

**Academic Senate General Meeting
Minutes of Meeting on September 15, 2004**

Meeting called to order at 1145

Senate Members present: 35 (44% participation)

Representation by Department:	Business Department	83%
	Engineering Technology Department	50%
	General Studies Department	52%
	Marine Transportation Department	50%
	Maritime Operations Department	7%
	Mechanical Engineering Department	100%
	Naval Science Department	50%
	Student Services Professionals	33%

Student Representative: None

Administration Representatives: Don Zingale, Steve Kreta, John Keever

Agenda:

1. Current Senate Activities
2. Committee Opportunities
3. Statewide Senate Report
4. New TSGB Access Watch

1. *Summary of Current Senate Activities:* B. Hammaker provided the following overview:
 - a. The EC Choose Tom Nordenholz to be Secretary for AY 04-05 (replacing Jennifer Yount)
 - b. Two ballots are going out: i) for an EC replacement for Jennifer Yount, ii) for this year's RTP committee. Ballots are due Fri 9/17/04.
 - c. A Faculty Handbook has been created and will be accessible from the CMA intranet. It will contain many important CMA policies and documents.
 - d. Reports on Spring 04 ad-hoc committees to address faculty concerns:
 - i. Student Graders (Jim Gutierrez): the committee has submitted an action plan to the EC. This committee should continue to meet to hash out a plan to implement student graders by the end of the semester. Many issues, like funding and qualifications of students, need to be resolved.
 - ii. Student Evaluations (Graham Benton): An action plan, formed by the committee, was handed out. It identifies three possible actions: 1) retain the present system, 2) Modify or addend the SUMMA Form, or use in conjunction with another form, or 3) Replace the SUMMA form entirely with another system. The committee will continue its work investigating these options.
 - iii. Ethics Statement (Dave Sears) The committee endorsed an existing ethics statement to be included in the faculty handbook.
 - e. There will be a new ad-hoc committee on class size capacities. It will include 2 EC representatives (Jim Wheeler and Tom Nordenholz), reprersentatives from each department, the Dean, and VPAA.
 - f. A policy for Post-Tenure Review is being created drafted. It is based on the policies of other CSU campuses. The draft will be turned over to the policy Committee. It will be presented to the Senate by the end of the semester?

- g. A philosophical statement on Shared Governance has been written that will be included in the Faculty Handbook.
 - h. The policy for evaluation of MVIs will be clarified. It will include all MVI's on campus and on cruise.
 - i. New TSGB access policy: photo ID will be required
 - j. Executive Committee Retreat Participation: The Senate EC will be participating in this year's Senior Staff Retreat from Oct. 6-8 on the future direction of CMA.
 - k. Campus Non-Smoking Policy: A new policy has been passed, restricting smoking on campus. It is proposed that the Senate endorse this policy. A vote will be conducted at the next Senate meeting.
2. *Campus Committee Status Report:*
- a. D. Nincic has sent out listing members an of Senate Standing Committees. Senate members should let Donna or another EC member know if they wish to be removed from a committee, or if they wish to join a committee. There are several openings which need to be filled.
 - b. Donna is continuing the process of formalizing all procedures for all standing committees and compiling the procedures in a Committee Handbook.
3. *Statewide Academic Senate:* Jim quickly briefed the Senate on the activities of our Statewide Senate representatives: Jim Wheeler and Greg Cho.
- a. Jim and Greg have just returned from the first 04-05 AY Statewide meeting.
 - b. Greg was assigned to the Academic Affairs Committee and was named Senate Liason to the Math Council.
 - c. Jim serves on the 1) Teacher Education and K-12 Standing Committee (TEKR), 2) Assessment Alignment Work Group, 3) Entry Level Mathematics Development Committee, 4) General Education Advisor Committee, 5) General Education advisory Course Review Sub-Committee, 6) Inter-Segmental Committee of academic Senates Science Scoping Committee, and 7) early Assessment Program Senior Experience Mathematics Advisory Committee. That's a lot of committees, Jim!
 - d. Jim and Greg's service serves both the interests of CMA and CSU as a whole.
 - e. Much of the first meeting was dominated by (TEKR) and by addresses by Chancellor Charles Reed, Executive Vice Chancellor David Spence, and CFO Richard West. In particular, Drs. Reed and Spence discussed the Early Assessment Program and the Compact, an agreement between the governor, UC Provost, and CSU Chancellor, about funding of UC and CSU systems.
4. *TSGB Access Watch:* Faculty have expressed concern over the new TSGB access watch implemented by the captain. Bob issued a questionnaire to acquire more faculty feedback. The questionnaires should be submitted by the end of the day on Thursday, Sept. 16. The comments will be considered in a meeting on Fri, Sept. 17 between EC representatives, department chairs, and administration.

