

**ACADEMIC SENATE  
OF  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
February 6, 2002**

**Minutes**

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**Attendance**

- Present:** Bud Morris – Chair, Dick Montanari – V. Chair, Sharon Hamill – Secretary, Peter Amade, Roger Arnold, Bonnie Biggs, Robert Black, Rochelle Boehning, David Chien, George Diehr, Sharon Elise, Gina Grimshaw, Rocio Guillen, Soheila Jorjani, Kara Kornher, Janet McDaniel, Michael McDuffie, Ofer Meilich, Carmen Nava, Kathy Norman, Brian Norris, Graham Oberem, Sandy Parsons, Janet Powell, Michael Schmidt, Wesley Schultz, Laurie Stowell, Susan Thompson, Keith Trujillo, Kathleen Watson, Shaun-inn Wu
- Absent:** Mark Baldwin, Don Barrett, Vivienne Bennett, Glen Brodowsky, Maria Luiza Dantas, Vicki Fabry, Youwen Ouyang, Jill Pellettieri, Patricia Prado-Olmos, Amber Puha, Liliana Rossman, Linda Shaw, Jill Watts, Laura Wendling, Anibal Yañez-Chavez
- Ex-Officio:** Candie Halstead – Staff Representative, Francine Martinez – VPSA, Spencer McWilliams – Dean COAS, Robert Sheath – Provost
- Guests:** David Barsky – AVPAP, Mary Elizabeth Stivers – AVPAR, Patricia Worden – Dean Graduate Studies, Bettina Huber – Institutional Research, Steve Nichols – Associate Dean COAS, Norm Nicholson – Dean IITS, Richard Riehl – Enrollment Services, Peter Zwick – Global Affairs, Jonathan Poullard – Dean of Students, Alice Quiocho – SAC Committee
- Staff** Marcia Woolf, AS Coordinator

**I. Approval of Agenda**

**DELETE: XIII. B. APP Scholastic Probation and Disqualification Policy**

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

**II. Approval of Minutes: 12/5/01**

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

**III. Chair's Report: Bud Morris**

**A. Announcements:** The call has gone out for the President's Award for Innovation in Teaching. The deadline for nominations is March 1.

The committee for the President's Award for Research and Creative Activity will meet next week and a call will be issued shortly.

The Spring Academic Assembly was held January 31, 2002. The program included presentations on the Academic Blueprint, the National Survey on Student Engagement, and a report on the niche statement. Comments regarding the niche statement should be forwarded to Bud Morris by February 11.

Michael McDuffie noted that, at the Assembly, a comment was made regarding the lack of a reference to

“education” in the niche statement. Bud noted that including the word “University” would resolve this issue, and added that this is one of the matters the committee will address.

#### **B. Referrals to Committees**

**APP** Recommendation re Summer Instruction, Number of Units

**NEAC** Faculty Affairs Committee – Open Seat, LIS 01-03  
 General Education Committee – Open Seat, COAS Hum/FA 00-02  
 Faculty Center Advisory Council – Adjunct 01-03

**IV. Vice-Chair’s Report, Dick Montanari:** No report.

**V. Secretary’s Report, Sharon Hamill:** The following Academic Senate/Executive Committee items have been documented for the University and are being forwarded for Presidential approval or response:

**FAC** Collegial Governance Task Force  
**APP** Grading Symbols

We have received approvals from the President on the following items:

**GEC** Resolution on LDGE – Area D (with form change) 00-01  
**GEC** University Computer Competency Graduation Requirement Resolution 00-01  
**GEC** ID-T Form Proposal 00-01  
**APP** Class Schedule Proposal 00-01

The following items were returned for revision and have been referred back to committees:

**APP** Advanced Placement Credit Proposal 00-01  
**FAC** Market/Equity Salary Increase Procedure 00-01

**VI. President’s Report, Alexander Gonzalez:** Unable to attend.

**VII. Provost’s Report, Robert Sheath:** Spring enrollment is over 6300 headcount, and a projected FTES of 5100+ students. This has the effect of putting us within the revised target in terms of overall yearly FTES and reduces our budgetary shortfall of student fee revenue.

The annualized projected student fee shortfall in the fall was \$483,000. It has now been reduced to \$300,000. Regarding the state budget “de-allocation,” it is estimated to be \$29.5 million systemwide, and will likely be permanent. We should have more information regarding the impact on our budget later this week, and will contact campus units as soon as information is available. We are likely to lose about \$1 million between this and the student fee revenue shortfall.

The Board of Trustees approved the Field House and Student Union, to be completed by Fall 2003. Also by that time, the new Visual & Performing Arts, Science 2, Library and Student Village should be open.

