

## MINUTES

Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, January 29, 2014  
12 – 2 p.m. ~ Kellogg 5207

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Voters present	Vivienne Bennett, Chair Chet Kumar, APC Marshall Whittlesey, GEC Linda Shaw, PAC Toni Olivas, Library	Laurie Stowell, Vice chair Staci Beavers, BLP Ed Price, LATAAC Jay Robertson-Howell, SAC David Barsky, ASCSU	Linda Holt, Secretary Carmen Nava, FAC Richelle Swan, NEAC Matthew Escobar, UCC
Ex officio present	Darel Engen, CFA; Graham Oberem, Provost		
Not present:	Marcia Woolf, Senate Coordinator		

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### I. Approval of agenda

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

### II. Approval of minutes of 01/22/2014 meeting

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

**III. Chair's report, Vivienne Bennett:** • EC members will be taken on a tour of the new University Student Union building today after the EC meeting. • The second of the two new Vice Provost candidates will visit the campus on February 3. Times have been set aside for a meeting with the Senate Executive Committee, as well as an open forum. • Rona Halualani will be on campus on February 6<sup>th</sup> for an open forum. GEC members are specifically encouraged to attend and provide feedback as are EC members who did not attend her presentation in 12-17-13. • Bennett and Stowell met with Haynes and Oberem last week. Haynes provided background information concerning the diversity mapping project, going back to the Foundations of Excellence report which revealed our shortcomings in the area of diversity content in the curriculum. Haynes is committed to ensuring that the mapping project is effective and thorough and provides the information we need to move forward. Halualani is holding a timeslot for us but has other campuses vying for her time, so it will be important for us to decide soon; it is also acknowledged that if we do not begin this work soon, we will have missed an opportunity to use her report in our current WASC cycle. Stowell suggested EC discuss how the resulting report might be used and provide that feedback to Ocampo and Haynes. • The work of the Academic Freedom Policy Task Force is done and a draft of the policy is in APC for discussion. • The Lecturer Task Force met once in the fall and will meet again shortly. • The Arts & Lectures Task Force has completed its work and a new committee will be seated shortly. The A&L program will be housed in Academic Affairs, and Dean Shapiro will be the MPP in charge of the A&L program campus-wide. CHABSS is going to be hiring one full-time and one half-time staff person to support A&L. • There is an item on the Discussion agenda regarding de-linking the chair and vice chair positions, and allowing re-election for chairs.

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

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**IV. Vice chair's report, Laurie Stowell** Stowell met with Schroder and reviewed the EL Roles & Responsibilities policy and has made some recommendations to Bennett for possible revisions.

**V. Provost's report, Graham Oberem** Oberem encouraged EC members to provide feedback on the Vice Provost candidates. The Library dean search has opened and the first review will begin February 10. Work is concluding on the announcement and position description for the AVP-Research/Dean of Graduate Studies position, and the committee for that search is being formed. An interim appointment will be made in IITS, but no progress has been made yet. The Library building's 10<sup>th</sup> anniversary is being celebrated tomorrow. The Student Research Symposium is scheduled for February 28. Oberem and Eisenbach will be hosting a WASC/Assessment Town Hall meeting on February 11 during University Hour. Oberem expressed his desire to build up support for faculty and grant-writing activities. UARSC has agreed to hold campus hours in Craven Hall on Tuesdays and Fridays on the 5<sup>th</sup> floor. BLP is working with AALC to begin to review the division's three-year rolling plans to prepare the Academic Affairs submission to the University Budget Committee; templates are being developed to capture FY 14/15 budget requests as well as to review the various unit submissions, and guidelines are being developed to guide review. Beavers suggested the unit submissions be made public. Bennett inquired about AA input into replacing Dora Knoblock as Director of UARSC.

**VI. ASCSU report, David Barsky** A plenary session was held last week. Three resolutions were passed: one giving Engineering a higher unit cap, one calling for reinstatement of the "Research, Creative, & Scholarly Activities" fund, and one concerning GE credit and advising for Nursing majors. First reading items expected to be voted on in March included: facilitating communication between ASCSU and the campuses, a recommendation concerning how faculty are selected for campus committees (eliminating use of slates), removing references to specific high school courses in admissions documents, responding to the move toward granting bachelor's degrees in the community colleges, and a resolution in support of Ethnic Studies departments across the system.

#### **VII. Brief committee reports**

**LATAC:** The committee is reviewing and revising its charge as it appears in the Constitution & Bylaws. The committee is also developing definitions for various course modalities (online, face to face, etc.).

**GEC:** The Golden Four Task Force is being seated, and the committee is working on getting the lower division General Education re-certifications in. "We are going to look at GE assessment and planning for how it will be done during the term." The GE Assessment Coordinator position is now open. The committee will be mapping LEAP to the GE curriculum, and will be monitoring the diversity mapping project.

**PAC:** The committee is working on the Biotechnology master's, the joint doctoral and M.A. programs in Education, and the B.A. in Literature & Writing Studies.

**NEAC:** NEAC has worked to help recruit and recommend faculty for vacant committee seats through its seventh call for volunteers. Two NEAC members continue working with members of the Faculty Affairs Committee on the Lecturer Committee taskforce. The committee is also considering additional possibilities forwarded by the Senate leadership on filling empty committee seats and working with PAC to determine whether an additional interdisciplinary seat would be appropriate on the committee.

