

**Academic Senate General Meeting
Minutes of Meeting on September 19, 2006**

Meeting called to order at 1100

Senate Members present: 22 (29% participation)

Representation by Department:

Business Department	20%
Engineering Technology Department	30%
Global and Maritime Studies Department	16%
Marine Transportation Department	55%
Maritime Operations Department	27%
Mechanical Engineering Department	50%
Naval Science Department	0%
Science and Mathematics Department	22%
Student Services Professionals	0%
Athletic Department	0%
Library	100%

Administration Representatives: C. Phillips, S. Kreta

1. Announcements – T. Nordenholz

- Passing of Mark Sekelick and Bob Hammaker
- Ongoing election of one faculty at-large representative to the Faculty Development Committee.
- Forthcoming election for ARTP Primary Committee required since two members of the existing committee are under consideration for promotion.
- General Senate meetings are scheduled for October 17th and November 28th.

2. Senate Committees – T. Mader requested all faculty consider service on the Senate Committees.

3. Senate Agenda for 2006-07 - T. Nordenholz discussed Executive Committee goals for the academic year.

- RTP Policy revision to be drafted and brought to the Senate for discussion and approval this year.
- Committee restructuring with initial emphasis on the Curriculum Committee and expansion of the Committee's responsibility and authority for periodic academic program reviews.
- Faculty participation in strategic planning and decision-making.

T. Messer discussed use of surveys to gather faculty opinion concerning strategic planning issues. She requested the faculty draft questions regarding the issues that need to be addressed as the Academy continues to grow. Proposed questions should be

forwarded to T. Messer within the next two weeks. The surveys will be conducted as soon as possible to bring an effective faculty voice into strategic planning discussions.

4. Faculty Retreat – Discussion of topics for the forthcoming faculty retreat was postponed in support of a CFA-CSUEU rally.
5. Proposition 1D Resolution – J. Wheeler presented a proposed Senate resolution in support the Kintergarden-University Public Education Facilities Act for 2006 (Proposition 1D). A motion to approve the resolution, as presented, was approved.

Meeting adjourned at 1140

**Academic Senate General Meeting
Minutes of Meeting on October 17, 2006**

Meeting called to order at 1105

Senate Members present: 17 (23% participation)

Representation by Department:

Business Department	0%
Engineering Technology Department	30%
Global and Maritime Studies Department	25%
Marine Transportation Department	0%
Maritime Operations Department	18%
Mechanical Engineering Department	50%
Naval Science Department	0%
Science and Mathematics Department	22%
Student Services Professionals	0%
Athletic Department	0%
Library	100%

1. Announcements

- Senate Committees – All Senate committees have been fully staffed, in response to the call for volunteers and a strong faculty commitment to shared governance.
- Growth Survey – T. Messer has invited the faculty to submit questions for inclusion in a strategic growth survey. T. Messer intends to use the results of this survey to more effectively represent the faculty in campus strategic planning process.
- RTP Policy Revision – The work of the RTP Policy Committee continues in an effort to bring the Policy in compliance with the Collective Bargaining Agreement and incorporate improvements discussed in faculty forums last year. A draft policy revision should be delivered to the Executive Committee in November. The draft revision will then come to the floor of the Senate for debate and approval.
- Range Elevation Committee – An ad hoc committee has been established to develop a Senate policy for promotion of lecturers. L. McDermott is the Chair.
- Class Size Policy – A draft Senate policy regarding class size is under consideration. The policy would require consultation with the course instructor and associated Department Chair prior to exceeding established enrollment limits in a course.
- Faculty Development:
 - o Forthcoming faculty development workshops include a T. Nordenholz presentation of his research into alternative forms of energy, and a second offering of J. Chisholm's web master training.
 - o Faculty development funds are still available from the Chancellor's office. This can be used to support scholarly work through release-time grants and/or summer stipends. Applications should be forwarded to the Faculty Development Committee no later than 15 November.

- WASC Institution Proposal – The proposal for Cal Maritime’s accreditation activities through 2010 was submitted to WASC last week. Information concerning the accreditation process will be coming to the Web soon.
- ABET Visit – The Engineering Technology Department accreditation visit begins 30 October.
- Student Success:
 - o Representatives of Cal Maritime will be attending a Student Success Conference on Friday, 20 October.
 - o A peer review committee will visit Cal Maritime 28 November to evaluate our programs for facilitating graduation

2. Faculty Retreat

- Survey: Planning for the 2007 Faculty Retreat – T. Nordenholz requested all members of the faculty respond to the survey to assist in planning the 2007 Faculty Retreat. For those not present, surveys will be distributed via campus mail.
- Date – Sometime during the week of 2-5 January
- Location – Use of the Bay Conference Center on Tiburon was discussed. Four attendees suggested a different location this year.
- General Topic – Growth
- Administration Participation – Attendees requested the President and/or other administrator provide a clear statement of Cal Maritime growth objectives and discuss the driving factors within the CSU budget environment.
- Agenda items suggestions included:
 - o Presentation of growth issues by each Department
 - o Strategic Planning Committee presentations of the outcomes from their work last year
 - o Presentation of campus Master Plan
 - o Admissions Office enrollment management presentation
- Attendees requested outcomes of the last Faculty Retreat be posted on the Academic Senate WebCT page.

