

MINUTES

**Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, November 20, 2002
Academic Hall 404
12 p.m.**

Members Present: Dick Montanari, Chair Glen Brodowsky, Secretary
Al Schwartz, APC Richard Serpe, BLP Janet McDaniel, FAC Sharon Hamill,
GEC Kathy Norman, NEAC Zulmara Cline, SAC
Bob Yamashita, UCC Sandy Parsons, ASCSU

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

Guests: Terry Allison, David Barsky

Not Present: Bonnie Biggs, V. Chair; George Diehr, CFA

Staff: Marcia Woolf, Academic Senate Coordinator

I. Approval of Agenda

ADD: XII. new A. NEAC Recommendations (old A becomes B, etc.)

Name	Committee	Representing	Term
Diaz Greenberg, Rosario	Budget & Long Range Planning	COE	02-03
Bade, Bonnie	Found. Auxiliary Services Adv. Bd.	At Large	02-03

XII. new G. APC Guideline on Maximum Number of Units

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

II. Approval of Minutes of 11/13/02

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

III. Chair's Report, Dick Montanari

A. Announcements: The draft Intellectual Property report has now been released by the ASCSU and has been forwarded to LATAC.

Worden will not be available to attend the December Senate meeting to facilitate discussion regarding the new draft policy on Centers and Institutes; Barsky will facilitate that discussion in her absence.

Montanari reported that he responded to Seleski's e-mails discussed last week, and provided a copy electronically to the EC.

The campus's 2002 accountability report has been submitted to the Chancellor's Office; a copy is available in the Senate Office.

B. Referrals to Committees:

APC Consideration of Five Day/Week Class Schedule
 BLP University Planning Officer Position
 CGTF Representation Issues
 NEAC Budget & Long Range Planning Committee, 1 COE Representative 02-03

IV. Vice Chair's Report, Bonnie Biggs: No report.**V. Secretary's Report, Glen Brodowsky:**

The following Academic Senate items have been forwarded to University administration:

APC Summer Session Schedule 2003
 Senate Commendation of Norm Nicolson

The following Academic Senate item has been approved or endorsed by University administration:

FAC Faculty Awards Policy

Brodowsky acknowledged McDaniel's hard work over the past two years as chair of FAC, and her significant effort on the RTP and other policies.

VI. President's Report, Alexander Gonzalez: No report.

VII. Provost's Report: Robert Sheath: Sheath attended a systemwide provosts meeting yesterday. The campus has received its FTES target for 2003/04: 6,187. This represents a 9.66% targeted growth, one of the most aggressive in the system. The funding this provides will allow us to "catch up" with budget needs, following this year's surprising enrollment increase. There is still no news regarding potential budget changes this year, and it is likely that any reduction will be implemented next year (targets will be revisited if campuses are not fully funded). The system's provosts also discussed many aspects of teacher education, including blended programs.

The system has been surveying technology in the classroom and a team is conducting seven site visits. Our campus was visited yesterday and today. The team is meeting with faculty, staff and student focus groups, as well as the provost and the group which attended last year's technology conference in San Jose. Sheath believes that a systemwide initiative that includes funding should be developed. Serpe noted that systemwide surveys have consistently shown that 90% of students endorse the concept of a technology fee to ensure the availability of up-to-date technology.

The impact on San Marcos of SDSU's recent decision not to accept applications for spring 2004 is unknown at this time.

VIII. Statewide Senate Report: Parsons reported that she will forward the ASCSU draft Intellectual Property report to all faculty electronically.

Montanari reported that the report of the Faculty Flow committee may be presented to the ASCSU at its January plenary session. The draft report will be made available systemwide once released.

IX. CFA Report, George Diehr: No report.

X. Committee Reports

BLP: Serpe reported that he and Golich have agreed to co-chair the committee. Golich will convene the meetings, attend EC meetings, and participate in the Blueprint committee. Serpe will represent BLP on the university budget planning committee and the Academic Affairs budget planning committee. Other duties will be split as they come up. The committee has prepared some comments regarding the University Planning Officer position (to be discussed today under "New Business"), and continues its discussions on program planning issues.

FAC: McDaniel thanked the administration for its approval of the Faculty Awards Policy, and requested that EC members respond to the call for COBA and Library members for the Faculty Awards Selection Committee. Other vacant seats include lecturer, student, and an administrator recommended by the provost. This year's committee will consider only the Wang

award. A new committee will be elected in spring to serve during 2003/04. Wang nominations are currently invited.

The call for proposals has been issued for the 2003/04 University Professional Development Grants and Research, Scholarship, and Creative Activity Grants; proposals are due January 31.

Input is being sought from each unit regarding its temporary faculty evaluation procedures.

A survey is being developed to be distributed in spring to solicit feedback from all who participated in the RTP process this year, both faculty and administrators, to determine whether there were any challenging aspects which should be addressed.

GEC: Hamill reported that a call has gone out for LDGE Area C courses for the special cycle to accommodate the new review process. The due date is January 24. The committee is also working on the recertification process, reading reports from departments.

NEAC: Norman reported that the committee continues to solicit volunteers for vacant committee seats, and has completed its review of the Constitution and will be bringing changes for EC review shortly. The committee is also considering revisions to the recently passed Election Standing Rules.

