ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES
Tuesday, April 7, 2015-APPROVED

10:00 – 11:30 AM – EDUCATION 123

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

Absent: None

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

2. **ANNOUNCEMENTS AND INFORMATION**
   Chair Kegley made the following announcements:
   - Provost candidates will be visiting campus beginning April 8, 2015; she urged everyone to attend the open forum. Tawnya will send a reminder to the Academic Senate.
   - R. Collins is searching for an associate dean. The search committee will consist of three faculty members from A&H. It was agreed that additional members are not appropriate for this search.
   - Anthropology has a revised proposal which is ready for review. The Curriculum Conversion Committee (CCC) no longer exists because their work with new programs is complete. Following brief discussion, a referral will be issued to the AAC and BPC for their recommendations.

3. **APPROVAL OF MINUTES** – March 3, 2015
   B. Hartsell moved to approve the minutes, J. Fielder seconded the motion. The minutes of March 3, 2015 are approved as submitted.

4. **APPROVAL OF AGENDA**
   The agenda was approved.

5. **CONTINUED ITEMS**
   - **Update Log**- the log is up to date.
   - **Update on Searches.** K. Knutzen reported the following and added that she hopes that all appointments will be made by the end of Spring 2015:
     - **Provost & VP of Academic Affairs**- Candidates will be on campus beginning this week.
     - **AVP Information Technology and Chief Information Officer** – The screening process has begun with a nice pool of candidates.
     - **Dean of BPA**- Interviews for the semi-finalists are complete; they are working on the scheduling of campus visits for candidates.
     - **Dean of University Library**- The committee is in the screening process.
     - **Dean of AVC** - Applications close in the coming week.

   K. Knutzen added that C. Kemnitz has been offered the Deputy Provost position at San Jose; a campus announcement will be made as soon as he
signs his contract. She stated that she plans on conducting an accelerated
search and hopefully will have someone in place by January, 2016. In the
interim, she is proposing to split out the ALO from the AVP responsibilities;
details will follow.

In regard to the strategic planning associated with WASC, K. Knutzen
circulated the metric planning report. She added that it should be updated
every year; we have to be held accountable for the SLO’s.

- **Meetings with President**
  
  Next Meeting is scheduled for May 5, 2015 @ 11:30 A.M.-12:30 P.M.
  
  **Agenda Items:**
  
  o Repopulating of Faculty
  o Emeritus Policy

6. **PENDING ITEMS**

- **Timeline for Bylaws and Constitution Changes**- Chair Kegley stated that
  Constitution changes need to be made before the end of the spring quarter in time to
  allow for a faculty vote. D. Boschini added that there will be a Constitution change
  coming from the Elections Task Force.

- **Report from Elections Committee**- D. Boschini reported that the Election Task
  Force has made significant chances to the Handbook. She added that a big topic of
  conversation with the Task Force was how intrusive we want the School Elections
  Committees (SEC) to be in department level business; the conclusion was that the
  SEC's can provide advice and support at the request of departments, but there is no
  new language in regard to departments. Recommended changes to the Handbook
  will be distributed to the EC for review. She added that track changes are impractical
  in this situation because so much has been revised. She will provide a fresh copy
  with a summary of the changes along with the rationale.

7. **DISCUSSION ITEMS**

- **Subcommittee for Reviewing Article 20.37 Applications**- Chair Kegley reported
  that applications for assigned time have been received. She requested input on how
  to proceed with the subcommittee. The table appointed the following members: B.
  Hartsell, D. Boschini, S. Frye, and H. McCown. K. Knutzen expressed concern
  that there may not be enough knowledge to determine whether the service activity of
  applicants is compensated or not. The goal is to have the applications reviewed by
  the EC meeting scheduled for April 21, 2015.

- **Discussion of Unified Management System for Libraries**- Chair Kegley stated that
  this issue is complex. She recommended that it be postponed until C. Asher can
  meet with the EC.

- **Teaching Award FT Lecturers**- C. Dell’Amico submitted a request to consider that
  full-time lecturers be recognized with an annual teaching award. This issue will be
  referred to the FAC for recommendation.

Chair Kegley added it is embarrassing that there was not a 2014-15 recipient of the
Millie Ablin Excellence in Teaching Award; people do not step forward to nominate
their colleagues. D. Boschini reported that she has submitted nominations that she
believed were very strong but they were not selected; it has been her experience that
there is no feedback provided by the FHAC. In regard to the criteria process, J.
Tarjan recommended that there be more structure. S. Frye stated that there should
be general guidelines that can eliminate some of the major issues that politicize the
process. K. Knutzen added that every chair and dean should be able to nominate an
outstanding teacher. Chair Kegley recommended that this issue be discussed with the DCLC. In addition to the issue on full-time lecturers, the FAC will also be asked to look at the current faculty award process in regard to the timeline and guidelines.

- **New Petroleum Engineering Certificate Proposal**- A referral will be issued to the AAC and BPC to review the proposal and make a recommendation.

- **Planning an information session with Vendors for Electronic Portfolios**- K. Knutzen requested input on interest in planning an information session for vendors for faculty e-portfolios. Chair Kegley recommended that an EC meeting be used as a platform for an informational meeting. K. Knutzen added that the timing is good because CSUB is moving to an electronic scanning and storage system through OnBase. She will invite a vendor for a brief presentation on April 21, 2015 and also research the budgetary implications of an electronic portfolio system.

8. **AGENDA ITEMS FOR April 16, 2015 SENATE MEETING (Time Certain 11:15 A.M.)**

- **Announcements**

- **Consent**
  - Emeritus Status Announcement RES 141533 (FAC) (Second Reading)

- **Old Business**
  - Policy on Conversion of Pilot Programs into Permanent Status RES 141532 (AAC) (Second Reading)
  - Office Hours RES 1415435 (FAC) (Second Reading)

  - In regard to S. Frye’s concern in regard to faculty office hours and Article 20 of the Collective Bargaining Agreement which does not specify the number of office hours or days that are required, B. Hartsell stated that the CBA does not attempt to set policies at the level of detail that is expected of the campuses to set policies. J. Tarjan stated that he would like to see a statement included in the document that addresses what happens if there is violation of the policy.

- **New Business**
  - Policy for Non-Academic Degree Programs RES 141530 (AAC) (First Reading)- This issue will be postponed.

  In regard to the resolution on the Policy for Non-Academic Degree Programs, H. McCown reported that this will be the third time it is presented at the Senate. He added that the AAC is unified on the issue; there is frustration within the committee. K. Knutzen stated that we can’t operate using these particular guidelines for non-academic certificates; they are too restrictive. It was recommended that H. McCown meet with Dean Novak to discuss the issue.

9. **COMMENTS FROM THE FLOOR**

Chair Kegley reminded everyone to look at the new Academic Policy Manual which has been posted to the Senate website then provide feedback.