

Academic Senate General Meeting Minutes of Meeting on April 8, 2003

Meeting called to order at 1130

31 members present

Student representative: Absent

Guests: President Eisenhardt, VPAA Christofferson, and Dean Kreta

Agenda:

- 1 - Open Forum with President Eisenhardt
- 2 - Community Service Learning (CSL)
- 3 - Senate Chairs Meeting

1. Open Forum with President Eisenhardt - President Eisenhardt discussed his desire improve the organizational structure at CMA to facilitate the exchange of ideas and information between the administration and faculty. The President discussed some of his "front burner" issues and responded to questions.
 - Implementation of the Common Management System (CMS), including difficulties associated with the adoption of a one-size fits all program at CMA, confidentiality of personnel and student records, and the partnership with Sonoma State to provide necessary personnel resources for implementation.
 - Status of the campus budget, including the expected sequence of events as the CSU component of the state budget is finalized, opportunities for faculty input in the decision-making process, and ongoing efforts to mitigate the impact of statewide cuts on CMA's base funding.
 - Focus provided by the Academy's Strategic Plan, including completion of the transition to a campus of the CSU system, structuring the leadership development program, and establishment of a capital fund campaign.
2. Community Service Learning - K. Marocchino reported the highlights of recent CSL program activities and grants received. A model for assessing faculty involvement in service learning activities has been developed. The model will be distributed to the faculty, and presented to the Academic Senate Policy Committee for possible integration into the ARTP Policy.
3. Senate Chairs Meeting - T. Messer reported the highlights of a recent meeting of CSU Academic Senate Chairs.
 - The Senate Chairs addressed the need for training to enable them to more effectively fulfill their duties and responsibilities. Only one of the 23 Senate Chairs reported receiving any training, and only one the 23 reported receiving written guidance from their campus administration.
 - All of the CSU campuses are experiencing problems in the implementation of the Common Management System (CMS).
 - Listening to the problems experienced by other Senate Chairs puts our problems in perspective - CMA's problems pale in comparison to many of the issues encountered at other campuses.

Meeting adjourned at 1225

**Academic Senate General Meeting
Minutes of Meeting on September 24, 2003**

Meeting called to order at 1140

Senate Members present: 41 (52% participation)

Representation by Department:	Business Department	33%
	Engineering Technology Department	60%
	General Studies Department	44%
	Marine Transportation Department	70%
	Maritime Operations Department	55%
	Mechanical Engineering Department	67%
	Naval Sciences Department	0%
	Student Service Professionals	67%

Student representative: Absent

Guests: President Eisenhardt, Captain Keever, Jay Christofferson, Mark Nickerson, Lee Allen, Tera Bisbee

Agenda:

- 1 – Senior Staff Retreat Review
- 2 – Leadership Development at CMA
- 3 – VPAA Search Committee
- 4 – Statewide Senate News
- 5 - Questions

1. Senior Staff Retreat Review – Bob Hammaker reported this was a first for the Executive Committee to receive an invitation from the Senior Staff to attend a retreat. This was a strong and positive step toward shared governance. The primary theme of the retreat was leadership development at CMA. The retreat was a very productive time and intensive sessions were held in discussion of this issue.
2. Leadership Development at CMA – Bob Hammaker reported on the numerous reports and studies completed over the past six years on Leadership and Leadership Development at CMA. After six years of studying the issue, it is time to implement a leadership development program at CMA. Bob introduced the CMA compass highlighting the four primary goals: intellectual learning, applied technology, leadership development, and global awareness. Bob also reviewed the definitions of leadership and leadership development and the attributes of a leader from the March 2002 report. During break-out sessions at the retreat, three specific issues were identified and discussed – Faculty responsibility in a leadership development program; Leadership development across the curriculum; and Mentoring and student leadership articulation. These issues were presented by Jennifer Yount, Donna Nincic and Peter Hayes respectively. Interested faculty members were urged to contact these individuals if they were interested in participating in formulating these programs.
3. VPAA Search Committee – Bob Hammaker announced that Jay would be retiring in June of 2004 and a search committee was being developed. There would be three faculty representatives, Jim Wheeler as the Statewide Senator, Bob Hammaker as the Chair of the Executive Committee and one other faculty member. Interested faculty members should contact Bob by the end of the work day on Friday, 26 September.

