

EXECUTIVE COMMITTEE MINUTES – Approved 3/27/08
February 28, 2008
University Hall, Room 277

Members Present: Alfano, Basta, Dungey, Hellenbrand, Macune, Matos (Chair), Phillips, Spector, Stepanek, Swerkes, Wolfbauer (Recording Secretary), Zvi

Members Absent: None

Guests: *Sundial*

President Matos called the meeting to order at 2:04 p.m.

1. Announcements

- a. Matos said that potential faculty award committee members have been selected and will be contacted to see if they are available in serving.
- b. Alfano invited the Executive Committee to the opening of a photo collection exhibit on March 14 at 7:00 pm at the Art Gallery. The art show exhibits a photo collection of 20 artists with 107 prints including jazz artists, farm workers, African-American life, culture and politics.

2. Standing Committee Attendance and Minutes

Matos drafted two separate letters. One letter is to be sent to Standing Committee members regarding attendance. The other letter is to be sent to Standing Committee chairs and executive secretaries regarding the flagging of changes in policies/practices in their minutes and the importance of SEC receiving approved minutes in a timely manner.

The Executive Committee members discussed these letters and provided feedback. Matos will take the comments into consideration and finalize the letters.

3. EPC General Education Section Change

At the January 31, 2008, SEC meeting, Ed Alfano raised some concerns with regard to a portion of the process of reviewing courses for General Education certification. A memo was received by the Associate Deans saying that after this Spring, EPC would no longer accept requests to move courses to a different GE section. It was felt that this decision represented a policy change that needed to go through the faculty governance process.

Matos drafted a proposed policy that EPC could consider. Hellenbrand commented that the issue might be handled administratively. After discussion, it was decided to inform EPC that their decision not to accept requests to move GE courses after this Spring represents a policy change and it must go through faculty governance.

4. **Research and Grants Policies/Practices**

Matos spoke with Scott Perez (Director of Research) about the decision of the Research and Grants Committee to give “special consideration” to newer faculty on grant competitions. Perez will review prior years’ competitions to determine whether this is a change in practice or policy and report back to us. The Executive Committee is concerned that “special consideration” is not sufficiently clear.

5. **Timely Adoption of Textbooks/Instructional Materials for Accessibility Policy** – Provost Harry Hellenbrand

Hellenbrand reported that President Koester will approve the Timely Adoption of Textbooks/Instructional Materials for Accessibility Policy recently approved by the Senate subject to Hellenbrand’s executive interpretation of the policy language, “whenever possible.” In summary, “whenever possible” is not to be interpreted or implemented as a matter of convenience, department or faculty preference, or department or faculty past practice. A sudden cancellation of a preferred textbook, an unanticipated major illness, and/or other circumstances completely outside the control of an individual faculty member or department *may* constitute such grounds, subject to review and agreement by the dean based on the specific circumstances.

Hellenbrand will report this interpretation to the Faculty Senate at the next meeting.

6. **Provost’s Report** – Provost Harry Hellenbrand

Provost Hellenbrand reported the following:

- a. Hellenbrand received a proposal from Follett to put together a rental book plan for large lecture classes (those using the same textbook for 2-3 years). Students would be charged a rental fee of about one-third of the purchase price. He asked Matos to review the proposal.
- b. Discussions are occurring on how to handle student and faculty e-mail in the future. Information Technology consultation with faculty will be encouraged before a new e-mail system is selected.
- c. A budget discussion meeting is scheduled for Thursday, March 13 at 12:00 pm (before the Senate Meeting) with the CSU, the Unions, and the Associated Students.

7. **Set Agenda for March 13, 2008 Senate Meeting**

- Timely Adoption of Textbooks/Instructional Materials for Accessibility Policy (Executive Interpretation)
- Textbook Rentals with Follett
- Senate Reports

Meeting adjourned at 3:20 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
Cheryl Spector, Secretary of the Faculty