the Executive Committee to reconsider the resolution, and was willing to revise the resolution if needed. Should a member of the Executive Committee be willing to introduce a revised resolution, the committee will entertain a vote on that resolution at an upcoming meeting.
3. Announcements: The Chair announced the upcoming Senior Staff Retreat which is to be held Oct 16-18. D. Zingale reminded the committee of the RTP Workshop on Thursday, October 13. The Chair and the Vice Chair announced that most of the committees appointed by the Executive Committee have now been filled.
5. Minutes of the Executive Committee meeting of 9/21 and the General Senate Meeting of 9/14: The minutes for both meetings were approved
6. Post-Tenure Review: The draft of the Post-Tenure review policy was **discussed**. It was suggested that item (3)(d) be removed. It was suggested that Section II of the "Post-tenure Effectiveness in Academic Assignment Questionnaire" be revised such that three **sub-headers** read simply "Scholarly Activities:" ; "Creative Activities:" : and "Professional Activities:" Discussion then considered the abandonment of the Questionnaire altogether in favor of a written testimony from the faculty member under review which would address all the activities and contributions listed in the questionnaire. W. Eisenhardt questioned the inclusion of tenure-track faculty in this review process. The chair will forward to the committee a revised Post-Tenure Review policy in the next few days, and suggestions for revisions should be made online.
7. RTP Discussion. This item was tabled until the next Executive Committee meeting.

\* J. Wheeler left after item 1

Meeting adjourned, 6:20 pm

**Academic Senate Executive Committee  
Minutes of Meeting on November 2, 2005**

Meeting called to order at 4:35 pm.

Members present: T. Nordenholz, B. Schmid, J. Coyle, G. Benton, T. Mader.

1. Introduction of New Library Facility: J. Rogers made a presentation and provided material regarding a proposal to build a new library facility. A white page entitled “Envisioning a New Library Facility” has been produced by Carl Phillips and is available on the library’s webpage. Currently, our library is far below CSU and peer maritime academy standards, both in regards to holdings and space. There will be a capital campaign to raise funds, and J. Rogers asked the Executive Committee to publicly support this project. It was moved that the Executive Committee draft a letter to Tom Dunworth, Vice President of Advancement, to express support of the new library. A library committee member was also invited to speak at the next meeting of the General Senate on this matter.
  
2. Announcements:
  - A. The ballots for approving the Post-Tenure Review Policy have been issued, with a voting deadline of Monday, November 7<sup>th</sup>, 2005.
  
  - B. S. Bigler has distributed the minutes of the Senior Staff Retreat via email. Every member in attendance was urged to check the minutes for errors of fact.
  
  - C. T. Nordenholz announced that as Chair of the Executive Committee, last week he oversaw the election for the Chair of the Department of Marine Transportation. As per the policy, the result of this election has been passed on to the Academic Dean and the VPAA, who are now in consultation with the President. It was proposed that an Action Item be added to next month’s agenda to rewrite the policy so that departments can elect a new chair at any time during the last semester of the incumbent’s term. The Executive Committee will ask the Policy Committee to draft a resolution for this item.
  
3. Minutes of the Executive Committee meeting of 10/12/05: The minutes were approved.
  
4. Changes to Faculty Development Funds: In order to come into compliance with CSU regulations, the mechanism by which funds are applied for and distributed must be restructured. There is a new form to process requests, which will go into effect immediately with the current committee structure in place. It was proposed that an Action Item be added to next month’s agenda which would call for the creation of a new committee, which would consist of elected members of the Academic Senate to serve in this capacity.

5. RTP: The role of the Executive Committee in regards to shaping, defining, and implementing RTP policy was discussed at length. It was noted that without some tangible “product,” the important conversations we are having about the philosophy of the RTP process might be derailed. It was decided to move the discussions to formulations of a mentoring program, and how best to involve department chairs in this procedure.
6. January Retreat: The agenda for the upcoming retreat was discussed. It was decided to ask the General Senate, via a questionnaire to be distributed at the next General Senate meeting, for agenda recommendations.
7. Agenda: It was acknowledged that the Executive Committee must re-examine the Senate By-Laws for possible revisions, and this must be done soon.

