

Cal Maritime Faculty Senate
General Meeting Minutes
February 20, 2020

In Attendance: Dinesh Pinisetty (Chair), Sarah Senk (Secretary), Elizabeth McNie, Christine Isaakson, Wil Tsai, Sianna Brito (Support Coordinator), Steve Brown, Tamara Burbach, Nick Lewis, Margaret Ward, Colin Dewey, Amber Janssen, Kitty Luce, Michele Van Hoeck. Ali Moradmand, Matt Fairbanks, Steven Runyon, Ariel Setniker, Julie Simons, Cynthia Trevisan, Nipoli Kamdar, Kate Sammler, Tom Nordelholz, Scott Green, Evan Chang-Siu, Mike Kazek, Mike Strange, Nader Bagheri, Mike Holden, Tom Oppenheim, Two unknowns in the back, Katie Hansen, Krystal Loera, Graham Benton, Kevin Mandernak, President Cropper, Jennifer Hembree, Steve Kreta, Stan Hebert

I. Chair's Announcements

- Search Committee – Provost Search Committee faculty representative is Dinesh Pinisetty, Elizabeth McNie, Alex Parker, and Sarah Senk.
- Search Committee – VP of Student Affairs Search Committee faculty representative is Julie Simon and Wil Tsai.
- Search Committee – Athletics Director Search Committee faculty representative is Mike Kazek.
- Gender Equity Resolution Vote (Reminder: the deadline is February 21. Please vote today.)
- ASCSU Resolution Feedback (Deadline is February 21. Please vote today.)
- Final Reminder about Representative Senate Elections
 - o Deadline for elections/appointments is February 21
 - o When we learn who department representatives are, we will conduct elections for members-at-large. Elections will conclude by March 1.
 - o ASCSU Representative elections will conclude by March 1.
- Department Chair elections (IBL, S&M, and MT) are also taking place this semester.

II. CFA Announcement

- Steven Runyon announces presentation of the Bunsis report on Tuesday at 11 AM.

III. Midterm Grade Submissions

- Wil Tsai reminds faculty to submit midterm grades on Peoplesoft, and college advisors will pull information to identify students in need of additional support from the Dean's office and University advising.
- Tsai reports that our students are getting really good at using The Passport, now the onus is on us to put our availability in the system. Please take a minute to upload your office hours in the system. If you have questions consult University Advising.

IV. Search Committee Process

- Michael Martin reports that he is in charge of ensuring we get a diverse pool of candidates.

- Runyon asks Martin to clarify his role.
- Martin reports on this campus the HR Director is responsible for diversity programs, including support and oversight of unity council; responsible for occupational and environmental safety and risk management

V. Faculty Mentoring Program

- Elizabeth McNie reports on proposed faculty mentoring program for non-academic purposes to help students. Conversation with students about this idea result in a signed petition to support the proposal. Goal is to develop the program this semester and launch next semester. McNie, Isakson, and others will work with Kristen Tener to help with deployment on the student end.

VI. Curriculum and GE Committee Development (Senk)

- Senk reports that a group of faculty members met on Wednesday, February 12 to work on the Standing Committee policies. (Group was anyone who expressed interest after the last Senate meeting.)
- Curriculum Committee
 - o It's been determined that the CC is responsible for curricular oversight, approve modifications, and review and recommend revised curricula, course, and degree programs
 - o Meetings will take place second Tuesday on the month to facilitate workflow (GE meetings will take place the first Tuesday of the month to forward recommendations to the CC in a timely manner; CC will forward materials to Senate for discussion at General meetings the third week of the month.)
 - o Senk points out that there is a previous policy in place that has not been followed in recent history for reasons unknown. This policy specifies some deadlines but leaves others unclear, and it's become clear in conversations with the Registrar and Associate Provost Benton that deadlines need to be set well in advance. Another problem with the existing policy is that it does not account for the types of changes coming down the pipeline now, like significant revisions to programs. There is also no existing policy or form regarding changes that may require Chancellor's Office approval, or what constitutes a major or minor change. Moreover, historically there has been minimal oversight of the curriculum approval process resulting in changes that aren't communicated campus-wide, resulting in lack of coordination and frustration. Senk emphasizes need to formalize a process that takes into account what the Registrar needs from us. We also need to communicate justifications clearly because we rely too much on "institutional memory." Right now Pat Harper holds in her personal memory every detail about how the Curriculum approval process works, and that information needs to be formalized for the sake of our future colleagues who can do their jobs better if they understand *why* we made the decisions we made.
 - o To help the process, Senk presented a first draft of the revised CCR, reviewing the information request, which includes a checklist of Committee responsibilities, Dean and Chair responsibilities, and

Administrator responsibilities. No more wondering who is supposed to be doing what.

- First couple of pages of the form are designed to provide registrar with basic information needed. The latter page of the form provide documentation to help build a record for the course by documenting information like the course information, the justification, overlap, and impact to help communication currently and in the future. The end of the document presents proposed checklists, including the division of curriculum decisions while financial and organizational decisions are delegated to the dean for documentation. The final packet for the CCR with all recommendations will then be submitted to the senate to a vote.
- Discussion included comments regarding:
 - Stopping “emergency resolutions,” limiting the number of cases that require an abridged timeline to allow for meaningful discussions.
 - Potentially dealing with multi-package CCRs, where the CCRs are interconnected. Faculty were asked for input for help with creating a list to help capture this process.
 - Ensuring department discussions are validate and has been assigned to the CC chair. Includes consulting relevant list of faculty, staff, and administrators.
 - Review process for changing and adding modality (online)
 - Discussion of final approval and if it requires the entire senate. Suggestion was made to consider a CC committee routing for minor changes (i.e. small correction to course description) vs. a major change to curriculum.