

**Academic Senate Executive Committee  
Minutes of Meeting on September 6, 2006**

Meeting called to order at 4:35 PM

Members present: T. Nordenholz, J. Coyle, D. Weinstock, G. Benton, T. Mader, D. Zingale, J. Wheeler and T. Messer

1. Welcome Back and Announcements: T. Nordenholz officially welcomed the executive committee back for the fall semester. The dates of future Executive Committee and General Senate meetings were announced. The Executive Committee has been invited to the Senior Staff retreat to be held November 19 – 21 2006.
2. Approval of Minutes: The approval of minutes was tabled until next week, 9/12/06.
3. Immediate Business:
  - A. Committee Staffing. Many Academic Senate committees have vacancies. Vice-chair T. Mader will work with chair T. Nordenholz to publicize open positions and fill them with available faculty. It was noted that the Professional Leave Committee has been disbanded and merged with the Faculty Development Committee. The efficacy of the Cruise Coordination Committee was discussed, and it was decided to retain and staff that committee this year. It was decided to keep the Senate Ad Hoc Committee on Student Assistants, and the Executive Committee will ask the chair of that committee for a report later this year.
  - B. An election for serving on the Committee of Faculty Development will take place by the end of next week, and a ballot will be prepared and administered by the Senate Secretary.
4. Senate Agenda 06-07:
  - A. RTP. Issues pertaining to RTP will continue to be of importance for the Executive Committee. In particular, future discussions will center on possible revisions to the policy with an emphasis on a department level review; the implementation of supplemental guidelines according to individual departments (and the possibility of conducting workshops to facilitate these supplemental guidelines); and pursuing opportunities to design and promulgate a mentoring program. It was also suggested that language be put into the revised policy calling for mandatory, cyclical reviews of RTP policy.

- B. In keeping with last semester's efforts to consolidate and streamline Senate committees, the role and function of the Curriculum Committee will be expanded to include Program Review. The General Education Review Committee, currently established as an ad-hoc committee reporting to the Executive Committee will also have a liaison to the Curriculum Committee. Documentation for Curriculum Committee policy needs to be drafted.
  - C. Strategic Planning and Growth. The Academic Senate will continue to lead and participate in discussions about the future of the institution. This topic will probably be the main topic at the senior staff retreat on Nov. 19-21. Also, the Senate Chair recommended that we make strategic planning and growth the central topic in our faculty retreat to be held in early January.
5. Proposition 1D Resolution: The Executive Committee voted unanimously in support of bringing a resolution supporting Proposition 1D – (a public education facilities bond act) to the General Senate for their consideration and support at the first general meeting of this semester.

**Academic Senate Executive Committee  
Minutes of Meeting on September 13, 2006**

Meeting called to order at 4:40 PM

Members present: T. Nordenholz, J. Coyle, D. Weinstock, G. Benton, T. Mader, B Schmid, T. Messer, and D. Zingale

1. Announcements: G. Benton announced that all archived minutes of Executive Committee and General Senate meetings have now been uploaded to WebCT. G. Benton announced the ballot is being prepared for the upcoming Faculty Development Committee election, and should be distributed to the appropriate voters on Monday, September 18<sup>th</sup>.
2. Approval of Minutes: The minutes of Executive Committee meetings of April 12<sup>th</sup>, and September 6<sup>th</sup> were approved. The minutes of the General Senate meeting of April 19<sup>th</sup> were approved.
3. Committee Staffing: T. Mader distributed a list of faculty appointments to senate committees with new committees and vacancies. T. Mader will communicate with the chairs to explain and clarify realignment of some committees and to ask for names from department chairs to fill any vacancies. The role and function of the Cruise Coordination Committee was discussed at length. T. Nordenholz will ask J. Keever to convene a meeting of this committee this semester, and J. Coyle agreed to attend said meeting as representative of the Executive Committee.
4. RTP. Discussion continued from last week about the ineligibility of some members of this years RTP committee who are applying for promotion to full professor this year. It was acknowledged that due to several retirements and leaves of absences due to health, coupled with a larger-than-usual number of people currently in an RTP cycle, the ability to staff this committee with eligible members for some promotion considerations may be difficult. A decision was made to rerun the election with a ballot made up only of those qualified faculty members (particularly excluding tenured faculty who are seeking promotion this year)-It was noted that with future revisions to the RTP policy, such difficulties will be eliminated in future elections.
5. ACIP. The Executive Committee voted to designate Graham Benton for a second and final term as CMA's representative to the CSU Academic Council on International Programs. The vote was three in the affirmative with one abstention.
6. Agenda for next General Senate Meeting. Items for the General Senate meeting on Tuesday, September 19<sup>th</sup> will include a report by T. Mader on Senate Committees, an announcement by T. Nordenholz on the status of the ARTP committee, a presentation and request for Senate support of a resolution related to Proposition 1D, and a call for agenda suggestions for next semester's faculty retreat.