XI. Old Business

A. Campus "Whistleblower" Procedure: Montanari noted that the policy provides broad opportunity for students to accuse faculty of wrongdoing, and that consideration should be given to protections for faculty. It has also been noted that an "ombuds" person might be an appropriate person to oversee the whistleblower process on campus. The policy requires each campus to develop a procedure. A discussion ensued which focused on (1) the need to define current and needed mechanisms for student complaints on campus; and (2) the desirability of having an individual with expertise rather than a committee serve to address issues such as this on campus, to ensure consistency and fairness.

Motion #3 M/S/P* (McDaniel)

To create a subcommittee of EC – to include the chairs of FAC and SAC, together with the Dean of Students, Assistant Vice President for Academic Resources, a representative from Risk Management (to be asked to also represent staff), and a student – to conduct an audit of existing procedures for addressing issues which arise between faculty members and students and to make recommendations for streamlining the procedures for complaints on campus

B. NEAC Faculty Service while on Leave Policy Norman noted that changes were made to the policy following the 1st reading at the November Senate meeting. Montanari noted that the document is now in the Senate's purview and does not require further endorsement by the EC. The document will be on the December Senate agenda for a 2nd reading.

XII. New Business

A. NEAC Recommendations

Name	Committee	Representing	Term
Diaz-Greenberg, Rosario	Budget & Long Range Planning	COE	02-03
Bade, Bonnie	Found. Auxiliary Services Adv. Bd.	At Large	02-03

Motion #4 M/S/P*

To approve NEAC's recommendations and add to December's Senate Consent Calendar

B. UCC Hidden Costs of Curriculum Development During the course of their course review work, the committee ran across three COAS proposals which raised questions regarding a potential cost impact on other programs which were not addressed in the proposals. The committee is seeking guidance or information regarding a mechanism for addressing cost concerns such as these, which have not been addressed prior to the proposal reaching UCC. Barsky explained that his office reviews the forms for resource issues when they are received. However, if a problem is not caught at that stage, and the proposal

then goes to the committee and a problem is discovered there, the committee should then flag the proposal and refer it back to the Academic Programs office, which in turn refers the matter to BLP. Sheath concurred that BLP should review these items.

Montanari stressed the importance of UCC providing a note regarding the nature of their concern in order to assist BLP in their deliberations.

During the discussion that followed, issues raised included the availability of smart classrooms and problems with access to mobile technology, proposals which may impact FTES, the meaning of signatures on and clarity of forms (and training for signers), and curriculum requests from non-academic units.

F. New Direction for CSUSM (taken out of order for Time Certain) Gonzalez provided a brief history of the development of the campus and his involvement first as WASC accreditation team member in 1993, and then as President in 1997. He noted that the issues of workload and regularized funding, which go hand in hand, have been issues for CSUSM throughout the years. The workload issue in particular has been problematic for years, and has been a source of contention between the faculty and administration. He characterized the workload issue as a structural one which impacts all units, including staffing, and which must be resolved, especially as we anticipate difficult budget years ahead.

To resolve the workload matter, Gonzalez proposed moving the GE courses to four units. This will require significant effort to ensure that the content of the GE program is appropriate. Courses must include a component (writing, lab, etc.) to justify the fourth unit, but would continue to meet for three contact hours. This will better align what the student and faculty do with a unit value which meets the system requirements. He also proposed that individual majors move their courses to four units in a similar manner.

In order to accomplish this, Gonzalez continued, it will be necessary to secure charter campus status for the university. This will provide the flexibility to meet the system's requirements, but will require that the changes made are justified. In addition, an assessment component must be added and will be critical to the success of this plan. Finally, this plan would also necessitate moving to a five day schedule; this is inevitable for all campuses in the system.

Gonzalez added that the idea has been discussed with the Chancellor's Office, and if formally requested, will be approved. The plan would require that we move forward quickly and think creatively. The timing is right for such a move, with regard to both the Chancellor's Office and WASC. The concurrence of the Senate and faculty are sought prior to the end of the semester. This plan will help us to move forward and develop new programs. The alternative is to continue as we are. Charter campus status will provide us the opportunity to do something different as a campus. The design of the programs, if charter status is sought and approved, would remain within the faculty's purview, and would be limited only by their creativity, provided the rationale is sound.

A discussion ensued which included issues such as possible impact on the breadth of the educational experience for the students and possible impact on time to degree. It was suggested that input be solicited from faculty at other campuses which have made similar changes (Sonoma, Bakersfield). In addition, Sheath noted the possible effect of such a plan on the Academic Affairs budget and the increased resources which could be made available to programs for staff support and equipment. Ways to bring the issue before the faculty were also discussed, including a message via email from the EC, open forums, and department chair meetings.

A draft document was distributed with a bulleted list of "milestones" for 2010. This document was developed by the Cabinet for further discussion with the faculty.

The EC agreed that the charter campus matter should be considered between now and the next EC meeting, scheduled for December 4th. The EC will try to meet earlier than usual on the 4th to allow adequate time for another discussion of this topic..

The meeting was adjourned at 2:30 p.m.
Marcia Woolf, Academic Senate Coordinator

APPROVED: _____
Glen H. Brodowsky, Secretary 02/03

Date: _____