

# Minutes of the Executive Meeting of the Academic Senate October 23, 2003

1. The meeting was called to order by Chairperson Penny Washbourn at 3:00 p.m. October 23, 2003. Roll was called and the following Senators were present: Chair Penny Washbourn, Vice-Chair Jim Sauerberg, Past-Chair Charles Hamaker, Theo Carlile, Robert Gorsch, James Hawley, Rye Huber, Yung Jae Lee, Sam Lind, Patrizia Longo, Claude Rheal-Malary, Susan Marston, James Temple, Mindy Thomas, and Parliamentarian Michael Barram. Absent were Richard Courtney, Wayne Harter, and Keith Ogawa.

2. Minutes of the May 15, 2003 general meeting and the September 25, 2003 executive meeting were approved. Minutes of the September 11, 2003 general meeting were approved as amended.

## REPORTS

3. Chairperson's Report - Chair Washbourn reported that she has requested that Provost/AVP Stampf consult with faculty at the December general meeting regarding the reappointment of two deans, Judd Case and Roy Allen. Jane Sangwine-Yager, as co-chair of FWC, will report on faculty salaries at the November general meeting. On November 4, 2003, from 3-4:30 p.m., a meeting of all faculty in preparation of the WASC visit will be held in the faculty/staff lounge. Dean Sweeney will highlight the self-study report and conduct a general discussion.

Chair Washbourn met with Br. Craig, Provost/AVP Stampf, and Dean Sweeney regarding shared governance. Four study circles will be offered for the discussion of the meaning of "shared governance" during weeks of November 10th, December 1st, January 10th and March 1st for a 1-1/2 hour period; either on Monday at 3:00, Tuesday at 11:30, Wednesday at 3:00, or Thursday at 11:30. Representatives from Santa Clara University will visit at a later date to discuss their shared governance model.

4. Senate Self-Assessment Subcommittee - Senator Lind reported that the subcommittee is moving forward. They are consulting with a professional in the field of assessment. The subcommittee is in the process of formulating questions that can be delivered to the faculty at-large.

5. Governance Subcommittee - Past-Chair Hamaker reported that he will be consulting with the Rank and Tenure subcommittee, as so much of the grievance process relates to rank and tenure.

6. Rank and Tenure Subcommittee - Senator Carlile said the subcommittee has a motion on the agenda under New Business.

7. Committee on Committees (CoC)- Vice-Chair Sauerberg reported that the committee has two motions on the agenda under New Business. He noted that the *Faculty Handbook* states that Rank and Tenure elections are to be run through the Academic Senate, however, the office of Academic Affairs has always conducted the R&T elections. The CoC will look into this for next year, once the Provost model has been established.

## **OLD BUSINESS**

8. Provost/AVP Stamp's response to Senate Actions - Chair Washbourn summarized the verbal status reports offered by Provost/AVP Stamp at the last Senate meeting regarding Senate actions. She questioned whether the Senate wished to explore or follow-up any additional actions as a result of Provost/AVP Stamp's responses.

S-01/02-11: Requested that a reserved fund be created for sabbaticals. This action was rejected by Provost/AVP Stamp. Chair Washbourn explained that the concept of reserved funds within the college budget is very limited. She explained the various reserve funds established at SMC: Board Reserve - an emergency fund used to maintain the operation of the college, should the college shut down for any reason. Technology Replacement Fund - money set aside each year to take care of highly capital intensive infrastructure issues. Strategic Reserve Fund - used to offset low enrollment numbers. Physical Plant Reserve Fund - capital funds for physical assets. She explained that a reserve set up to fund sabbaticals would be different from those used by the college. Senators Hawley and Lind said there could be an escrow account. There have often been years when the sabbaticals could not be funded. The issue is the fluctuation and lack data to develop a pattern. It was suggested that the AVP's office be asked to gather that data. Chair Washbourn agreed to request the data from Provost/AVP Stamp. Once the data is gathered, she will need volunteers to evaluate the data and to formulate a recommendation.

S-01/02-14: Provost/AVP Stamp reported that Grievance procedure revision was not yet accepted by the President. She reported that she will bring it back for further consideration. Chair Washbourn has requested that the *Faculty Handbook* Review Committee meet this term. The Senate will wait for final approval/rejection.

9. Procedure for a Vote of No Confidence - Senator Thomas summarized the status of the motion. Last year the Senate determined that there ought to be an established procedure for votes of no confidence against categories of various administrators in the college. The proposed procedure would require a new section in the *Handbook*. The language deals with votes of no confidence taken against a dean, a provost, an assistant provost, or the college President.

The discussion included the following comments, suggestions and questions:

- Who votes - be specific.
- Definition of a "duly constituted regular or special faculty meeting"
- How is a meeting called? What percentage of faculty are required to call a meeting?
- What percentage of faculty are required to pass a vote of no confidence?
- Electronic participation? Proxy vote?
- Is there a more appropriate term than "in any reasonable manner"?
- Vote process should be consistent for all positions, by secret ballot or roll call?
- Who will count ballots? At the dean level, suggested: faculty present will elect a chair of the meeting and a committee of three to count (chair plus 2).
- Change "Assistant Provost" to "Vice Provost".
- Amend language in the title of the section to a more general category, i.e., "senior administrators of the college" or "academic administrators" in case titles change in the future.

