

Senate Executive Committee Meeting Minutes
Wednesday, January 22, 2020

In attendance: Dinesh Pinisetty (Chair), Sarah Senk (Secretary), Christine Isakson, Elizabeth McNie, Wil Tsai, Sianna Brito (Academic Support Coordinator)

Absent: Steve Brown, Keir Moorhead, Cynthia Trevisan

1. Call to Order
2. International Experience Committee
 - a. L&S Dean claims that the university already has an International Experience committee. However, there has been no evidence provided that this committee has done the things the proposed Senate committee will do, including assessment of learning outcomes and faculty debriefing session.
 - b. Problem: there appears to be no established process, at least not one that is communicated. There appears to be no assessment of the program. As far as we know, Susan Bigler left no documents. The committee does not keep minutes. None of the institutional knowledge appears to have been codified.
 - c. Sianna reports that she is drafting a policy and procedure timeline of duties for herself because of the numerous responsibilities she has with IE Sianna volunteers to act as repository of existing IE committee documents now.
 - d. Pinisetty asks whether Director of International Programs has collected documents from past meetings. As far as committee members know, the answer is no.
 - e. Committee notes the importance of oversight to ensure that the work of faculty committee members is not offloaded entirely onto Sianna, particularly in such cases as when faculty members receive compensation (\$ and/or WTUs) for that work.
 - f. Isakson suggests that Senate codify a process for disseminating minutes and, additionally, for getting feedback about the program. Everyone wants to make the program better, and one way we can facilitate this is by requesting reports from university committees like these.
 - g. Tsai suggests that there should still be two committees: the existing one is an oversight committee. The learning objectives can be up to the programs, but the oversight committee ensures those are in place. The committee the L&S Dean chairs can run the day-to-day ops.
 - h. An existing committee has a meeting scheduled on February 3. McNie volunteers to serve as a Senate Executive Committee liaison to attend the meeting and coordinate activities.
 - i. Senk notes this is a structural problem. The same is the case for the curriculum proposal process; individuals know how the procedure works, nothing is written down, and there is no transfer of institutional knowledge when people move on from their roles. Hopefully the revisions to Senate policy will set an example for all divisions of the university to codify practices, maintain public-facing records, etc.

3. Presidential Committees
 - a. CLC reports that faculty appointed to Presidential Committees are not attending meetings regularly. For example, one faculty member of the Budget Committee was on sabbatical in Fall 2019 and was not replaced on the committee. This leads to poor communication between Admin and Senate if the faculty member appointed to be the liaison between the two bodies is absent.
 - b. Pinisetty proposes regular check-ins with the Senate Executive Committee.
 - c. Tsai proposes assigning faculty reps on these committees responsibilities like taking detailed notes and reporting back to Senate Exec.
 - d. Senk recommends that we encourage CLC to take minutes, but that we also appoint a specific faculty rep whose job it is to keep detailed notes, notes that are *not* public-facing, but aimed at communicating to the Senate Executive Committee exactly what happened at each meeting.

4. Strategic Planning Committees
 - a. Senate Chair sent recommendations in October 2019. We are still waiting for committees to meet. Chair reports that CLC has concerns about two members from the same department on the Cadet Experience committee. Both proposed members are passionate about service on that committee. We propose as a solution adding a third member – Christine Isakson from IBL – which will have the added benefit of adding IBL department representation to the Strategic Planning Committees.

5. Senate Executive – President Retreat – February 1, 2020
 - a. President has suggested a focus on campus culture. Encourages us to bring topics to the table.
 - b. Tsai proposes that the first thing we should do in terms of strategic planning is codify our procedures/policies and documented, and put in place a formal mechanism to communicate them, because that is the absolute *first* thing that needs to happen, and it needs to happen across the university because a lack of codified and clearly-communicated procedures is the root of most of our problems.
 - c. McNie proposes adding topics on student mental health and campus-wide gender issues.
 - d. Chair emphasizes importance of using data to demonstrate the existence and extent of problems and requests committee members think about additional agenda items we can present to the President.
 - e. Isakson suggests bringing in some literature on campus culture research so we're all on the same page, and so we can think about some measurable ways to change and improve.

6. Data Breach
 - a. Isakson reports that there *is* policy in place in other CSU campuses about procedures for how people handle data, who has access to data. We need to confirm that we are actually doing things according to those best practices.

- b. Pinisetty points out that the email was only shared with 12 people, only one of whom forwarded it to a department, which is why IT was able to follow up and confirm with every individual that the document wasn't shared.
- c. Senk notes that fact that they don't know how the person in the registrar's office queried this info in the first place suggests there are serious security flaws in how the data is handled, *period*, and that our info has not been secure for some time. And until the investigation is finished, we can't be sure that our personal data is at all secure and that this couldn't happen again, or be happening right now.
- d. Tsai adds that they mentioned making changes, but we need to explain to them that they need to communicate to us what information they've gotten back regarding how the information was queried. The changes that were made need to be documented.
- e. Next Wednesday we will invite CIO to attend Exec meeting to address these concerns. We also need to follow-up about the delay for Qualtrics, especially since the funding released last year will expire this summer.

Meeting adjourned.