

**Minutes of the Executive Committee Meeting
November 29, 2010**

Present: Gerry Selter, Ken Peter, Michael Kimbarow, Susan McClory, Jason Laker, Fred Najjar, Michael Kauffman, Beth Von Till, Mark Van Selst, Don Kassing, Tomasz Kolodziejak, Wendy Ng, Stacy Gleixner, Lynda Heiden
Absent: Rose Lee
Guests: Bill Nance, Dennis Jaehne, Sigurd Meldal

1. Materials for Senate due tomorrow at 10:00 a.m.

2. Consent calendar:

Approved with the addition of Ellen Metzger (Sci) and Ronald Roman as at-large members on the Sustainability Board. Susan McClory stated that we still need a dean. She contacted Catherine Cushing to discuss convening the Sustainability committee, but has not heard back.

3. VP for Finance and Administration search committee:

There were only 3 faculty nominations and 2 of them withdrew. Ideally, we need a better pool of faculty nominations. There should be at least 1/3 faculty on the search committee, so we will need 5 nominees. Susan McClory will contact Cathy Bussalacci and Janice Zaima about faculty members serving on the Spartan Shops Board.

President Kassing said that he had asked Cathy Busalacci to chair the search committee. Administrative representatives chosen were Nancy Bussani, Charles Bullock, Cathy Busalacci, and Jerri Carmo. The staff members selected were Sharolene Brunston and Margaret Carlson, the student selected was Ramon Vizcarra.

4. Class Scheduling Policy:

Dennis Jaehne presented data regarding the scheduling of classes. There was a discussion about keeping MWF classes versus offering all MW and TTh classes. A recommendation was made to change F98-4 from:

“Classes that meet once a week for 150-minutes (or more), cannot begin before 1330 on Monday, Tuesday, Wednesday, or Thursday,”

to

“Classes that meet once a week for 150-minutes (or more) or classes that meet in non-standard blocks of time cannot begin before 1500 on Monday, Tuesday, Wednesday, or Thursday.” This does not remove the priority for MWF classes, but adds the 1:30-2:45 classes to the prime time category.

This referral will go to IS&A.

On a related note, the Muse classrooms created in Clark Hall currently use Omni locks to secure the smart board equipment. It is no longer a practical and efficient use of the spaces. Dr. Jaehne proposed removing the locks, moving the equipment, and opening these rooms for scheduling availability.

5. President Kassing announced the following:

- he has asked Jim Thompson to be the Commencement speaker.

- he has asked Rona Halualani to work on evaluating where we are with the diversity master plan.
- the three finalists for President of SLO.

6. Student Placement Procedures:

Past Senate Chair, Sigurd Meldal, informed the committee that an audit revealed that we are not complying with regulations regarding agreements for student placements in off-campus positions. An agreement is needed with each outside entity for liability reasons. An, eight-page, campus-specific document was created by the office of Risk Management that will become mandatory in spring of 2011. But, there is a concern that it is too complicated and will result in the loss of field placements for students. This will be referred to the University's legal department.

7. University hour:

Chair Kaufman brought up the possibility of having a designated time when campus wide activities could be scheduled. This could be offered on a different day/time each semester on a rotating basis.

8. Updates:

a. C&R:

- Interim Program Planning Guides (UGS),
- MS Physics, Concentration in Modern Optics
- BS Biomedical Engineering
- Spartan Films ORTU
- Global Leadership and Innovation Minor

b. PS:

- Selection and Review of Dept chairs, 2nd reading

c. Gerry Selter:

- *Use of Service learning*
- Living/Learning communities
- Supplemental Instruction, including mentoring and tutoring
- Systemwide free webinar on Thursday from 9:00 -10:00 on the graduation initiative

Those interested should contact Monica Garcia at Monica.Garcia@sjsu.edu for the link. This is free and open to all members of the campus community.

d. Bill Nance:

- ❑ Review of policies related to IT privacy issues
- ❑ Ownership of Email content belongs to sender / recipient
- ❑ G-mail migrations: tied to HR lists of active/inactive accounts
- ❑ Concerns about the ability to migrate professional correspondence prior to the termination of email accounts
- ❑ Biggest issue is the turning off of auto forwarding.

(Minutes taken and prepared by AVC Susan McClory and Vice Chair Beth Von Till on November 29, 2010)