

Executive Committee Minutes
October 14, 2013
Noon – 2:30 p.m.

Present: Heiden, Nance, Ng, Peter, Bibb, Qayoumi, Von Till, Kimbarow, Gleixner, Frazier, Van Selst, Ayala

Absent: Junn, Dukes, Kaufman

1. The committee approved the Consent Calendar. Ongoing difficulties filling vacancies on the Student Fairness Committee were discussed, including the possibility of paying students for their service. VP Bibb asked for a proposal indicating the approximate funding that would be necessary. Chair Heiden, Senator Frazier, and the Chair of the Student Fairness Committee will meet and draft a proposal for VP Bibb.
2. The committee approved the Senate Election Calendar for 2014. The calendar will be brought to the Senate for approval at the October 21, 2013 meeting.
3. The committee approved the Executive Committee minutes of September 30, 2013, as corrected by Chair Heiden, VP Nance, VP Dukes, and Senator Peter.
4. Past Chair Von Till, Dean Kifer, and Chair of the University Library Board, Professor Daryl Eggers, have drafted a resolution in honor of the MLK Library's 10th Anniversary. The committee discussed whether the Executive Committee needed to approve this resolution before it was brought to the Senate. The committee decided that the resolution did not need Executive Committee approval and could be presented directly to the Senate. The committee then discussed who should present the resolution to the Senate. It was decided that this decision should be left up to the Past Chair Von Till, Dean Kifer, and Chair Eggers.
5. Chair Heiden presented **AS 1525, Sense of the Senate Resolution, Supporting Mandatory Official Campus Visits for all CSU Presidential Finalists (Final Reading)**. Vice Chair Kimbarow presented an amendment that was friendly to delete "Mandatory" from the title. The Executive Committee voted and the resolution passed as amended. AS 1525 will be presented to the Senate for approval at the October 21, 2013 meeting.
6. CSU Statewide Senator Van Selst presented a draft of **AS 1526, Sense of the Senate Resolution Regarding the Appointment of a Faculty Trustee to the Board of Trustees (Final Reading)**. The committee voted to draft two separate resolutions. Chair Heiden will draft a new resolution for the Senate's October 21, 2013 meeting using parts of this resolution that address SJSU's support for a Faculty Trustee. Chair Heiden and Senator Van Selst will draft a second resolution proposing longer term solutions that allow uninterrupted faculty representation on the BOT.
7. Senator Peter gave an update on online Student Opinion of Teaching Effectiveness (SOTES). Senator Peter attended a meeting last week addressing issues, such as

best use of normative samples, resulting from the recent implementation of online SOTES. The Professional Standards Committee (PS) may revisit parts of this policy.

Anonymity of SOTE materials was also discussed in light of a threat received by a faculty member on an online SOTE. The procedures in place were designed to protect anonymity and thus cannot be traced back to the student.

The committee discussed whether risk and other legal matters take precedence over student anonymity. Senator Peter commented that the current CFA collective bargaining agreement allows SOTES to be identified only by class or section, not by individual students. It is unclear if modifications will be made in the agreement this coming year.

Currently, a student's identity is needed to complete the SOTEs (via mySJSU sign on), but identifying information is removed permanently prior to data assimilation and thus is not available during analyses or distribution of feedback. The committee further discussed whether student identities could remain anonymous to faculty teaching the class, but remain accessible for law enforcement. Further discussion is needed and SERB will be involved in any revisions. It was acknowledged that students should be made aware of any changes in policy regarding confidentiality of their ratings (e.g., stating circumstances their anonymity would not be protected)

8. Updates:

a. **From the President:**

The 2014-2015 CSU Budget was discussed at the most recent meeting of the Board of Trustees. The BOT discussed a funding increase of \$250 million for the next fiscal year, with a salary increase for faculty and staff in the range of 3%, an enrollment increase of 5%-6%, and cost of living increases. However, the governor's office has told the CSU not to expect more money than we received this year, because of the \$400 million more needed for court cases.

The President discussed the SJSU Alert and Sweeney Hall shutdown last Thursday. VP Bibb reported that there was a credible student report describing an individual in Sweeney Hall with a gun in his pant belt. The student reported that when he made eye contact with this individual the man covered up the gun with his jacket. UPD arrived on the scene within 3 minutes and covered the four exits. After completing a top-down search of Sweeney Hall, no suspect was found.

UPD commented that faculty and staff who had completed crisis training did quite well keeping students calm and following shelter-in-place procedures. Some faculty and students in Sweeney Hall barricaded themselves inside classrooms so that the suspect would not be able to enter the room. However, some faculty and students who had not attended the training did not respond as well. UPD can encourage personnel to take the training, but contracts do not allow them to make the training mandatory.

