MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, October 16, 2002
Commons 206
12 p.m.

Members Present: Dick Montanari, Chair   Bonnie Biggs, Vice Chair
Al Schwartz, APC   Janet Powell, BLP   Janet McDaniel, FAC
Sharon Hamill, GEC   Kathy Norman, NEAC   Zulmara Cline, SAC
Sandy Parsons, ASCSU

Ex-Officio Present: Alexander Gonzalez, President; Robert Sheath, Provost & VPAA

Guests: Terry Allison, Asst. to the President; Vicki Golich, Faculty Center Director; Jonathan Poullard, Dean of Students; Sue Thompson, Coordinator for Library Systems; Bob Yamashita for UCC

Not Present: George Diehr, CFA

Staff: Marcia Woolf, AS Coordinator

I. Approval of Agenda

> **Motion #1**   M/S/P*
> To approve the agenda as presented

II. Approval of Minutes of 10/9/02

> **Motion #2**   M/S/P*
> To approve the minutes as presented

III. Chair's Report, Dick Montanari

A. Announcements: The matter of the UAMP calendar has been raised again, because the version recently approved on an interim basis does not include a provision for this fall. Powell indicated that BLP would prepare a document providing guidance for proposers submitting A forms this fall. In addition, BLP will consider an effective date of January 1, 2003, for the UAMP policy revision which will go before the Senate in November for a first reading. BLP will be charged with developing a UAMP transition procedure for fall 2002.

McDaniel suggested that NEAC move forward with seating the Faculty Awards Selection Committee (formerly the Outstanding Professor Award Committee), in anticipation of administrative approval of the new Faculty Awards Policy. This academic year, the committee will make recommendations for the Wang award only.

There was a brief discussion regarding the "ombuds" issue raised last week. Allison will raise the topic with the President's Council, the Faculty Center Advisory Council is researching the topic, and Powell has prepared a paper for the EC on this issue. This item will be placed on a future EC agenda to discuss coordination of these efforts.

Montanari welcomed new APC chair Al Schwartz, and UCC representative Bob Yamashita.

B. Referrals to Committees: APC   Policy on Centers and Institutes

IV. Vice Chair's Report: Bonnie Biggs No report.

V. Secretary's Report The following Academic Senate items have been forwarded to University administration for approval or response:

FAC Faculty Awards Policy

EC Resolution Opposing SB 1646 (Alpert)

VI. President's Report: Alexander Gonzalez There is still no definitive information regarding our budget this year. If information is received in December, budget reductions may go into effect for spring. If information is not received until next calendar year, it will be too late to further impact this fiscal year's budget, but may mean additional reductions next fiscal year. Further information will be provided as soon as it is available.

The EC is urged to take steps to intensify efforts to fill committee seats in the spring, so that committee work may begin as soon as the fall semester starts. This year, efforts to initiate a referendum to increase student fees have been stalled because the Student Fee Advisory Committee was not fully seated. ASI is also being asked to increase its efforts to find student members for committees prior to fall semester. Montanari asked the President if he was suggesting the Senate change its election rules.

A proposal has been prepared by the Parking Task Force and will be discussed this afternoon. An additional gravel lot is planned for use beginning next spring. The requisite additional disabled parking spaces will be located in existing paved lots. Student and MPP parking fees will be increased; faculty and staff parking fees are subject to collective bargaining.

Gonzalez congratulated Hamill on the recent article in the San Diego Union Tribune regarding her efforts in developing guidance for caregivers.

Allison reported that efforts to address the assessment aspects of the WASC requirements are underway. The EC and Senate will be engaged in discussions regarding how to structure the ongoing self-evaluation process. He suggested PAC chair Mark Stengel be assigned to join the group currently discussing these issues. The EC concurred that the chair of PAC would be the appropriate representative of the Senate in that effort.

Allison also requested the Senate review a proposed policy revision regarding periodic evaluation of vice presidents and deans. The previous policy did not include provisions for evaluation of the Dean of Extended Studies and Dean of Students. The policy is also being modified to provide for periodic evaluation every five years instead of every three years; Sheath noted that these positions undergo an annual review in addition to the more comprehensive periodic review. Montanari noted that the Senate was being asked to review the administrative policy as a courtesy. The matter will be placed on an upcoming EC agenda.