Meeting adjourned 6:10 pm



**Academic Senate Executive Committee  
Minutes of Meeting on October 4, 2006**

Meeting called to order at 4:30 PM

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

1. Announcements:

T. Nordenholz announced that the curriculum committee is now fully staffed and their first meeting is set.

T. Mader announced that all Senate-appointed committees are now staffed.

J. Coyle announced that the Cruise Committee convened for a meeting, with members of the Senate Executive Committee in attendance, and the meeting was collaborative and productive and that the committee plans to continue its work.

G. Benton announced two Senate elections are still in progress (The Faculty Development Committee and the ARTP Committee) and will close on Friday, October 6<sup>th</sup>.

T. Nordenholz urged members of the Executive Committee to RSVP for the President's Staff Retreat in November.

T. Nordenholz announced that T. Messer was organizing results from her call for questions to be collated into growth survey questionnaire. The survey will be issued soon so that results can be compiled by the time of the Senior Staff Retreat.

2. Approval of Minutes: The minutes of Executive Committee meetings of September 13, 2006 were approved. The minutes of the General Senate meeting of September 19, 2006 were approved.

3. Range Elevation for Lecturers: The California Maritime Academy does not, at present, have policy governing salary range elevation for lecturers. The Executive Committee voted unanimously to establish an ad-hoc committee of the Academic Senate to explore this issue for the purposes of drafting a policy regarding lecturers' range elevations.

4. Discussion of Class Size Policy. The Executive Committee debated the general philosophy and purpose of the draft of the Class Size Policy and its appendix. The Executive Committee endorses the policy in principle, and it was decided that the chair of the Academic Senate will bring the policy to the department chairs for their consideration before its ultimate presentation to the President for his consideration.

5.

6. Faculty Retreat. The upcoming faculty retreat was discussed, with the acknowledgement that much more needs to be done soon regarding practical planning and consideration of retreat agenda.

Meeting adjourned 6:00 pm

**Academic Senate Executive Committee  
Minutes of Meeting on October 25, 2006**

Meeting called to order at 4:45 PM

Members present: T. Nordenholz, J. Coyle, D. Weinstock, G. Benton, T. Mader, J. Wheeler, T. Messer, D. Zingale

1. Announcements:
2. There are several activities in progress, including i) RTP policy revision and ii) range elevation policy creation that will be need to be examined by the Executive Committee in coming months. Also, T. Messer is continuing to develop a growth survey.
3. Approval of Minutes: The minutes of Executive Committee meetings October 4, 2006 were approved. The minutes of the General Senate meeting of October 17, 2006 were approved.
4. Report from Statewide Meeting of Academic Senate Chairs: T. Nordenholz reported that the collective chairs of the Academic Senates of the campuses of the California State University discussed the following topics and issues:
  - A. RTP policy, including the revision of policies at several campuses in regards to departmental guidelines and scholarship.
  - B. Salary compression and inversion.
  - C. Structural deficits.
  - D. Budget transparencies between and across departments.
  - E. Campus communication between faculty and administrative bodies.
  - F. Under-enrollment problems at some campuses.
  - G. Student Evaluation efficacy and use as an evaluative tool.
5. Discussion of Class Size Policy. The Executive Committee debated the current Class Size Policy draft. J. Wheeler agreed to change the last sentence under section 1 such that the Department Chair (in consultation with the instructor of impacted courses) will be the contact person if a consultation with the Designated HEERA *Appropriate Administrator* is needed. This revision will be submitted to the Executive Committee in an electronic form, and presented to Department Chairs at their next meeting.
6. Discussion of Faculty Retreat: T. Nordenholz urged everyone to complete and submit questionnaires for faculty retreat agenda items.

Meeting adjourned 6:20 pm

**Academic Senate Executive Committee  
Minutes of Meeting on November 15<sup>th</sup>, 2006**

Meeting called to order at 4:45 PM

Members present: T. Nordenholz, G. Benton, J. Wheeler, T. Messer, B. Schmid, D. Zingale

1. Announcements:

T. Nordenholz reminded the committee of the President's Retreat scheduled for November 19 – 21.

T. Messer announced the creation of a questionnaire on campus growth issues will be tabled until after the President's retreat.

2. Approval of Minutes:

The minutes of Executive Committee meetings October 25, 2006 were approved.

3. Discussion of Faculty Retreat:

The committee discussed possible meeting places for the upcoming faculty retreat. B. Schmid will work with Laura Layton to research possible venues, including the facility used last year.