4. Statewide Senate News – Greg Cho reported on the most recent Statewide Senate meeting on 3 – 4 September. He passed out copies of the recent Statewide resolutions and briefly discussed the Statewide Senate’s opinions on Prop 54 and hiring of tenured faculty during financially difficult periods.

Meeting adjourned at 1225

**Academic Senate General Meeting
Minutes of Meeting on October 22, 2003**

Meeting called to order at 1140

Senate Members present: 32 (42% participation)

Representation by Department:	Business Department	17%
	Engineering Technology Department	50%
	General Studies Department	52%
	Marine Transportation Department	50%
	Maritime Operations Department	42%
	Mechanical Engineering Department	50%
	Naval Sciences Department	0%
	Student Service Professionals	0%

Student representative: Absent

Guests: Jay Christofferson

Agenda:

- 1 – Leadership Ad-Hoc Committee Status
- 2 – Senate Standing Committee Issues
- 3 – GE Program Review
- 4 – ARTP Workshop Update
- 5 – Your Recent Issues of Concern
- 6 – Senior Staff Membership in the General Senate and Executive Committee

1. Leadership Ad-Hoc Committee Status – Bob Hammaker quickly reviewed the three ad-hoc committees chaired by Donna Nincic, Peter Hayes, and Jennifer Yount and advised there were openings remaining for interested Senate members.
2. Senate Standing Committee Issues – Donna Nincic reported that standing committees appointed by the academic departments did not include student services professionals. She is working on a resolution to this discrepancy and provide a solution on their inclusion on appropriate standing committees.
3. GE Program Review – Jim Wheeler reported that the GE program review is underway and the committee members are himself, Jim Wheeler, Tim Lynch, and Graham Benton. He stated the committee was tasked with initiating processes through which we, as an institution, will describe, explicitly, both the goals and programmatic elements of our GE program. The committee will review the CSU-wide requirements for GE subjects and will have all course materials available to compare the current offering at CMA with the CSU GE standard. In the course of this review, the committee hopes to find areas for improvement while looking at the departmental GE components. The committee realizes there may be a need to change the culture at CMA in order to meet the CSU requirements.
4. ARTP Workshop Update – Mark Sekelick reported that the RTP workshop was being held today, October 22nd. The workshop's goal is to define:
 - What is RTP?
 - What is a PAF and a WPAF?
 - What is the RTP policy?
 - Explain the RTP process, timelines and committee process.

- Helpful hints on preparing a WPAF.
5. Your Recent Issues of Concern – Bob Hammaker advised that six concerns had come back from the faculty and that those responses would be forwarded to all faculty members by the end of the week. The concerns will be reviewed by the Executive Committee and then taken for action as appropriate.
 6. Senior Staff Membership in the General Senate and Executive Committee – Bob Hammaker advised that the recommended policy change had been sent out to all Senate members. In addition to the policy, he also provided input from other universities within the CSU on senior staff participation in the Senate and their voting position. The Executive Committee is allowed by Page 1 of the By-Laws to admit the senior staff into the General Senate without a vote in the Senate. The policy change does not bind future Executive Committees. Discussions were held on the positives and negatives of this policy change with the majority of members voicing a decision in support of the change.