Meeting adjourned at 1230

**Academic Senate General Meeting
Minutes of Meeting on October 20, 2004**

Meeting called to order at 1145

Senate Members present: 44 (54% participation)

Representation by Department:	Business Department	50%
	Engineering Technology Department	30%
	General Studies Department	52%
	Marine Transportation Department	75%
	Maritime Operations Department	43%
	Mechanical Engineering Department	100%
	Naval Science Department	50%
	Student Services Professionals	33%
	Athletic Department	50%

Student Representative: None

Administration Representatives: Don Zingale, Steve Kreta, John Keever, Jennifer Yount

Agenda: A Discussion of the Present Status of the Leadership Development Program and Future Development of this Program (with Jennifer Yount and John Keever)

Jennifer Yount (Commandant of cadets) and John Keever delivered a power point presentation entitled Leadership Development at CMA. Below is an outline of that presentation:

Leadership Definition: A committee led by Lee Kerschner in 2002 developed a definition of Leadership. This can be found on the MyCMA intranet site under *Leadership Development*.

Vision Statement: A Leadership Development Vision Statement was recently prepared by a committee. It includes the "Core Values". This statement is also on MyCMA under *Leadership Development*.

Recent History: In Fall 2003, the Senior Staff (with Senate Executive committee) held a retreat to address leadership development at CMA. The following action plan was proposed:

- Speak to the General Academic Senate about Leadership Development
- Forming three faculty ad-hoc committees (Leadership Across the Curriculum, Mentoring and Portfolios, Leadership Responsibility) to develop various academic aspects of the leadership program.
- Have a leadership workshop in January 2004
- Explore further the possible organizational designs for an over-arching leadership program beyond the confines of a traditional view of a Commandant.
- Creating a sub-committee to discuss the CMA uniform policy as it applies to faculty

Accomplishments:

- Orientation Week emphasis on leadership - Ongoing

- Staff Department of Leadership Development – Jennifer Yount is the Commandant. Two assistants will be hired to replace Mike Glynn when he retires.
- ✓ Establish a Cadet Watch Officer
- Consider Corps restructure – Ongoing
- ✓ Establish a standing leadership advisory board
- ✓ Develop a “poster-type” Core Values
- Provide on-campus seminars on leadership - Ongoing

Pending Questions: (Questions and answers presented by J. Keever and J. Yount)

1. *What does the immediate future have in store for us?* The Corps will be reorganized; a director of leadership will work with a commandant, the academic part of the program will continue to be developed.
2. *What can faculty do to help in the role of leadership development?* Set a good example, be a mentor, create leadership opportunities in courses, give Feedback to J. Yount, encourage students to apply for corps positions.
3. *What can we do to help faculty in terms of leadership development?*
4. *What is your (John and Jennifer’s) vision of Leadership Development at CMA?* J. Keever- Enhance the program so that CMA produces graduates that are not just good workers, but leaders of industry. J. Yount - strengthen functions on campus, establish basic competencies for cadets as they progress through their program at CMA, evaluate and get feedback from student leaders, restructure the corps, promote core values, create watch positions.
5. *Is there a possibility to have a faculty workshop discussing what student expectations and requirements are outside the academic arena?* Yes
6. *What plans do you have to incorporate the ideas and thoughts expressed by the General Senate ad-hoc committees which met throughout 2003-2004 academic year?* Send ideas, advice, and thoughts to the Leadership Steering Committee.

New Initiatives:

1. *Student Breakfasts:* Student leaders are being invited to breakfast with the president to share their thoughts about the leadership program.
2. *Steering Committee:* This committee of faculty and administrators are expected to provide input to the development of the leadership program.

