

Executive Committee Minutes*Tuesday, September 2, 2025, 3:00 pm,**Approved: September 9, 2025***Call to Order:** 3:01 pm

Roll Call: Mary Breunig, Mae Chaplin, Angela Clark-Oates, Sharon Furtak, Hogan Hayes, Carolyn Gibbs, Sheree Meyer (zoom), Antonia Peigahi, Lina Rincon, Andrea Terry

Open Forum

- Sabbatical follow-up question. After the sabbatical proposals are evaluated and ranked, is the date of an applicant's last sabbatical taken into consideration when determining the final ranking and funding of the most meritorious proposals?
- Professor Clark-Oates shared, for the WPJ the register provided the data requested and they are working with IRT. Everything should be open on time. Approximately 2,000 students are not enrolled in English 20 and there is a need to hire faculty readers for the WPJ.

Approval of the Agenda: Approved as published.**From the Chair**

- Minutes: July 24, August 26, and September 2 minutes will be on the next Exec agenda.
- Prior Learning policy: Standing Policy Committee review will be in the following order: GE/GRPC, APC, CPC, FPC.
- Institutional Learning Outcomes: GE/GRPC is currently reviewing the item, and it will be shared with CPC and GSPC.
- AI: Bring the policy back for discussion.
- Paired Classes Policies: The policy has been discussed by GSPC and could be reviewed by CPC.
- Standing policies committees meeting minutes: Should a Teams site be formed to house the committee minutes? The Provost asked that the WASC Accreditation Liaison Officer (ALO) be added to the Teams site. For committees using Canvas for committee documents, IRT can provide support to do a mass download from canvas and a mass upload to Teams.
- Elevator in Mendocino Hall has been repaired and is now functioning and the Library freight elevator has been serviced and should be operable now.

From the Provost

- Follow-up - late registration \$25 fee: The fee has been in existence for an extended period and is listed in past catalogues.

- Curriculum proposals review process. The Provost shared that communication needs to be provided about the workflow process. Once the President signs off on a proposal it still must complete the final review steps with the Dean of Undergraduate and Graduate Studies, WASC Accreditation Liaison Officer, and the Provost.

Vacancy Announcement for the Interim Dean of Undergraduate Studies and Graduate Studies Position

- How is the magnitude of the position reflected in the position summary?
The Provost shared that job descriptions don't always capture everything the individual does.
- Will the Search committee participate in drafting the position description?
The Provost shared she will follow the policy and guidance from Human Resources.
- Is the campus moving forward with the merger of the Office of Graduate Studies and Undergraduate Studies? Is there a way for faculty to provide feedback?
The Provost shared that this is a combination position with the person overseeing the two offices. Support, resources, and events have all stayed the same.
- The writing program works with the Undergraduate Studies dean and alignment with Cal-GETC. Is the director of Undergraduate Studies able to give directives as the associate dean of Graduate Studies does?
The Provost shared Interim Dean Storm is charged with how to describe/delegate the authority.

Adjourned: 3:43 pm