Meeting adjourned, 6:00 pm

**Academic Senate Executive Committee  
Minutes of Meeting on November 30, 2005**

Meeting called to order at 4:40 pm.

Members present: T. Nordenholz, B. Schmid, J. Coyle, G. Benton, T. Mader, J. Wheeler, G. Cho, D. Zingale, W. Eisenhardt

1. Announcements: T. Nordenholz announced that the President has signed off on the Post-Tenure Review Policy.
2. Minutes of the Executive Committee meeting of November 2<sup>nd</sup>, 2005 and the General Senate meeting of November 9<sup>th</sup>, 2005: The minutes for both meetings were approved.
3. Library Membership in Academic Senate: The decision to extend membership in the Academic Senate to library staff was discussed; a motion was placed on the floor to extend membership to the Director of the Library, on an ex officio basis. The motion passed.
4. Proposal for Restructuring Faculty Development Committees: The Executive Committee had no objections in principle to the new forms and creation of new faculty development committees. Basically, all Faculty Development Proposals (including Chancellor's Office mini-grants, Mission Achievement Grants, VPAA Presentation Support Funds, and Sabbatical Proposals) shall be reviewed by a single committee of elected faculty. Further details, such as the composition of the committee and the length of term, were tabled until a later meeting.
5. Notice to change the time of Spring General Senate Meetings: Contingent on notification of clearance from the President's calendar, General Senate meetings in the spring semester will be moved to one Tuesday of each month from 11:00 am – 12:30 pm
6. Agenda for Faculty Retreat: A special meeting of the Executive Committee was called for December 5<sup>th</sup> to discuss the faculty retreat agenda.

Meeting adjourned, 6:00 pm

**Academic Senate Executive Committee**  
**Minutes of Meeting on January 11<sup>th</sup>, 2006**

Meeting called to order at 4:35 pm.

Members present: T. Nordenholz, J. Coyle, G. Benton, J. Wheeler, G. Cho, D. Zingale, W. Eisenhardt

1. Announcements: Positions within the Executive Committee are determined annually; T. Nordenholz announced both his willingness and his desire to remain as Chair. G. Benton will remain as Acting Secretary. T. Nordenholz will contact B. Hammaker to inquire about his desire to remain on the Executive Committee, and if necessary, a special election will be held to fill the vacancy. T. Nordenholz announced the faculty/staff lounge is now open MWF from 2 – 4 pm, and encouraged the Executive Committee members to disseminate this information.
2. Minutes of the Executive Committee meeting of November 30<sup>th</sup>, 2005 and the General Senate meeting of December 7, 2005: The minutes for both meetings were approved, subject to correction of spelling error.
3. Proposal for Restructuring Faculty Development Committee: Various proposals to restructure the FDC were floated; a paramount concern expressed was the need to get a balanced representation across departments without compromising the integrity of the committee. One solution, to be drafted by T. Nordenholz and P. Jackson (?) is as follows: Six tenured faculty members (with one of those serving as an alternate) shall be elected for three year terms by the General Senate. Elections will be held every two years to insure continuity in the committee. No more than two faculty members at any given time shall be from the same department. The Faculty Development Director will serve as non-voting member.
4. Retreat Follow up, and Discussion to Restructure Committees: The Faculty Retreat of 1/5/06 was discussed, and T. Nordenholz shared the feedback he received from the assessment questionnaire. B. Eisenhardt recommended thinking now about the agenda for next year's retreat: what issues should take center stage, and should a moderator or facilitator be retained. The Executive Committee then discussed the possibility of restructuring the organization of service committees.
5. RTP: Agenda item tabled until next meeting.

Meeting adjourned, 6:20 pm

**Academic Senate Executive Committee  
Minutes of Meeting on February 1<sup>th</sup>, 2006**

Meeting called to order at 4:35 pm.

Members present: G. Cho, J. Coyle, T. Mader, T. Nordenholz, J. Wheeler, D. Zingale.