Questions: There was not sufficient time for faculty to ask questions

Meeting Adjourned: 12:30 pm

**Academic Senate General Meeting
Minutes of Meeting on October 27, 2004**

Meeting called to order at 1145

Senate Members present: 25 (32% participation)

Representation by Department:	Business Department	67%
	Engineering Technology Department	30%
	General Studies Department	35%
	Marine Transportation Department	50%
	Maritime Operations Department	14%
	Mechanical Engineering Department	83%
	Naval Science Department	50%
	Student Services Professionals	0%
	Athletic Department	17%

Student Representative: None

Administration Representatives: Don Zingale, Steve Kreta, Mark Nickerson

Agenda:

1. Update on the CMA Master Plan (Mark Nickerson)
 2. Presentation on Roles and Responsibilities of Department Chairs
-
1. Mark Nickerson briefed the Senate on the current status of the CMA Master Plan. Faculty asked questions and made comments. Significant items of the discussion are listed below:
 - a. The new *simulation center* should be completed by Fall 07. This will be funded through general obligation bonds.
 - b. There is a plan for a new *gymnasium/natatorium/physical education center*. This might be located on new land acquired outside the gate. However, the land acquisition has not been approved yet. If the land acquired, we hope to move our gate out to Sonoma Blvd., where a new traffic intersection is being designed. There are many ideas for what becomes of the current gym building including a student service center, a library, or additional dining hall space.
 - c. CMA is trying to obtain a new *residential hall*. The money will come from CSU revenue bonds. Bids have been submitted, but they have all been unsatisfactory offers (ie., we would be getting too little for too much). The bids will be rejected. This may force us (the CMA community) to rethink our residential philosophy. One idea has been to buy the motels outside the gate and convert them to dorms. However, this idea is fraught with problems dealing with infrastructure.
 - d. Meanwhile, senior staff and Senate EC members have been having discussions about *strategic positioning* of CMA for the future, addressing our potential growth and the possible addition of new programs. Mark explained that the general view of the administration is that we need to grow to survive as an institution of the CSU. There are several natural breakpoints in student numbers in colleges around the country that suggests there are optimal numbers of students for maximum efficiency of a college campus.
 - e. Parking also needs to be addressed. There is not much available flat land for new lots, and parking structures are extremely expensive.

2. In light of the impending expiration of the terms of several current department chairs, Steve Kreta made a presentation outlining the roles, responsibilities, and elections of department chairs. A document entitled *Department Chair Role and Responsibilities* is available from Steve (and will be put on MyCMA). The responsibilities and duties of a department chair are listed on that document. Also summarized in that document is the procedure for electing department chairs, which is specified in Policy # 521. Department chairs serve for three years. They *should* be tenured, but that is actually not mandatory. Departments shall choose their chairs by holding a secret ballot, the outcome of which is determined by a majority vote.

Don Zingale commented that under his administration as VPAA, the biggest change for department chairs will be the way resources (i.e., \$) are allocated to the departments. Specifically, departments will be given money based on their needs, not based solely on the number of faculty. For example if a department can save money by not hiring an adjunct, it will still get that money to spend as it deems necessary. This is different from the way it was done in the past. It gives department chairs more of a role in shaping their department's future.

Meeting adjourned at 12:30 pm

**Academic Senate General Meeting
Minutes of Meeting on December 12, 2004**

Meeting called to order at 1145

Senate Members present: 38 (48% participation)

Representation by Department:	Business Department	0%
	Engineering Technology Department	50%
	General Studies Department	52%
	Marine Transportation Department	88%
	Maritime Operations Department	36%
	Mechanical Engineering Department	100%
	Naval Science Department	0%
	Student Services Professionals	0%
	Athletic Department	33%

Student Representative: None

Administration Representatives: Don Zingale, Steve Kreta

- 1) Senate News: Bob made the following announcements:
 - a) Bob attended the Statewide Senate Chairs meeting.
 - b) The General Senate meetings for spring 2005 will be held on 1/19, 2/16, 3/9, and 4/13.
 - c) In spring 2005, elections will be held for statewide senator, a new Executive Committee, and next years RTP committee.
 - d) Minutes for both General and Executive committee meetings are posted on the Academic Senate site on MyCMA.

- 2) Reports of ad-hoc Committees
 - a) *Student Evaluations* (Graham Benton): The committee has been addressing concerns and criticisms of the current system of student evaluation of faculty using the SUMMA forms. Specifically, the committee has been trying to determine whether to retain the current system, modify it, or implement an entirely new one. A feedback questionnaire was recently sent out to all faculty. In response to the question, 'can the SUMMA form be modified to address our needs?' 50% responded yes, 40% no, and 10% maybe. The forms will be sent out again for more responses.

