

Cal Maritime Faculty Senate
General Meeting Minutes
January 16, 2020

1. Call to Order – Dinesh Pinisetty (Senate Chair)
 - Chair introduces new members of Senate Executive Committee, Christine Isakson and Wil Tsai, who will be stepping in for Yip and Hanson while they're on sabbatical.

2. Emergency Grant Program Update – Kristin Tener
 - Tener reports that the emergencies impact what happens to student in the classroom, and many campuses have been establishing emergency grants.
 - Thanks to early donations in capital campaign, they have begun to set up a program to help students who come across unforeseen financial emergency including travel home for illness or death in immediate family, documented theft, unrecoverable loss of transportation to and from school. Grants do not need to be repaid.
 - Applications will be available online, submitted to Student Affairs. Plan is to create an easy-to-navigate interface so that faculty can efficiently refer students.
 - Committee will be small to remain nimble since the money will be allocated to students within 5 business days.
 - The funding is “soft money” right now from a capital campaign, but Tener hopes to make the sources of funding more permanent.
 - Money is available now but waiting for web presence before formally announcing the initiative to students.
 - Committee is comprised of four individuals from financial aid and student affairs (including Tener).

3. CFA Update on Data Breach – Steve Runyon
 - Due to CSU policies, it took a while for the letter announcing the data breach to reach faculty.
 - CFA followed a grievance with HR initially thinking that this affected a small number of faculty. It turns out that it affected *all* faculty. Basically, what happened is that an email went out from the Registrar's office including an attachment that contained sensitive information that the sender was unaware of. Admin jumped on the problem immediately and took actions to recall the emails and wipe them from the server.
 - Administration has commit in writing that they are taking three important steps to prevent this from happening again: they will assure that they review the training status of all administrative employees that have access to sensitive information; they will review the list of staff who have access to people who have access to sensitive information and make sure that only people who require access for their jobs have access; and they will roll out a policy to make sure that appropriate file-naming protocol marks files that contain sensitive information.
 - CFA has asked for a timeline to be included in formal document.
 - Sammler requests that this information is communicated electronically so that people receive it (rather than sliding it into a mailbox where it gets discarded)

- Senk asks about security, for instance if the file was downloaded onto someone's computer and their computer is compromised and they're unaware, couldn't it still be leaked?
 - Runyon says CIO confirmed that the files were wiped from servers and information is secure.
4. Committee Announcements
- Faculty Development Committee Update – Mike Holden (Chair)
 - o Department spent fall funds so nothing swept into spring fund.
 - o We are likely to use all the funding this year, so Holden encourages people to apply as soon as you know about summer activities. The next application is February 24 for Academy-Wide funding.
 - o Parker asks about support for conferences in July that take place after the end of the fiscal year. Holden responds that these funds can be carried further into the year, so apply now to fund conference travel in July.
 - o All RSCA proposals this year received funding, although not all received full funding.
 - o The committee is considering moving the deadline into the spring for 2020-2021 grants.
 - o Current committee members include all department chairs, a library representative (Margot Hanson), and two at-large members (Mike Holden and Jon Fischer)
 - o Michele re-introduces Sianna Brito, who is the administrator for faculty development grants. If you need assistance with travel, contact Sianna.
 - o Provost Opp adds that RSCA funds are limited, and she has doubled the funds. Be sure to remind the new Provost.
 - o Holden announces Faculty Development Workshops lead by Nipoli Kamdar. They are primarily technical workshops and will be partially led by Khaoi Mady.
 - o Holden notes updated information on Faculty Development Committee website, including the addition of Sianna Brito and new deadlines.
 - Curriculum Committee Update – Amy Parsons (Chair)
 - o Parsons reports on Fall 2019 activities: added some new members including Christine Isakson and Alex Parker (filling in for Yip during sabbatical)
 - o Recent changes include (as a response to discoveries during the ABET visit) ENG 300 moved from ME curriculum for students entering 2018 and beyond. Students will instead take GE Area B2 Life Science Elective.
 - o Committee is embarking on a fact-finding initiative to identify how course proposals travels through all of the offices it needs to go through, from departments, to Pat, to the Curriculum Committee, back to Pat, to the Deans, to the registrar, etc. Lots of people collectively know those things but we don't have a written account of the steps, nor do we have a process for offices to talk to each other and notify one another where we are in the process. Goal is to allow for anybody to see what those steps are and where a document is in the process, and to have a clear system for tracking paperwork. Two meetings are scheduled for this Spring semester: Feb 4 and March 3 at 11 AM.

