

**Academic Senate General Meeting
Minutes of Meeting on September 26, 2007**

Meeting called to order at 11:45

Senate Members present: 35 (42% participation)

Representation by Department:

Business Department	33%
Engineering Technology Department	27%
Global and Maritime Studies Department	69%
Marine Transportation Department	70%
Maritime Operations Department	30%
Mechanical Engineering Department	29%
Naval Science Department	50%
Science and Mathematics Department	50%
Student Services Professionals	0%
Athletic Department	0%
Library	100%
Administration Representatives:	0%

1. Announcements –(*Chair Jim Buckley*)

- The final date for the submission of ballots in the Senate RTP Committee election is Friday, September 28th, at 3:00 p.m. The Executive Committee will attempt to publicize the results of this election as soon as possible in order to expedite the process of departmental RTP committee elections.
- An Academic Senate website is being created that will allow anyone to access related documents, meeting minutes, agendas, policies and procedures, etc. Members of the general senate will be informed as soon as this website is posted.

2. Senate Committee Reports

- (No Reports)

3. Statewide Senate Report –(*CSU Academic Senators Jim Wheeler & Tuuli Messer-Bookman*)

- Congratulations to Representative Tuuli Messer-Bookman, who was elected to serve on a new ad hoc committee of the Senate that will evaluate the use of student SUMA forms within the CSU system.
- Congratulations to Representative Wheeler, who will be chairing the General Education Advisory committee for the entire CSU system in the 2007-08 academic year.

4. Academic Master Plan Report: (*Ad Hoc Committee Chair Tom Nordenholz*)

- An Academic Master Plan Committee has been formed with Tom Nordenholz acting as chair. Nordenholz announced that he will be contacting all academic departments to solicit membership on this committee and that the scope of this project is such that almost all faculty members are likely to have some involvement in the process.

5. What's On Your Mind?: (Wheeler and Messer-Bookman)

- Faculty were asked to brainstorm a list of important topics to be discussed by the Academic Senate during the 2007-08 academic year.
 - Vertically collaborative shared governance
 - Class size
 - The discipline system in relation to CMA's mission
- This exercise was cut short due to time constraints, but Chair Buckley requested that faculty members email him with any additional topic ideas.

Meeting adjourned at 12:20

**Academic Senate General Meeting
Minutes of Meeting on November 28, 2007**

Meeting called to order at 11:50

Senate Members present: 23 (33%)

Representation by Department:

Business Department	17%
Engineering Technology Department	11%
Global and Maritime Studies Department	45%
Marine Transportation Department	45%
Maritime Operations Department	18%
Mechanical Engineering Department	33%
Naval Science Department	0%
Science and Mathematics Department	50%
Student Services Professionals	0%
Athletic Department	0%
Library	100%
Administration Representatives:	100%

1. Call to Order –(Chair Jim Buckley)

- Senate Executive Committee Chair Buckley reviewed the fall 2007 semester activities of the Executive Committee:
 - All standing committees have been filled
 - RTP Process: Senate RTP Committee has been formed; Training has been completed; Departmental RTP reviews have been completed
 - Faculty Development Committee has been formed
 - Academic Master Plan Committee has been formed and has begun its work. The Master Plan will be the main topic of discussion at the Faculty Retreat in January
 - A draft of the Administrative Review Policy has been created
 - The Executive Committee is in the process of creating a website for all Academic Senate materials
 - Department Chair elections have been supervised for three departments
- Statewide Senate Representatives Jim Wheeler and Tuuli Messer-Bookman presented information on the concept of Shared Governance, and its recognition in California State Law. This term refers to the CSU faculty's right under law to be involved in the governance of their educational institutions. It was noted that shared governance is both a responsibility and a privilege of faculty members in the CSU; senate members were urged to consider their commitment to this concept in preparation for the Faculty Retreat in January.
- Tom Nordenholz announced that an email has been sent out with the location, dates, and agenda of the 3rd annual Faculty Retreat. Faculty members were asked to RSVP to Laura

Layton. This retreat will build upon strategic planning discussions undertaken in the recent President's Staff retreat, and will focus on the faculty's involvement in the development of a new Academic Master Plan.

2. Question for Discussion: (*Chair James Buckley*)

- Faculty were asked the following question: **Given the potential for organizational restructuring, do you think we are organized (as an institution) effectively or efficiently? Furthermore:**
 - **What assumptions do you think form the foundation for our current organizational structure**
 - **Given our current environment, can you think of other assumptions that should be made as we move forward?**
- The following is a list of "current assumptions" which influence the culture of the CMA system, compiled by the faculty:
 - All students should be in uniform
 - All students should be members of the Corps
 - Licenses and degree programs should be coupled in their current structure
 - Subject matter is effectively reinforced across the curriculum
 - All students should go on at least 1 2-month cruise on the TSGB as part of their global experience
 - The main purpose of this institution is to train the captains and chief engineers of the future.
 - A one-size-fits-all curriculum is appropriate for all students on campus.
 - Our current range of humanities electives are adequate for educating graduates of a maritime academy.
 - The Corps of Cadets is the driving force behind all leadership development on campus.
 - ADA compliance is not a necessary priority for our campus, given the nature of the degree programs offered.
- This exercise was cut short due to time constraints, but Chair Buckley requested that faculty members continue to consider these questions in preparation for discussion at the Faculty Retreat in January.

