ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES
Tuesday, February 17, 2015-APPROVED

10:00 – 11:30 AM – EDUCATION 123

Present: D. Boschini, S. Frye, B. Hartsell, J. Kegley (Chair), H. McCown, C. Murphy, J. Tarjan, K. Knutzen

Absent: J. Fielder

1. CALL TO ORDER Chair Kegley called the meeting to order.

2. ANNOUNCEMENTS AND INFORMATION

3. APPROVAL OF MINUTES – February 3, 2015
B. Hartsell moved to approve the minutes, S. Frye seconded the motion. The minutes of February 3, 2015 are approved as submitted.

4. APPROVAL OF AGENDA
The agenda was approved.

5. CONTINUED ITEMS
   • Update Log
   • Update on Searches
     o Provost & VP of Academic Affairs- K. Knutzen reported the search is underway.
     o VP for Business and Administrative Services- K. Knutzen reported that candidates are visiting campus.
     o AVP Information Technology Services-K. Knutzen reported that the title of the position has been changed to AVP Information Technology Services and Chief Information Officer.
     o Dean of BPA- K. Knutzen reported the search is underway.
     o Dean of University Library- K. Knutzen reported the search is underway.
     o Dean of AVC-The search committee has not been finalized.
   • Meetings with President
     The next meeting is scheduled for March 3, 2015 @ 11:30 A.M.-12:30 P.M. Agenda Items: None

6. PENDING ITEMS
   • SOCI Task Force- Chair Kegley reported that the committee is meeting today. K. Knutzen recommended that S. Miller be invited to join discussion in regard to the technical standpoint.
   • Senate Alternates- Chair Kegley reported that there is confusion in regard to alternates serving on various Senate committees. Concerns discussed include: 1) it is awkward for alternates to attend meetings of the standing committees; they have little background of the issues; 2) policy for replacing long term absence of committee members; 3) difficulty in finding alternates; 4) three consecutive absence rule is ineffective.
Recommendations include: 1) draft a general University policy for service on committees; 2) EC to appoint replacement for committee member who is frequently absent; 3) alternates allowed to attend meetings of the standing committees; 4) members should brief their alternates on committee business; 5) consider alternate for Provost/VPA on EC; 6) EC shall appoint a replacement for a Senator who is absent due to an extended leave; 7) an alternate can serve for more than one person at separate meetings.

7. DISCUSSION ITEMS
   - Faculty Portfolio and RTP-K. Knutzen stated that faculty portfolios systems have been refined; they are user friendly. She requested feedback on faculty electronic portfolios. Chair Kegley stated that in the past, the EC has been enthusiastic about the idea. Following brief discussion, D. Boschini stated the new RTP guidelines have not penetrated to the campus community. C. Murphy recommended that implementation be postponed to coincide with the Semester transition. A referral will be sent to the FAC to examine the transition from the previous RTP process to the current one as well as the role of the departments.

   - Search Committee for Associate Vice President, Information Technology and Chief Information Officer-This issue was addressed above.

   - IRB Reappointment Recommendations-Three reappointments to the IRB as submitted by S. Suter were approved.

   - Constitution and Bylaws Update-Proposed By-Law changes as submitted by J. Tarjan were discussed. Chair Kegley stated that the proposed changes to the Constitution will go through referendum; the By-Laws are voted on by the Senate. B. Hartsell recommended the following; 1) the term “general faculty” be replaced by “the faculty”; 2) definition of faculty be revised to read “all members of Unit 3”. This issue will be placed on the Senate agenda once the Election Task Force submits their proposed changes to the By-Laws.

   - Faculty Parking-Chair Kegley distributed information on faculty parking at other CSU campuses. Parking is an issue for faculty members who go off campus during the day then return. K. Knutzen stated that the cost for designated faculty parking also needs to be addressed. As a frequent visitor to other campuses, J. Tarjan stated that faculty parking is not an issue at CSUB. Chair Kegley reported that the University Council will submit a proposal to President Mitchell.

8. AGENDA ITEMS FOR February 12, 2015 SENATE MEETING (Time Certain 11:15 A.M.)
   - Announcements
     - Janet Millar and James Drnek: Red Folder (Time Certain 10:00)

   - Consent

   - Old Business

   - New Business
     - Commendation Janet Millar (Placeholder)
     - Commendation Grapes of Wrath (Placeholder)
     - Non-Academic Degree Certificates (AAC) (Placeholder)

9. COMMENTS FROM THE FLOOR
   J. Tarjan stated if we schedule meetings at the last minute we may want to consider getting cell phone numbers for all committee members; people tend to reply to texts quicker than email.