Meeting adjourned at 1220

**Academic Senate General Meeting
Minutes of Meeting on December 03, 2003**

Meeting called to order at 1140

Senate Members present: 27 (36% participation)

Representation by Department:	Business Department	17%
	Engineering Technology Department	50%
	General Studies Department	48%
	Marine Transportation Department	50%
	Maritime Operations Department	25%
	Mechanical Engineering Department	33%
	Naval Sciences Department	0%
	Student Service Professionals	0%

Student representative: Ryan Libhart

Guests: Steve Kreta and Tera Bisbee

Agenda:

- 1 – General Senate Vote for Senior Staff Membership on the Executive Committee
- 2 – Tenured Faculty Review Process
- 3 – Statewide Senate News
- 4 – The Issues of Your Concerns
- 5 – Spring Schedule
- 6 – Questions?

1. General Senate Vote for Senior Staff Membership on the Executive Committee - Bob Hammaker and Jim Wheeler reviewed the provisions of the recommended change to the existing Executive Committee of adding an ex-officio, non-voting members for the extent of the term of the existing Executive Committee. The recommended provision is not binding to future Executive Committees. Opportunity to vote on the adoption of this provision will be provided to all Senate members prior to the end of the academic semester.
2. Tenured Faculty Review Process – Bob Hammaker announced the establishment of an ad-hoc committee of all faculty members to define the policy and process required in the MOU for a five-year periodic evaluation of tenured faculty members. The ad-hoc committee will be chaired by Bob Hammaker and Jim Wheeler will be a member. The committee will complete its work by April, 2004. All interested faculty members should contact Bob. All faculty members will be provided the opportunity for input.
3. January 8, 2004 in-Service Day – Bob Hammaker spoke briefly on the in-service day as a kick-off for the leadership development program at CMA.
4. The Issues of Your Concerns – Bob Hammaker reported that the *issues of concern* would be addressed by the Executive Committee during an all day meeting during the week of January 5th. The Executive Committee intends to prioritize the issues and forward them to committees or individuals as appropriate.
5. Statewide Senate News – Greg Cho provided an informational brief on the status of Statewide Senate resolutions from meetings on November 13 and 14, 2003. The handout with the resolutions is attached.

6. Leadership Material – As part of one of the leadership development ad-hoc committees, Steve Stover stated he was on a fact-finding project to identify a leadership book to be provided to all freshmen prior to their arrival. The incoming freshmen would be advised to read this before arriving for orientation and some orientation sessions would be dedicated to topics covered in the text. Anyone with leadership book ideas should see Steve.

7. Spring Schedule – The spring schedule for the General Senate meetings is:
 - January 21, 2004
 - February 18, 2004
 - April 7, 2004

Meeting adjourned at 1225

**Academic Senate General Meeting
Minutes of Meeting on January 21, 2004**

Meeting called to order at 1142

Senate Members present: 35 (47% participation)

Representation by Department:	Business Department	33%
	Engineering Technology Department	44%
	General Studies Department	39%
	Marine Transportation Department	50%
	Maritime Operations Department	57%
	Mechanical Engineering Department	100%
	Naval Sciences Department	0%
	Student Service Professionals	33%

Student representative: None

Guests: Jay Christoffersen, Steve Kreta and Tera Bisbee

Agenda:

- 1 – Leadership Development in the ARTP Policy
- 2 – Special Session of General Senate on Non-Uniformed Faculty “Dress Code”
- 3 – Leadership Vision Committee
- 4 – Faculty Handbook
- 5 – Questions/Comments

1. Leadership Development in the ARTP Policy: J. Yount reviewed background and recommendations from the Leadership Development Ad-Hoc Committee regarding adding Leadership to the RTP process as a 4th component.

The following comments were noted during the open discussion:

- Need clarification on what we mean by "leadership" within the context of this discussion. Within Maritime Community, Department, Faculty Leadership? Suggested that we be more explicit by referring to the Student Leadership Development Program.
- Why does Leadership deserve to be elevated above the other points of the compass?
- Leadership efforts can be embedded into Service, Teaching, Scholarship.
- Union issue raised: The Union would interpret a 4th component as "mandatory", with punitive measures associated if faculty member were not doing enough in support of the leadership initiative. Union would almost certainly have a problem with this.
- Senate Executive Committee response: Never anyone's intention to make support of the leadership initiative mandatory
- Putting Leadership in the RTP is really only an inducement to probationary faculty -- how to motivate tenured faculty? Using the RTP to promote institutional goals is ill-advised.

