

MINUTES

Executive Committee of the Academic Senate CALIFORNIA STATE UNIVERSITY SAN MARCOS

Wednesday, April 9, 2014

11:30 am – 1:00 pm ~ COM 206

Voters present	Vivienne Bennett, Chair Chet Kumar, APC Marshall Whittlesey, GEC Linda Shaw, PAC Yvonne Meulemans, Library	Laurie Stowell, Vice chair Staci Beavers, BLP Ed Price, LATAAC Jay Robertson-Howell, SAC	Linda Holt, Secretary Carmen Nava, FAC Richelle Swan, NEAC Matthew Escobar, UCC
Ex Officio Present:	Ann Fiegen, CFA, Graham Oberem, Provost		
Not represented	ASCSU		
Staff	Bridgette Keene for Marcia Woolf		

I. Approval of agenda

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

II. Approval of minutes of 03/26/2014 meeting

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

III. Chair's report, Vivienne Bennett: • Senate staff update: Marcia Woolf out an additional 6 weeks, until 5/14/14 and "Team Marcia" and others trying to fill the work gap. • Election ballot went out today • Regarding Executive Committee and Senate agendas: very complex process with many different versions and iterations. Request of all Committee chairs: hold on to all drafts of your policies until the week prior to Senate – on the Thursday or Friday of that week send to Academic Senate Office and Team Marcia (Vivienne Bennett, Laurie Stowell, Linda Holt, Janet McDaniel and Bridgette Keene). Timeline: for 4/23/14 meeting, send on 4/17-4/18, and for 5/7/14 meeting send on 5/1-5/2. For the weekly EC Agendas: please send agenda items by Friday afternoon so officers can review at the Monday Officer's meeting. • Reminder: prior to remaining two Senate meeting the EC meetings will start at 11:30 am. • Library Dean finalists on campus interviews being held next week and week after. • Diversity Mapping Project: the contract has been signed and Rona and her team will be here to begin research in early May. Member of the Coordinating Committee will be notified tonight by Senate Chair and will go on Consent Calendar for next Senate meeting. • EC Workflow chart has been updated and will be circulated at each EC meeting. Please update at each meeting.

Referral: APC, Policy on Centers and Institutes.

IV. Vice chair's report, Laurie Stowell

No report

V. Provost's report, Graham Oberem • Commencement 2014: faculty need to sign up, still need Marshalls and Readers, especially need Marshalls in CEHHS; also need RSVP's to insure enough food for lunch. • Celebration Faculty Scholarship and Creative Activities –Friday, April 11, 11:00 am to 1:30 pm. • 2nd Annual CSUSM Teaching Expo hosted by Faculty Center to be held 4/25/14. Mini-conference format and faculty can come

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and go. • Library Dean candidates/finalists on campus: two next week and one the following week. • AVP and Dean of Graduate Studies Search update: Committee has been holding Skype interviews and hope to have candidates here for on-campus interviews the week of May 5.

VI. Consent Calendar items

NEAC Recommendations
UCC Recommendations
Motion #3 M/S/P

To forward this item as presented to today's Senate agenda

VII. Discussion items

A. Senate Chair Program Discontinuation Policy

• **Ad Hoc Program Viability Review Committee: when to convene the committees, Sp14 or F15?**

Two committees need to convene, (1) Proposal to discontinue one option in Kinesiology, and (2) Proposal to discontinue two options in Human Development. Committees are convened jointly by UCC/BLP and committee membership will consist of: UCC, BLP and PAC Chairs or designees. After discussion, EC agreed that Bennett will ask BLP/UCC Chairs to convene first meeting of both committees later this month after 14-15 elections are over and new committee Chairs have been elected. Bennett recommends this policy go back to Committee in AY 14-15.

• **Does the merger of two existing Options in a major into a new Option require program discontinuation policy for the two existing Options?**

Kinesiology has submitted an additional P2 form to merge two options into a new option under a new name. Because the existing two options are going away, they are being "discontinued;" does this fall under the Program Discontinuation Policy? Escobar stated the two existing options are very similar to the new option with the same core courses. Escobar will gather more information to answer the question: can a student go through this new option (Movement Science) and take the same set of courses as they would have in the other existing options? If so, EC is not inclined to see this change as discontinuance.