Meeting adjourned at 12:20

**Academic Senate General Meeting
Minutes of Meeting on February 13, 2008**

Meeting called to order at 11:45

Senate Members present: 23 (28%)

Representation by Department:

Business Department	0 (0%)
Engineering Technology Department	1 (11%)
Global and Maritime Studies Department	4 (44%)
Marine Transportation Department	6 (75%)
Maritime Operations Department	2 (18%)
Mechanical Engineering Department	3 (50%)
Naval Science Department	0 (0%)
Science and Mathematics Department	5 (71%)
Athletic Department	0 (0%)
Library	2 (100%)

Administration Representatives:

1. Announcements –(Chair Jim Buckley)

- A new website has been created to provide open access to all Academic Senate materials. The website of the Senate Executive Committee can be found on the CMA website (www.csum.edu) as a link off of the school's Academic Affairs Web page, or by using the direct URL: http://www.csum.edu/Library/CMA_AcademicSenate.asp
- The Executive Committee has re-elected current CSU Statewide Senate Representative Jim Wheeler by proclamation to an additional term. Wheeler was the sole candidate in a recent election for this position. Wheeler expressed his enthusiasm and excitement for the position to the assembly, and reaffirmed his commitment to continue his role as a strong advocate for the academy.

2. President's Review of Governor's Budget for 2008-09: (President Eisenhardt)

- The President provided an overview of the Governor's proposed California State Budget for the 2008-09 fiscal year, stressing that the budget is still in its initial stages of development and has not been finalized. Among the main points of discussion were:
 - The Governor's initial budget calls for \$386 million in cuts to the operating budget of the CSU. The Governor's Office initially claimed to have funded the Higher Education Compact, but later admitted that it was cut by 10%.
 - This figure does not take into account the approximately 213 million the CSU would need to cover system-wide general increases in budget over last year's figures due to system-wide growth, inflation, and heightened operating costs.
 - In response to this budgetary cut, the Chancellor's Office has asked all campuses to set the same enrollment goals for 2008-09 academic year as were

used during the 2007-08 academic year, in order to prevent growth. The President has been working closely with our Enrollment Office to determine the impacts of this action on our campus.

- The President assured faculty that pre-planning on the part of Cal Maritime's administration and Budget Office will allow the institution to weather a few years of lean budgetary support from the state, and as a result, no layoffs are anticipated for next year.
- All non-instructional essential hiring has been suspended, but all faculty tenure-track hirings are to continue. Adjunct and lecturer hirings will need to be closely monitored and expressly approved by the VPAA beforehand.
- All faculty travel related to instructional activity and scholarship within the United States is to continue as normal. Likewise, all travel related to statewide outreach and meetings within the CSU is to continue as normal. However, all additional forms of travel will need to be kept to a minimal, and express permission from the President will be required for any travel outside of the United States.
- The Chancellors Office and the California Faculty Association are united in opposition to these budgetary cuts and have worked together to plan a coordinated response.

Meeting adjourned at 12:25

**Academic Senate General Meeting
Minutes of Meeting on March 12, 2008**

Meeting called to order at 11:45

Senate Members present: 20 (25%)

Representation by Department:

Business Department	0 (0%)
Engineering Technology Department	0 (0%)
Global and Maritime Studies Department	2 (22%)
Marine Transportation Department	7 (88%)
Maritime Operations Department	3 (27%)
Mechanical Engineering Department	1 (17%)
Naval Science Department	0 (0%)
Science and Mathematics Department	7 (100%)
Athletic Department	0 (0%)
Library	2 (100%)
Administration Representatives:	0 (0%)

1. Announcements –(*Chair Jim Buckley*)

- The election for a new 3-year representative to the Senate RTP Committee will be redone in the near future. This was necessitated by the inclusion of candidates on the original ballot who would be ineligible to serve if elected. The new election will be held within the next 2 weeks and all tenured and tenure-track faculty will be notified when the ballots are redistributed.
- There will be a campus-wide budget advocacy meeting on Wednesday, March 19th, held in Rizza Auditorium, beginning at 11:45 a.m. All faculty, staff, and students are invited to attend and hear the response of campus administration, California Faculty Association representatives, Academic Senate, and student elected officials to the current state budget situation and its potential impacts on Cal Maritime.