2. Special Session of General Senate on Non-Uniformed Faculty "Dress Code": D. Nincic announced the Special Session to discuss the Leadership Development Committee's recommendation for a non-uniformed dress code. Special Session to be held Feb 2 or Feb 4.
3. Leadership Vision Committee: S. Stover still welcomes interest in and volunteers for the Leadership Vision Committee.
4. Faculty Handbook: B. Hammaker made an announcement that the Faculty Handbook is under review, and all are invited to provide comments.
5. Questions/Comments:
 - M. Glynn reminded everyone that Tuesday, March 2 is Changeover.
 - B. Paine-Clemes invited everyone to a Faculty Coping Lunch on Mon Jan 26 to discuss cheating in the classroom.

Meeting adjourned at 1230

**Academic Senate General Meeting
Minutes of Meeting on January 21, 2004**

Meeting called to order at 1142

Senate Members present: 35 (47% participation)

Representation by Department:	Business Department	33%
	Engineering Technology Department	44%
	General Studies Department	39%
	Marine Transportation Department	50%
	Maritime Operations Department	57%
	Mechanical Engineering Department	100%
	Naval Sciences Department	0%
	Student Service Professionals	33%

Student representative: None

Guests: Jay Christoffersen, Steve Kreta and Tera Bisbee

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5. Questions/Comments:
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Meeting adjourned at 1230

**Academic Senate General Meeting
Minutes of Meeting on February 18, 2004**

Meeting called to order at 1150

Senate Members present: 31 (43% participation)

Representation by Department:	Business Department	33%
	Engineering Technology Department	20%
	General Studies Department	48%
	Marine Transportation Department	63%
	Maritime Operations Department	50%
	Mechanical Engineering Department	83%
	Naval Sciences Department	0%
	Student Service Professionals	0%

Student representative: None

Administration representatives: Jay Christofferson and Tera Bisbee

Agenda:

- 1 – MVI Draft Policy
- 2 – Faculty Concerns Action Proposals
- 3 – Questions/Comments

1. MVI Draft Policy: J. Coyle presented the proposed policy and J. Christofferson provided the background information. The policy is recommended as an institutional policy and not an Academic Senate policy. The policy is meant to motivate and reward uniformed faculty members advancing academically to their terminal degree. The policy is also good for the institution since it may motivate MVIs to achieve their terminal degrees. (Note: Draft policy attached.)

The following comments were noted during the open discussion:

- Would matriculation to the professorial ranks require a change in position assignment? Jay responded that the individual's responsibilities and assignments would not change and the member would remain assigned to the same department.
- Once professorial rank was achieved, the member would have the opportunity to compete for other position openings outside the department based on job qualifications.
- There is agreement from CFA that this is a positive program for the faculty.
- Overall, there was agreement from the faculty that this is a positive policy change.

2. Faculty Concerns Action Proposals: B. Hammaker provided an overview of the faculty concerns and the recommended actions proposed by the Executive Committee. (Note: Faculty Concerns with proposed actions attached.)

- Security Issue: There was a disagreement from one member that the security issue raised was a Senate issue. However, the consensus was that the issue is being addressed elsewhere on campus and is not a Senate concern.

- Teaching Assistant: There was considerable discussion on the need for TAs and whether there was a need for graduate vs. undergraduate assistants. The general consensus was that this issue was worthy of further research and an ad-hoc committee should be formed.
- Student Evaluations: There was discussion on the need to research other evaluation systems. There was also comment that there was a need to have summer cruise evaluated. The general consensus was that this issue was worthy of further research and an ad-hoc committee should be formed.

