

EXECUTIVE COMMITTEE MINUTES
July 19, 2004

Present: Ashton, Bros, Donoho, Goodman, Greathouse, Kassing, Lessow-Hurley, Maldonado-Colón, Nellen, Rascoe, Thames, Van Selst, Veregge and Yu.

Absent: Heisch

1. Search committees: Two are needed at this point. The Golden Handshake might increase the need for search committees. Provost Goodman will let us know about nominations for the committees and any other vacancies.
2. We reviewed Senate by-law 2.21 and 3.2 to clarify issues related to the language. By-law 3.2 on what constitutes a quorum for the Executive Committee should be reviewed by O&G.
3. Consent agenda: Approved with a question about Gorman being on another assignment. Secretary Maldonado-Colon to follow up.
4. IT consultant report: We will receive a copy of the report this week. A team has been identified to work with the recommendations. Chair Nellen requested that a rep from the University IT Board be on the team. VP Kassing will get the report to us soon.
5. Budget: No state budget yet, however we expect the CSU system to get back \$21M. We need to increase our enrollment to meet assigned target for AY 04-05 to prevent budget dollar reductions. Deans have been requested to open more sections to support this effort. Provost Goodman has additional dollars to fund extra sections.
6. Institutional Review Board inquiry: The problems raised by a faculty letter have been addressed by the Graduate Studies & Research Committee and the GS&R Office. Due diligence was followed: the process of protocol reviews has been enhanced and expedited, and an adhoc group will meet to determine what review/audit measures may be helpful to the IRB's work. Potential committee members: Cisar, Nellen, Lessow-Hurley, Stacks, Bros, Veregge, and Hoagland. We will help GS&R find a community volunteer to serve on the IRB. We need to educate Senate and faculty on IRB procedures and language. A link to academic policies should help applicants understand the need to satisfy the requirements in the protocols. Workshops for faculty through faculty development would enhance the process of sharing information.
7. Senate webpage: Information on projects and issues that committees are addressing should be sent by committee chairs to Eva to be included in "What's New" on the Senate's webpage. The "What's New" link has been added to the end of each weekly SJSU This Week email message. There was a discussion of including a brief set of questions on the senate website so we could get input from people on matters being discussed by senate committees. Chair Nellen will follow up on this including the possibility of using "survey monkey" to collect answers.
8. Senate committees: Committee chairs will use and test the new Senate Policy Development Checklist form. Chairs should consider assigning a committee member to complete the checklist. The checklist is to be attached to any policy when it comes for a first reading in the Senate.

9. E-mails: Associated Students would like to maintain contact with students to share opportunities and receive feedback. Faculty could benefit from this access to communicate with students in their courses. This requires further study. Chair Nellen will create a list of email issues to consider for further review.
10. Mandatory SOTE's: Discussion postponed. Requires further discussion.

Meeting adjourned at 11:00.