B. NEAC Revision of Standing Rules

NEAC has confirmed Revision of Standing Rules must go to Senate and be brought to a vote – for a majority vote, but certain rules need 2/3 vote. NEAC had a discussion about where an item being removed from the Consent Calendar should be placed on the agenda. NEAC thinks it should be first on the Discussion Items list at the same meeting at which it was removed, so that the 1st reading of the item is not delayed. Roberts Rules does not address this because there are no "first and second readings." EC decided that the item should be discussed immediately after the vote on the Consent Calendars. NEAC will provide proposed wording, bring to EC on 4/16/14, and have first reading for the 4/23/14 Senate Meeting. In the interim Roberts Rules will be used.

C. LATAC Revised charge

A number of suggestions have been made and incorporated into the charge. Accepted by EC. This moves to a Referendum vote. At end of April another ballot will be sent out with a call to fill empty Senate and committee seats; the revised LATAC charge will be added as a referendum vote to that ballot.

D. FAC Psychology Department Standards for RTP

Nava reported that PSYC submitted the first department-level RTP Standards. Economics and History documents are currently in revision. FAC's main effort in reviewing departmental RTP Standards is to understand department culture as well dept expectations and assumptions. These documents also need

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to be consistent with the CBA and University policies. FAC realizes report formats and structure will be different and diverse, and does not want to dictate format. FAC will require a Table of Contents be provided will all RTP documents to enable quick referencing for viewers to find and locate parts of the document.

Motion #3 - M/S/P*

Approved

To forward this item as presented to today's Senate agenda

E. FAC Post Tenure Review policy revisions

FAC has fully reviewed and decided no further revisions will occur. FAC considers this entire revision a substantial improvement. It was noted that the revised policy will be called: Periodic Evaluation of Tenured Faculty (PETF). Muelemans suggested a friendly amendment: in Introduction – second paragraph – first bullet, the word Librarian needs to be inserted alongside of Full Professor (Full Professor/**Librarian**). This was accepted by FAC Chair Nava.

Motion #4 - M/S/P*

Approved

To forward this item as presented to today's Senate agenda

F. FAC CHABSS, Evaluation of Lecturer Unit 3 Employees

FAC's task was to strike all of the redundancies and repetitions from the document so that what remains in document will be unique or particular to the culture and practice of CHABSS. By referring to the superior policy – although a good intention – it can cause confusion by suggesting that something is unique when it isn't. Provost Oberem pointed out that when the CHABSS (then COAS) document was created, the so-called superior document didn't exist. Now there is a superior (campus) document.

Motion #5 - M/S/P*

Approved

To forward this item as presented to today's Senate agenda

G. Beavers/Avalos President's Awards to include lecturers

Discussion continued on the idea of adding lecturers to the President's Awards eligibility list. Provost Oberem answered the question of who owns these awards – the President owns them. The Senate can place a request to change the framework of the awards. It was also noted there is newly created President's award specifically for Lecturers: the Outstanding Faculty Award for Outstanding Lecturer. Bennett referred this issue to FAC for next year. Forward this to Senate as Information Item on 4/23.

H. APC Dual Listing of LD and UD Courses

Proposed policy would allow departments to offer LD (100-200 level) undergraduate courses with UD (300-400 level courses) under a dual listing. Both levels can be offered concurrently as long as they meet all of the requirements, have similar content, course titles and rationales. In course catalog the course description must indicate: course can be dual listed. Students would not be allowed to take UD then take LD. Conservation of resources is one reason department may want dual listing, especially in smaller studio arts courses.

Discussion: would it be possible for a dual-listed GE course to be UD *and* LD? EC decided yes. Concerns over workload implications for faculty. Could faculty be expected to teach two courses but receive WTU's for only one course?. EC agreed on the need for language that would provide safeguards re workload and WTU aspects. Can students take the LD course and then the UD? Feedback will be discussed by APC.

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I. Officers Graduate Policy Committee

There is no Senate Committee that explicitly has a charge to address Graduate policy. Bennett proposes revising the charge and the membership of APC. The 3-year rolling plan requests two course releases per year for chair of APC (now receives one). Revise APC charge under the Constitution Article 6.5.1 – Academic Policy Committee Duties – by adding four words (**in bold**) to the second sentence: “the Committee shall articulate and implement academic standards through the creation of academic policies **for both undergraduate and graduate studies**, and shall seek to safeguard the university’s institutional accreditation.” Lastly, an additional faculty member would be elected to the Committee from among the faculty serving as faculty program coordinators.

Feedback requested from Committee Chairs and will be discussed at next EC meeting.

Remaining discussion items were postponed to next EC meeting.

J. Senate Chair Senate chair & vice chair term

VIII. Information Items

IX. EC member’s concerns & announcements

Meeting adjourned at 1:00 p.m.

Respectfully submitted by Bridgette Keene.

Next meeting: April 16, 12-2:00 pm ~ Kellogg 5207

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