

Executive Committee Minutes
December 16, 2013
Noon – 2:30 p.m.

Present: Heiden, Nance, Ng, Peter, Kimbarow, Frazier, Ayala, Kaufman, Junn, Dukes, Bibb, Gleixner

Absent: Qayoumi, Von Till, Van Selst

Guests: Shiller, Frey

1. The committee approved the consent calendar. Senator Van Selst has resigned from the Executive Committee. Senator Lessow-Hurley will take his place for Spring 2014 as the CSU Statewide Representative to the Executive Committee.
2. The committee discussed an honorary degree.
3. The committee approved the minutes of November 4, 2013 unanimously. The committee approved the minutes of December 2, 2013 as amended.
4. The Executive Committee reviewed and recommended nominees to serve on the Dean of International and Extended Studies Search Committee to the Provost.
5. The committee discussed a confidential personnel matter.
6. Searches:
The committee discussed the Dean of the College of Social Sciences search. Dean searches are coordinated by the Provost's Office and handled within the college following the procedures in University policy S06-3, Review and Selection of Administrators policy.
7. The AS President asked that the minutes of all Senate committee meetings be forwarded to the Senate Office and the Senate Office then compile a list of student attendees each week to be given to the AS Administrative Assistant so that she can verify attendance for those AS Officers getting stipends. The Senate Administrator explained that it is extremely difficult to get the meeting minutes from 30+ committees on a weekly basis as she previously discussed with AS President Ayala.

A committee member suggested that the AS Administrative Assistant instead create a google doc spreadsheet including the names of the students for which attendance records are needed. The AS Administrative Assistant will provide this to the committee chairs each week so that they can mark off those students in attendance.

8. The Senate Chair received a request from COIA to participate in a survey study on concussions suffered by student athletes. The committee discussed having the Faculty Athletic Representative (FAR) gather the information needed to complete the survey. VP Bill Nance will discuss with the FAR.
9. Campus Review: Updates regarding the planned campus review were discussed.
10. Senate Archives: Chair Heiden discussed the need to scan the Senate Archives currently stored in the MLK Library. Currently, the hard copies of Senate minutes and records created prior to computers and websites are stored in the Special Collections section of the MLK Library; none have been scanned and loaded on the Special Collections website. Because the Special Collections website contains only brief summaries of what is found in each box, and the boxes have been renumbered, retrieving the hard copies can be difficult.

Chair Heiden suggested funding to hire a Student Assistant to scan these records. The Senate Administrator pointed out that it is unlikely the library would allow a student from the Senate Office to work with library files. However, funding to hire a student for the Special Collections section of the library to primarily work on scanning in Senate records would probably be acceptable to the library.

11. Campus Issues:
Election of Chairs - The policy on the election of department chairs is unclear on electronic voting and there appears to be a loophole concerning program directors. A verbal referral was made to the Professional Standards Committee to review this policy.

The committee discussed the Physical Education (PE) requirement in which students are required to complete 2 activity units as described in S73-5. S73-5 was amended by F96-12. There is confusion over the amendment made in 1996. A review of the Senate minutes from December 1996 show an amendment from the Senate floor that may have been incorrectly interpreted and inserted into the policy as it appears on the Senate website. A referral was made to the Curriculum and Research Committee to clarify the policy. A motion was made, seconded, and approved unanimously to advise Undergraduate Studies to continue current academic practices until the policy is revised.

13. The committee agreed to schedule an additional meeting for January 13, 2013 from noon to 1:30 p.m. in a location to be determined.
14. The committee discussed upcoming Administrator reviews. The Deans of CASA and Education will be reviewed Spring 2014. The Senate Administrator advised the Provost that dean review committees are established by the Provost's Office.

15. Updates:

a. From the VP of Student Affairs:

The Independent Investigator regarding the reported hate crime is on campus and has begun his investigation. His report will be completed by the end of January and the taskforce will begin their work in February based on his findings.

Student Affairs is preparing for January admissions for Fall classes.

b. Instruction and Student Affairs Committee (I&SA):

The I&SA and O&G Committees are working on a policy regarding the Student Fairness Committee. I&SA is working on the procedures and O&G is considering the composition of the committee. The Executive Committee discussed whether adding additional members had assisted in relieving the caseload of student appeals. It has not, so O&G will be working on possible incentives to get students to serve on the committee.

VP Bibb noted that his office provided funding to pay students for serving on the Student Fairness Committee to the Ombudsman's Office. I&SA had heard that there was a delay in actually receiving these funds. VP Bibb had not heard of this. I&SA will check with the Ombudsman's Office to see if the funds have been received. VP Bibb commented that students would be paid according to standard procedures for student employees.

c. Associated Students (AS):

AS is having a RUSH to recruit members for AS government similar to those used by fraternities. This has been successful at other campuses.

d. Provost:

The High Touch/High Impact conference had 100 attendees. Over 50 faculty members presented their work at the conference.

The last E-Newsletter of the semester will be published this week.

January 17th, 2014 will be Provost Junn's last day at SJSU.

e. Advancement:

University Advancement has raised \$110.4 million in endowed funds.

Barry Shiller and Michelle Frey gave a presentation on some possibilities for new SJSU logos and the University Seal.

f. VP of Administration and Finance:

VP Bibb announced that the all University employees would receive the full day of December 24th off with pay.

g. Organization and Government Committee (O&G):
O&G is working on a revision to the Naming policy, as well as the Review and Selection of Administrators policy.

h. Professional Standards Committee (PS):
No report.

16. The meeting adjourned at 2:30 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on December 18, 2013. The minutes were edited by the Senate Chair on December 18, 2014, and approved by the Executive Committee on January 27, 2014.