

## Executive Committee Minutes

December 8, 2014

Noon to 2:30 p.m., ADM 167

Present: Frazier, Heiden, Kaufman, Kimbarow, Shifflett, Terry, Sabalius, Brada-Williams, Daniels, Qayoumi, Feinstein, Backer

Absent: Bibb, Peter

1. Consent calendar: There are two items for the consent calendar, both for Undergraduate Studies: Thomas Moriarty for H&A (2015) and Jim Kao for CASA (2015). The consent calendar was approved (12-0-0).
2. The committee approved the minutes of November 24, 2014 (8-0-4).
3. President's update.
  - a. Equity adjustments. The Cabinet has begun discussions on equity adjustments. There are many issues to consider. The equity program will also be discussed in the Council of Presidents this week.
  - b. There will be an increase of 1% in the CSU 2015-2016 Budget.
  - c. The President has been working with the Provost and the Deans on the capital outlay plans for new construction.
  - d. Accreditation review: One of the topics is the governance issue for the campus. This should be one of the topics for an Executive Committee meeting in January.
  - e. During the week of Thanksgiving, the President was in Germany discussing the future of education and the role of technology in this direction. There should be some discussion at SJSU about this issue.
  - f. There was a discussion of the Average Unit Load (AUL) and the impact on the budget. As we look at reducing the growth of students admitted to the CSU, the reduction in the AUL will impact the campus. SJSU does not want to get into a structural deficit again.
4. The Senate agenda structure was discussed, evaluating the "trial" changes made during the last Senate meeting. There was concern expressed regarding the time taken by the reports, leaving less time for discussion of policies. Several options were considered. First, it will save time if those giving reports provide factual information in a handout that will be included in the Senate packet. Second, setting a time limit of five minutes for each report (and enforcing the limit) will allow sufficient time for policy committee proposals. The AVC will serve as the timekeeper. This strategy will be used at the February Senate meeting.
5. Academic Plan consultation and implementation. Provost Feinstein discussed the status of the three priority planning teams, 20<sup>th</sup> Century Learning Spaces, RSCA, and Educational Excellence. Currently, most members are from the AALT group. Three additional members will be added to each team: 1 faculty, 1 chair, and 1 student identified by chairs and associate dean and AS.. The plan is available on the Provost's webpage at <http://www.sjsu.edu/provost/>.

6. Thanksgiving Break policy, Romey Sabalius. Senator Sabalius discussed the possibility of changing the academic calendar to give students and faculty Monday-Wednesday of Thanksgiving off and start the semester earlier. The consensus is that the Executive Committee is supportive of this idea. Senator Sabalius is going to do more research on different CSUs and bring this information to the Executive Committee.
7. Assigned Time: Marna Genes. Provost Feinstein asked the Associate Vice President of Academic Budgets & Planning Marna Genes to prepare a report on assigned time. She distributed information on Assigned Time WTU by college and the Guidelines and Instructions for assigned time. Department chair fractions are not included in the assigned time report. There was discussion of the inconsistency in assigned time and department chair fractions across the colleges. The Provost clearly stated that work overloads are inappropriate and should not be tolerated.
8. CFA Contract and assigned time policy: Chair Heiden discussed the requirements under the new contract for the new assigned time awards to be given to faculty for “excess” student involvement. Each campus must establish its own criteria. CSU Fullerton is pretty far along in their process and has generously offered their documents for use by other campuses. Chair Heiden is going to email the materials from CSU Fullerton when she gets them.
9. Governance documents. Chair Heiden will email the draft of the documents to the Executive Committee.
10. The Executive Committee set an additional meeting on 1/12/15 from 12-2 pm.
11. 120 unit plans. No plans were submitted by SJSU. There has been a request from one department to revisit the 120 unit plan. Right now, there is no direction from the Chancellor’s office as to how these programs will be considered. There was a discussion of the various issues related to problems with the four-year graduation rate and the number of units in a degree.
12. The meeting adjourned at 2:30 p.m.

These minutes were taken on December 8, 2014 by AVC Pat Backer. The minutes were edited by the Executive Committee via email on December 8, 2014 and approved by the Executive Committee on February 2, 2015.