

Academic Senate Governing council
Special Meeting of the Executives

Agenda

Tuesday January 14, 2014, 3:30 to 4:30pm

Location: 15-155

Attendees:

David Laderman – President

James Carranza – Immediate Past President

Theresa Martin – Vice president

Rosemary Nurre - Treasurer

Teresa Morris – COI Chair

Merle Cutler – Language Arts Division Rep

Stephanie Alexander – Library Rep

I. Order of business

1. Approval of the Agenda – motion was moved by Rosemary Nurre, seconded by Teresa Morris, and unanimously approved.

II. Discussion Items, 3:30 – 4:30

a. Prioritizing and agendizing discussion items and future topics

- David discussed the process for placing items on the agenda, particularly the discussion items. He noted the problem of putting all requested discussion items on the agenda: people attending the meetings for their item will not know when and/or whether it will be discussed at any given meeting. The discussion item list will become unwieldy, and will give little indication of when (during a meeting, or from meeting to meeting) a discussion item will be discussed.
- Options for moving efficiently through discussion items were discussed
- Merle brought resources in a handout from state academic senate about setting agendas and asks that the AS body have more input in setting the agenda.
- A suggestion was made that all GC reps be periodically given a list of non-pressing discussion items of interest to GC members, and that GC members can inform the President of their prioritization of these issues. This, to help the President agendize discussion items in a more inclusive manner. Laderman agreed to work toward implementing this.
- Past President Carranza emphasized that there is a process in place for the body to influence and participate in creating the agenda. At each meeting, GC members can move to reject or modify the agenda; if the majority agrees, then the agenda can be modified. Also, the agenda is sent out 72 hours prior to each meeting for senate review.

- Because it is the President's task and authority to create the agenda; because the bylaws do not state that a discussion item request be placed on the next meeting agenda; and because the President is in a key position to understand time-sensitive issues pertinent to GC purview from across the campus community, it was agreed that the President will make the agenda, including discussion items, according to what he feels is most appropriate. It was noted that this is consistent with long-time past practice at CSM. The GC body will be reminded that they can move to have the agenda modified at each meeting. And Laderman agreed to make more effort to include discussion item requests in a timely manner, taking into account, however, the relevance and appropriateness of the requested discussion item to senate goals, and the purview of the body.
- More scenarios were discussed. Points that came out include:
 - the need for Academic Senate to do its business and accomplish its goals.
 - Division reps need to field concerns from the division members. They also need to represent the concerns of the division as a whole.
 - Public comment needs to be limited to 2 minutes.
 - A timekeeper is necessary, for discussion items. Rosemary volunteered to be timekeeper at the next meeting.
 - AS body should prioritize their concerns according to AS goals, institutional priorities and time sensitivity.
- b. Timekeeping – Rosemary will keep time next meeting because discussion items need to be limited in order to get business done.
- c. Form and submission of minutes – David is asking for minutes to be submitted to the President within four business days of the meeting. Minutes should be a concise summary of the discussion and should include attribution of key points, motions and actions.
- d. Review of 11/26 and 12/10 draft minutes – David is going to amend the minutes to more accurately reflect the meetings, and submit these for GC body approval on 1/28.
- e. Finding a new secretary – Stephanie has agreed to be interim secretary. She has been appointed by David Laderman for the rest of the academic year.
- f. Other issues – not discussed

Meeting adjourned at 5:00 PM