

## MINUTES

**Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, September 18, 2002  
Commons 206  
12 p.m.**

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**Present:**      **Dick Montanari, Chair**              **Bonnie Biggs, Vice Chair**  
                    **Janet Powell, BLP**                              **Janet McDaniel, FAC**              **Sharon Hamill, GEC**  
                    **Kathy Norman, NEAC**                              **Zee Cline, SAC**                              **Sandy Parsons, ASCSU**

**Ex-Officio:**      **Robert Sheath, Provost & VPAA**

**Guest:**              **Terry Allison, Assistant to the President**

**Not Present:**      **Glen Brodowsky, Secretary; George Diehr, CFA; Alexander Gonzalez, President**

**Staff:**              **Marcia Woolf, AS Coordinator**

**I. Approval of Agenda**

**ADD:**              **XII. E. Subject Matter Standards/Single Subject**

**DELETE:**        **XII. C. ACR 73 Implementation (Postponed until 9/25/02)**

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

**II. Approval of Minutes of 9/11/02**

**CHANGE:**        **Page 2, VII., second sentence:** “During that session, ~~faculty were informed that an “item” could consist of any number of pages which could be stapled together~~ there was considerable discussion about what constitutes an ‘item.’”

**CHANGE:**        **Page 3, X., GEC, second paragraph:** “One department has refused to participate in the new recertification process developed last year....”

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

**III. Chair’s Report, Dick Montanari**

**A. Announcements:** Montanari and Woolf met with Academic Affairs staff to discuss the process for formatting policies and procedures, as well as the approval process. A plan is being developed to formalize the process so that all University policies and procedures are formatted consistently and made available on the Web.

Powell requested that Montanari include in the chair's announcements any new University committees that are formed that he is aware of.

**B. Referrals to Committees:** NEAC Disability Issues Advisory Committee, 1 At-Large 02-03  
 Substance Abuse Advisory Council, 1 At-Large 02-03

**IV. Vice Chair’s Report: Bonnie Biggs** The Collegial Governance Task Force has now met for the first time this academic year, and Biggs indicated that she will have items from that group for discussion at next week’s EC meeting.

**V. Secretary’s Report: Glen Brodowsky**

We have received a response from the University administration on the following item:

GEC Revision to Lower Division GE New Course Proposal Form for Area C (approval of form pending review of new Area C requirement language, which has not yet been sent forward for approval)

**VI. President's Report: Alexander Gonzalez** (Attending Board of Trustees meeting.)

**VII. Provost's Report: Robert Sheath** Sheath indicated that he had discussed the Promotion and Tenure file size issue further with McDaniel following last week's meeting. It was agreed that the process would be monitored this year to determine whether any changes were necessary. Sheath has also asked the deans to take an active role in reviewing the file for a full curriculum vitae.

The Collegial Governance Task Force met and discussed ways of defining "collegial governance," and communication issues. Communication strategies for the entire campus will become more important as we grow. The group is considering ways to foster collegial governance within the framework of current strategic planning efforts through 2010.

The Academic Round Table will hold its first meeting of the year next Tuesday. A major topic to be addressed this year is planning towards 2010. All MPPs within Academic Affairs will be asked to address growth issues in their annual goals report. Sheath hopes that all members of the Academic Roundtable will be active participants in this planning process.

The Academic Blueprint Committee will meet with the Chancellor when he visits campus next week and plans to impress upon him the importance of funding new campus programs, ahead of FTES counts.

Regarding enrollment management, spring applications for undergraduates may be cut off within the next two weeks.

**VIII. Statewide Senate Report: Sandy Parsons** Parsons will forward minutes of the recent plenary session of the statewide Academic Senate by e-mail. The Chancellor addressed the ASCSU, focusing primarily on the budget and implementation of ACR 73, for which he has requested supplemental funding.

The chair of the ASCSU has written to all campus senate chairs requesting that they secure campus responses to the CCTC's proposed revisions to the subject matter standards for single subject teacher preparation programs. Sheath will forward the request to Michael McDuffie for response.

Montanari noted that the new Board Of Trustees chair Debra Farar also addressed the ASCSU. She was very supportive and spoke very positively about the system's faculty. Montanari suggested she'd be invited to visit the campus. McDaniel noted that she visited the campus prior to her becoming chair, and was a speaker at last spring's commencement ceremony. The EC will discuss a suitable date for an upcoming visit by Farar. Sheath suggested she meet with the full Senate.

**IX. CFA Report:** No report.

**X. Committee Reports:** (Norman will contact current members of and candidates for the new APC and UCC committees to request temporary representation on EC until their chairs are elected.)

**LATAC:** The group has not yet had its first meeting, since their schedules are so busy. Hopefully, the committee will meet within the next couple of weeks and address the list of carryover items from last year. Woolf is working on securing the three staff members for the committee.

**SAC:** The committee discussed retention of student records this morning, and will also be discussing a student grievance policy. In addition, plans are moving forward for this year's student research competition. Our campus competition will likely take place in March, and the statewide competition will be held in May.

**XI. Old Business**

**A. FAC Faculty Awards Policy** McDaniel introduced the policy, noting that a version was approved by last year's Senate, but was returned by the administration so that comments from last year's Brakebill committee could be

incorporated. A revised policy was subsequently approved by last year's EC, but not by the full Senate last May. The revised policy is now being brought forward again for Senate approval. If approved, the Brakebill process currently underway would be folded into the new procedure. After a brief discussion, it was suggested that FAC prepare a document explaining the transition process and the effect on this year's Brakebill process, to be distributed with the proposed policy at the October Senate meeting.

**Motion #3\*** M/S/P

To forward the policy to the Senate for a first reading

**XII. New Business**

**A. NEAC Recommendations**

Black, Robert	Faculty Center Adv Council	COBA	02-04
Seleski, Patty	GEC	COAS – SS	02-03
Mendoza, Ken	Outstanding Professor Committee	COAS	02-03
Anderson, Beverlee	Professional Leave Committee	COBA	02-04
Welch, Steve	Professional Leave Committee	COAS – M&S	02-03
Stoddard-Holmes, Martha	Service Learning Advisory Council	At-Large	02-04
Ng, Kamo	Student Fee Advisory Committee	At-Large	02-04
Whittlesey, Marshall	Student Grade Grievance Committee	At-Large	02-04
Ng, Kamo	Univ. Student Union Adv. Board	At-Large	02-04

**Motion #4\*** M/S/P

To approve NEAC's recommendations

**B. FAC New P&T Document Implementation Plan** This issue was resolved (see Provost's report).

**C. ACR 73 Implementation Plan (postponed until 9/25/02)** This item is postponed until next week's meeting. Sheath noted that there were 27 new hires this year, and additional recruitments are authorized for 2003/04. Because of our growth, our campus will likely face less difficulty than most in meeting the requirements of ACR 73.

**D. Visit by Board of Trustees Chair Debra Farar** This issue was discussed under item VIII.

**E. Subject Matter Standards/Single Subjects** This issue was discussed under item VIII.

The meeting was adjourned at 1:35 p.m.

Marcia Woolf, Academic Senate Coordinator

APPROVED: \_\_\_\_\_  
Glen Brodowsky, Secretary 02/03

Date: \_\_\_\_\_