The Governor’s economic stimulus package includes our Business building, and is likely to be passed, which will move construction up by 14 months. We are hoping to move the Humanities & Social Science building up by one bond issue. The impact at SDSU has worked in our favor, since it has heightened Chancellor’s Office awareness of the challenges we are facing and our need for growth and could result in additional resources for us.

It is important to move forward aggressively with the academic blueprint to keep pace with the physical master plan, and the EC has been asked to consider the proposed composition of a new blueprint committee.

Peter Amade asked about our growth projections and their impact on the physical build out of the campus. Sheath responded that our projection for fall 2002 is 5410 FTES, and projections have been calculated for the next several years; these projections support the physical growth of the campus as planned, despite our lowered enrollment last fall. That lowered enrollment means few growth positions for next year, but increasing numbers of growth positions in succeeding

years. Several positions remain unfilled from this year's allocation. No freezes or staff reductions are anticipated.

**VIII. ASCSU Statewide Senator's Report: Sandy Parsons** Sandy Parsons and Dick Montanari attended the recent plenary session.

A handout was provided which contained a letter from David Spence to the provosts systemwide. The letter directs campuses to appoint a campus coordinator to provide leadership in the implementation of CSU Subject Matter Studies. The coordinator will be selected from the College of Arts and Sciences.

CSSA is searching for a student to serve on the CSU Board of Trustees.

The handout also contained a letter addressed to the CSU Board of Trustees from the Chancellor. A budget chart attached to the letter for 2002/03 indicates a one percent increase for employees. The chart also indicates a four percent increase in enrollment. There was much discussion at the plenary session regarding recruitment difficulties anticipated in light of these increases.

The larger campuses in the system have proposed a resolution which would change the ASCSU Constitution and have the effect of increasing their membership on the statewide Senate. The resolution requires ratification by over half of the campuses. Our Senate will have a chance to vote to endorse or not endorse the resolution later this spring.

A progress report by the Task Force on Intellectual Property is available electronically from Parsons by request. A consultant has been hired to work with the task force.

**IX. CFA Report: George Diehr** Bargaining will now enter the next phase, which is fact finding. A hearing is scheduled for February 13-15, and the outcome should be known by early March. Both the CFA and CSU have indicated interest in having Marty Morgenstern from the Governor's office act as fact finder.

On February 9, there will be a meeting of CFA's Board of Directors, as well as a demonstration at the ACE meeting in San Francisco at which Chancellor Reed is speaking.

On February 20, in Commons 206, 2:30 – 4 p.m., CFA will conduct a meeting regarding a possible upcoming job action. Once the fact finding report is issued, there ensues a ten-day "cooling off" period, after which faculty may legally strike.

## **X. Committee Reports:**

**APP:** APP met yesterday for the first time since the break, and discussed some urgent items which are on today's agenda.

**BLP:** The committee report is attached to the agenda and includes information about the UAMP submitted in December. Michael McDuffie requested clarification regarding the procedure for UAMP and the schedule for submissions. Janet Powell explained that BLP convened late this year and had to address the UAMP quickly in time to meet the January deadline. David Barsky noted that CAMP is a fall process, consideration of proposals occurs in spring, and then the next fall, the UAMP is ready (though not submitted until January). The process takes approximately 15 months.

Keith Trujillo asked how the academic blueprint will feed into UAMP. Robert Sheath responded that the blueprint committee will aggressively move proposals forward to the UAMP, and noted that it is proposed that the chair of BLP serve on the blueprint committee.

David Barsky noted that the only items that go on the UAMP are brand new degree programs, or in areas where we are adding an additional option.

**FAC:** A correction to the attached report: item number 5, the combined procedure for the Wang and Brakebill awards will not be presented to the Senate today, but will be presented in March. The committee is also working on the RTP revision, which is its first priority.

**GEC:** The committee's report is attached to the agenda. Sharon Hamill thanked Peter Amade for his efforts on the area C revision over the past few months. The committee hopes to complete its work on this item this month.

The committee considered sixty-four recertifications and will complete its work on this item shortly.

The committee will next begin work on revision of the upper division GE forms.

LACAC: The committee's report is attached to the agenda. It has not yet reconvened since the winter break.

NEAC: No report. (A written report is attached to the agenda.)

**XI. Consent Calendar: Consent Calendar items are presented to the Senate for a single vote of approval without discussion. Any item can be removed for particular consideration by request of a senator prior to the vote.**

**APP Course Proposals**

George Diehr requested that item #190 (Master's Project Extension) be pulled from the Consent Calendar.

