Preparatory: The meeting was opened at 4:45 p.m.

I. Minutes: None.

II. Communication(s) and Announcement(s): None.

III. Reports:
   A. Academic Senate Chair: None.
   B. President's Office: None.
   C. Provost Office: None.
   D. Statewide Senators: None.
   E. CFA Campus President: None.
   F. ASI Representative: None.
   G. Other: None.

IV. Consent Agenda: None.

V. Business Items:
   A. **Search Committee for Vice Provost of Information Technology**: Hannings, Chair of the Academic Senate. The Academic Senate has been asked to nominate 4 faculty members to the committee by February 15, 2005. The Provost has suggested the following faculty members: Walt Bremer, Pat McQuaid, Franz Kurfess, Tim Kearns, and Harvey Greenwald. It was discussed that all faculty should be made aware of these vacancies and given the option to nominate someone so it was decided to send an e-mail notifying the entire faculty of this opportunity.
   
   B. **Description for Vice Provost of Information Technology position**: Barbara Melvin, Director of Human Resources. Suggestions were requested and provided for the presented announcement advertising the position of Vice Provost of Information Technology. Further discussion about committee composition will continue at the next Executive Committee meeting.

VI. Discussion Item(s): None.

VII. Adjournment: meeting was adjourned at 5:06 p.m.

Submitted by,

Gladys Gregory
Academic Senate