

## MINUTES

Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, September 4, 2013  
12 – 12:50 p.m. ~ Commons 206

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<b>Voters Present</b>	<b>Vivienne Bennett, Chair</b>	<b>Laurie Stowell, Vice chair</b>	<b>Linda Holt, Secretary</b>
	<b>David Barsky, APC</b>	<b>Staci Beavers, BLP</b>	<b>Carmen Nava, FAC</b>
	<b>Ed Price, LATAAC</b>	<b>Richelle Swan, NEAC</b>	<b>Linda Shaw, PAC</b>
	<b>Jay Robertson-Howell, SAC</b>	<b>Matthew Escobar, UCC</b>	<b>Toni Olivas, Library</b>
<b>Ex Officio Present</b>	<b>Karen Haynes, President; Graham Oberem, Provost; Garry Rolison, CFA</b>		
<b>Not represented</b>	<b>GEC</b>		
<b>Staff</b>	<b>Marcia Woolf</b>		

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### I. Approval of agenda

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

### II. Approval of minutes of 08/28/2013 meeting

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

**III. Chair's report, Vivienne Bennett:** • Bennett asked all committee chairs to read the LAMP report to prepare for a meeting with LAMP representatives in EC in September. • Bennett noted that a working group on academic course scheduling is being formed. Seleski is chairing a committee on scheduling which worked this summer and has identified some issues and problems to be addressed. The group will include four faculty members identified by Bennett who have extensive experience with course scheduling, such as former department chairs. • Bennett distributed two sign-up sheets: One for EC members to attend ASI board meetings this year, and one for volunteers for the president's four teaching award committees.

#### **Referrals to committees:**

APC Dual listing of upper and lower division courses  
APC/LATAAC Defining hybrid courses

**IV. Secretary's report, Linda Holt:** Deferred to Senate.

**V. President's report, Karen Haynes:** Haynes explained that three deans are due for performance evaluations this year in accordance with university policy. These evaluations represent a big task for the provost, especially in light of the many searches planned or currently underway for which he is responsible, as well as planning for the upcoming WASC review. To complicate matters, the search committee for one of these positions is being chaired by one of the deans up for review. The president invited suggestions from EC members for possible ways to alleviate the provost's workload. Oberem noted that his is not the only workload impacted by this scheduling. It was suggested that all three reviews be postponed until spring, to spread this task out a little, or that one review start in late fall and the other two early in the spring semester.

*\*All motions were passed unanimously unless stated otherwise.*

Legend: M = Moved      S = Seconded      D = Defeated      P = Passed      L = Lost      W = Withdrawn

Haynes noted that she and Oberem will conduct a listening tour of the colleges and library to hear faculty and staff feedback concerning the recent restructuring. This tour was one of the next steps resulting from meetings with Trischman and Bennett last spring, following the Senate's survey.

The chancellor will visit our campus for 12 hours on October 24<sup>th</sup> for a day of experiences with students, the faculty, staff, and community. The visit will begin with a PowerPoint with Haynes regarding hoped-for takeaways for his visit.

In response to inquiries from EC members, the president noted that AVP Ocampo—in consultation with senior Student Affairs leadership—conducted a "blameless autopsy" of the diversity issues which arose in the spring, and developed a series of recommendations which will be presented to the Executive Council and a number of other groups on campus, as well as made available via the campus website. It was suggested that we develop written rules which may be consulted in future.

**VI. Provost's report, Graham Oberem** The task force on scheduling was created when we realized the impact that renovations in University Hall would have on classroom space. Since then, we've learned that the data provided to the Chancellor's Office regarding space utilization is not entirely accurate, since some rooms used as classrooms are not captured in those reports. The reports are important since they help us build a case for scheduling new building construction. The task force is working on these and several other scheduling issues. One of their recommendations has been to revisit how we do academic course scheduling; hence, the need for a working group to address this, which Bennett described in her report. It may also be time to take another look at University Hour and whether that continues to serve us well. The working group will be asked to develop a policy on the use of classroom space. Seleski will continue chairing the larger task force. Classroom scheduling is currently overseen by Oberem. The remainder of his report was deferred to the Senate meeting.

**VII. Consent Calendar items**

**NEAC Recommendations**

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

To forward the recommendations as presented to today's Senate agenda.

**VIII. Discussion items**

**Standing committees: adding seats for CHABSS/Interdisciplinary Studies** Bennett indicated that faculty within CHABSS have raised this issue and asked the Senate to consider representation for Interdisciplinary Studies on certain Senate committees. She asked EC members to give this matter some thought, and the issue will be added to the EC agenda for discussion again next week.

**IX. EC members' concerns & announcements** None.

Meeting adjourned at 12:50 p.m.  
Respectfully submitted by Marcia Woolf, Senate Coordinator

Approved by the Executive Committee \_\_\_\_\_  
Linda Holt, Secretary Date

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