

Senate Executive Committee Meeting Minutes
Monday, September 9, 2019

In Attendance: Dinesh Pinisetty (Chair), Keir Moorhead (Vice Chair), Sarah Senk (Secretary), Steve Browne, Bets McNie, Sue Opp, Margot Hanson, Frank Yip

Agenda Items and Actions

1. Review of Strategic Plan
 - a. Review of timeline: committees will be constituted as soon as possible and will begin identifying main objectives and strategies during the Fall 2019 semester. In Spring 2020 the committee will solicit feedback from campus and refine the objectives and strategies
 - b. Review of procedure: the work of the committee will be posted and continually updated on an *internal* website. By the end of the Fall 2019 semester the committees will post draft objectives and strategies on the site.
 - c. Other discussion: emphasized the urgency of including a “backward-looking” evaluation of what has been done so far (in the first phase of the Strategic Plan). We must assess what we’ve done so we can make informed decisions about what to do in the future.

Action Items:

- **Brig Timpson must provide the Executive Committee with a charge and timeline, after which the Executive Committee will send out a call for service**

2. Review of Office of Research and Sponsored Programs job description
 - a. Review of rationale: part of the first strategic plan called for increased research support, but we don’t currently have an administrator with the necessary expertise in charge of grants. Most institutions have an agreed-upon process by which some F&A money is returned to department, school, and PI; currently this is done casually but there isn’t a systematic way of handling it.
 - b. Review of position (AVP, Research and Sponsored Programs): Provost reported that the position will be funded with soft money (with no effect on general fund or student tuition). The position will be filled in Fall 2019 with a January 2020 start date. The Golden Bear Research Center will report to this person, who will report directly to the Provost.
 - c. Other discussion: there must be electronic system for processing grant applications internally; right now paper sits on people’s desks and deadlines are missed. This can’t happen. It was brought to the committee’s attention that an informal faculty working group has been meeting to discuss problems with research support on campus.

Action Items:

- **Provost Opp will email an electronic copy of the job advertisement to the Executive Committee**
- **Frank Yip will solicit feedback from other members of the informal working group of which is he a part and will communicate their feedback to the Provost.**

3. Discussion of Cadet Success Initiative (CSI) Team
 - a. Review of problem we're trying to solve: there is a history of poor communications between academic affairs and student affairs which is potentially hindering the institution's ability to facilitate student success
 - b. Review of potential solutions: CSI team would be made up of a small group of people who would work to coordinate the efforts of different groups. The team would be tri-chaired by representatives from Academic Affairs, Student Affairs, and the Commandant's Office, along with one faculty member and one cadet. The team would meet frequently to determine if when there is a need for a task force. The team would be responsible for proposing ways to streamline communication; the team would also conduct assessment of co-curricular programs and would determine what to do with information we get from NSSE, BCSSE, and FSSE survey results. The team's main task would be to "clean up mixed messaging" (eg. cruise handbook published by the captain's office conflicts with the student handbook, and international experience has no handbook at all) and eliminate "noise" (eg. the hundreds of emails students receive during orientation)
 - c. Other discussion: Provost recommends that every team and task force on campus should begin work by asking/answering the following questions: "What problem are you trying to solve and how are you going to measure if your solution is effective?"

Action Items:

- **Provost will send CSI draft electronically to the Executive Committee.**
- **Executive Committee will send suggested revisions to the Provost. The finalized CSI charge will be sent out with a call for service, seeking nominations for the faculty position by September 30.**
- **The CSI Team will meet and begin work in October 2019.**

4. Set agenda for General Senate Meetings
 - a. During Fall 2019 the Senate Meetings will focus on review and revision of the new by-laws.
 - b. The first meeting (on September 12) will include an introduction for all faculty explaining the fundamental changes to the old by-laws. The second general meeting will be devoted to a "first read" of the new by-laws.
5. Scheduling Senate Executive Meetings
 - a. During Fall 2019 the Executive Committee will meet on Mondays from 1:30-2:30 PM.
 - b. It was suggested that we have a timed agenda with "faculty issues" as the first item.

Action Items:

- **Executive Committee will create a mechanism to receive feedback on the by-laws draft (before the meeting on September 12).**

Meeting adjourned.