

Senate Executive Committee Meeting Minutes
Monday, September 23, 2019

In Attendance: Keir Moorhead (Vice Chair), Sarah Senk (Secretary), Steve Browne, Bets McNie, Margot Hanson, Frank Yip, Sue Opp (Provost)

Absent: Dinesh Pinisetty (Chair), Cynthia Trevisan

Agenda Items and Actions

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Open Forum
 - a. David Taliaferro reports that over the weekend the Office of the Commandant received an email from anonymous Instagram account cma_studentunion expressing concern about enforcement of new rules. Provost expresses commitment to promoting clear communication on campus. Vice Chair recommends that Office of the Commandant make explicit *how* new rules are created and communicate these decisions to faculty. Taliaferro requests Senate Executive Committee feedback on the letter sent to students, requesting a meeting. Executive Committee pointed out that this may not be an option since the students explicitly said they wish to remain anonymous. Vice Chair requested information about Commandant's office plans for such a meeting if it takes place. Taliaferro reports that they "don't necessarily want to prescribe what we want to do or not. We want to open lines of communication." Vice Chair requested action items for the Senate; Office of the Commandant recommends none at this time.
 - b. Vice Chair requests a follow-up discussion on the Uniform and Grooming Standards document dated 29 August 2019 (which he personally requested from Company Commandant Anthony Konecni), and asked Taliaferro whether it is a working draft or an official document, and how/when/by whom it was approved. No answer was given. Executive Committee asks for clarity regarding how uniform and grooming standards were disseminated, pointing out that faculty are asked to enforce policies that they do not know exist. Vice Chair requests a formal call to action to review the policies and produce/disseminate a formal handbook. Commandant of Cadets says he is currently in discussions with VP of Student Affairs, Stan Hebert. Executive Committee asks whether this is appropriate given that the Corps is not part of Student Affairs. Browne requests faculty involvement in any uniform policy changes, pointing out that the Faculty uniform policy is now at odds with the student policy. Office of the Commandant requests no Senate action at this time.
5. Consent Calendar
 - a. Approval of Minutes from 9/9/19 Meeting
 - b. Approval of Minutes from 9/16/19 Meeting

6. Old Business

- a. By-laws revision update on feedback: only three responses so far. Committee members point out that historically people have waited until the deadline to give feedback.

Action Item: Senate Chair will send a follow-up email reminding faculty to fill out the survey form.

7. New Business

- a. Ad-hoc committee formation discussion
 - i. Cruise Evaluation: committee discussed whether this should be the same committee that evaluates International Experience and recommends that for the purpose of saving time, they should be two committees. Yip reports that this month there was an International Experience debrief for the first time in five years and emphasizes the importance of making formal annual reviews the norm to assess student learning and report out problems. Yip also reports that at the debrief faculty expressed concern that International Experience currently sits apart from the curriculum and many students view it as a vacation rather than an educational program.
 - ii. Website Evaluation: Hanson identifies the Ad Hoc Committee goals: to review our current Senate website, review other CSU Senate websites, determine what we'd like to include on our website, and finally update the website. Status update: Hanson, McNie and Sammler have met, reviewed examples from other CSUs, and have put together a wish list. Provost suggests that this would be a great first project for the new Academic Support Coordinator and recommends that she join the Ad Hoc Committee. Action Item: Hanson and McNie will provide a draft committee charge and proposed committee membership to the Executive Committee for approval.
 - iii. Class Scheduling: Yip reports that there have been widespread reports of scheduling difficulties and outlines a plan for charge. Yip proposes that the charge of the Class Scheduling Ad Hoc Committee shall be to: investigate the 5 year history of how scheduling evolved on campus; review the data that has been referenced to see whether surrendering faculty control over scheduling indeed effects student success; identify how decisions have been made in the past; examine other small schools and how their schedule is done (do they have fixed scheduling?); propose solutions. Provost reports that we are bringing an enrollment consultant onto campus and that person has been asked to consider scheduling. Provost suggests waiting for her report so as not to duplicate efforts; if there are already best practices, we should build on what others have done. Yip suggests that the Ad Hoc Committee meet with the consultant during her visit.
 - iv. Provost reports on one-time funding from the state: the President has allocated \$1M in one-time funding to Academic Affairs, but one-time funding cannot be used to hire any permanent staff or faculty on one-time

funding. Funds must be to support Graduation Initiative 2025 and enrollment. Provost has reported this information to Deans and asked people to think about potential uses for the funding. Existing suggestions for use of funds include:

1. hiring the Enrollment Consultant to evaluate and make recommendations regarding enrollment patterns. (Provost notes that almost all of Northern California CSUs are down in enrollment, with the exception of Sac State.)
2. funding active-learning furniture for the new iMod classrooms, which will cost an estimated \$250,000
3. new faculty support and start-up funds
4. new Machine Shop equipment
5. oceanography lab equipment
6. students to work in the maker space
7. speakers (people to deliver public lectures on campus)
8. Professional Development for faculty.

Executive Committee asked how feedback should be solicited; Provost recommends that we work at the level of Deans because department-level requests will be harder to track. Committee requests information about the decision to suspend tenure-track hires. Provost reports that the CSU gives us money assuming we're going to be at a certain enrollment, and until we get our enrollment up, we're on "pause" (and no new tenure track hires.)

Provost clarifies that there is a two-part problem: enrollment is down and too much of this year's funding came in as one-time funding, which cannot be used for permanent hires, but can be used for getting other "big things" done, including in Academic Affairs. Provost recommends that Senate route classroom equipment requests (eg, for projector screens in classrooms ABS 101 and 102] through Khaoi, Deans, or the Senate Chair.

ASCSU Rep Browne recommends Executive Committee review AB-74 Budget Act of 2019 (Assembly Bill No. 74 Chapter 23 published 6/29/2019), which specifies that the CSU must use \$35 million for hiring new tenure-track faculty. Browne requests that we ask how much of that \$35 will be allocated to Cal Maritime, and if it is enough to convert current lecturers to tenure-track positions.

Action Items:

- **Vice Chair will put together a charge for an Ad Hoc Committee for Cruise Evaluation**
- **Vice Chair will contact International Programs Director (Ryan Dudley Wade) to put together a formal charge for the Ad Hoc Committee**
- **Yip will draft a committee charge for the Class Scheduling Ad Hoc committee and invite people from each department. New faculty will be excluded from the committee due to the requirement that committee members have familiarity/experience with the scheduling process.**
- **Provost will remind Deans to create a mechanism for faculty feedback on how to spend the one-time funding.**
- **Executive Committee will follow up with Provost to inquire about AB-74**

8. Reports and Communications
 - a. ASCSU Report (Browne)
 - b. Gender Equity Committee
 - c. Disability Services Report (Case)

Motion to Table additional “Reports and Communications” until the next meeting due to time limit.
Motion seconded and approved unanimously.

Meeting adjourned.