

MINUTES

**Executive Committee Meeting
Academic Senate
Wednesday, October 10, 2001
Commons 206
12 noon**

Present: **Bud Morris, Chair** **Dick Montanari, Vice Chair** **Sharon Hamill, Secretary/GEC**
 Shaun-inn Wu, APP **Janet McDaniel, FAC** **Bonnie Biggs, LACAC**
 Kathy Norman, NEAC **Jackie Borin, SAC** **Sandy Parsons, ASCSU**

Ex-Officio: **Alexander Gonzalez, President; Robert Sheath, Provost; George Diehr, CFA**

Guests: **Linda Leiter, Director, Business Services and Risk Management**

Staff: **Marcia Woolf, AS Coordinator**

I. Approval of Agenda

CHANGE: Add FAC to Committee reports.

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

II. Approval of Minutes 9/26/01

CORRECT: III. A. Academic Roundtable, paragraph 5: Spelling of Ried to Reid.

CHANGE: X. Committee Reports: FAC: paragraph 2: "...to be able to bring it to Senate in November...."

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

III. Chair's Report, Bud Morris:

A. Academic Roundtable: No report.

B. Referrals: No referrals.

C. Announcements: The Niche Committee has met again and is looking at what our niche currently is, and where we expect to be in five years and how this might be affected by niches currently identified. Progress is slow.

The YRO steering committee is meeting this Friday. The committee will present the YRO calendar to the Cabinet next Monday. Dick Montanari provided a copy of a statewide Senate resolution regarding year-round operations; the Senate office will make copies for members of the Executive Committee.

IV. Vice Chair's Report: No report.

V. Secretary's Report: No report.

VIII. Statewide Senate Report, Sandy Parsons: (Taken out of order.)

The Statewide Senate is moving forward with adoption of EDD.

Dick Montanari also reported that he is on the Faculty Affairs Committee, a task force for "faculty flow" which deals with matters of recruiting, retention, early retirement, etc., as well as a task force on the roles and responsibilities of department

chairs. He also noted that there is a resolution being prepared which deals with the evaluation of full-time lecturers.

Sandy Parsons noted that she serves on Teacher Education and K-12 Relations, Systemwide Academic Technology, the Master Plan Task Force, and the Governor's Technology Initiative.

VI. President's Report: The President noted that students pay fees, not tuition. The campus keeps part of that fee revenue. As a result of the reduced FTE, the campus will lose \$483,000 in student fee revenue. In addition, the campus may face losing \$1.4 – 1.5 million in state revenue as a result of this reduced FTE. He will know more after the Executive Committee meets next week in Long Beach. Our FTE is approximately 200 below target for fall.

Angela Davis will be speaking this evening at the California Center for the Arts on the importance of ethnic studies. The Young Americans for Freedom are planning a protest this afternoon on campus. The message issued by the campus is that this is a marketplace for ideas and that we are tolerant of all different kinds of voices.

VII. Provost's Report: The Provost recently attended a Provosts' meeting in Los Angeles. We are looking at a 0% budget increase for next year, and the CSU and all other state agencies have been asked to look at scenarios of the 3%, 5%, and 10% cuts. The state budget is currently \$2 billion overspent and could go as high as \$10 billion overspent by the end of the fiscal year.

Affirmative action was also a topic at this meeting. He is suggesting a workshop for the campus in this area. There have been a couple of court cases recently which have impacted the interpretation of Proposition 209. The Provost will attempt to find and disseminate a summary to the committee.

The systemwide office is currently working with California Standards of Testing to come up with a math and English test within the next year which can be used for placement.

The systemwide office is also working on a dual admissions system with the community colleges. This would have the effect of moving students into our system sooner and give us more influence over which courses they take and how they take them.

The budget committee is devising a list of best-practicing universities to study; suggestions are welcomed.

The Provost also raised the issue of the upcoming Academic Conference to be held in San Diego November 28-30 at the Bahia Resort Hotel. Bud Morris indicated that he was working with Bob Yamashita and Garry Rolison regarding a presentation for our campus. The conference is attended by the Trustees, Statewide Senators, campus presidents, provosts, vice presidents for academic affairs, and campus senate chairs among others. This year's theme is "Quality Education Through Diversity." Several members of the committee expressed an interest in having input to the campus' presentation. Bud Morris invited recommendations by email today.

