

Senate Executive Committee Meeting  
Wednesday, November 6 1:30 PM

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

Absent: Cynthia Trevisan

1. Introduce Sianna Brito, new Academic Support Coordinator
  - a. **Action item:** get Brito administrator access to web page
2. Academic Calendar Committee
  - a. Chair reports that faculty are mixed regarding support of week-long Thanksgiving break. Before the calendar gets approved we need to take some action. We should do a survey and give all faculty option to give feedback
  - b. Vice Chair points out that “in good conscience we can’t write that week off given that fire-related cancellations are the new normal.”
  - c. Discussion: What’s going on with Qualtrics? Sue emailed Chief Information Officer and did not get a reply. We need to address this. Moorhead suggests using Microsoft Forms
  - d. McNie requests clarification: is the issue just about Thanksgiving break, or are we also thinking about making up for lost time?
  - e. Senk: Not to conflate the two issues, but one option that would address both is to put the days at the end of the semester as a “reading week” that could be used for make-up classes if necessary. Best case scenario it’s free time for students to prepare for finals, which should help student outcomes.
  - f. Yip notes that we could also use that time for student projects.
  - g. Hanson recommends that we make the survey specific about Thanksgiving week so the issue doesn’t get conflated with other calendar issues.
  - h. Browne points out “there should definitely be faculty on the calendar committee.”
  - i. Moorhead notes that another thing to consider is that the more we expand the school year, the more we jam up the summer, and this year was especially bad with getting people on commercial cruises, with some students returning 2 weeks late at the beginning of the semester. McNie adds that this is also a problem for faculty who go on cruise because it leaves less time in the summer for doing research.
  - j. Hanson and McNie recommend phrasing the question: “do you think the full week of Thanksgiving break is detrimental or beneficial to student learning?” and/or “Should we have a long weekend Thanksgiving break, or a week-long break?”
  - k. Hanson and Yip note that we should discuss as a faculty what to do with make-up classes, and note that we may need “buffer time” taken into account for future academic calendar decisions

**Action Item:** Chair will ask Graham when the cabinet is considering the calendar

**Action Item:** Chair will solicit a response about Qualtrics from CIO

**Action Item:** Vice Chair will set up Microsoft form for faculty survey

3. Centralized Communication
  - a. Moorhead proposes adopting Slack.
  - b. Chair reports that the Provost has issues with using our campus LMS for Senate documents, potentially due to privacy issues.
  - c. Hanson and Yip clarify that we aren’t talking about confidential information; we are talking about how to best communicate information to faculty and staff. Ideally we want a publicly-facing webpage. But we ALSO want a repository on some platform that people already check daily. Options may include a OneDrive Account or Brightspace.