This was the second serious incident within the past month. The first incident was a bomb threat. VP Bibb and the UPD are working together to improve campus communications during incidents that require shelter-in-place or other protective actions. He plans to be more proactive in pushing emails out to the campus and to cell phones, as well as adding broad email distribution of messages. Although students are on an opt-out system for emergency notifications, only 18,000 of 31,000 students have provided the university with cell phone contact information. Some of those provided are now outdated. It was suggested that current emergency contact information or opt out be required during the next registration cycle.

Several members suggested posting notice of a campus lockdown at the parking garages. A member also asked if the garages are evacuated at the same time as neighboring buildings. VP Bibb will check into this and report back to the committee.

Challenges inherent in the current system were discussed. A member commented that cellphones are required to be off during exams and thus no notifications can be received when there is a campus emergency. It is hoped that the new telephone system will allow zoned-notifications to classroom phones in the future as the current system allows only all-phones messaging. It was also noted that some phone carriers were faster than others in relaying alert information.

The committee discussed whether there was an SJSU policy prohibiting guns on campus. VP Bibb commented that there is a CSU policy that applies to all campuses. Senator Frazier announced that he had looked for an SJSU policy after this event and that the I&SA Committee will be revising SJSU policy S69-18, Acquisition, Possession, and Use of Fire Arms on Campus.

The need for campus policies on Taser Use was raised at the October 10, 2013 meeting of the CSU Senate Chairs. The committee discussed the requirement for every campus to have an "Use of Force Policy" as mandated by the Chancellor's office.

b. **Provost:** The Provost was unable to attend the meeting today.

c. **VP for Finance and Administration:** No additional comments other than those given during the President's remarks on safety.

d. **VP for Student Affairs:**

Questions raised by the committee:

- When will the Student Union open? Answer – A four-week notice has still not been given.
- When will the Bookstore be moved? Answer—Probably in Spring 2014.
- When will fall final enrollment information be available? Answer—After census in late October.

e. **From the Chair of the Instruction and Student Affairs Committee (I&SA):**

I&SA is working on a referral regarding the use of SSETF Funds and hopes to bring a resolution to the November Senate meeting.

I&SA will be bringing **AS 1522, Policy Recommendation, Undergraduate Academic Advising (First Reading), and AS 1524, Policy Recommendation, Students' Rights to Timely Feedback on Class Assignments (First Reading)** to the October 21, 2013 Senate meeting.

f. **From the AS President:**

AS has a new Director of Extracurricular Affairs, Annie Blaylock. Ms. Blaylock will be appointed to the Athletics Board, replacing Lulu Behre.

g. **From the VP of University Advancement:** The VP of Advancement was unable to attend the meeting today.

h. **From the Chair of the Professional Standards Committee (PS):**

PS will be bringing **AS 1523, Sense of the Senate Resolution, Concerning the Need to Continue to Increase the Proportion of Tenured and Tenure Track Faculty at San José State University (Final Reading)**. President Qayoumi encouraged committee and broader campus discussion on ways to increase T/TT faculty under the current budget constraints. Chair Peter will poll the members of the PS Committee to see if they want to make this a first reading item for the October 21, 2013 Senate meeting instead of a final reading.

PS plans to bring a Sense of the Senate Resolution asking for endorsement of the PS committee's approach to RTP reform at the November Senate meeting. This will help guide the committees efforts as they work on their proposed revisions.

PS will also be bringing a minor amendment to the Board of Academic Freedom and Professional Responsibility to the November Senate meeting.

In addition, PS will continue oversight of the online SOTES procedures.

i. **From the Chair of the Curriculum and Research Committee (C&R):**

C&R will be bringing **AS 1520, Policy Recommendation, Technology Intensive, Hybrid, and Online Courses and Programs (First Reading)** to the October 21, 2013 Senate meeting. Because there were a number of unanswered questions at the first reading and considerable input from campus members, the committee decided to utilize a second "first reading".

C&R is also working on the General Education (GE) Guidelines, and revitalizing the Research, Scholarship, and Creative Activity (RSCA) Taskforce.

In addition, C&R is researching whether a policy on curriculum may be needed.

j. **From the CSU Statewide Senator:**

There are several issues under discussion at the CSU Statewide Academic Senate, including requiring Intermediate Algebra as a prerequisite to other courses, and a

position paper on bottlenecks and their causes. In addition, there is discussion as to whether there is a need for training before teaching online courses.

President Qayoumi noted that there is no single solution to bottlenecks. In some cases, it may be that more sections are needed, whereas in other cases maybe larger sections could be used.

9. Chair Heiden asked the committee members if anyone was aware of a policy regarding the Selection and Review Process for Associate Deans. None of the committee members were aware of such a policy, and were in general agreement that such procedures should be determined within each college.
10. The meeting adjourned at 2:35 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on September 30, 2013, edited by Senate Chair Heiden on October 14, 2013. The minutes were approved by the Executive Committee on November 4, 2013.