

Senate Executive Committee Meeting
Monday, September 16, 2019

In Attendance: Dinesh Pinisetty (Chair), Keir Moorhead (Vice Chair), Sarah Senk (Secretary), Steve Browne, Elizabeth McNie, Margot Hanson, Cynthia Trevisan, Frank Yip, Sue Opp (Provost)

Agenda Items and Actions

1. Provost's Updates
 - a. Review input on research and sponsored programs description. It was suggested that we require PhD if the position requires research experience, but this is inconsistent with similar advertisements at other CSUs.
 - b. Task Forces:
 - i. Scooters on Campus: Provost reports that as of today there is a moratorium on scooters on campus due to accident risk and imminent campus construction on a new sidewalk that will shut down Faculty Drive between October and February. A task force will be formed to decide the safest way to proceed, but until then the blanket moratorium is in effect.
 - ii. Smoking/Vaping on Cruise: A task force will be formed to decide whether Cruise should be smoke-free. It was suggested that this may affect our ability to hire adjunct faculty.
 - c. Campus food provider: Cal Maritime is terminating contract with Chartwells. Another provider will be selected.
 - d. Board of Trustees member Wenda Fong is visiting on Friday, September 20.

2. Other Announcements
 - a. Vice Chair requested faculty be formally notified when students withdraw from the university.
 - b. Chair reported on updates to the Academic Integrity Committee membership: Taiyo Inoue will replace the former committee chair, who is on leave this semester. Jessica McGinley is temporarily scheduling hearings until Susan Bigler's replacement is hired. Past committee practice has involved creating a roster of committee members so that the same three people aren't overburdened by the large number of hearings; committees are formed by the committee chair from the roster list of eligible members.
 - o Provost suggested that the committee revise their current policy, which is at odds with current practice. (The policy says that "the provost decides," but historically the committee makes the decision about what happens to students.)

Action Items:

- **Create a roster of eligible members to conduct hearings.**
- **Revise Academic Integrity Committee policy to clarify that the committee, not the Provost, decides on the outcome.**

3. By-laws Revision: develop and finalize plan to solicit feedback on bylaws
 - a. Potential mechanisms for receiving feedback from current members of the Academic Senate: It was decided that Survey Monkey was an undesirable choice because it would require a financial outlay. It was decided that Google Forms was inappropriate because it is not a campus-supported platform, and our current campus-supported Microsoft software offered a similar tool. As an additional option, we will also allow technology-averse faculty to print a hard copy of the by-laws and provide hand-written feedback which we will input into the Microsoft forms on their behalf.
 - b. Timeline for first and second readings: It was decided that the first reading will be scheduled for the October general senate meeting, the second reading will be scheduled for the November general senate meeting, and an in-person vote to approve the new by-laws will take place during the December general senate meeting.

Action Items:

- **Vice Chair will create a Microsoft Form to solicit feedback from members of the Senate.**
- **Executive Committee will follow up with campus CIO to find out when Qualtrics will be available for surveys.**

4. Academic Senate Webpage
 - a. We need to make sure our webpages are current/comprehensive. It was suggested that a working group of 2-3 Executive Committee members perform an audit of our senate webpages to see what's missing. (Margot Hanson and Elizabeth McNie volunteered.)
 - b. Senate documents/voting: we need to create a plan for how to share documents and vote now that the campus no longer uses Moodle.

Action Items:

- **Working group members Margot Hanson and Elizabeth McNie will conduct an audit of the senate webpages and identify omissions and inconsistencies.**
- **Secretary will work with Aubrey Trujillo to correct omissions and inconsistencies on all senate web pages.**

5. Cruise Evaluation
 - a. It was suggested that the Senate take seriously an additional annual evaluation of Cruise to establish a baseline to make process improvements and give a voice to people not invited to the existing debrief meeting
 - b. Problems were identified: there is currently no student evaluation on cruise; not all faculty instructor names are assigned to a class in PeopleSoft; changes are made every year, but we don't get systematic feedback to evaluate whether the changes are effective (or detrimental); without student evaluations and class assignments it's difficult for faculty to provide evidence for their WPAFs

- c. It was decided that this is in large part a curricular matter that falls within the purview of the senate.

Action Items:

- **Create an Ad Hoc Committee to begin the work intended for the “Sea Education Oversight Committee” (proposed in the new bylaws).**
- **Part of that Ad Hoc committee’s charge will be to introduce the idea of requesting a formal evaluation of the annual cruise.**

6. Student Representation on Senate Committees

- a. Margot Hanson attended the ASCMA meeting 9/9 to discuss student members for senate committees
- b. Margot suggested that the senate establish two-way communication with ASCMA by having members of the executive committee attend ASCMA meetings occasionally.

Action Items:

- **Keir Moorhead will provide a list of senate committees requiring student representation and solicit members via ASCMA.**

7. Senate Executive Committee Scheduling

- a. Margot Hanson moves that we switch to have weekly meetings Mondays 1:30-2:30 instead of bi-monthly
- b. Elizabeth McNie seconds the motion with the understanding that we can elect not to meet
 - all in favor [unanimous]
 - opposed [0]

8. Additional Discussion

- a. Possible resolution requesting information regarding administration response to the report last year regarding sexual assault and suicide on campus. (Will discuss at next meeting.)

Meeting adjourned at 2:35 PM.