

MINUTES

**Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, February 5, 2003
Commons 206
12 – 1 p.m.**

Members Present: **Dick Montanari, Chair** **Bonnie Biggs, V. Chair** **Glen Brodowsky, Secretary**
 Al Schwartz, APC **Vicki Golich, BLP** **Janet McDaniel, FAC**
 Kathy Norman, NEAC **Zulmara Cline, SAC** **Carmen Nava, UCC**
 Sandy Parsons, ASCSU

Ex-Officio Present: **Alexander Gonzalez, President; Janet Powell, CFA; Robert Sheath, Provost & VPAA**

Guests: **David Barsky, Don Barrett**

Not Present: **Sharon Hamill, GEC**

Staff: **Marcia Woolf, Academic Senate Coordinator**

I. Approval of Agenda

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

II. Approval of Minutes of 1/29/03

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

III. Chair's Report, Dick Montanari

A. Announcements: The deadline for the Student Research Competition was February 3; we received eight registration forms, compared to last year's six.

 Chairs are reminded to email Woolf regarding how release time is being used for their committee.

 In response to McDaniel's comments regarding processes at the last EC meeting, today's Senate agenda has been modified to include explanatory wording for Old and New Business, as well as dates of first readings.

 Montanari welcomed Powell back to the EC in her new role representing CFA.

B. Referrals to Committees:

 NEAC SBRI Review Committee, 2 at-large

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

V. Secretary's Report, Glen Brodowsky:

The following items have been forwarded to University administration for approval, response, or information:

APC University Policy on Centers & Institutes
 BLP UAMP Process, Flow Chart, and Form A
 NEAC Faculty Service while on Leave Policy

VI. President's Report, Alexander Gonzalez: There is still no news regarding next year's budget. We are managing this spring by using reserves to cover current year reductions. Word is expected within a few weeks regarding next year's reductions. Budget information will continue to be shared as it becomes available.

Our target FTES for next year has been renegotiated. Originally, the target was 6187 which was then increased to 6249. It has now been revised to 6300. This represents a significant increase of 658, or 11.7%. Our over-enrollment this year means we are well on our way to achieving this target. The challenge now is to get as close to 6300 as possible without exceeding that number. This increase brings additional funding which should help to offset the expected reductions. It is not known yet what the marginal allocation per FTE will be.

Parking continues to be an issue. Construction of a parking structure is under consideration, which could add another 3000 spaces. There are also plans to increase the gravel lot by another 200 spaces. This will also entail building a sidewalk on the north side of the entrance road.

The Board of Trustees did not take any action last week on the student fee increase, which will likely be on the March agenda. Action may not be taken until March or possibly June.

VII. Provost's Report, Robert Sheath: The provost deferred his report to today's Senate meeting, but noted that the issue of the proposed assigned time policy has become a topic for a scheduled labor-management meeting. In addition, there is some disagreement between the administration and CFA concerning the number of tenure line faculty vs. adjuncts and full time equivalents, so planning for ACR 73 is stalled until this can be resolved.

Sheath asked EC to consider inviting Bill Ward, IITS, to present to the Senate regarding the nature and future of the computer refresh program – including its current costs and alternative options – especially in light of current budget difficulties. EC agreed to invite Ward to an upcoming Senate meeting.

McDaniel asked for clarification regarding recent comments by the Chancellor concerning the need to hire more adjuncts and not fill vacancies, and how that interrelates with the guidelines of ACR 73 which provides for increasing the proportion of tenure line faculty to adjuncts. Gonzalez responded that these decisions will be made at the campus level based on resources available, and Sheath noted that funding is expected to be available for new faculty positions, based on the increased FTES projections.

VIII. Statewide Senate Report, Sandy Parsons: The recent plenary session included two reports – one a systemwide workload report by Richard Serpe, and the other on roles and responsibilities of department chairs. Parsons shared summary documents on each of these topics. There will be a special plenary session on February 13.