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**SAC:** The committee is working in conjunction with the President's Task Force on Internships to develop an engaged education platform under which internships, research, service learning, and similar engaged activities will fall. They are working on defining the characteristics of these activities to help guide the task force and that will likely become the basis for a new policy.

**APC:** The committee is working on revising a long list of policies and has prioritized them. The Graduate Disqualification, Probation, & Reinstatement policy may be ready for EC/Senate review as early as next week. Next in the hopper are revisions to the syllabus guidelines, the Undergraduate and Graduate Dual-Listed Courses policy, the policy on curriculum originating off-campus (currently in the form of a resolution from 2002), a new policy defining online and hybrid courses, a new policy on academic freedom, a possible revision of the Winter Intersession policy, a new policy regarding requiring personal computer use for tests, and a revision of the Credit Certificate policy.

**FAC:** The committee plans to bring a revision of the Sabbatical Leave policy to EC/Senate next week, as well as a revision of the Faculty Awards policy. Other items on FAC's agenda include a revision of the Post-Tenure Periodic Review policy, a revision of the RTP policy for CEHHS, review of the Emeritus Faculty policy, departmental standards for Speech Pathology, a new CHABSS lecturer evaluation policy, and a new policy regarding PRCs within CSM. In addition, FAC expects to be receiving multiple departmental standards from CHABSS departments shortly. The committee is also interested in promoting the idea of setting standard meeting times for Senate committees.

**BLP:** The committee recently reviewed and ranked proposals for the Commission on Extended Learning grant program, and submitted that information to Dean Schroder who provided it to the provost and AALC. BLP is working on a couple of P forms and reviewing the 3-year rolling plans. The committee is also working on some documents related to self-support program. Bennett formally referred to BLP the development of language concerning self-support delivery of existing programs.

**UCC:** In addition to ongoing curriculum review, the committee held a retreat in January funded by Extended Learning and discussing the format of the C form. IITS has had difficulties getting the current fillable PDF version to work with various computer platforms so it has yet to be put into use, and faculty are still using the prior version of the C form. IITS now has the form functioning but has offered to create a web-based version of the form to be used instead of the fillable PDF. The committee would like to move to a web-based form, but this will present a big task for IITS and take some time to implement. UCC is also working on a process for dealing with opposition in the course approval process.

## VIII. Discussion items

**A. ROTC: Developing a plan for faculty feedback** EC members discussed how to respond to the December Senate resolution calling for the gathering of feedback concerning ROTC at CSUSM. Bennett asked EC members to develop a draft plan to present to the Senate in February, so that the Senate can decide how best to proceed. Comments included: (1) the report from 2008 may provide useful information, and that there may also be information gathered at a town hall held in the spring of 2008; (2) it is troubling that additional information concerning ROTC has been coming out in dribs and drabs; (3) it may be useful to develop a fact sheet to distribute ahead of any information gathering; (4) the process should be thoroughly and deliberately developed but also moved along expeditiously to avoid the appearance of foot-dragging; (5) the senators who were most vocal should

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be called upon to describe the information they want to see collected; and (6) EC should propose one or two open forums and perhaps a brief email survey, accompanied by a fact sheet.

**B. BLP/UCC Minor in Quantitative Biology & Biostatistics** Escobar explained that this minor is 32-33 units, and designed for biology, biochemistry, or biotechnology students since many of the courses making up the minor are required for those majors. Because of this overlap, there is a requirement that at least three courses are not double counted for both the major and the minor. Two new courses created for the minor are Computing Skills for Biologists and Ecological Monitoring. Beavers noted that it is also an interdisciplinary program with faculty from Biology, Math, and Physics participating. No new faculty hires are required, though there is a Physics elective course to be developed by a new Physics tenure-track faculty member. While no new "wet" lab space is required, there was discussion about whether there is adequate computing lab space available for this and other new programs. Escobar noted that changes have been made to the P form since BLP reviewed the minor and wrote its report; Beavers will update the BLP report for Senate.

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

To forward this minor (with BLP's updated report) to the February Senate meeting for discussion.

**C. Prioritizing Senate 3-year rolling plan** Bennett explained that the plan must be prioritized to facilitate reviews by AALC/BLP and UBC. The officers attempted to categorize the items into three priority groups, but were unable to move any of the items out of the top priority group. Essentially, without the support requested, the Senate's work cannot be completed within an academic year. Oberem noted that we are in a situation where the campus is growing and we need resources. The units within Academic Affairs—including Senate—have a list of over 140 items requiring new funding (from State, EL, etc.). The division's State-funded requests alone total \$5.3M. Last year, UBC was working with approximately \$1.5-2M, so it is very unlikely that UBC will have \$5.3M to work with in total this year, let alone to devote solely to Academic Affairs. Oberem described possible strategies for framing the division's requests. EC members discussed possible ways to address the Senate's growing resource needs.

Remaining discussion items were postponed to the next EC meeting due to lack of time.

Meeting adjourned at 2 p.m.

Respectfully submitted by Marcia Woolf, Senate Coordinator

Approved by the Executive Committee \_\_\_\_\_

Linda Holt, Secretary

Date

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