Different dates to hold the retreat were discussed, with options of either January 4 or January 5. A decision on the date will be made contingent on the availability to the venue that yet has to be determined.

The agenda of the retreat was discussed at length, with the decision that the retreat should focus specifically on some variation of the following three questions:

In the future, should all CMA students be in the Corps of Cadets?

In the future, should all students wear uniforms?

In the future, should all students be required to take at least one cruise?

Meeting adjourned 6:10 pm

**Academic Senate Executive Committee  
Minutes of Meeting on December 4th, 2006**

Meeting called to order at 4:40 PM

Members present: T. Nordenholz, G. Benton, J. Wheeler, T. Messer, D. Zingale, T. Mader, J. Coyle, D. Weinstock

1. Approval of Minutes:

The approval of the minutes were tabled until the next meeting.

2. Discussion of Faculty Retreat:

The retreat will take place on January 4<sup>th</sup>, 2007, but the meeting place has yet to be determined. The executive committee entertained possible revisions to the retreat agenda that had previously been considered in light of the results of the President's retreat last month. The committee remains committed to the task of creating an academic master plan, but it was decided to keep the original questions as a focus for the faculty retreat. Those questions are as follows:

In the future, should all CMA students be in the Corps of Cadets?

In the future, should all students wear uniforms?

In the future, should all students be required to take at least one cruise?

A preliminary schedule was drafted:

9:00 – 9:30 Welcome (Tom Nordenholz)  
9:30 – 11:00 Breakout groups  
(each group will discuss the pros and cons of every question)  
11:00 – 11:30 Breakout groups will read and post reports  
11:30 – 1:00 Lunch  
1:00 – 4:00 Plenary Debate  
4:00 – 4:30 non-binding ballot

Meeting adjourned 6:00 pm

**Academic Senate Executive Committee  
Minutes of Meeting on January 24<sup>th</sup>, 2007**

Meeting called to order at 4:35 PM

Members present: T. Nordenholz, G. Benton, B. Schmid, J. Wheeler, T. Messer, D. Zingale, T. Mader, J. Coyle, D. Weinstock

1. Announcements.

T.Nordenholz reminded the committee of the CSU Board of Trustee's strategic planning process, "Access to Excellence" which will take place on our campus on Tuesday, February 6<sup>th</sup>. All faculty are encouraged to participate.

T. Nordenholz announced that the next Academic Senate election to be run is for the Executive Committee. B. Schmid stated that in order for the incoming executive committee to be able to sit in on at least one meeting this semester, the election should be completed later than February 25<sup>th</sup>.

2. Minutes

The minutes of the Executive Committee meetings of 11/15/06 and 12/4/06 were approved. The minutes of the General Senate meeting of 11/28/06 were approved.

3. Faculty Retreat Follow-Up

It was decided to distribute the Faculty Retreat Report (including results of the non-binding vote) generated by T. Mader to the Senate after minor revisions are made. The Report will also be uploaded to the Senate page on WebCT.

4. RTP Policy.

A draft of the new RTP policy was distributed to the Executive Committee. T. Nordenholz explained the rationale for some of the major changes that were made (including provisions for a departmental level review and procedures for implementing supplemental departmental guidelines), and asked committee members to review the policy for discussion at the next Executive Committee meeting.

5. Academic Master Plan

The creation of a committee to draft an Academic Master Plan was discussed. T. Nordenholz proposed a committee comprised of a member of the Executive committee, the Academic Dean, The Vice-President for Academic Affairs, and one representative from each academic

department, with possible additional membership from Athletics, the Library, the Office of the Vice-President of Administration and Finance, and the Office of the Vice-President of Marine Programs. The merits and deficiencies of this plan were discussed, and it was agreed to table further discussion until the next scheduled Executive Committee meeting.

6. Schedule of Executive Committee Meetings.

T. Nordenholz proposed the following schedule of meetings for the Spring term:

February 7<sup>th</sup> Special Meeting to discuss RTP Policy  
February 14<sup>th</sup> (if necessary) Special Meeting to discuss RTP Policy  
February 28<sup>th</sup>  
March 21<sup>st</sup>  
April 4<sup>th</sup>

Meeting adjourned, 6:20 pm

**Academic Senate Executive Committee  
Minutes of Meeting on February 7<sup>th</sup>, 2007**

Meeting called to order at 4:45 PM

Members present: T. Nordenholz, G. Benton, B. Schmid, J. Wheeler, T. Messer, D. Zingale, T. Mader, J. Coyle, D. Weinstock

1. Announcements.

There were no announcements.

2. Minutes

The approval of the minutes of the Executive Committee meetings of 1/24/07 were tabled.

