

**Minutes of the Executive Committee Meeting
January 31, 2011**

Present: Kaufman, Najjar, Selter, Ng, Kimbarow, McClory, Peter, Kolodziejak, Gleixner, Von Till, Laker, Heiden, Kassing

Absent: Lee, Van Selst

Guests: Nance, Edwards, Tomisaka

1. The Executive Committee voted and approved the Consent Calendar (13-0-0).
2. Chair Kaufman informed the Executive Committee that the Call for Nominations for the Vice Provost/CIO Search Committee had been sent out to the campus as a Google document. However, Bill Nance, Chief of Staff, explained that due to a glitch in the email system, it may be necessary to send it out to the campus a second time.

3. Presidential Updates:

- a. There is a report in the Chronicle for Higher Education titled, "New Book Lays Failure to Learn on Colleges' Doorstep," dated January 18, 2011, and written by David Glenn. This report indicates that college seniors are not proficient in writing skills at graduation, and is based on surveys of graduating seniors across the U.S.

The Executive Committee discussed problems our students face today that they did not encounter 30 years ago, such as having to work long hours to pay for tuition that account for their reluctance to take classes with a lot of writing in them. The Executive Committee also discussed the reluctance some faculty may have in requiring extensive writing assignments due to large class sizes. Provost Selter suggested that a committee be established to evaluate this report.

- b. President Kassing announced that the Board of Trustees has approved Honorary Doctorates for Steve Lopez and Tony Jackson. President Kassing will be hosting a dinner with Mr. Lopez, Mr. Jackson, and the commencement speaker, Mr. Thompson, on the Friday night prior to commencement. The doctorates will then be presented during commencement.

4. Gloria Edwards and Sheri Tomisaka presented data on the number of classes that are now requested for university-controlled classrooms during the 1:30 p.m. hour. In the past, there was sufficient room for once-a-week, 3-hour classes to begin at 1:30 p.m. (the end of "prime-time" as defined in policy), but more and more MW/TR classes are now requesting 1:30 p.m. start times. A question was raised about why more classes are requesting the 1:30 p.m. time slot. Edwards guessed that students are "voting with their feet," and choosing classes closer to midday rather than in the morning. Undergrad Studies is requesting that the Senate approve a change in prime time to extend until 3:00 p.m. so that 3-hour, once a week classes would have to start at 3:00 p.m. or later. The Executive Committee agreed that this was a reasonable request and will bring an amendment to the Senate on February 14, 2011 asking that primetime be extended to 3:00 p.m.

5. Chief of Staff/CIO Bill Nance announced that today [January 31, 2011] is the last day that LOTUS Notes will be active on the campus. All but the last 200 people have been migrated over to Google. During the month of February, all other email accounts will be migrated to Google.

CIO Nance explained that there is an issue with auto-forwarding. Auto-forwarding either has to be on for everyone, or off for everyone. If it is on for everyone, then the university has no control over email forwarding and conversations. Chief of Staff Nance asked for feedback on this issue.

A member inquired as to whether any progress had been made in moving to a one-password system. CIO Nance replied that quite a bit of progress had been made, and that his goal was to have the SJSU One password in place for most systems by June 2011.

A member asked if the password would have to be changed every 90 days. CIO Nance responded that this was a CSU System-wide mandate, but that he was fighting for 6-months.

6. Humanities and the Arts:

Chair Kaufman commented that he had seen four different memos regarding the election of an Interim Department Chair and the merger of RTVF in the College of Humanities and the Arts. The Executive Committee discussed the need to craft a new policy on voting procedures for department mergers. Chair Kaufman noted that the President had just approved a new policy on the selection and review of department chairs, and that voting procedures were outlined in the policy. Provost Selter noted that the election of department chairs and the merger of departments were very separate matters. Provost Selter suggested that the Senate consider establishing guidelines on how to proceed prior to establishing a policy. A member commented that at the very least the departments should be advised to vote by secret ballot, and to have a neutral party count the ballots. Provost Selter was advised that the proposals would be put up, and then the college would have full voting. Provost Selter will look into the situation.

7. The Executive Committee discussed a referral on how to incorporate accessibility into the RTP process. A faculty member recently had to resign from a college RTP committee, because he was visually impaired and could not view the dossiers. The dossiers are in hard copy, and there was not enough time for the DRC to convert all of the documents to an electronic format. The Executive Committee discussed moving to electronic dossiers and the need to find out whether there were confidentiality issues, and/or if it would be in violation of the faculty contract.

A member suggested that if/when we move to electronic copies ample resources be made available to do the scanning. A member pointed out that the DRC is primarily a student services agency, and it would not be possible for them to scan all faculty dossiers. A member asked whether the DRC was responsible for employee accommodations. A member responded that the DRC is responsible for employee accommodations through Human Resources.

A member suggested that input be sought from the college RTP committees. Another member suggested referring the matter to the Accommodation Review Board (ARB).

8. The meeting adjourned at 1:35 p.m.

(Minutes taken and prepared by the Recorder/Senate Administrator, Eva Joice on January 31, 2011.)