

**EXECUTIVE COMMITTEE MINUTES**  
**November 8, 2004**

Present: Nellen, Donoho, Lessow-Hurley, Kassing, Veregge, Thames, Van Selst, Ashton, Maldonado-Colon, Bros, Heisch, Lee, Phillips, Sigler

Absent: Greathouse

Guests: Conniff, Bertain, Davis, Cooper, Stacks

1. The Executive Committee made introductions and welcomed the two newest members, Acting Vice President of Student Affairs, Veril Phillips and Acting Provost Carmen Sigler.
2. It was announced that Irene Miura's replacement as Executive Assistant to the President will be Gerry Selter. Acting Provost Sigler consulted with the Executive Committee per F98-2, on the appointment of Acting Deans to the College of Humanities and the Arts, and College of Social Work.
3. The Executive Committee reviewed and approved the Consent Calendar with the exception of the students-at-large. The Secretary of the Senate will follow-up to see if additional criteria is required for the students-at-large.
4. The Executive Committee discussed University Policy F98-2, Selection and Review of Administrators. Chair Nellen will send out copies of the revised text for the Executive Committee to review.
5. The Executive Committee discussed survey guidelines. There was discussion about the need for a registry of all surveys done on campus to ensure duplicate surveys are not being done. There was discussion about all surveys needing to go through the Institutional Review Board (IRB).
6. A presentation was made on the new Global Studies BS. The degree was approved in November 2003, and authorization to begin the new program was granted in July 2004. The structure of this program is similar to the same program in other universities. There was discussion about how the program deals with FTE. FTE for core courses stays in the Undergraduate Studies office; while all other courses (90%) stay in the department the courses are from. There was discussion about whether the program is being marketed to new or existing students. It was noted that some colleges already have some of these courses in place. e.g. College of Business. There was discussion about what we want our curriculum to be, and agreement that these questions should be a part of our strategic planning process.

7. The Executive Committee discussed a possible resolution from the Organization and Government (O&G) Committee on staff support for the IRB. It was announced that assistance had been found, and that O&G would not be bringing a resolution on this matter.
8. The Executive Committee discussed Endowed Professorships and Presidential Directive (PD) 97-02. Vice President Ashton has volunteered to do a rewrite of PD 97-02 in Spring or Fall 2005. It was announced that the CSU is also working on guidelines.
9. The Executive Committee discussed the need to finalize the policy, S04-11, by May to give permanency to the Resource Planning Board (RPB). There was discussion about the RPB being key in implementing budget transparency.
10. A presentation was made on risk management, and proposed revisions to the Risk Management draft PD were handed out. There was discussion about SJSU's and each Division's deductibles. Each division is encouraged to hold a reserve to meet their part of the deductible, if necessary, each year. There was discussion about where community service groups that come on campus fit into the PD. There was further discussion about service learning and vehicle issues for field trips. The Executive Committee member are to get any comments to Brad Davis and he and AVP Dona Bertain will come back to the December 6, 2004, Executive Committee meeting.