

**Executive Committee Minutes
December 16, 2013
Noon – 2:30 p.m.**

Present: Heiden, Nance, Ng, Peter, Kimbarow, Frazier, Ayala, Kaufman,
Junn, Dukes, Bibb, Gleixner

Absent: Qayoumi, Von Till, Van Selst

Guests: Shiller, Frey

8. The Senate Chair received a request from COIA to participate in a survey study on concussions suffered by student athletes. The committee discussed having the Faculty Athletic Representative (FAR) gather the information needed to complete the survey. VP Bill Nance will discuss with the FAR.
9. Campus Review: Updates regarding the planned campus review were discussed.
10. Senate Archives: Chair Heiden discussed the need to scan the Senate Archives currently stored in the MLK Library. Currently, the hard copies of Senate minutes and records created prior to computers and websites are stored in the Special Collections section of the MLK Library; none have been scanned and loaded on the Special Collections website. Because the Special Collections website contains only brief summaries of what is found in each box, and the boxes have been renumbered, retrieving the hard copies can be difficult.

Chair Heiden suggested funding to hire a Student Assistant to scan these records. The Senate Administrator pointed out that it is unlikely the library would allow a student from the Senate Office to work with library files. However, funding to hire a student for the Special Collections section of the library to primarily work on scanning in Senate records would probably be acceptable to the library.

11. Campus Issues:
Election of Chairs - The policy on the election of department chairs is unclear on electronic voting and there appears to be a loophole concerning program directors. A verbal referral was made to the Professional Standards Committee to review this policy.

The committee discussed the Physical Education (PE) requirement in which students are required to complete 2 activity units as described in S73-5. S73-5 was amended by F96-12. There is confusion over the amendment made in 1996. A review of the Senate minutes from December 1996 show an amendment from the Senate floor that may have been incorrectly interpreted and inserted into the policy as it appears on the Senate website. A referral was made to the Curriculum and Research Committee to clarify the policy. A motion was made, seconded, and approved unanimously to advise Undergraduate Studies to continue current academic practices until the policy is revised.

13. The committee agreed to schedule an additional meeting for January 13, 2013 from noon to 1:30 p.m. in a location to be determined.
14. The committee discussed upcoming Administrator reviews. The Deans of CASA and Education will be reviewed Spring 2014. The Senate Administrator advised the Provost that dean review committees are established by the Provost's Office.

g. Organization and Government Committee (O&G):
O&G is working on a revision to the Naming policy, as well as the Review and Selection of Administrators policy.

h. Professional Standards Committee (PS):
No report.

16. The meeting adjourned at 2:30 p.m.

These minutes were taken and transcribed by the Senate Administrator, Eva Joice, on December 18, 2013. The minutes were edited by the Senate Chair on December 18, 2014, and approved by the Executive Committee on January 27, 2014.