The first draft of the Intellectual Property Rights report is completed. It will be presented to the statewide senate shortly and may be ready for distribution by March.

IX. CFA Report, Janet Powell: Powell, vice president of the San Marcos CFA chapter, will now be representing CFA on the EC. Powell noted that the CFA looks forward to meeting with the provost and resolving issues surrounding the proposed assigned time policy

X. Committee Reports

BLP: The committee is discussing the relationship between BLP and the Blueprint Committee, as well as the provost's draft process document regarding the Budget Process Committee. Allison visited BLP yesterday and discussed the organizational chart and the relationship between Academic Affairs, the University Planning Office and the budget.

FAC: See report attached to Senate agenda.

GEC: Chair not present. See report attached to Senate agenda. Schmidt will represent GEC at Senate today.

NEAC: See report attached to Senate agenda. Note that item #6 should be titled "Role of the Parliamentarian." The committee plans to bring proposed revisions to the Constitution and By-Laws and Election Standing Rules shortly, after clarifying issues surrounding the role of APC. NEAC will work with Woolf to plan for upcoming Spring elections.

XI. New Business

A. Academic Affairs Budget Process Sheath noted that the budget process committee formed last year is developing a system for a campus wide "bottom up" budget process linked to strategic planning, and the document being reviewed today is a draft process and flow chart for the Academic Affairs division. It is anticipated that this will be a multi-year process. Montanari added that it will be important to convey to faculty that the process will involve input from all faculty, at the department and college levels, and to encourage faculty participation in the process. Sheath anticipates using a streamlined, transitional version of the process for 2003/04.

B. SAC Policy for Faculty Management of Course Records Cline distributed a revised version of this document. EC was asked to review, and the discussion was postponed to the next EC meeting.

C. Senate Role for University Planning Officer Montanari asked the EC to consider a possible senate role for the new University Planning Officer position, and the discussion was postponed to the next EC meeting.

D. NEAC Recommendations (as handed out) NEAC continues to seek volunteers for GEC and for the search committee for a Budget Officer.

Name	Committee	Representing	Term
Callanan, Valerie	NEAC	At-Large	02-04
Neelon, Tejinder	Parking Advisory Group [1]	At-Large	SPR 03
Berghof, Oliver	Univ. Computing & Telecom. Committee	At-Large	SPR 03
Beavers, Staci	Faculty Center Advisory Council	COAS-SS	SPR 03

Motion #3 M/S/P*

To forward the recommendations for today's Senate consent calendar

E. UCC Course & Program Change Proposals (as attached to today's Senate agenda)

Motion #4 M/S/P*

To forward the proposals for today's Senate consent calendar

F. APC Undergraduate and Graduate Policies on Probation, Disqualification and Reinstatement Barsky distributed copies of Executive Order 823 and noted that the two policies proposed for Senate discussion were developed to ensure compliance with this Executive Order. Sections which contain language not mandated by the Order are shown in italics. There is some urgency to this item, since it must be included in the next catalog printing; action by the Senate is necessary by March.

Motion #5 M/S/P*

To forward the policies to today's Senate meeting for a 1st reading

G. Lecturer's Rights Postponed to next EC meeting.

H. Use of Senate Parliamentarian Barrett expressed concerns about the role of the Senate Parliamentarian, including the rule that the parliamentarian is not an active voting member of the assembly. Our current by laws do not define the role of the parliamentarian, however it is appropriate that this person be highly involved in Senate meetings (e.g., sitting with the chair and advising the chair on the procedures throughout the meeting). Montanari asked that Barrett develop a brief outline of the various issues which need consideration, and the EC will discuss these at the next EC meeting.

XII. Old Business

A. Pilot Campus Committee Postponed to next EC meeting.

The meeting was adjourned at 1:10 p.m.
Marcia Woolf, Academic Senate Coordinator

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

Date: _____

[\[1\]](#) This group was later determined to have been an ad hoc committee which is no longer meeting. Therefore, this recommendation was not forwarded to the Senate.