VII. Provost's Report: Robert Sheath Regarding the incident last week in Science Hall, a routine maintenance check resulted in an employee being affected by vapors. The source of the vapors has not been identified, and an investigation is currently being conducted.

Funding for the Senate Office this year is expected to be sufficient to support all 12 course releases for Senate chairs. This funding takes into account carry forward funds from last fiscal year. Any budget reductions levied against the smaller units within Academic Affairs will take into account their limited operating budgets.

The Collegial Governance Task Force met yesterday and is working on refining a definition of "shared governance" and formation of operating principles, especially as we grow. The main issues emerging are representation and communication. The task force will eventually provide a report on its deliberations.

XII. F. Representation on AA/SA Reorganization Steering Committee (taken out of order) Sheath requested that the EC identify a representative to serve on the newly formed steering committee which is addressing the integration of Student Affairs with Academic Affairs, as it relates to the enhancement of student services. He suggested the chair of SAC might be the appropriate person to serve in this capacity. The EC agreed to this assignment by acclimation.

VIII. Statewide Senate Report: Sandy Parsons The systemwide licensure committee on which Parsons serves has announced a new systemwide site license for Turnitin.com, a plagiarism prevention software program.

Parsons, Diehr, and Sheath are discussing plans for an upcoming presentation on implementation of ACR 73.

IX. CFA Report: No report.

XII. New Business (taken out of order for time-certain guests)

B. Bibliographic Management Software Issue Thompson described a type of software program which tracks and manages bibliographic references, and indicated that the campus may want to pursue purchasing a site license for one of these

programs. However, it is unknown what the level of faculty demand is and whether students might also be provided access to the software. Parsons noted that there might be systemwide interest and that a systemwide license might be more cost effective; she will email campus Senate chairs to determine the level of interest systemwide. The EC requested that LATAC determine local interest in such a program for CSUSM faculty and students.

   C.   **Faculty Center Update**   Golich thanked the EC for the opportunity to provide twice-per-semester updates regarding activities of the Faculty Center. She distributed a packet which included an annual report for 2001/02, as well as a number of documents related to activities carried out or being planned by the Faculty Center. She described plans for 2002/03, including 1) creating a mentoring umbrella for all the Faculty Center related mentoring projects, 2) expanding the scope of TULIP to capture and support more faculty, 3) generating external sources of money, and 4) working on assessment. The Center is also assisting FAC in its efforts on student evaluation of teaching.

   D.   **SAC Student Grievance Policy**   Cline indicated that there was confusion on the part of SAC surrounding the need for a new policy. The old policy attempted to address student grievances in general, but was woefully inadequate and was superceded last year by a new policy addressing grade appeals specifically. According to the EC, this left a need for a policy to address other types of grievances. However, Poullard indicated that a statement currently exists in the catalog which refers students to the Dean of Students office.

   Montanari distributed language from the last WASC report which indicated a need for a published policy and procedure for student grievances. The EC concurred that an explicit document is needed to direct students, faculty, and administration in resolving grievances. Examples were given of incidents which pointed out the need for such a guidance policy for both students and faculty, and for a written description of each party's rights. Montanari stated that there is a need to document the processes for the benefit of all parties.

   The group discussion included suggestions such as having all complaints directed initially to the Dean of Students office, which would then determine the type of grievance and the appropriate process for resolution based on written guidelines; developing a flow chart of the procedure; placing the catalog language in a bold box to draw attention to it; including a "grievance" reference in the catalog index; and making the process a prominent feature in the student handbook.

   SAC will work with the Dean of Students office to develop a written policy.

The following agenda items were deferred to the next EC meeting:

X.   **Committee Reports: APC, LATAC, SAC, UCC**
XII.   **New Business**   A.   Resolution Supporting Prop 47
                               E.   SAC Disposal of Student Records   *Attached on white*

The meeting was adjourned at 2:05 p.m.
Marcia Woolf, Academic Senate Coordinator

APPROVED: _____   Date: _____
             Glen Brodowsky, Secretary 02/03