3. Questions/Comments: None.

Meeting adjourned at 1230

**Academic Senate General Meeting
Minutes of Meeting on April 7, 2004**

Meeting called to order at 1140

Senate Members present: 23 (33% participation)

Representation by Department:	Business Department	29%
	Engineering Technology Department	20%
	General Studies Department	45%
	Marine Transportation Department	22%
	Maritime Operations Department	0%
	Mechanical Engineering Department	100%
	Naval Science Department	0%
	Student Services Professionals	0%

Student Representative: None

Administration Representatives: Jay Christofferson

Agenda:

1-Summary of Senate Activity AY 03-04

2-Ongoing and Future Activities/Plans

3- Crisis in CSU

4-Announcements

1. Summary of Senate Activity AY 03-04: B. Hammaker provided the following overview of the past year.
 - a. 9/03: Senate Executive Committee leaders attended the Presidents Council Meeting
 - b. 10/03: Leadership Development ad/hoc committees formed:
 - i. Leadership Across the Curriculum (D. Nincic, chair)
 - ii. Leadership Responsibility (J. Yount, chair)
 - iii. Mentoring and Portfolios (P. Hayes, chair)
 - c. 10/03: Senate membership was given an opportunity to submit anonymous faculty concerns to be addressed by the Senate.
 - d. 10/03: The president, VPAA, and dean were formally admitted to the Academic Senate membership.
 - e. 1/04: Academic Senate Chair formally admitted to the President's Council
 - f. 1/8/04: Campus inservice day on leadership development.
 - g. 2/04: Expanded definition of scholarship to be included in the next edition of Faculty Handbook.
 - h. 3/04: "White Paper" description on the designation and role of Maritime Vocational Instructors at CMA developed.
 - i. 3/04: Policy developed to facilitate matriculation of MVIs to higher professorial ranks.
 - j. 9/03-4/04: Effort to formalize Academic Senate Standing Committees (D. Nincic)

2. *Ongoing and Future Activities/Plans*: B. Hammaker provided the following overview:
 - a. Ad hoc committees addressing some faculty concerns
 - i. **Faculty Ethics Statement Development Committee** Chair D. Sears announced that the committee will develop a statement on faculty ethics to present to the Senate by Fall 04.
 - ii. **Student Evaluations Committee**: Chair G. Benton announced that the committee will have a plan for improving student evaluations of faculty by May 04.
 - iii. **Student Teaching Assistant (TA) Committee** Chair J. Gutierrez announced that the committee is working on a plan to allocate TAs to each department to help with grading and that funding remains the big challenge. Some discussion ensued about whether grades assigned by students to other students would be fair; it was recommended that this will not be a problem as long as the instructor takes full responsibility for the assignment of grades.
 - b. Search Committee for Director of Leadership Development: Applications are being accepted and reviewed. We should have a new director by Fall 04.
 - c. President's Leadership Development Steering Committee
 - d. Creation of a Vision Statement on Leadership Development
 - e. Post Tenure Review Policy to be developed (Fall 04)
 - f. A statement on shared governance will be developed (Fall 04)
 - g. The MVI "White Paper" draft will be formalized
 - h. CMA's 75th anniversary SAILabration! (J. Christofferson, C. Arms)
 - i. Status of Budget Crisis at CSU: B. Hammaker summarized some of the challenges faced by the CSU system, including deep (\$771 million) budget cuts, a forced reduction in enrollment of 20,000 students, and the proposed closure of SF State's engineering program.
3. Announcements
 - a. J. Wheeler reminded all present that on Monday, the 12th, there will be a GEMS From the Classroom meeting in the wardroom at 11:45 – lunch will be available, and this year's Richard W. Fish Memorial Awards for commitment to teaching excellence will be presented.
 - b. K. Marocchino announced some past and future Community Service Activities:
 - i. Community Partner Colloquium
 - ii. Toastmasters Club (leadership track)

Meeting adjourned at 1225