3. RTP Policy

T. Nordenholz gave a history leading to the current revised draft of the RTP policy. In the fall of 2005 an expansion of a two-person team (Don Zingale and Jim Wheeler) led to the formation of an *ad hoc* committee by the President, in consultation with the Senate's Executive Committee, that was tasked with drafting language modifications for CMA Policy 526 (RTP) that might reconcile non-compliance issues between the Collective Bargaining Agreement and the RTP policy. This committee was created with representation that included our local CFA President, both a faculty development administrative colleague and the Director of Human Resources, the Vice President for Academic Affairs, the Dean, the Senate Chair, and both licensed and non-licensed faculty. Over time a consensus developed that called for a DRAFT Policy that would stress the need for and allow for the development of department guidelines and provide for departmental reviews with a goal of maximizing faculty input within a two-tiered evaluation process.

Animated discussion about the efficacy, practicality, and clarity of the draft ensued. The following issues and questions were raised:

In lieu of a whole new RTP policy, the possibility of creating a side letter, or memorandum of agreement between CMA and the CFA was discussed.

The pros and cons of the departmental-level review were discussed, with the recognition that while such a review enables evaluation by disciplinary colleagues, it may be difficult to implement given the small size of many departments. More specifically, the pros and cons of establishing a departmental-level review concurrent with the department chair review versus a vertical process by which the department chair review comes after the department level review was discussed. Both schemes have merit, but the concurrent plan was adopted.

Departmental guidelines were discussed: there was consensus that the RTP policy needs to promote departmental guidelines, but the philosophy governing the role and function of these guidelines was argued. It was

decided the intention of these guidelines must be made more specific, and the language describing these procedures must be made more clear.

Meeting adjourned, 6:00 pm

**Academic Senate Executive Committee  
Minutes of Meeting on February 14<sup>th</sup>, 2007**

Meeting called to order at 4:35 PM

Members present: T. Nordenholz, G. Benton, B. Schmid, J. Wheeler, T. Messer, T. Mader, J. Coyle, D. Weinstock

1. Announcements.

There were no announcements.

2. Minutes

The approval of the minutes of the Executive Committee meetings of 2/7/07 was tabled.

3. RTP Policy

Debate regarding the revisions to the RTP Policy continued from the Executive Committee meeting of 2/7/07. Under discussion were two central issues: policy related to Departmental Guidelines, and proposed Procedures for Performance Review and Periodic Evaluation.

The Executive Committee unanimously agreed that the new RTP Policy should make provisions for, and promote the crafting of departmental guidelines. The language describing such guidelines may need to be revised.

The Executive Committee unanimously agreed that the new RTP Policy should have a departmental level review, despite the problems that will arise because of small departments and the dearth of available faculty to serve on such a committee.

Debate ensued regarding the approval process for the departmental guidelines as they appear as an Appendix to the new policy.

T. Messer briefed the committee on revisions she made to the policy draft. It was decided that T. Messer will take into account the recommendations made by the Executive Committee at this meeting, incorporate those changes into a new draft policy, and submit it via email to the Executive Committee for review on Wednesday, February 28<sup>th</sup>.

Meeting adjourned, 6:10 pm

**Academic Senate Executive Committee  
Minutes of Meeting on February 28<sup>th</sup>, 2007**

Meeting called to order at 4:35 PM

Members present: T. Nordenholz, G. Benton, J. Wheeler, T. Messer, T. Mader, J. Coyle, D. Weinstock, D. Zingale.

1. Announcements.

There were no announcements.

2. Minutes

The approval of the minutes of the Executive Committee meetings of 2/14/07 was tabled.

3. RTP Policy

T. Nordenholz thanked T. Messer for her work in revising the lasted draft of the RTP Policy. T. Messer described the changes that were made between draft 2/24/07 and 2/27/07.

Debate regarding the revisions to the RTP Policy continued from the Executive Committee meeting of 2/14/07.

Specific sections under discussion were:

Section III, Subsection A; regarding input from various personnel for RTP Policy Review. Language was changed to reflect this discussion.

Section IV; Subsection A; regarding procedures for Performance Review and Levels of Review. The Executive Committee, after much deliberation, is in agreement over the structure of Levels of Review. On the second level of concurrent reviews (the Academic Dean or other appropriate administrator), concern was raised for those faculty with split assignments between instruction and operation, and it was decided to name the Vice-President of Marine Affairs as the appropriate administrator in these cases.

Section IV, Subsection B; regarding the process by which the Department Level RTP Committee is elected. This was debated at length, but the language of the current draft was retained.

T. Nordenholz urged all Executive Committee members to examine the most recent draft with care; the Executive Committee will continue to discuss possible revisions via email in the next week before introducing it to the General Senate later in the month.

Meeting adjourned, 6:25 pm