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

Absent: None

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

2. ANNOUNCEMENTS AND INFORMATION-
No announcements were made.

3. APPROVAL OF MINUTES – September 29, 2015
B. Hartsell moved to approve the minutes, J. Fielder seconded the motion. The minutes of September 29, 2015 are approved as submitted.

4. APPROVAL OF AGENDA
Chair Kegley requested that FirstClass Changes and AAC Alternate be added as discussion items; D. Boschini requested that CSU Chair Meeting Report 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
     o Associate VP Academic Programs-Chair Kegley reported that Skype interviews are scheduled for October 16, 2015.
   • Meetings with President
     Next Meeting is scheduled for October 27, 2015 @ 11:30-12:30
     Agenda Items:
     o Emeritus Issues
     o Timely Response to Resolutions
     o Campus Activity Calendar
     o $1.7m for Engineering-Provost Zorn provided an update stating that the Chancellor’s office has denied the request for funds for this year; the President is still hopeful for next year and will continue to push for it. The University will continue to support the program.
   • FAC RTP Clarification-B. Hartsell recommended that this issue be added to the agenda and followed.

6. PENDING ITEMS-None

7. DISCUSSION ITEMS
   • Procedures for Conversion from Handbook to Academic Policy Manual- As follow-up from concerns of the Senate on October 8, 2015, B. Hartsell reported that we need to get to the point that we have a functional document; the challenge became perception is that something was happening too fast without adequate input.
He added that several members of the EC anticipated that the APM could be approved on the consent agenda because we had been told that it was nothing other than a reorganization of the Handbook; it became apparent that it was possible that changes were made. He added that there was concern that the campus community had been informed that that APM was official even though the Senate has never approved it. Discussion led to who has the authority to decide how official the documents are and how a new Vice Provost position could be created and filled without any discussion from the faculty. Provost Zorn apologized for leaving the Senate meeting early to meet with a candidate; she plans on attending future meetings when she can. To address concerns of the Senate regarding changes to the APM, she stated that it was her understanding that the APM was simply reorganized. She requested that faculty identify any changes in content and bring them to the attention of the Senate. To address concerns in regard to naming a Vice Provost, Provost Zorn stated that it happened during the summer; the title of the position was changed which does not require action by the Senate. B. Hartsell recommended that a discussion take place about how rules are interpreted and how to deal with conflict. Chair Kegley stated that the role of the Faculty Affairs office and the duties of the Vice Provost are unclear. S. Frye recommended that a process of mediation be put in place to address issues where clarification of the Handbook is needed. Following considerable discussion about how to move forward with the Academic Policy Manual, it was the consensus that the following process will take place: 1) include a statement on the Faculty Affairs and Academic Senate websites that the University Handbook is the official document; 2) update the Handbook mechanically and make sure that approved resolutions are included; 3) provide the Senate with a report of which resolutions were added to the Handbook; include when they were passed, and when the President approved them; 4) issue a referral to the FAC requesting that they review the Handbook updates and compare them with the APM; and 5) with new resolutions forthcoming, at some point declare a pause in updates to the APM.

- **FAR Applications** - One letter of interest was received for the Faculty Athletics Representative. Following review of his letter and the 2014-15 FAR report, the nomination for R. Lafever was unanimously approved and will be forwarded to President Mitchell for consideration.

- **CSUB Support for Emeriti** - J. Fiedler stated “it appears that we are so risk adverse that we chop people off…it is a symptom of a risk management gone afoul.” Provost Zorn stated that she plans on hosting functions that will encourage retired faculty to be engaged with the University; she welcomes advice on how to try to find ways to connect with them.

- **Implementation of Senate Policies and Follow-up** - Chair Kegley reported that this issue came up in regard to the Online Final Exam Policy; some new policies fall into deep, dark holes. She stated that we need to have a clear process on how to follow-up on implementation of resolutions. Recommendations include: 1) include the implementation date on the resolution form; 2) all resolution updates in the Handbook be dated; 3) resolutions be reviewed bi-annually by the EC; 4) new policies announced at meetings of the Academic Affairs Council; 5) have someone from the Academic Affairs office request follow-up on new policies to see how they are working.

- **FirstClass Changes** - Chair Kegley reported that Office 365 will be replacing FirstClass on December 4, 2015; Meeting Maker will also be replaced. Concerns and recommendations include: 1) information has to get out to the campus community quickly as we are working on a very short timeframe. 2) how will email files be archived; 3) how will calendar history be preserved; 4) will address book transfer; 5) due to the amount of space that letterhead uses distribute information about the change in an email with links rather than with an attachment; 6) provide a detailed list of what the campus community has to do in preparation of the change; and 7):
SPAM has been received by faculty members that includes instructions on how to preserve materials. Provost Zorn reported that G. Faust has a plan in place. He will be sending out an administrative message to all faculty and staff about the migration, information, and training sessions; an Office 365 website will be created. Chair Kegley stated that faculty usually do not pay attention to Administrative messages.

- **AAC Alternate**-Chair Kegley reported that an alternate is needed to represent S. Adjaye on the AAC for the remainder of fall quarter. B. Hartsell added that this is a good opportunity for someone to get involved and gain some understanding. NSME is underrepresented on the committee; Chair Kegley will contact A. Houtman for recommendations to fill the at-large position.

- **Report on CSU Senate Chair’s Meeting**- D. Boschini attended the October 2, 2015 Chair’s meeting on via Skype; a summary of the meeting will be emailed.

8. **AGENDA ITEMS FOR October 22, 2015 SENATE MEETING** (Time Certain 11:15 A.M.)

   - **Announcements**
     - Paul Newberry-Update on GE
   - **Consent**
   - **Old Business**
     - Anthropology Concentration: Cultural Resource Management RES 151603 (AAC/BPC) (Second Reading)

   **New Business**

9. **COMMENTS FROM THE FLOOR**

10. **ADJOURNMENT**
The meeting adjourned at 11:30.