 - b) *Student Assistants* (Jim Gutierrez): This committee has been investigating the possible use of hiring student graders.
 - i) *Findings*
 - CMA should adopt the standardized use of Student Assistants (SA's)
 - SA's are crucial to maintain quality,
 - It is common practice at other CSU's
 - Some departments at CMA are already using them
 - A plan is needed to implement SA's at CMA
 - Many issues regarding the practicality of using SA's at a small campus need to be resolved.

 - ii) *Recommendations*
 - All departments should have access to SA's.
 - The needs will vary from one department to another.

- SA's should be allocated to departments according to FTEF at a ratio of 1 SA/2FTEF. Each department can then decide how to allocate its resources.
- The duties of SA's should be explicitly outlined. Duties should be exclusively limited to grading and assisting labs, and should not include teaching or making exams.
- SA's should work a maximum of 8 hours per week.

iii) *Senate Discussion*: There was some discussion about the availability of SA's, whether it is prudent to hire CMA students as SA's, whether it may be possible to hire SA's from nearby graduate programs, and the benefits of having SA's.

- 3) Report from Class Size Committee (Jim Wheeler): This ad-hoc committee, formed to meet with administrators to formulate a policy or statement to address faculty concerns about class size, has met several times to discuss the issue and gather information. A three person subcommittee has been formed (J. Wheeler, J. Chisholm, M. Sekelick) to draft a policy or statement to take back to the committee.
- 4) Diversity Resource Council (DRC) Announcements (Charlie Arms): The DRC is a committee of faculty, staff, and students to increase diversity awareness on campus. The DRC is planning events for Martin Luther King's birthday, Chinese New Year, Black History Month (February), Women's History Month (March), and Asian Pacific Month (April). The DRC is also planning several activities - called 'Ports of Call' - to learn about some of the cultures to be visited during next summer's cruise.
- 5) Statewide Senate Report: (Greg Cho): Greg briefed the Senate about some of the statewide activities. See Statewide Senate Report November 11-12, 2004.

Meeting adjourned, 12:25

**Academic Senate General Meeting
Minutes of Meeting on January 19, 2005**

Meeting called to order at 1145

Senate Members present: 24 (30% participation)

Representation by Department:	Business Department	17%
	Engineering Technology Department	10%
	General Studies Department	39%
	Marine Transportation Department	88%
	Maritime Operations Department	14%
	Mechanical Engineering Department	33%
	Naval Science Department	0%
	Student Services Professionals	0%
	Athletic Department	33%

Student Representative: None

Administration Representatives: Steve Kreta

Tuuli Messer-Bookman delivered a presentation on the First Amendment of the US Constitution and free speech on public college campuses. It included established precedents and examples of the interpretation of the First Amendment in addressing speech issues on public college campuses.

Meeting adjourned: 12:30 pm

**Academic Senate General Meeting
Minutes of Meeting on February 23, 2005**

Meeting called to order at 1145

Senate Members present: 37 (47% participation)

Representation by Department:	Business Department	17%
	Engineering Technology Department	40%
	General Studies Department	52%
	Marine Transportation Department	88%
	Maritime Operations Department	36%
	Mechanical Engineering Department	83%
	Naval Science Department	50%
	Student Services Professionals	0%
	Athletic Department	33%

Student Representative: None

Administration Representatives: VPAA Don Zingale, Dean Steve Kreta

The meeting was designed to be an open forum to discuss faculty concerns and perceptions about the standards of scholarship required for retention, tenure, and promotion.

Bob H. began by listing some perceptions of faculty, including:

- i) That the required level of scholarship has been raised in the past two years.
- ii) The Carnegie concept of "reconsidered scholarship" has not been adopted here.
- iii) Department Chairs have not been directed to provide guidance to faculty.
- iv) The Academic Dean's vote on the Secondary Committee is never going to differ from the VPAA's vote.

A discussion ensued. The Academic Dean was one of the first persons to speak. He emphatically refuted the truth of perception iv listed above.

At this point it was decided to ask administrative members to step outside while the senate voted whether they would like to continue this discussion with or without them. After a brief a discussion, a majority voted in favor of continuing the open forum *with* administrative members present.

