

**EXECUTIVE COMMITTEE MINUTES**  
**June 7, 2004**

Present: Nellen, Donoho, Lessow-Hurley, Kassing, Veregge, Greathouse, Thames, Van Selst, Ashton, Maldonado-Colon

Absent: Goodman, Crowley, Heisch, Rascoe, Bros

1. The Executive Committee discussed and approved the consent calendar.
2. The Executive Committee discussed the new Task Force on Intercollegiate Athletics. They have held their first meeting and everything is going well.
3. Chair Nellen announced that there is an Academic Freedom Forum planned for Fall 2004. She is working with members of the Board of Academic Freedom and Professional Responsibility (BFR) and others to plan it.
4. The Executive Committee discussed searches that will be needed this Fall. A search will need to be conducted for a replacement for the Dean of Social Sciences and perhaps others.
5. The Executive Committee discussed the Student Opinion of Teaching Effectiveness (SOTE) report/update provided by Vice Provost Bill Nance on the costs of the SOTES. Questions came up about the policy and Chair Nellen said she would get info out to the Exec Committee members and we'd discuss the topic further at the July meeting.
6. The Executive Committee members were given copies of the committee year-end reports that have been received in the Senate office. These will be discussed at the Executive Committee meeting scheduled for July after members have had an opportunity to read them.
7. The Executive Committee discussed possible agenda items for 2004/2005 to include:
  - ❖ Strategic Planning with President Yu
  - ❖ WASC Accreditation
  - ❖ A new Budget policy
  - ❖ A new RTP policy
  - ❖ A new Office Hours policy
  - ❖ Revisiting the Add/Drop policy
  - ❖ Scheduling exams and activities for online courses
  - ❖ A Student Code of Conduct/Values Statement
  - ❖ Continuing to work on GE Guidelines
  - ❖ Possible new structure for the Campus Climate/Affirmative Action Committees
  
  - ❖ Department Chair policy
  - ❖ What is General Unit and who should be a part of it
  - ❖ SOTES
  - ❖ Electronic Balloting
  - ❖ Sanctionable Units
  - ❖ Recommendations from COIA
  - ❖ Enrollment Management
  - ❖ Faculty Development policy
  - ❖ Policy on moving programs
  - ❖ Affordable Textbooks
  - ❖ IT Consultant report
  - ❖ Mandatory email
  - ❖ Senate agenda

- ❖ Mission Statement for Senate
- ❖ Policy on Sabbaticals and Senators/Committee Chairs
- ❖ Professional Development/Lottery Guidelines

Vice Chair Donoho asked why item (i) of number 7 above had been skipped. Chair Nellen said, "Eva, Elba, and I will be discussing the role of the Senate Secretary vs. the role of the Senate Administrative Analyst. Chair Nellen said, "Most of the changes are just to update the handbook on who actually does what. For instance, the handbook clearly states that the Senate Secretary takes the minutes of the meetings, and yet Eva currently does this. Vice Chair Donoho asked, "What about also giving Eva the right to speak up during the meetings?" Chair Nellen stated that this topic is going to be addressed and will hopefully be a top priority for O&G.

Senator Lessow-Hurley asked about item 9 on the agenda – setting dates for the retreat and other fall events. Chair Nellen said she would email out possible dates since we won't have an Executive Committee with all members present during the summer.

Meeting was adjourned at 10:40 a.m.