**EXECUTIVE COMMITTEE MEETING**

**MINUTES**

Tuesday, April 3, 2018

2:00 – 4:00 pm

Academic Senate Conference Room (AS 125)

Present: N. Schürer, D. Stewart, A. Colburn, R. Fischer, R. Frear, E. Guzik, E. Klink, Doering, D. Domingo-Forasté, B. Jersky, S. Olson, A. Kinsey

Absent: J. Pandya, K. Janousek P. Soni, J. Nino, J. Moran, S. Apel, C. Bowles, J. Cormack, J. Hamilton

Guests: Min Yao, Kerri Sorenson, Bryon Jackson

1. Called to Order
2. Approved of Agenda
3. Approved Amended Minutes: Meeting of March 20, 2018
4. Announcements and Information
	1. Put Legacy Lecture on Senate website
	2. With reference to animals on campus: Some faculty members have been asking staff to dogsit or to babysit children—a policy about this?
5. Reminder
	1. Academic Senate meeting on April 5, 2018, 2:00 – 4:00 pm, PSY 150
6. Special Orders
	1. Report: Provost Jersky: Jane will roll out strategic/master/financial plan Beach 2030 at Thursday’s Senate, 4/5/18.
		1. Thought Exchange—have 100 licenses, so want people to use it.
		2. GE Forum—1st one today. No students today, shall we invite to a special forum? Advisor staff came today, but other academic advisors? ACTION: work on arranging a student forum.
		3. Retreat meeting of the Inclusive Excellence Presidential Commission: Members met with students and developed a unified way to address Prospector Pete.
		4. Will send out provost’s message to all (not just a short list).
		5. Q: will you be committing to writing your proposal about condensing GE? Once I’ve passed the GWAR [joke emoticon]. After the forums, yes.
7. New Business
	1. Presentation on Smart Campus Initiative and Docusign: Vice President and Chief Information Officer Min Yao—TIME CERTAIN 2:30 pm: See handout and .ppt. NS: Began thinking about this when considering the trouble with document flow of documents from councils to senate and then to VPs—had an idea that using Docusign might help in directing document flow.
		1. **Smart Campus Initiative [SCI] projects**—Min Yao: 2000 Universities have site license for Docusign—as do we. SCI initiatives also include coordinating emergency notification; building a virtual computer lab available 24/7 to faculty (and soon to students); developing a one-card service for entrance, laundry machines, parking, and merchants near campus; developing digital signage; Faculty email stored in the cloud; digitized time and attendance; tenure/promotion system on Interfolio has now been piloted; created data research database [FREE]—can help students find mentors and the public find experts; started Beach Bite to notify when food from receptions and the like can be gleaned by students; and have set up large file data storage for researchers. In addition Student Virtual Data Lab gives access to SPSS, etc.
		2. **Guiding value of SCI:** The SCI is not about tech but about how to improve services. Wants it to be user driven. We hear from faculty, staff, and students about problems and suggestions and use these in our decision process.
		3. Q: Another initiative: What about the Student Conduct Management System? It’s highly confidential. See Jeff Klaus.
		4. Q: Will the digital process for RTP be adapted to lecturer range elevation? Maybe.
		5. Bryon Jackson’s **intro to Docusign**: intended to give better flow for forms requiring signatures. Helps with routing. Must go to training to create forms in Docusign.
			1. Q: Can we sign with additional symbols like accents? Maybe.
			2. Q: If used Docusign before what happens? If used with @csulb identity, it will merge with your new request.
		6. NS:The question for AS: **Is acceptable to move AS forms onto this system**—like approval form for new curricular program decisions? Should we try MS SharePoint or Docusign? ACTION: No specific decision other than to explore further.
	2. Academic Senate calendar for 2018/19—discussion. ACTION: Have a Senate meeting on 1/31/19 on a 5th Thurs. to give six meetings in spring and also on the 5th Thurs. in Nov 2018 for the same effect. Outlook announcements for senate meetings?—maybe will do for fall.
8. Old Business
	1. Plagiarism: Follow-up from Ryan Fischer, John Hamilton, and Brian Jersky—deferred.
	2. GE survey and forums—see handout on early survey results.
9. Adjourned at 3:46 PM