The discussion then ensued. Some comments expressed by faculty were:

1. Faculty, not administration, have to drive the RTP process.
2. Greater demand for scholarship may pressure faculty to do less service.
3. Is there enough support for faculty to do scholarship? How can more support be provided?
4. Clearly the mission of CSU is teaching and learning.
5. Where is the pressure to do scholarship coming from?
6. Are the guidelines in the faculty handbook too ambitious?
7. Scholarship expectations for MVI's have to be better defined. A committee is being formed to address this.
8. Faculty should bear responsibility for their RTP, but chairs should take a more active role.
9. Some campuses have mentoring between senior and junior faculty.
10. It is not necessarily unfair for the standards of scholarship to increase over time, but the rules should not change during one's tenure process.

11. Of the three evaluation categories (teaching, service, scholarship) President has stated he looks for strength in two areas (including teaching) with something in the third.

12. Nationally, tenure is under attack.

Meeting adjourned: 12:30 pm

**Academic Senate General Meeting
Minutes of Meeting on March 9, 2005**

Meeting called to order at 1145

Senate Members present: 30 (38% participation)

Representation by Department:	Business Department	33%
	Engineering Technology Department	20%
	General Studies Department	41%
	Marine Transportation Department	75%
	Maritime Operations Department	14%
	Mechanical Engineering Department	50%
	Naval Science Department	0%
	Student Services Professionals	0%
	Athletic Department	20%

Student Representative: None

Administration Representatives: Lee Kerschner

The meeting was designed to brief the faculty on the status Strategic Development Process. After discussing the history of the process to date (the Fall 04 Senior Staff retreat and subsequent creation of the Strategic Planning Groups), Bob gave each group the opportunity to brief the Senate on their activities and progress.

Leadership Development (Chair J. Keever): This group consists of the members of the Leadership Development Steering Committee, augmented by additional members of the campus community. Nothing was reported.

Student Expectations (Chair B. Hammaker): This group has decided to issue questionnaires to students, faculty and employers. Questionnaires are going out soon.

Creativity (Chair Greg Cho) (T. Nordenholz reported in Greg's absence) This group, consisting of students, faculty, and staff, have met several times to discuss the meaning of creativity and the role it plays (or might play) in CMA's mission. A questionnaire will be issued to faculty to query the types of activities that they are engaged in that might be considered "creative".

Campus Capacity (Chair John Coyle) The group is examining some of the limitations of the campus, such as physical size. Any perceived limitations are based on fundamental assumptions, which have not been nailed down yet. This committee will serve as a fact finding committee for the other Strategic Planning Groups.

Quality (Chair Lee Kerschner) This committee is examining what we do well, and what we should be doing. Among other activities, it has done a survey of maritime institutions, examined a set of definitions of quality, made an assessment of some of the strengths of CMA, and reviewed comments of recent CMA presidents (from this year's President's Day discussions). The committee plans next to establish criteria for determining quality and then to assess whether those criteria are being met.

Meeting adjourned 12:25 pm

**Academic Senate General Meeting
Minutes of Meeting on April 13, 2005**

Meeting called to order at 1145

Senate Members present: 30 (38% participation)

Representation by Department:	Business Department	33%
	Engineering Technology Department	20%
	General Studies Department	41%
	Marine Transportation Department	75%
	Maritime Operations Department	14%
	Mechanical Engineering Department	50%
	Naval Science Department	0%
	Student Services Professionals	0%
	Athletic Department	20%

Student Representative: None

Administration Representatives: None

What's on the Horizon: Bob, in his last meeting as Senate Chair, gave an overview of key future Senate issues and initiatives:

- *Continuing Strategic Planning:* The work of the five strategic planning groups (Leadership Development, Student Expectations, Creativity, Capacity, Quality) will continue with the purpose of shaping a future strategic plan. All faculty are invited to participate.
- *Post Tenure Review:* A post tenure review policy is being formulated. It is required the Collective Bargaining Agreement that we have one.

Richard Fish Award: Jim Wheeler presented this year's Richard Fish Award for *unwavering commitment to excellence in teaching* to Graham Benton.

Incoming Senate Chair's Remarks: Tom N. made a few remarks to the Senate. In summary, he:

- thanked the Senate and 03-05 Executive Committee (and especially Jim and Bob) for their service and dedication to faculty governance.
- expressed his own commitment to the ideals of faculty governance, including maintaining an open dialog within the Senate and between the Senate and Administration.

Meeting adjourned 12:15 pm