

**EXECUTIVE COMMITTEE MINUTES**  
**October 13, 2003**

1. The Executive Committee reviewed and approved the Consent Calendar.
2. Chair Nellen announced that a student nominee is needed to serve on the Outstanding Professor Committee. Arash Shokouh is to get her a student.
3. The Executive Committee approved the appointment of a second student (Graduate Student) to the Enrollment Management Task Force.
4. Chair Nellen announced that the Executive Committee needed to select three faculty (including one department Chair), and one dean, to serve on the Graduation Ceremony Task Force. The Executive Committee discussed possible nominees. Chair Nellen will contact them to see if available and interested.
5. Chair Nellen asked each policy committee Chair to give a brief update.
  - a. Judith Lessow-Hurley, Chair of Curriculum and Research, said she had no report.
  - b. Gilda Pour, Chair of Instruction and Student Affairs, said that Bruce Judd came to the last meeting and discussed the mandatory email issue. The Instruction and Student Affairs Committee was considering changing the name from "mandatory email" to "universal email." Chair Pour said that next week Marshall Rose is coming to their meeting to give a presentation. Chair Nellen suggested inviting Rose Lee and Shawn Bibb as well.
  - c. Miki Donoho, Vice Chair, gave a brief update for the Information Technology Board. She said that they would like to increase their membership on the committee. Vice Chair Donoho said that VP Don Kassing had come to a meeting and gave a report on the special consultant that Interim President Crowley wants to hire to investigate information technology issues on campus. VP Don Kassing said that anti-virus software would cost approximately \$2.60 per year per computer. Vice Chair Donoho said that in the future we may have universal email and also a procedure for logging on and changing passwords. Vice Chair Donoho said that the Information Technology Board is looking at what offices are not represented on the Board, i.e. University Advancement and CMS.
6. Vice Chair Donoho gave an update on the Academic Excellence Fee Task Force. Vice Chair Donoho said that the task force was considering whether it should continue given the present budget situation. The Executive Committee discussed the importance of being ready when the economy rebounded and thought the task force should continue. Several members suggested that students needed a complete breakdown of where their fees are going in order to see what they would get from this fee. The Executive Committee discussed the fact that the task force needed a new Chair. Chair Nellen and Vice Provost Nance will look into this.

7. Chair Nellen said that committee Chairs needed to be tracking attendance by members of their committees, perhaps by having it recorded in the minutes. Several committee Chairs have stated that committee members don't come to meetings, but they are reluctant to have them removed from the committee. Chair Nellen will remind chairs of these items.
8. The Executive Committee discussed the new Martin Luther King Jr. Library. Chair Nellen said that they do not give regular tours to middle school students. The Executive Committee discussed the fact that many visiting students do not realize the library is on the SJSU campus. The Executive Committee discussed ways to make the fact that the library is part of SJSU more visible to visitors. The Executive Committee discussed the fact that a SJSU Welcome Center is in the works to be setup in the lobby of the library. The Executive Committee discussed that fact that although the library expected to get 9,000 patrons a day, they are in fact getting 12,000 patrons a day.
9. The Executive Committee discussed registration problems for 4 unit classes. The current rules will not allow students to sign up for more than 15 units. This is a problem with departments that routinely have 4-unit classes. The Executive Committee discussed the problem of students signing up for several classes at the same time and then waiting to see which one they like before they drop the others. This prevents other students that really want to take the class from being able to sign up for it. Faculty often use up too much time with this and don't know who all is in their class until the fourth week of class. The Executive Committee discussed whether there was some way that CMS could automatically prevent enrollment in two classes at the same time. The Executive Committee discussed whether an option might be to have the professors add students themselves. The Executive Committee also discussed whether the possibility of having add codes that expire in 48 hours, or the possibility of having a permission code to get on CMS that would then allow you to get an add code was an option. The Executive Committee decided a referral should be made to Instruction and Student Affairs Committee to research this issue.
10. The Executive Committee discussed the meaning of "ex-officio" on Senate committees. The Executive Committee came to an agreement that ex-officio does not mean "non-voting" unless specifically stated in the committee description.
11. The Executive Committee discussed WASC Standards that Bethany Shifflett had given to Chair Nellen for review. Chair Nellen will prepare the answers to the questions for review by the Executive Committee.