

EXECUTIVE COMMITTEE MINUTES
October 13, 2003

1. The Executive Committee reviewed and approved the Consent Calendar.
2. Chair Nellen announced that a student nominee is needed to serve on the Outstanding Professor Committee. Arash Shokouh is to get her a student.
3. The Executive Committee approved the appointment of a second student (Graduate Student) to the Enrollment Management Task Force.
4. Chair Nellen announced that the Executive Committee needed to select three faculty (including one department Chair), and one dean, to serve on the Graduation Ceremony Task Force. The Executive Committee discussed possible nominees. Chair Nellen will contact them to see if available and interested.
5. Chair Nellen asked each policy committee Chair to give a brief update.
 - a. Judith Lessow-Hurley, Chair of Curriculum and Research, said she had no report.
 - b. Gilda Pour, Chair of Instruction and Student Affairs, said that Bruce Judd came to the last meeting and discussed the mandatory email issue. The Instruction and Student Affairs Committee was considering changing the name from "mandatory email" to "universal email." Chair Pour said that next week Marshall Rose is coming to their meeting to give a presentation. Chair Nellen suggested inviting Rose Lee and Shawn Bibb as well.
 - c. Miki Donoho, Vice Chair, gave a brief update for the Information Technology Board. She said that they would like to increase their membership on the committee. Vice Chair Donoho said that VP Don Kassing had come to a meeting and gave a report on the special consultant that Interim President Crowley wants to hire to investigate information technology issues on campus. VP Don Kassing said that anti-virus software would cost approximately \$2.60 per year per computer. Vice Chair Donoho said that in the future we may have universal email and also a procedure for logging on and changing passwords. Vice Chair Donoho said that the Information Technology Board is looking at what offices are not represented on the Board, i.e. University Advancement and CMS.
6. Vice Chair Donoho gave an update on the Academic Excellence Fee Task Force. Vice Chair Donoho said that the task force was considering whether it should continue given the present budget situation. The Executive Committee discussed the importance of being ready when the economy rebounded and thought the task force should continue. Several members suggested that students needed a complete breakdown of where their fees are going in order to see what they would get from this fee. The Executive Committee discussed the fact that the task force needed a new Chair. Chair Nellen and Vice Provost Nance will look into this.

7. Chair Nellen said that committee Chairs needed to be tracking attendance by members of