

## **Executive Committee Minutes**

*Thursday, August 6, 2020*

*11 am – 1 pm, Zoom*

*Approved: September 1, 2020*

**Call to Order:** 11:01 am

**Roll Call:**

Amber Gonzalez, Andrew Hertzoff (absent), Anne Lindsay, De-Laine Cyrenne, Harry Theodorides, Harvey Stark, Jay Lee, Jeff Dym, Philip Flickinger, Susan Perez, Tracy Hamilton

**Guests:**

Academic Affairs: Provost Perez

President's Office: President Nelsen, Chief of Staff Smart, Director for Policy and Retention Peigahi

University Library: Dean Kautzman

**Agenda:** The agenda was amended From the President (after Approval of the Minutes) and CTL Orientation for Adjunct Faculty (before Open Forum). The agenda as amended was approved.

**Minutes:** June 19, 2020 approved.

**From the Chair**

- **Teams:** The Senate Office and Senate Committee Chairs will use Teams for all administrative tasks. The Executive Committee will also use Teams for documents not for general distribution and documents that the owner requests be shared only with the Executive Committee. Other documents for Exec's review will be linked to the agendas per past practice.

The use of Teams for Exec meetings was raised. The Senate Analyst stated that since the meetings are public Teams may not support that option. The Senate Office will follow-up.

- **Policies on Policies Workgroup:** The Chair requested the addition of two staff members be added to the Workgroup as ex-officio members for their expertise in administrative and academic policy: Kathy Garcia, Senate Analyst and Margaret Hwang, Administration & Business Affairs. Exec approved the ex-officio appointments. The Chair shared that Kitty Kelly, an original member of the Workgroup, will continue.

- **Exceptional Assigned Time Awards Process:** Last spring, the Executive Committee requested that the award process be updated prior to a call being sent out in the Fall. A Workgroup was established to review and update the award procedures for Senate action in September. Members: Senate Chair and Analyst, FPC Chair, and EATA Committee past Chair, Ben Amata. Professor Gonzales asked that the Award Policy be reviewed. At this time there is no policy only procedures. Professor Gonzalez was asked to provide more information on the need for a policy to the Senate Chair.
- **Faculty Senate 101 – Thurs, Sept 17 from 3-4 pm:** The Vice Chair, Jeff Dym and At-Large members: Susan Perez and Philip Flickinger will assist the Senate Chair during the Orientation.

**Library – Access to Materials:** Concerns about faculty and student access to the Library were shared: Need for access to materials by faculty and students (graduate students in particular), difficulty in reaching out to Library staff, access to on-line journals, and material pick-up. There was also a question raised as to how and when faculty and students will be notified regarding Library access for Fall.

Dean Kautzman shared that with the budget cuts it will not be possible to continue mailing materials and that mailing lockers, similar to what Amazon uses, will be put in place once Facilities and the Fire Marshall approves the plan. The Library needs to ensure the safety of the staff and faculty during COVID. The Dean asked to be copied on email requests.

**From the Provost:** Interim policies are needed for the length of the COVID-19 pandemic related complications. The Provost addressed the immediate need for an Interim Course Syllabus Policy, minimum Canvas usage for all classes in Fall 2020, and amendments to the e-Learning Policy. A Workgroup was established to address amendments to the Course Syllabus Policy. Members: Senate Chair, Provost, the Chairs of the GSPC and FPC, an At-large member of the Executive Committee, Philip Flickinger, and the Director of Policy and Records Management. The Workgroup will present an amended policy to Exec within two weeks for their review to take action on behalf of the Senate. The e-Learning Policy will be addressed in early Fall.

**CTL Orientation for Adjunct Faculty:** Professor Gonzalez felt that Adjunct Faculty should be included in New Faculty Orientation and encouraged that they be included. It was stated that Adjunct Faculty are not paid to attend these types of training. It was suggested that a separate orientation be added to New Faculty Orientation to include Adjunct Faculty and to compensate them for attending. Professor Dym felt that these are critical issues but not under the Senate's purview. A workgroup was suggested.

**Open Forum:**

- **Senator Information Guide:** It was requested that the Guide be provided to Senators again this year.
- **On-line classes:** A question was raised regarding the availability of space on campus for students who may be taking both online and face to face courses. The AIRC building will be open to allow students who are on campus for face to face instruction to participate in their virtual instruction courses.

The meeting was adjourned at 1 pm.