

# ACADEMIC SENATE MEETING MINUTES

## February 5, 2002

### Agenda

1. Call to order
  2. Approval of Agenda
  3. Approval of Minutes from Previous Meeting
  4. Report from the Chair
  5. Report from other Special Committees
  6. Announcements
  7. Adjournment
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### Attendance

Dennis Muraoka, Kevin Volkan, Joan Karp, William Cordeiro, Jack Reilly, Phil Hampton, Bill Adams, Jacque Kilpatrick, Alex McNeill, Ira Schoenwald, Ted Lucas, Dan Wakelee, Ching-Hua Wang, Louise Lutze-Mann, Lillian Vega-Castaneda, Barbara Thorpe, Ivona Grzegorzcyk, Frank Barajas, and Steve Lefevre.

The Agenda for this February 5 meeting was approved unanimously. The minutes of the January 15, 2002 Academic Senate meeting were approved with a friendly amendment changing the wording in the Report from the Special Committee on RTP Policy from "RTP Committee" to "RTP Peer Review Committee."

### Report from the Chair

Dennis informed the Senate that the President signed our Constitution and By-laws. The constitution requires the creation of an Executive Committee. One of the functions of the Executive Committee is to form the agenda for Academic Senate meetings. He requested the nomination of individuals as at-large representatives to the Executive Committee and asked the Subcommittee on Elections to perform an election for these positions. The Executive Committee meets the second and fourth Tuesdays of each month.

A volunteer from the faculty is needed to serve on the Assistant Vice President, Information Technology search committee. Frank Barajas volunteered for this committee.

Dennis requested volunteers to serve on the Task Force on Class Schedule. The Task Force will decide how we will format our class schedules. Steve Lefevre will represent Academic Affairs on this task force. Phil, Jacque, Lillian and Jack volunteered to be faculty members on this task force.

A Task Force on Course Evaluation Form has been established with the goal of creating/ implementing a course evaluation form. Kevin has already agreed to work on this task force. Louise, Bill A., Joan and Ching also volunteered to be members of this task force.

Ivona asked how future elections will be performed. She noted that the recent election of members to the RTP Peer Review Committee used a different procedure than the election of the Academic Senate officers. She asked that there be further discussion regarding the chosen procedure before the election of at-large representatives to the Executive Committee occurs.

### Report from other Special Committees

Ivona announced that February 15 is the date for faculty members to decide on housing. The lots will be available for reservation on this date with a \$1,000 deposit.

Jack informed everyone that the catalogue copy is in his office for anyone to review before the document goes to press. Alex asked that everyone make a point to proofread their sections very carefully.

Bill C. thanked Jack for his hard work on the catalog. Jack complimented Kevin for his work and gave his thanks to everyone else for their cooperation.

**Announcements**

Ira announced that the electronic files of all of the faculty finalists to be interviewed are now on the website.

Barbara discussed the three upcoming luncheons for the librarian search and reminded everyone of the dates and times for these meetings.

Louise requested that everyone return to her the one-page fliers for the majors to be used for recruitment purposes. The majors will have a disclaimer that final approval of the majors is needed from the Chancellor's Office.

**The next meeting of the Academic Senate is scheduled for February 19.**