- General Education Committee Update – Sarah Senk (Chair)
 - WASC report was disseminated and addressed two major patterns: Work should continue on the integration of GE programming in high unit majors especially in light of the CSU exec order 1100 and several areas of GE program not currently assessed.
 - GE Compliance matters because we could lose control over the major.
 - Actions: Request to review all departmental curriculum sheets. Please connect with GE sooner rather than later.
 - Create and implement an assessment plan (Spring 2020).
 - Senk reports committee activities in fall 2019 regarding:
 1. ETHICS: IWAC noticed that we are unable to assess Ethics courses for a number of reasons, including the fact that the courses that teach it are so different we can't assess it using same rubric, and we don't teach ethics at the introductory *and* mastery level, so it's difficult to prove that it's actually an institution-wide learning outcome. Lots of discussion about this. No mention of ethics in GE EO 1100. GE Committee agreed it's a graduation requirement, and since it's not a General Education requirement it is not within our purview to make a recommendation about whether or not Ethics should be cut as a graduation requirement.
 2. Ethnic Studies Requirement Resolution AS 3397. Made recommendations to the CSU about the affects of the resolution on Cal Maritime.
 3. ME CURRICULUM: Looked at ME curriculum and request to change HUM 310 to ENG 310. Voted that ENG ethics does not meet area C humanities designation. Voted that it does meet requirements for area D social science. We examine course outcomes and syllabus and compare the two. Language taken direction from EO 1100. This course was applied ethics and so it didn't fit with Area C but does Area D.
 - Please loop in GE Committee sooner rather than later when revising curriculum.

- Administrator Review Committee Update – Tom Nordenholz (Chair)
 - Nordenholz reports that committee is comprised of five men, and hopes for a more diverse committee in the future
 - Committee conducted summative reviews of two Administrators in Fall 2019 – the Provost and Library Dean
 - Nordenholz explains that the job of the committee is to summarize as objectively as possible the results of the surveys.
 - There were approximately 30 responses for each review.
 - Nordenholz clarifies that no information will come back to faculty about this. The only faculty who receive feedback are the Senate Exec. It's like the RTP process in that the majority of people don't hear updates about the work because of confidentiality.

- Next steps: committee needs to get into a cycle of staggered terms, and diversify the committee in terms of gender
 - Next year 2020-2021 Associate Provost Benton and TSCB Captain Pecota will be reviewed, and in 2021-2022 the three school deans.
- Academic Integrity Committee – Taiyo Inoue (Chair)
- Reports that there is a problem with scheduling hearings in a timely manner
 - Reports that there haven't been elections in about five years.
 - What we have currently in place is a pool of faculty who “we” draw upon, and by “we” we're referring to Sianna, who does the work of scheduling these things.
 - CALL FOR SERVICE: Inoue requests additional faculty willing to be added to this pool of faculty. The committee has no standing meetings; they only meet in the event of a violation of academic integrity.
 - Inoue emphasizes the importance of bringing plagiarism cases to the AIC because it is important for the students to be heard. Individual faculty member cannot be judge, jury, and executioner. All cases must be brought to the committee.
 - Provost Opp suggests that the policy gets revised, because right now it says that the Provost decides on the outcome of the case, and that's not the way it actually works.
 - Inoue plans to revise the policy this Spring.
 - Senate Member asks what happens if a student admits to plagiarism. Inoue reports that if there's no dispute over the facts, without even having a meeting the committee will approve the instructor's penalty.
5. Report on Gender Equity Committee Resolution – Dinesh Pinisetty
- a. Pinisetty reports on the process. First reading took place on December 5 2019, Google Form for feedback will be emailed by January 17, feedback will be received until January 26. If we receive significant feedback, an updated version will be emailed to faculty. If not, the vote will take place by January 30.
 - b. Consultant has already been hired
6. Senate Executive Committee Updates – Dinesh Pinisetty
- New by-Laws: On January 13 the President ratified the new senate by-laws, which were approved by the Faculty vote in December 2019.
 - Subcommittee working on streamlining our senate website.
 - Maintenance and appointment of Standing Committee members
 - Executive Committee approved Appendix K for Department of Culture and Communication
 - In the pipeline: Gender Equity Committee Resolution
 - In the pipeline: Report received by the faculty serving on the Budget Advisory Committee (on January 23)
 - Update and review of timelines for new faculty senate elections. Official standing committees also need to update their own specific policies and membership processes. Please work on this during the spring semester. Although there is a grace period to finalize these until next year. Maybe put together a small group to put first

drafts together. Templates to use during the revision already exist. There are a couple of new committees e.g. Budget Advisory Committee and Sea-Training Oversight Committee and International Experience Oversight Committee. So it would be helpful for people to volunteer to put those new committee policies together.

7. Senate By-Laws Implementation – Sarah Senk
 - February 7 **Department Census to determine number of Senate representatives** (I.B.2.c.)
 - February 20 **Deadline for senator nominations** (members of a department nominate department rep candidates; any faculty member can nominate faculty-at-large candidates; any faculty member can nominate ASCSU candidates; any lecturer can nominate lecturer-at-large candidates)
 - February 21 **Election of senators opens via online survey** (department representatives elected by a vote of faculty in their respective departments; faculty-at-large representatives elected by a vote of all faculty; ASCSU representatives elected by a vote of all faculty; lecturer-at-large representatives elected by a vote of all full and part-time lecturers with annual or multi-year appointments)
 - February 28 **Election of senators closes**
 - March 2 **Election results announced**
 - March 9 **Incoming Senators nominate members of new Executive Committee**
 - March 15 **Official deadline for Executive Committee election.** Assign incoming senators staggered terms

Meeting Adjourned.