**Senate Executive Committee Meeting (11/26/2024)**

**Attendees:** Sarah Senk (Chair), Taiyo Inoue (Vice Chair), Ariel Setniker (Secretary), Christine Isakson, Julie Chisholm, Keir Moorhead, Maggie Ward.

**Absent:** Executive Dean Dinesh Pinisetty

**Senate Retreat and Hybrid Meeting**

* The committee discussed hosting a Senate retreat on January 2, with a potential additional Senate meeting scheduled for January 9.
* Hybrid meeting options were considered, with concerns raised about their disjointed nature.
* Chair Senk agreed to send out retreat details and seek faculty approval for the additional Senate meeting vote.
* The committee also discussed the upcoming visit of the Integration Project Manager and the Cal Poly SLO executive team, with final dates still to be confirmed.

**Scheduling Senate Meetings and IE Class**

* Members agreed to update their Outlook calendars for spring to facilitate scheduling.
* Thursdays were identified as potential days for extra Senate or department meetings, with flexibility to extend meeting times to accommodate agendas.
* The committee explored moving the International Experience class to a different time slot to resolve scheduling conflicts, with a decision to consult students before finalizing changes.

**Cal Maritime's Integration and Representation**

* Chair Senk proposed connecting with Cal Poly SLO counterparts to align on integration plans.
* Senator Inoue suggested reviewing Cal Poly SLO’s minutes to identify alignment opportunities, with members noting the brief format of their documentation.
* The committee discussed assigning tasks to individuals with expertise in various policies to draft summaries of Cal Maritime’s operations, emphasizing the importance of maintaining visibility and representation in the merged institution.
* Senator Ward highlighted the importance of preserving Cal Maritime’s identity and ensuring representation for unlicensed programs.

**Cal Maritime Engineering Curriculum Concerns**

* Concerns were raised about the challenges of integrating the engineering school curriculum with Cal Poly SLO due to significant size differences between the institutions.
* Chair Senk noted that the structure of the merged Senate would heavily influence the level of representation maritime engineering could maintain.
* Senator Inoue emphasized that while most of Cal Poly SLO’s constituency might not prioritize maritime engineering, successful integration benefits both institutions.

**Integration and Collaboration in Institutions**

* The committee discussed the challenges and opportunities of integrating into a larger institution, focusing on the importance of collaboration and maintaining Cal Maritime’s autonomy.
* Senator Chisholm stressed the need to approach the integration creatively while ensuring Cal Maritime’s priorities remain a central focus.
* Chair Senk emphasized codifying roles and responsibilities within the merged institution to avoid unfounded mandates and preserve Cal Maritime’s voice.

**Cal Poly Integration and Representation**

* The committee reviewed the proposed administrative and curricular integration timeline, with administrative integration set for July 1 and curricular integration projected to take an additional year.
* Concerns were raised about the potential loss of Cal Maritime’s identity when the campus is branded as “Cal Poly Solano” with the academic unit named “Cal Poly Maritime Academy.”
* Senator Ward expressed concerns about the potential siloing of marine programs and the need to address these issues at the retreat.

**Improving Communication and Decision-Making**

* Chair Senk emphasized the importance of clear communication and decision-making processes within the committee.
* Senator Inoue suggested creating a dossier to consolidate knowledge about Cal Maritime’s operations and improve outward communication.
* Members agreed on the need for better project management, with Chair Senk suggesting a dedicated session to review and comment on a document prepared by Senator Inoue and Senator Setniker.

**Organizational Changes and Meeting Schedules**

* Senator Inoue proposed organizational changes to improve efficiency, prioritizing Senate business for the spring semester.
* A proposed schedule for executive and general Senate meetings, including deadlines for setting agendas and finalizing minutes, was presented by Senator Setniker for review.
* Chair Senk suggested adding the schedule to the group’s calendars for better coordination.

**SharePoint, Tasks, and Administrative Support**

* The committee discussed the challenges of managing SharePoint and Canvas platforms simultaneously, with a focus on selecting the most efficient platform for document sharing and public feedback on resolutions.
* Members agreed on the need to distribute administrative tasks among Senate Executive members to reduce workload.
* The need for dedicated administrative support was emphasized, with suggestions to formalize this as a request to university leadership.

**Action Items**

* **Calendar Updates:** All members to update their Outlook calendars for spring scheduling.
* **Hybrid Meeting Best Practices:** Senator Isakson to create a one-pager on hybrid meeting best practices.
* **Retreat Preparation:** Chair Senk to send out retreat details and request faculty approval for an additional Senate meeting.
* **Policy Summaries:** Assign tasks for drafting summaries of Cal Maritime’s operations and policies.
* **International Experience (IE) Class Scheduling:** Consult students about potential scheduling changes for the IE class.
* **Integration Coordination:** Chair Senk to reach out to Cal Poly SLO’s Executive Committee to align on integration plans.
* **Document Review:** Review and provide feedback on the Senate procedures document prepared by Senators Inoue and Setniker.