ACADEMIC SENATE EXECUTIVE COMMITTEE
Minutes
Tuesday, November 28, 2017
09:30 a.m. – 11:00 a.m. SCI III Math Library

Present: D. Boschini (Chair), B. Hartsell (Vice Chair), M. Slaughter, A. Hegde, J. Millar, M. Rush, C. MacQuarrie, J. Tarjan

Visitor: D. Schecter – Alternate for J. Zorn

1. CALL TO ORDER – D. Boschini called meeting to order.

2. ANNOUNCEMENTS AND INFORMATION

January 23 EC meeting includes President Mitchell from 11:30 – 12:30. The meeting location is EDUC 123. EC meeting starts at 10:00 am.

D. Boschini met with F. Gorham and invited him to attend Senate meeting January 25. Topics:
- Should campus email communication be through Blackboard or a connection between it and email?
- Classroom Task Force charged with classroom refreshes: smart class, computer labs, and equipment needed by faculty to teach.

F. Gorman represents IT on the Classroom Task Force and is charged with the budget for computer labs, smart classrooms and all of the technical equipment that goes into the classroom for teaching. The Task Force is looking at how to prioritize classroom upgrades beyond the utilization model.

Suggestions from committee members:
- Look at more than utilization rate.
- Consider students’ point-of-view.
- Look at student population and the technology they bring with them.
- As an institution, we should be taking on the responsibility of allocating resources to support students.
- Teach students to save their work when working on university computers.

The Task Force summary recommends that GECCo look at classroom size caps to reduce class sizes. We want students to have quality education in key foundational courses. The way instruction has changed over the last ten years, some departments don’t need the computer lab space as before. Students use their own laptops. There are opportunities. Get info out and where we have must-haves (like Media Lab), voice those needs.
J. Tarjan, Senate rep on Information Technology Advisory Council (ITAC), shared ideas from the CA Association Social Research Conference on a technical solution used to increase student retention at Georgia State University and suggested CSUB may improve our retention and student success using smartphones.

3. APPROVAL OF MINUTES
   B. Hartsell   A. Hegde seconded. All approved.

4. APPROVAL OF AGENDA
   B. Hartsell moved to address #7 Agenda for Senate ahead of #5 Continued Items. All in favor.

5. CONTINUED ITEMS
   a. Update Log – Committees are coordinating on RES 161719 Maximum Units per Term forward. Catalog changes will be explored; who, how and when it’s changed and aligned with communication into campus systems.
      FAC’s priority is Referral 2017-2018 Unfilled School Seats filled by At-Large Faculty because 1) it required change in Handbook, and 2) elections start in January.
   b. Update on Searches - Presidential Search Advisory Committee member change whereby the Provost has been replaced by Kathleen Madden due to Provost’s time constraints.
   c. Financial transparency and faculty participation in budgeting process resolutions have been moved forward.
   d. Graduation Check and Enrollment Management - Questions from standing committees are in meeting minutes and ready for consolidation and submission to Provost’s Office.

6. DISCUSSION ITEMS
   b. Moving Senate business along. Discussion on structure and process resulted in recommendations:
      i. Set time-limit in advance and then re-schedule for more time, or refer to committee.
      ii. Guests have to submit a report in advance and then be available for Q&A.
      iii. Request three comments for and three comments against.
      iv. Roberts Rules are clear about how long and how often a subject can be discussed.
      v. Roberts Rules can be interpreted at the discretion of the Chair.
      vi. Chair, upon hearing something repeated, can state that we have heard on that point. Then the Vice-Chair can refer to the list and ask whether there is anything new to add.
      vii. Familiarize Chairs on how to present First Readings consistent with Robert’s Rules. It may be useful to set a time limit.
viii. Try preceding reading with statement, 'This is First Reading and we assume you’ve read it. How many people would generally support this? How many are not-so-sure? How many people are not in support?

ix. First Reading can introduced by Chairs who summarize the arguments for and against.

x. Committee Chairs can address questions that arise from the floor.

7. **AGENDA ITEMS FOR SENATE MEETING** (Time Certain 10:45 a.m.)

   __Announcements__

   __Consent Agenda__

   __Old Business__

   Discussion resulted in prioritizing resolutions and reordering list:
   a. RES 171813 Faculty Participation in Budgetary Matters (Second Reading) *
   b. RES 171809 Continuation of Faculty Hiring Initiative to Promote Tenure Density (Second Reading)
   c. RES 171808 University Review Committee Membership Nomination Exemption (Second Reading) *
   d. RES 171812 Academic Master Plan 2018-2019 to 2028-2029 (Second Reading)
   e. RES 171806 University Program Review Committee Charge (Second Reading) *
   f. RES 171807 Amendment of Classroom Observation Policy (Second Reading) *

   __New Business__

8. **COMMENTS FROM THE FLOOR**

   * Changes to the University Handbook