IX. CFA Report, George Diehr: SLO had a settlement on YRO compensation, which includes back pay for last summer.

Recent mediation session focused on lecturer issues, with some discussion regarding workload issue.

X. Committee Reports:

APP: The committee is reviewing course proposals, some of which require review by BLP which hasn't convened yet.

GEC: The committee is making much progress on the computer competency requirement, including development of a course proposal.

The committee has also begun work on the recertifications, including development and implementation of a timeline.

SAC: The committee is reviewing the lottery grant recommendations which were made at the end of last year and will meet with Mary Elizabeth Stivers next week to talk about those recommendations.

The committee has also started preliminary planning for the Student Research Competition. The systemwide competition

will be held next May in Long Beach; the campus competition will likely be held next March. A preliminary schedule is being developed, and flyers will go out toward the end of the calendar year.

The committee is also continuing its work on the student records retention guidelines and and student grade appeal policy.

FAC: The committee has completed its work on the RTP document and will present it at two town hall meetings in early November. The document will then be revised and presented at the December Academic Senate meeting for its first reading. The town hall meetings will be held on a Thursday and either a Monday or a Wednesday. A summary emphasizing the changes and the benefits of same will also be prepared and distributed with the document for the town hall meetings.

The committee is also working with Pat Worden on the new grant proposal seed fund procedure and a call for proposals.

XI. Old Business

A. FAC: Collegial Governance Task Force

The committee made some changes to the document based on input from the Executive Committee. The new document was discussed and concern was expressed regarding various aspects of the makeup of the committee, including combining the LIS and SSP-ARs for purposes of representation, and the number and types of administrative members. In addition, a timeline was discussed for preparation of a first draft of a report. It was decided that the representation would not include SSP-ARs since there is only one currently on campus, and since the task force's efforts would be conducted in consultation with the Executive Committee. It was also decided that the task force should provide preliminary recommendations to the EC by March 2002. Finally, it was decided that administrative representation should be noted as "preferably the provost, and two additional administrators selected by the president or designee."

Motion #3 M/S/P (Parsons/Montanari)
To approve the document with the three aforementioned amendments

B. Risk Management/Faculty Absence Form

Linda Leiter addressed the group and gave an overview of risk management issues related to faculty absence and travel. If documentation is not on file when a faculty member is away from campus on business related travel and an injury occurs, there is a possibility that workers' compensation insurance may be denied. Personal health coverage, however, is always in effect. There is a blanket travel approval form which should be completed annually which covers regular everyday travel related to the faculty member's duties. In addition, there is a unique travel approval form to be used for irregular travel, such as for conferences. Besides the workers' compensation issue, there is also a possibility that the faculty member could be denied legal representation in the event of a lawsuit, if properly approved travel forms are not on file in advance of a trip.

She distributed a "policy matrix" document which outlines the types of coverage available to the University as well as the travel approval forms mentioned above.

Alexander Gonzalez noted that if a faculty member is not on approved travel and not ill, but is not going to be in class, they need to notify their administrator for the same liability reasons. A faculty member who is absent without giving notice is considered AWOL and may not be entitled to workers' compensation benefits or legal representation.

There was concern expressed that many faculty are unaware of these forms and have therefore been exposed to risk.

It was noted that a faculty member who follows an approved syllabus is covered for liability. If a faculty member is absent and has not given any form of notice, they may be at risk.

There was discussion regarding a faculty member's latitude to have their class covered by a colleague without taking sick leave. The administrators present noted that a faculty member who is ill is required to report it and use sick leave, and it is up to the University to find a replacement for their class. If the sick leave goes unreported, the faculty member is at risk of not being protected.

There was discussion about whether a faculty member is required to give notice, or get approval for absences; about how a

faculty member is notified that their travel has been approved; how faculty are apprised of administrators in charge; about traveling despite a supervisor's denial of approval; and about whether these issues are restricted to missed classes, or whether missed meetings are also an issue.

It was decided that the issue would be discussed further at the next EC meeting.

The meeting was adjourned at 2:15 p.m.

The next Executive Committee meeting will be held October 17, 12:00-2:00 in Commons 206

Marcia Woolf, Academic Senate Coordinator

APPROVED:

Sharon Hamill, Secretary 01-02

Date