

**EXECUTIVE COMMITTEE MINUTES**  
**February 28, 2005**

Present: Nellen, Donoho, Lessow-Hurley, Kassing, Van Selst, Ashton,  
Maldonado-Colon, Heisch, Phillips, Lee, Sigler, Bros, Thames,  
Veregge

Absent: Greathouse

1. The Consent Calendar was approved with the addition of a new Senator from the College of Science, Maureen Scharberg. Scharberg was added to the Curriculum and Research Committee to take Senator Branz's seat.
2. The Executive Committee discussed the Values Statement. The Instruction and Student Affairs Committee (I&SA) is coordinating its work with that of Dorothy Poole.
3. The Executive Committee discussed the status of revisions to the General Education (GE) program. The Board of General Studies (BOGS) is working on this. The Executive Committee discussed possible enrollment caps on writing courses, and the need to consider the room issue before limiting enrollment.
4. The Executive Committee discussed a referral to I&SA on the review and update of F72-8, Posting of the Grade Distribution Report. Another referral was made to the Executive Committee to establish a task force to look into Electronic Portfolios. And, two referrals were made to the Curriculum and Research Committee (C&R) on Advising and Declaring a Major, and the possibility of Proctored Exams for Online Writing Courses.
5. The Executive Committee discussed a proposal for a Shared Governance Workshop Series. The Executive Committee also discussed ways to help student leaders accomplish both leadership and classroom responsibilities. This item will be given to a student officer task force created by IS&A.
6. The Executive Committee discussed Risk Management updates. Chair Nellen will follow-up with Brad Davis and Paul Brown.
7. The Executive Committee discussed where the graduation fee goes. Most of the fee is used for commencement, and a small amount is used to purchase diplomas. Each student is charged \$4 per semester to cover this fee right now. The funds are collected through regular registration procedures.
8. The Executive Committee discussed a proposal that may be brought to the Senate regarding canceling classes during the week of Thanksgiving. Chair

Nellen spoke with Kathy Rott in Institutional Planning and Research (IPAR) about whether this could be a scheduling issue. The Executive Committee discussed the fact that having no classes did not mean closing the university, which would involve contract issues. Another calendar issue raised was that having just one day between the last class meeting and the start of finals is not sufficient. I&SA was directed to create a task force to explore these and related matters.

9. The Executive Committee discussed a policy recommendation to create a Heritage, Preservation, and Public History Committee and Planning Structure for San Jos