ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES  
Tuesday, April 26, 2016-APPROVED  
10:00 – 11:30 AM – EDUCATION 123

Present: J. Fielder, S. Frye, B. Hartsell, J. Kegley (Chair), H. McCown, C. Murphy, J. Zorn

Absent: D. Boschini, J. Millar

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

2. ANNOUNCEMENTS AND INFORMATION
   o Chancellor White - Chair Kegley reminded everyone that Chancellor White will be on campus on April 29, 2016. An open forum will be held at 10:30 in the Student Housing Multipurpose Room.
   o Student Research Conference - Chair Kegley expressed concern that the campus community has not received details about the upcoming Student Research Conference.
   o International Students - H. McCown expressed concern in regard to challenges that student advising is experiencing with international students; there is often a lot of pressure and expectations put on the students. Provost Zorn reported that a task force has been formed to look at how address the issues. She added that orientation for international students will address issues such as plagiarism. C. Murphy added it would be nice to have a workshop for faculty who are interested in supporting international students.

3. APPROVAL OF MINUTES – April 12, 2016
   B. Hartsell moved to approve the minutes, H. McCown seconded the motion. The minutes of April 12, 2016 are approved.

4. APPROVAL OF AGENDA
   B. Hartsell requested that evaluation of academic administrators be added as a discussion item. H. McCown requested that MSA concentrations in BPA in be added as a discussion item. The agenda is approved as amended.

5. CONTINUED ITEMS
   • Update Log - The log is up to date.
   • Update on Searches - Provost Zorn reported that the SSE and BPA search committees are underway; she is waiting on the election of faculty members for NSME and AVC before she can appoint administrators. Department Chairs have been consulted in regard to interim Deans.
     o Dean SSE
     o Dean BPA
     o Dean NSME
     o Dean AVC
   • Meetings with President
     Next Meeting is scheduled for May 10, 2016 @ 11:30-12:30
     Agenda Items:
     o Academic Discourse and Interpersonal Relations
     o Vision for University Week

6. PENDING ITEMS - None
7. **DISCUSSION ITEMS**

- **Evaluation of Academic Administrators** – B. Hartsell expressed concern that there are administrators who are overdue for evaluation. He added there is a history of appointing administrators who FERP to enter an administrative position; having done so without an evaluation can lead to problems. Provost Zorn stated that she will look at the evaluation schedule and develop a schedule for the next five years as stated in Section 311 of the *University Handbook*. A call will be issued for evaluation committees to review K. Knutzen, Dean of SSE and R. Collins, Dean of A&H.

- **Referral BPC-Academic Calendar Through Summer 2019** - J. Fiedler reported that we currently have an academic schedule through summer 2017. A referral will be issued to the BPC to draft a class calendar through summer 2019.

- **Referral FAC-Amendment of Emeritus Policy** - A referral will be issued to the FAC to as requested by the Academic Senate on April 21, 2016.

- **Honorary Degree Committee** - Provost Zorn reported that there needs to be faculty representation on the Honorary Degree Committee. Chair Kegley will research the current policy.

- **Focus Group Issues: Parking, Signage, & Cameras** - Chair Kegley reported that the focus group requested input on the installation of cameras on campus. It was recommended that the issue of how to address safety issues on campus i.e.; campus alarm systems, cameras, speaker systems, etc. be discussed with faculty on University Day. Chief Williamson will be invited to attend the discussion.

- **Posting of University/Senate Committees to Website** - This issue will be addressed in the fall. It was recommended that discussion include posting of agendas and unofficial minutes from standing committees on the website.

- **MSA Concentrations in BPA** - A referral will be issued to the AAC to discuss this issue.

- **Campus Climate** - This issue will be discussed with the President.

- **Handbook Language: Definition of Faculty** - This issue will be removed from the agenda.

- **Handbook/Constitution Update Process** - B. Hartsell and others will work on the *University Handbook* project during the summer. Chair Kegley stated that despite the hard work last summer, the document has to be revised to reflect the changes in quarter to semester, missing resolutions and numerous inconsistencies within the Constitution. Chair Kegley will inquire about release time to work on the project during the summer break.

8. **AGENDA ITEMS FOR MAY 5, 2016 SENATE MEETING** (Time Certain 11:15 A.M.)

- **Announcements**

- **Consent**

- **Old Business**

- **New Business**
  - Textbook Affordability Program RES 151616 (ASSS)

9. **COMMENTS FROM THE FLOOR**