

**MINUTES**

**Executive Committee Meeting  
Academic Senate  
Wednesday, November 1, 2000  
Commons 206  
12 noon**

**Present:** G. Gonzalez, Chair B. Morris, Vice-chair D. Garcia,  
APP M. Roark, GEC D. Formo, LACAC  
J. Powell, NEAC  
A. Styles, SAC

**Ex-Officio:** Pat Worden, VPAA, Terry Allison, President's Office; H. Garcia Jr., ASI

**Absent:** G. Diehr, BLP; D. Montanari, Secretary; S. Parsons, ASCSU; L. Stowell, FAC; Keith Trujillo, CFA

**I. Approval of Agenda**

**ADD:** APP CSU Resolution 12 units as minimum graduation requirement  
CSUCI request for consultants on search committee  
New Business  
A. D. Barsky time certain 12:45  
D. URBR Report  
E. NEAC Recommendation  
Advisory Committee for Service Learning  
Gloria Rhodes, LIS 00-02  
Robin Marion, At-large 00-02  
Laurie Stowell, At-large 00-01

**Motion #1 M/S/P (Formo/Garcia)**  
To approve the agenda as amended

**II. Approval of Minutes 10/25/00**

**Motion #2 M/S/P (Powell/Formo)**  
To approve the minutes as presented

**III. Chair's Report, Gerardo Gonzalez:**

**A. Report from Cabinet**

Accounting of 12 WTUs discussed. Details deferred to VPAA Worden. EC task force to make recommendations on accounting of WTUs needs to meet as soon as possible. Vice-chair Morris volunteers to convene the task force. Carry-over funds from 1999-2000 may have to be spent by the end of the year. Details will be clarified by President's office. Trustee Stanley Wang is sponsoring scholarships for one faculty and four students to attend Taiwan National University (one semester). Questions should be referred to President's office.

**B. Referrals to Committees**

None.

**C. Announcements**

The Fifteenth Annual CSU Student Research Competition will be held at San Jose State on April 27 & 28, 2000. SAC will lead the application and evaluation process.

**IV. Vice-Chair's Report, Bud Morris:** No report**V. Secretary's Report, Dick Montanari:** Absent**VI. President's Report, Terry Allison:**

The search committee for the Provost and Vice President for Academic Affairs has been completed. The president's cabinet may elect to draft.

**VII. VPAA Report, Pat Worden:**

Chancellor's office will no longer allow "carry over" funds to be left in department budgets. The deadline to spend carry over funds for the fiscal year 1999-2000 is December 2000. Workload targets will be assigned to colleges/ departments that meet their FTES goals; however, there will be flexibility within each department. Colleges/ departments will be asked not to delay students from graduating. The administration believes that faculty workload is too high across all CSU campuses and will work vigorously towards lowering workload. The National Latino Research Institute on campus received a \$500,000 grant. The summer 2001 session will be funded, per the Chancellor's Office, by the "fee buy-down" method. CSUSM will offer a state supported summer session in 2001 of roughly the same size as summer 2000. Summer 2001 will be a single session with course lasting 4 and/or 8 weeks. Open University will continue to operate during the summer, as it currently does. The academic support services (Library, IITS, and Faculty Center) are ready for summer 2001; no major changes are anticipated in their operations. CSUSM will receive approximately \$77,000 in Lottery funds. VPAA will allocate the money in accordance with BLP's proposal. That the TULIP program receive the \$15,000. Faculty Center to receive \$15,000 to be utilized for faculty travel, professional development, and workshops. Colleges/ Departments receive \$47,000 based on their FTEF. Also encourages colleges to consider allocating funds to their part-time faculty. \$15,000 has been left in the FMI pool and is expected to be used for faculty development after consultation with CFA.

**VIII. Associate Students Inc., Humberto Garcia Jr.:** No report**IX. Statewide Senate Report, Sandy Parsons:** Absent**X. CFA Report, Keith Trujillo:** Absent**XI. Committee Reports: FAC/GEC**

**FAC:** No report

**GEC:** GEC is planning to bring forth a resolution item to EC. Revision of criteria for GESS are wrapping up quickly, the committee is working on GEH.

**XII. Old Business****A. CSU Master Plan Response**

The ASCSU responded to several questions regarding CSU Master plan documents. Chair Gonzalez would like each of the committee chairs to review the draft document. The ASCSU requests that each campus senate respond to the document.

**B. CSUSM Accountability Report**

A copy of the report was distributed to EC members. Last year's EC was involved in developing the ten indicators for the report. An eleventh item on faculty Research/ Creative Activity grants needs to be drafted. EC expects to contribute to the drafting of such indicators.

**C. Guidelines for Writing of Letters of Recommendation**

It was recommended that guidelines for Writing Letters of Recommendation pages 1-5 should be made part of the Faculty Handbook. Guidelines for Writing Letters of Recommendation pages 5-7 should be made part of the Student Handbook. The

entire document should be communicated to appropriate entities (e.g. Faculty Center, Faculty Affairs, Student Affairs, and etc...) for further dissemination electronically.

**Motion #3** M/S/P (Roark/Formo)  
To approve the preceding resolution

**D. Year Round Operation (YRO)**

Taken out of order. The summer 2001 session will be funded, per the Chancellor's Office, by the "fee buy-down" method. CSUSM will offer a state supported summer session in 2001 of roughly the same size as summer 2000. Summer 2001 will be a single session with course lasting 4 and/or 8 weeks. Open University will continue to operate during the summer, as it currently does. The academic support services (Library, IITS, and Faculty Center) are ready for summer 2001; no major changes are anticipated in their operations.

**XIII. New Business**

**A. Academic Calendar 2001-2002** David Barsky, AVPAP Time Certain 12:45

A calendar of the 2001-2002 academic year was presented to the EC by AVPAA-Academic Programs, David Barsky. The calendar was approved by the President's cabinet. APP will evaluate the current academic calendar structure and make suggestions for the next calendar cycle.

**B. Math Competencies for CSU**

Deferred to next EC meeting.

**C. Staff Representation**

Deferred to next EC meeting.

**D. URBR Report**

Deferred to next EC meeting.

**E. NEAC Recommendations**

Item taken out of order.

**Advisory Committee for Service Learning**

LIS 00-02 Gloria Rhodes  
At-large 00-02 Robin Marion  
At-large 00-01 Laurie Stowell

**Motion #4** M/S/P (Roark/Garcia)  
To approve the NEAC Recommendation

The meeting was adjourned at 1:10 PM.

The next Executive Meeting will be November 8, 12:00-2:00 in Commons 206

Barbara Ivis/ Flora Aguiña  
Staff Secretary, Academic Senate

APPROVED:

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Dick Montanari, Secretary 00-01

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DATE