2. Report on Student Evaluations of Teaching: February 08: (*Statewide Senate Representative Messer-Bookman*)

- Senator Messer-Bookman presented faculty with a PowerPoint presentation detailing the findings of a recent joint committee of the CSU, CFA and Academic Senate, charged with investigating the current status of student evaluations of teaching. This committee reviewed how student evaluation forms are being created and used by each of the CSU campuses, and what core issues arise from these practices.
- Senator Messer-Bookman announced that an official report of the joint committee will be available online soon, and that faculty may contact her in the meantime for copies of this presentation and more information regarding its findings.

Meeting adjourned at 12:25

**Academic Senate General Meeting
Minutes of Meeting on April 09, 2008**

Meeting called to order at 11:45

Senate Members present: 23 (23%)

Representation by Department:

Maritime Policy & Management	7 (47%)
Engineering Technology Department	1 (14%)
Marine Transportation Department	6 (75%)
Maritime Operations Department	1 (9%)
Mechanical Engineering Department	1 (17%)
Naval Science Department	0 (0%)
Science and Mathematics Department	6 (86%)
Athletic Department	0 (0%)
Library	2 (100%)
Administration Representatives:	0 (0%)

1. Announcement of annual activities of the Senate Executive Committee –(Chair Jim Buckley)

- During the 2007-08 academic year, the Senate Executive Committee was noted to have achieved the following:
 - All standing committees were filled
 - Departmental and Senate RTP Committees were formed; training was completed
 - New Faculty Development Committee was formed
 - New Academic Master Plan Committee was formed
 - Draft Administrative Review Policy was created
 - Draft Curriculum Committee Policies & Procedures were created
 - Draft Salary Range Elevation Policy for Faculty was created
 - Department Chair elections were supervised for all departments
 - Faculty Retreat was organized and carried out in January
 - Executive Committee attended the Presidents' Retreat in November
 - Hosted 5 general senate meetings this year
 - Recommended Honorary Doctorate to Roy E. Disney
 - Elected a new representative to the Senate RTP Committee for the 2008-09 Academic year
 - Re-elected Jim Wheeler by proclamation to an additional term as CSU Statewide Senate Representative
 - Created a new website providing public access to all Executive Committee documents

2. Recognition of Standing Committee Chairs -- (Vice Chair Graham Benton)

- The Senate Executive Committee presented plaques to the chairs of the standing committees of the Academic Senate, in appreciation of their service to the Academy. Plaques were presented to:
 - Tuuli Messer-Bookman (*Policy Committee*)
 - Scott Saarheim (*Academic Integrity Committee*)
 - Bruce Hartman (*Curriculum Committee*)
 - Lyle Cook (*RTP Committee*)
 - Jim Rogers (*Library Committee*)
 - Tony Snell (*Faculty Development*)

- James Wheeler (*Judicial Committee*)

3. Richard W. Fish Award – (*Statewide Senate Representative James Wheeler*)

- On behalf of the award committee, James Wheeler presented this year's annual *Richard W. Fish Award for Commitment to Excellence in Teaching*. It was noted that the purpose of this award is to recognize faculty who are truly committed to the craft of instruction and to continuously improving their own teaching effectiveness. This year's award was presented to Dr. Timothy Lynch, Assistant Professor in the Department of Maritime Policy and Management.

4. Announcement of Special Senate Executive Committee Election – (*Chair Buckley*)

- A *Special Mid-Term Election* must be held for 3 new members to the Senate Executive Committee for the 2008-09 academic year. These members will be elected to serve-out the remaining 1-year terms of current Executive Committee members who are unable to continue their service next year. Because all Academic Senate members are eligible to serve on this committee, an opt-out ballot will be sent to all members within the next week. The names of all remaining candidates will be placed on an election ballot distributed to all Academic Senate members during the following week. It is anticipated that the election will be completed before the end of the semester.

5. General Announcements (*Open Senate*)

- Scott Saarheim, Chair of the Academic Integrity Committee, announced that there are currently 10 cases pending review, concerning student plagiarism and cheating. With the end of the semester fast approaching, he encouraged all faculty members to report any instances of academic dishonesty to the committee so that swift action can be taken.
- Lou McDermott reminded all Senate members that CSU Quality Improvement Surveys for various aspects of campus operation have recently been distributed and encouraged faculty to make use of these instruments as a tool for providing feedback to the institution.
- Scott Saarheim, a faculty representative to the *2007-08 IT Planning & Advisory Committee*, announced that a draft IT Strategic Plan has been created for the campus. Saarheim asked that faculty take an active role in reviewing and commenting upon this document, and encouraged faculty to attend upcoming question and answer sessions with the committee.
- Vice Chair of the Executive Committee, Graham Benton, expressed gratitude on behalf of the faculty for Academic Senate Chair James Buckley's year of dedicated service.

Meeting adjourned at 12:25