

**Executive Committee Meeting Minutes
ADM 167, Noon to 2:30 p.m.
December 7, 2015**

Information Technology has been moved from under the Administration and Finance Division to the Provost.

b. From the Vice President for Administration and Finance (VPAF):

There was an issue with it taking up to 72 hours to heat all the buildings after they were shutdown for the Thanksgiving break. In order to avoid this in the future, FDO will come in on the weekend prior to January 4, 2016 to begin heating the buildings.

Regarding the NFL using SJSU Athletic facilities, while the NFL pays direct costs of the event, they aren't being charged rent. Interim VPAF Larochelle will defer to the President to distribute more information on this in the future.

The Guardian App is out. Interim VPAF Larochelle conducted a test of the Emergency Notification System last week and it did not go well. Interim VPAF Larochelle and her staff are continuing to work on the project.

c. From the AS President:

The AS Printshop Manager just passed away. AS will be working to raise funds for his family.

The next Town Hall meeting will be held in January 2016, and there will be a CSSA meeting in April 2016 at SJSU. All AS Presidents will be attending.

AS is still working on restructuring their AS Board and creating a student Senate. AS is considering a 20 member student Senate with a 12 to 16 member Board of Directors.

6. Deputy Provost Carl Kemnitz gave a presentation to the Executive Committee on Student Success. There are three main pillars and they include formal student success programs, infrastructure for Student Success from admission to graduation, and a student success environment. Forty-Two percent of SJSU students are in need of financial aid and the committee discussed whether our resources should be put into increasing financial aid. The VPSA just hired a financial aid person to market to students how to go about getting financial aid. In some cultures, it is considered shameful for students to take out student loans. Several members indicated it is often a "treasure hunt" trying to get assistance for our students.

More students drop out of SJSU in their second year than their first year. If a student makes it through their sophomore year they are more likely to graduate from SJSU.

The committee discussed infrastructure needs such as degree audits. Student admissions and programming have been a challenge. Transcripts also need to be evaluated as early as possible and prerequisites need to be enforced.

There are several reasons students are not graduating and they include budget dynamics and bottleneck classes. The committee discussed eliminating temporary college-based ceilings. Some classes may only have a few students in an evening class, but those students need that class to graduate and it is the only time they can take it. Colleges should be empowered to make this decision. The Provost explained this is up to the department whether to hold those classes or not.

Emails should be sent to Deputy Provost Kemnitz regarding what facets are being missed and what the highest priorities should be for student success.

7. Updates from the policy committee chairs and the CSU Statewide Senator:

a. From the CSU Statewide Senate:

The Chancellor recently responded negatively to four resolutions sent to him. The CSU Statewide Senate is focusing on what to do about one of the resolutions, the open presidential searches. There will be more action to come.

b. From the Curriculum and Research Committee (C&R):

C&R is working on the Internship and Service Learning referral and recently met with the deans and the College of Business faculty.

C&R is revising the minor policy. Art and Design had a 42 unit minor. The maximum units for a minor will be 24 units with 25% taken at SJSU. The minimum minor will be 12 units.

C&R is also working on referrals regarding the Certificate, Curricular Priorities, and RSCA policies.

c. From the Organization and Government Committee (O&G):

O&G has gathered information from the Academic Affairs Leadership Team (AALT) and the Student Affairs Leadership Team (SALT) on O&G's draft of the Strategic Planning Policy. In the spring O&G will prepare an updated draft, invite the new president to review it, then bring a final draft to the senate as soon as possible in spring.

d. From the Professional Standards Committee (PS):

The PS Committee received a referral from Chair Kimbarow to review the Faculty Office Hours policy in accordance with policy. A review was due in 2014 and was not conducted. PS will survey faculty and students to see how it is working. The current policy is also silent about advising.

8. Plenary meeting management:

a. Pre-meeting notice of speakers for the spring 2016 will be sent out along with any materials they will be presenting.

