Senate Executive Committee

MINUTES

Tuesday, September 24, 2019

Provost’s Conference Room, Bell Tower West 2185

2:30pm

Attendance: Adams, Virgil; Buhl, Geoffrey; Delgado Helleseter, Miguel; Edwards, Jeannette; Evans-Taylor, Genevieve; Francois, Marie; Grier, Jeanne; Miller, Jason; Patterson, Mark; Profant, Lorna; Say, Elizabeth; Wood, Gregory; Yudelson, John.

1. Meeting Call to Order

At 2:32 pm

1. Approval of the Agenda

We combined items 7c and 7h. We also added item 5f (bylaws update) to the agenda. Agenda approved with these changes.

1. Approval of the Minutes from September 3, 2019

Approved

1. Chair report

We discussed the call for nominations for the Provost Search, as well as a call for faculty interested in serving in a counselor search.

1. Information Items
	1. Ombudsperson (Mark Patterson
	2. Communication with Committees – Dropbox

We discussed using Dropbox as a means to improve communication while keeping it simple to post materials than can then be linked on the Senate page. For committees with existing web pages we can link these to the Senate page. We discussed other potential communication methods.

* 1. Climate Survey Reminder
	2. Honorary Degrees (Genevieve Evans-Taylor)

We reviewed materials provided by Genevieve.

* 1. CODEL Communication

We discussed the announcement and requested that the Dean of the School of Education submit a pdf version of the announcement to share in Senate materials.

* 1. By Laws update

We agreed to put in the title the last date it was revised and make some minor edits, to then post on the Senate page.

1. First Reading
	1. Procedure for Distributing Provost Office Travel Funds

We reviewed the language and proposed changes to align with EO 688. We discussed the criteria that should be used. We agreed to make some modifications that, if all agreed with, could be sent out. We discussed having FDAC review for potential improvements for next year.

1. Other Business
	1. Civility on Campus

We discussed the need for a baseline statement for all employees as to what is acceptable/unacceptable behavior. Provost Say indicated she would reach out to the Chancellor’s Office for a copy of a document prepared by the CSU General Counsel. We discussed pros and cons of administrative manuals and civility codes. We agreed to bring this issue to the President’s Advisory Council on Inclusive Excellence.

* 1. Chairs, Release Time, Governance

Provost Say indicated that the timeline is driven by Chancellor’s Office. Considering that there was some confusion with the timeline, we agreed that we need to do better at informing changes. We agreed that the Faculty Affairs committee should review for future improvements. We also approved the formation of a task force to create a Chairs Council.

* 1. Alignment of FDAC, TLI, Faculty Development in Senate and Academic Affairs Organizations

We discussed FDAC as having the charge of hiring a faculty development director. After two failed searches, Provost Say indicated that the position description is being redefined.

* 1. Proposed Procedure for Directors of Extended University Programs

Not discussed.

* 1. Update on Chair’s Handbook

Not discussed.

* 1. Update on Hiring Process for 2019-2020, Hiring Handbook

Not discussed.

* 1. Faculty Representative for CAPS Counselor Search

Not discussed.

1. Public Comment

None.

1. Senate Agenda Review for October 1, 2019

We decided to cancel the October 1 Senate meeting and replace with an open meeting on Campus Community Collegiality which Mark Patterson agreed to lead.

Adjourned at 4:32 pm