

Minutes of the Executive Committee
October 1, 2012
Noon – 1:30 p.m., ADM 167

Present: Von Till, Ng, Worsnup, Kimbarow, Du, Nance, Heiden (12:45), Bros-Seemann, Peter, Junn, Lessow-Hurley, McClory

Absent: Bibb, Qayoumi

Guests: Poole, Jaehne

1. The consent calendar was approved.
2. The Executive Committee discussed the search committee to replace Vice Provost Whitcomb. The new position will be called Deputy Provost. The Provost is currently working on the new job description. The Provost will be creating a temporary position to assist the Deputy Provost that will receive 1-2 course release time and be designated an Academic Administrative Fellow. A call will go out to the faculty in the next week, and then they will have a couple weeks to apply for the position. The position will run through fall, summer, and spring, and will be renewable for one additional year. The Provost currently has 21 direct reports. The new Deputy Provost will assume some of these direct reports.
3. Human Resources is currently writing a script that will allow emails to be distributed to all staff in order to solicit nominations for staff position on the Special Agencies that report to the President.
4. The committee received an update on actions taken since the Sense of the Senate Resolution on Smoking was passed. The Alcohol and Drug Abuse Prevention Committee will be assuming smoking cessation goals and activities. The goal of the committee will then move from smoking cessation to making SJSU a smoke free campus.
5. The Provost asked if the Senate would like to have Senate meetings recorded and archived using WebEx for video conferencing. The committee discussed the possibility that some Senators might be uncomfortable having debates and voting recorded on video. This matter will be brought to the Senate for discussion at the next meeting. A suggestion was made that Engineering 285/287 be one of the rooms scheduled to be upgraded to a smart room. There are several problems with this room right now including a projector that will not sync with all laptops, electrical plugs and microphone sockets that are coming out of the wall, and the inability to use wireless microphones due to the feedback from the built-in speakers in the ceiling.

6. The committee discussed the proposal and white paper on 120 unit degree plans. It was suggested that the programs first look at whether they are requiring more units than needed. The committee discussed the possibility of making free electives and internships optional rather than required.

The Chancellor may decide in January what will be done about those degrees from the 121-129 category that are still over 120 units. The Chancellor may reduce them himself, or grant an exception.

The committee discussed the problem with local placement exams that are designed to keep people out of classes, and that this is a disadvantage to reducing the number of units.

The committee discussed the need to have forums to impress upon departments the urgency of the situation, and to give them advice on how to proceed. AVP Jaehne will be hosting several forums in the near future. Departments have until December 20, 2012 to submit program changes for review.

SJSU is the worst CSU campus when it comes to having degrees that are over 120 units. It was suggested that departments with degrees that are similar to those offered at other campuses at 120 units review how these campuses structure their curriculum. The President and Provost are under a lot of pressure from the Chancellor and Board of Trustees to get our programs down to 120 units.

It was suggested that the Curriculum and Research Committee establish a subcommittee to work on this, and that Undergraduate Studies assemble advisory teams to assist departments and give forums.

7. A report from the University Library Board on current issues was distributed to the committee for their information (attached to these minutes).
8. The committee agreed that the Senate should co-sponsor a campus memorial service for Dr. Sally Veregge on the afternoon of October 19, 2012. A room has been reserved in Washington Square Hall. The time is still to be determined pending some key personnel and their schedules, but will probably be around 4 p.m.

The minutes were taken and transcribed by Eva Joice, Senate Administrator, on October 1, 2012, and approved by the Executive Committee on October 9, 2012.

Report from the ULB 10/1/12

- Friday, October 12, from 10-11:00 am, ALS will host a webinar on finding and using OER (*Open Educational Resources*) in the classroom. The first 45 minutes is a demonstration of how to find and embed materials and introduces best practices for using OER. The webinar will end with plenty of time to explore resources in specific subject areas with ALS (*Affordable Learning Solutions*) experts on hand to answer questions. The registration form for the webinar is located at <http://bit.ly/ILDjG99>. Webinar information will be sent to registered participants. There will not be a prearranged central location to view the webinar. Participants will need to login to watch from their office or home computers.
- Matthew Williams, Educational Technologist for KQED, will host a workshop on Tuesday, November 6, from 12-1:00 pm in King Library 213. He will explore tools and applications that allow for easy, free multimedia authoring. This is hosted by the Affordable Learning Solutions team in partnership with the Center for Faculty Development.

Library Budget Review

- Ruth will introduce library budget information at the next ULB meeting, including different sources of revenue and how the budget is put together.

Affordable Learning Solutions

- As one of the library's Affordable Learning Solutions experts, Ann will keep the ULB informed of events and issues of interest.

Institutional Repository -Scholar Works

-Crystal will continue to update the ULB on the activities of the Institutional Repository at meetings.

WASC Information Literacy Proficiency

- It was recommended that either Diana as a member of the WASC steering committee or Toby, as the Coordinator for Information Literacy occasionally attend ULB to give updates.

Plan for Five Year Program Review

- In spring 2013, Ruth would like ULB to begin the process of advising on various aspects of the review, including content and format.