Senator Thomas will amend and distribute the document to Senators prior to the general meeting. A MOTION was made by Past Chair Hamaker and SECONDED by Senator Gorsch to place the Votes of No Confidence Taken Against Academic Administrators on the agenda of the November general meeting. The motion was approved by a hand vote of 12-1-1.

10. Provost Job Description - Vice-Chair Sauerberg offered a version of the document which included many of the comments and concerns offered at the general meeting.

The discussion included the following suggestions:

- Include something about shared governance, both in job summary and essential functions and refer to *Faculty Handbook* section describing shared governance.
- Remove "collaboratively and supportively"
- Amend "Responsible for the special needs academic quality and fiscal accountability of Adult and Graduate Programs."
- Amend "Oversees the administration, coordination and development of all academic activities and functions including academic planning and assessment, program and curriculum development, accreditation, the advancement of scholarship and the academic budget and other relevant areas."
- Add to Essential Functions that the Provost sits on the Rank and Tenure Committee.
- Mission should be singular (not missions)

The Senate asked Vice-Chair Sauerberg to revise the document, at his discretion, and resubmit it to the Senators by e-mail for consideration prior to the next executive meeting.

11. Vice Provost Undergraduate Academics - There was a lot of concern about what this job is, specifically. It was suggested earlier to remove "undergraduate academics" from the title. It was commented that the description intrudes and negates the SEBA structure

and the adult and graduate programs. Is this position an "administrative assistant" to the provost? Is this a demotion for Frances Sweeney? Other comments:

- Strike collaboratively and supportively
- Needs Qualifications section added.
- Need Working Conditions section added.
- What is the relationship of the vice provost with the deans?
- What are specific responsibilities?
- No limits on delegation from Provost?
- What sort of administration should govern the college? The Senate, EPB, and R&T are conducting self evaluations - where is the self evaluation for administration? What are the learning outcomes for the administration? That should be what the job is designed after.

Chair Washbourn said it is very confusing. She agreed with the suggestion that a few Senators meet with Provost/AVP Stamp and Dean Sweeney to discuss the concerns. She asked for volunteers.

## **NEW BUSINESS**

12. Faculty Handbook Revision, Section 1.6.1.1.2 Balloting - Vice-Chair Sauerberg brought the motion forward from the Committee on Committees. The revised language is needed to reflect the electronic election process currently being used for faculty elections. Additionally, the language is revised to reflect the newly created positions of "Provost" and "Vice Provosts". It was MOVED by Senator Malary and SECONDED by Senator Temple to place the motion on the agenda for the general meeting. Senator Hawley suggested the following language, "Any ballot must be available for nine school days (days on which undergraduate classes are held), so that all faculty will be able to vote before the deadline" be amended to reflect a period of time when all schools are in session. The motion to place it on the general meeting agenda was unanimously approved by hand vote.

13. Faculty Handbook Section 1.6.1.1.6 Resignations and Appointments - Vice-Chair Sauerberg offered the following language as an addition to the *Faculty Handbook*: A faculty member wishing to resign from an elected committee must apply to do so with the Chair of the Committee on Committees. The Committee on Committees will consider the details of the application and may permit resignation.

Should a position in an elected committee, other than the Rank and Tenure Committee, become vacant at any time, the Chair of the Committee on Committees shall appoint the runner-up in the election of the vacating member to complete the term. If that runner-up is unable to accept the position, the 2nd runner-up, if there is such a person, will be appointed to complete the term. If no runner-up is available the Chair of the Senate will appoint a replacement for the remainder of the academic year and the position will be placed on the ballot for the next regular spring election.

A MOTION was made by Senator Gorsch and SECONDED by Senator Thomas to place this language on the agenda for the general meeting. The motion was unanimously approved by hand vote.

14. Role of Provost regarding Rank and Tenure - Senator Carlile introduced a motion from the Senate subcommittee on Rank and Tenure. The subcommittee's charge was to review the rank and tenure procedures and offer changes with regard to the provost model. A questionnaire was developed and each member of the subcommittee distributed the survey. Senator Temple said approximately 33 people responded which included administrators, faculty, those that served on the R&T Committee, and those that served as Department Chairs. Based on the results, the subcommittee offered the following motion:

Moved that, as of August 2004, the Provost assume all duties, responsibilities, and functions relative to the Rank and Tenure Committee and the Rank and Tenure process now held or performed by the Academic Vice President. And specifically that in the *Faculty Handbook*, in the following instances, the title "Academic Vice President" be replaced by the title "Provost"? A MOTION was made by Senator Carlile and SECONDED by Senator Thomas to place the motion on the agenda for the general meeting. Senator Carlile explained that the subcommittee agreed on three points to be met: 1) a clear and definitive process for those in the rank and tenure process, 2) retain consistency in the rank and tenure process, there should not be a variable process, 3) a process that not only works with those individuals in place now, but a process that will work in the future as well. She said replacing the Academic Vice President with the Provost meets the condition of consistency. The Provost would sit in on all interim tenure and promotion cases, not dependent on the school or program the faculty member is in. The R&T Committee represents the entire College, and it is appropriate that its main contact be with an administrative officer representing the entire College. The motion to place it on the general meeting agenda was approved unanimously by hand vote.

15. The meeting was adjourned at 5:10 p.m.

Respectfully submitted

Cathe Michalosky  
Academic Senate Secretary