Meeting adjourned at 1225

**Academic Senate General Meeting
Minutes of Meeting on November 28, 2006**

Meeting called to order at 11:10

Senate Members present: 18 (24% participation)

Representation by Department:

Business Department	20%
Engineering Technology Department	20%
Global and Maritime Studies Department	25%
Marine Transportation Department	44%
Maritime Operations Department	9%
Mechanical Engineering Department	33%
Naval Science Department	0%
Science and Mathematics Department	11%
Student Services Professionals	0%
Athletic Department	10%
Library	100%

Administration Representatives: C. Phillips, S. Kreta

1. Announcements

A CSU Graduation Facilitation Peer Review Committee has visited our campus and spoke with representatives from the Executive Committee of the Academic Senate.

The Teaching and Learning in the Maritime Environment Conference deadline for “early-bird” registration is this Friday, December 1st. Accepted Cal Maritime presenters must register by Friday to have the full registration fee waived; all other faculty and staff who wish to attend are eligible for a \$250.00 [partial fee](#) waiver, provided they also register by December 1st.

The next meeting of the General Assembly of the Academic Senate will be the annual faculty retreat, to be held on January 4th, 2007, at a location to be decided soon. More information will be forthcoming.

The deadline for applications for Faculty Development Awards is December 8th, 2006. These applications, and information about the various awards, [are](#) available through the Faculty Development folder on WebCT.

Elections for the '07-'09 Senate Executive Committee will take place next semester. T. Nordenholz urged the senate to begin thinking about running for election. It was suggested the date of the election be moved up so that accommodations could be made within a department should the Senate Chair (with designated release time) be elected from that department.

2. Agenda and Update

T. Nordenholz gave an overview of the items currently being addressed by the Executive Committee and other Senate-related bodies. These include, but are not limited to:

RTP Policy Committee: This committee has worked to bring our current ARTP Policy in compliance with the Collective Bargaining Agreement; a draft of the policy will move from the Executive Committee to the General Senate for a vote. It was asked that the Senate member have as much time as possible to review the policy before a vote is needed.

Curriculum Committee. The role of the Curriculum Committee has been expanded this year to include program review, with the expectation that the committee will review one program per year, beginning with the Engineering Technology Department.

Class Size Policy. A draft of the Class Size Policy has been prepared by the Executive Committee for the President's consideration.

3. Report from the President's Retreat.

T. Nordenholz gave a report to the Senate about the President's Retreat last week. The senior staff, with the Senate Executive Committee and the Department Chairs, discussed the following four questions:

1. As we stabilize our enrollment to around 1100-1200FTE students over the next few years by limiting the entering class to 250 students, what should our institutional profile be in terms of programs, student demographics, staffing and facilities to serve them?
2. What should Cal Maritime be after that? The Same? Bigger? Different? Any Combination of the Three?
3. How do we know if we have a welcoming environment in terms of our growing student, employee, and program diversity? What would be the observable outcomes of having made progress in dispelling at least the perception that we are not "welcoming" to diversity in the eyes of the majority of students and employees found in the Task Force on Diversity's campus study?
4. What, if anything, would we need to do if the Jones Act was rescinded, or if any other external catastrophic event dramatically impacted our mission?

These questions and the subsequent discussion and decisions impact the Senate primarily in regards to Question #2, which led to the recognition of a need to revise our Academic Master Plan. The Executive Committee will formulate a mechanism by which members of the faculty, [in collaboration with academic administrative colleagues](#), will write a new Academic Master Plan for the campus.

4. Faculty Retreat.

The faculty retreat, to be held January 4, 2006, will most likely address the issue of the Academic Master Plan that came out of discussions from the President's Retreat.

Meeting adjourned, 12:20.

**Academic Senate General Meeting
Minutes of Meeting on March 21, 2007**

Meeting called to order at 4:40

Senate Members present: (18 % participation)

Representation by Department:

Business Department	20%
Engineering Technology Department	10%
Global and Maritime Studies Department	25%
Marine Transportation Department	22%
Maritime Operations Department	18%
Mechanical Engineering Department	16%
Naval Science Department	0%
Science and Mathematics Department	22%
Student Services Professionals	0%
Athletic Department	0%
Library	0%

Administration Representatives: D. Zingale

1. Resolution.

T. Nordenholz introduced and called for a vote on the “Resolution in Support of AS-2782-07/FA: The Importance of Settling the Contract Between the CSU and the CFA.” The resolution passed with nine votes in favor and one abstention.

2. RTP Policy

T. Nordenholz gave a history of the new RTP policy draft, with attention to the succession of revisions and the rationale for specific changes to policy. The policy was discussed at length, with particular concern raised in regards to problems of implementation of the policy, given the limited number of available faculty to serve on the departmental level review. Another meeting to discuss the policy was set for Tuesday, April 3rd.

Meeting adjourned, 6:00