1. Announcements:
  - a. CSU faculty trustee, Dr. Craig Smith, will visit CMA on February 15, 2006 and EC is planning to set up Dr. Smith's meeting with CMA faculty and EC members.
  - b. The next General Senate meeting is due on Tuesday 14, February 2006 11AM-12:30PM.
  - c. The next EC meeting is on March 1. The EC chair for 2006-2007 year term will be decided.
  - d. The term of a statewide senator, Greg Cho, will be expired spring 2006. The election should be prepared.
2. Minutes of the Executive Committee meeting of January 11<sup>th</sup>, 2006: The minutes was approved with the change on item #1 so that it reads as follows, "T. Nordenholz announced his willingness to remain as Chair"
3. Proposal for Restructuring Faculty Development Committee: The feedback of the general senate meeting was discussed. The proposal of the six tenured faculty members (with one of those serving as an alternate) was not welcomed by some of chairs due to the fear of losing leverage of chairs. Some options including adding two or three elected tenured faculty to the chair group was discussed. EC members will visit this issue again after some thoughts.
4. Discussion to Restructure Committees: The Executive Committee discussed the possibility of restructuring the organization of service committees. One idea suggested by T. Nordenholz is piloting this program with the Curriculum Committee. The choice of the curriculum committee is based on its central role in the function of the Academic Senate, the lack of specified Constitutional requirements that would require amendment, and the recognition that its functions and procedures are already being reexamined. It was suggested that the members of the EC consider this idea before the next EC meeting. If the concept is approved, then the EC will begin examining, and redefining the responsibilities of the Curriculum Committee (and whether other Senate or Campus committees may be assimilated into it).
5. RTP: It was decided that the Executive Committee will formally request each department to consider the development of departmental guidelines and report back by the end of the semester. The Senate will draft a letter by next meeting. The mentoring issues will be main topic at the next General senate meeting.

Meeting adjourned, 6:20 pm

**Academic Senate Executive Committee  
Minutes of Meeting on March 1<sup>st</sup>, 2006**

Meeting called to order at 4:35 pm.

Members present: T. Nordenholz, B. Schmid, G. Benton, T. Mader, D. Zingale.

1. Curriculum Committee: The Senate Executive Committee, with the Chair of the Curriculum Committee, discussed possible revisions to Policy 572 which would expand the duties and responsibilities of the Curriculum Committee to include Program Review. A draft of an Academic Program Review Policy was distributed.
2. General Education Advisory Committee: On behalf of the GE Advisory Committee (which has hitherto been operating independently), G. Benton asked that the committee be officially recognized as an ad hoc committee of the Executive Committee of the Academic Senate. The motion passed unanimously.
3. Announcements:

There is an ongoing election to fill the vacant seat on the Executive Committee; the voting deadline is Monday, March 6<sup>th</sup>.

The next Executive Committee meeting will be held on March 22, 2006.

The next General Senate meeting has not yet been set.

The RTP Policy is being reviewed by an independent committee [to insure that it is in compliance with relevant provisions within the Collective Bargaining Agreement.](#)

A group of faculty and administrators went to a statewide CSU workshop on RTP policy last week, and will disseminate information from that workshop.

Department Chairs have received letters from the Executive Committee about exploring the possibility of supplementary guidelines to the RTP policy.

5. Minutes of the General Senate Meeting of February 14<sup>th</sup>, 2006 : The minutes were approved.
6. Faculty Development Committee: The chair introduced a draft of revisions to the Senate By-Laws governing the duties and responsibilities of the Faculty Development Committee. This document will go to the General Senate for a vote.

Meeting adjourned, 6:30 pm

**Academic Senate Executive Committee  
Minutes of Meeting on March 22, 2006**

Meeting called to order at 4:45 PM

Members present: T. Nordenholz, W. Schmid, J. Coyle, D. Weinstock, and T. Mader

Ex-officio members present: J. Wheeler and G. Cho

Member absent: G. Benton

Guests: VPAA D. Zingale, M. Rastani (Chair, Curriculum Committee)