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

To approve the Consent Calendar without item #190

**Item #190, Master's Project Extension (BA 681):** Bud Morris noted as a point of information that, since the item was presented earlier today at the Executive Committee meeting, it has been learned that Troy Nelson signed off on the item, even though it may have been originated by a staff member.

George Diehr objected to the precedent being set of a staff member originating an item, and an associate dean signing on the program director line. Those two lines should be reserved for faculty. Sandy Parsons concurred that curriculum changes should not be initiated by staff, but are the purview of the faculty. Curricular changes should be initiated by faculty committee, fully discussed, and signed by faculty member.

Bud Morris asked whether there was objection to the proposal beyond the concerns regarding how it was originated and who signed it.

David Barsky noted that this course allows a graduate student in the MBA program who has not completed their project to remain continuously enrolled while they finish the project, and without a course like this the program is out of compliance with university policy. Keith Trujillo pointed out that students may enroll in any course to remain enrolled.

Diehr noted that this affects only a few students who did not complete their work this past fall, and that the MBA program does not operate this way any more. He also noted that currently, COBA does not have program directors, and so perhaps that line should be left blank. He added that if a faculty member's signature is sought, the item could be approved at the next EC meeting and need not wait for the next Senate meeting.

Steve Nichols pointed out that since a faculty member's signature has already been obtained, and there is no program director, then perhaps the issue has been resolved.

Peter Zwick offered that he knew of no policy that precluded staff, or students for that matter, from proposing a course. He asked whether a policy exists that states the originator must be faculty member.

Sharon Elise remarked that the issue should have been resolved by APP before coming to the Senate. If such a policy does exist, APP should be ensuring that it is followed. The Senate should not be involved with determining whether procedures have been properly followed.

Michael McDuffie suggested that, if the issue is with the manner in which the course paperwork was originated, and not with the merits of the course, that the Senate should draft a resolution directing APP to ensure that course paperwork is in proper order before forwarding it to the Senate. The Senate should then move to consider the merits of the course.

**Motion #4 M/S/P (Diehr/Parsons)**

To send item #190 from the Consent Calendar back to the College for review and signature

Bud Morris asked whether it was the Senate's intent that the originators of courses be limited to faculty, and that APP be instructed to screen for this. After some discussion, it was determined that the EC would refer the matter to APP for a policy search.

## **XII. Old Business**

### **A. SAC Student Grade Appeals Policy – 2<sup>nd</sup> Reading**

Alice Quiocho, SAC member, went over the changes incorporated from the 1<sup>st</sup> reading. Several Senators and others offered friendly amendments pertaining to various parts of the policy.

**Motion #5** M/S/P  
To approve the policy as amended

## **XIII. New Business**

### **A. APP Course Withdrawal Policy – 1<sup>st</sup> Reading**

David Barsky indicated that a portion of the changes required by the recent issuance of Executive Order 792 were not addressed by the Senate's action in December regarding Grading Symbols. As a result, we are not in compliance with the rule regarding withdrawals, specifically, the need for a "serious and compelling reason" for withdrawal after the third week.

APP's recommendation is that the semester be divided into three periods: during the first two weeks, a student may withdraw for any reason, with no signature required, and no grade of W; during the third through the twelfth week, the instructor and dean's signatures are required, a grade of W is recorded, and there must be a serious and compelling reason for withdrawal; the third period would remain as before. Action is sought today in order to update the language for the new catalog.

Michael McDuffie expressed strong concern that students should be allowed to try out a course and, if necessary, later withdraw without suffering serious consequences, and argued that three weeks might be insufficient time to determine their likelihood of success.

There was discussion regarding a friendly amendment expressly noting inadequate preparation as a "serious and compelling reason" for withdrawal; regarding the impact on our FTES-based funding; regarding students giving up seats in classes that now cannot be filled; and a friendly amendment allowing inadequate preparation to be used up to the mid-term point.

Shaun-inn Wu offered a friendly amendment to add a footnote regarding the term "serious and compelling reason" which allows the instructor to consider inadequate preparation as a reason through the first half of the term.

**Motion #6** M/S/P (Diehr/McDuffie)  
To waive the rules regarding a 1<sup>st</sup> reading and vote on the policy

**Motion #6** M/S/P  
To approve the course withdrawal policy as amended

Meeting adjourned at 3:05 p.m.

The next Academic Senate meeting will be held March 6, 2002, from 1:15 – 3:00 p.m. in Commons 206.

Marcia Woolf, Academic Senate Coordinator

APPROVED:

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Sharon Hamill, Secretary 01-02      \_\_\_\_\_ Date

