

**SAN JOSÉ STATE UNIVERSITY**  
**Academic Senate****Alumni Room**  
**Noon – 2:30 p.m.**

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**EXECUTIVE COMMITTEE MINUTES**  
**August 26, 2002**

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1. Vice Chair Nellen distributed MUSE promotional materials and gave an update on MUSE to the Executive Committee.
2. The Executive Committee reviewed and approved the Consent Calendar.
3. The Executive Committee discussed the appointment of the new Vice Provost and the new Special Assistant to the Provost.
4. The Executive Committee discussed a referral to the Organization and Government Committee regarding changing the composition of the Writing Requirements Committee (S95-5). The Executive Committee voted to approve a referral.
5. The Executive Committee discussed a possible referral to change the Smoking Policy (S93-11). It was decided that Chair Brent would meet with the campus COUGH group, and also setup an email address where staff and faculty could provide their input regarding this issue.
6. Chair Brent presented a Senate Management Resolution – *Creation of an Ad Hoc Task Force on Recruitment and Retention of Underrepresented Faculty*. The Executive Committee made some recommendations for changes to the resolution, and then voted to approve it for Senate consideration.
7. Chair Brent said that Senator Norton was preparing a Sense of the Senate Resolution regarding the late Senator Roy Young.
8. Chair Brent said that in accordance with the AIM policy, several referrals needed to be made. The first referral was to the Organization and Government Committee to review and consolidate university committees. The second referral was to the Curriculum and Research Committee to review and implement CSU guidelines on appropriate modes and levels of instruction. And, the last referral was to the Professional Standards Committee to prepare policy on Workload Equity. The Executive Committee approved all three referrals.
9. The Executive Committee discussed a referral to the Professional Standards Committee on the Hiring, Supervision, and Evaluation of Teaching Associates. Chair Brent later recalled that the Executive Committee approved a referral on this subject in April.
10. The Executive Committee discussed and approved a referral to the Instruction and Student Affairs Committee on Grade Inflation.
11. The Executive Committee discussed the Provost's proposed reorganization of Academic Services.
12. Senator Shifflett announced the upcoming CSU Statewide Senate meeting to be held September 11 through September 13, 2002. Senators Peter and Shifflett will be attending.
13. Chair Brent indicated that, consistent with SM-S00-2, he was planning to hold a meeting of the Forum of Senate Officers and Chairs. He also indicated that he plans to meet individually with the chairs of all Senate operating committees. After Chair Brent expressed reservations about the utility of the Forum, he was advised by the committee that if he held individual meetings with each operating committee chair, he would be fulfilling the spirit of SM-S00-2 and therefore would be justified in not convening them as a group.