1. Curriculum Committee: The Senate Executive Committee continued its previous discussion of the duties and responsibilities of the Curriculum Committee. It was suggested the proposed Curriculum Committee Policy and Procedures (Policy 572) be revised to include responsibilities for academic program review. The content and context of the draft Academic Program Review procedure, prepared by Professor P. Jackson, was discussed. Further discussion was postponed, pending review of the proposed Academic Program Review procedure by the Executive Committee and the Curriculum Committee.
2. Announcements:
  - D. Weinstock was welcomed as a new member of the Executive Committee.
  - Four General Senate ballots are required prior to the end of Spring Semester 2006: election of a Statewide Senator (ongoing), Statewide Senate resolution to reduce the number of overall statewide senators, revision to CMA Senate By-Laws concerning restructuring of Faculty Development Committee, and election of the RTP Primary Committee.
  - The next Executive Committee meeting will be held on Wednesday, April 12, 2006.
3. Approval of Minutes:
  - Minutes of the Executive Committee meeting of March 1, 2006 were unanimously approved.
  - Minutes of the General Senate meeting of March 13, 2006 were unanimously approved.
4. Executive Committee Chair, Vice-Chair and Secretary for the 2006-07 Academic Year:
  - T. Nordenholz was elected Chair
  - T. Mader was elected Vice Chair
  - G. Benton was elected Secretary
  - The appreciation of the Executive Committee was extended to B. Schmid for his service as Vice-Chair

5. RTP Supplemental Guidelines: T. Nordenholz reported the receipt of responses from two academic departments concerning the development of supplemental guidelines for RTP. The Maritime Operations and Marine Transportation departments have both indicated their desire to develop supplemental RTP guidelines for the benefit of members of their respective departments as well as RTP reviewing entities. The Senate Executive Committee considered various suggestions of appropriate procedures for review and forwarding of the guidelines to the President for approval. B. Schmid suggested sponsorship of a workshop to assist departments in the development of supplemental guidelines to ensure a reasonably consistent thought process and format. Discussion of this matter will be continued at the next meeting.
6. Revision to CSU Academic Senate Bylaws: J. Wheeler presented background information concerning the proposed amendment to Statewide Senate Bylaws that would result in the reduction of the number of Statewide Senators. Although the amendment would not affect CMA representation, J. Wheeler encouraged all members of the Academic Senate to carefully consider the arguments for and against the proposed amendment, which have been forwarded via E-mail.

Meeting adjourned at 6:15 PM

**Academic Senate Executive Committee  
Minutes of Meeting on April 12<sup>th</sup>, 2006**

Meeting called to order at 4:35 pm.

Members present: T. Nordenholz, B. Schmid, G. Benton, G. Cho, J. Wheeler, D. Weinstock, T. Messer, J. Coyle, M. Rastani (Guest, Chair of Curriculum Committee), J. Rogers (Guest, Library Committee).

1. Announcements:

- There is an ongoing election with three ballots: a statewide initiative to revise the Constitution of the CSU Academic Senate, a proposal to amend the CMA Academic By-Laws pertaining to the Faculty Development Committee, and an election for the 2006/2007 RTP Primary Committee. The election will close on Wednesday, April 19th
- The last General Senate meeting of the semester will take place on Wednesday, April 19<sup>th</sup>, at 11:45 am. The Richard Fish Memorial Award for Excellence in Teaching will be awarded.
- Tuuli Messer, CMA's new state-wide senator, was welcomed into the Executive Committee. Greg Cho was thanked for his service in this role for the past two years.

2. Program Review Policy: A draft of an Academic Program Review Policy was distributed and discussed. It was decided that significant revisions must be made by the Executive Committee, which will then submit a revised draft to the Director of Institutional Effectiveness. Proposed revisions include

- Altering the "Conduit for Review: Roles and Responsibilities" Section
- Editing language for clarity and cohesion
- Suggestions for changing the "Timeline" to an fall semester start
- Categorizing this document as a 500 Series Policy

3. Information Technologist Search Committee. J. Rogers updated the Committee on the status of the Information Technologist job search. He urged the committee to convey to the Administration the special needs of this campus for an academically-trained and academically-oriented technologist. The Executive Committee agreed to write a letter in support of this concern.

4. Approval of Minutes. The Executive Committee minutes of March 22<sup>nd</sup>, 2006 were approved.
  
5. Agenda for next year. It was agreed that RTP issues will dominate the agenda of the Executive Committee in the next academic year, of which the following concerns appear paramount:
  - Supplemental Departmental Guidelines.
  - Mentoring Programs.
  - Implementation of a Department Level Review.
  - Revising language for RTP/CBA compatibility.

Meeting Adjourned, 6:15 pm.