

MINUTES

**Executive Committee Meeting
Academic Senate
Wednesday, October 17, 2001
Commons 206
12 noon**

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

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

Staff: **Marcia Woolf, AS Coordinator**

Absent: **Janet McDaniel, FAC**

I. Approval of Agenda

CHANGE: **New Business, Add:**

A. NEAC Recommendations

University Student Scholarship Committee
Rocio Guillen, Faculty

Re-alphabetize remaining items as B-D

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

II. Approval of Minutes 10/10/01

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

III. Chair's Report, Bud Morris:

A. Academic Roundtable: No report.

B. Referrals:

NEAC: Council on the Advancement of Standards – Open Seat, Faculty, 01-02
 Service Learning Advisory Committee – Open Seat, COE 01-03
 Open Seat, COBA 01-02
 Open Seat, COAS 01-03
 Open Seat, At Large 01-02

C. Announcements: On behalf of absent FAC chair Janet McDaniel, Bud Morris reported that there will be two RTP forums, the first on November 7 from 8:30 to 10 AM in University Hall 101, and the second on November 8 from noon to 1:30 PM in ACD 102.

A CSUSM team has been selected to present at the upcoming academic conference in San Diego in November. The presenters are Robert Yamashita, Garry Rolison, and Sharon Elise.

IV. Vice Chair's Report: No report.

V. Secretary's Report: Sharon Hamill reported that the following items are awaiting presidential approval or response:

Academic Senate Resolution Endorsing the Teach-In on Campus
 APP YRO Calendar
 APP Class Schedules Resolution (00/01)
 APP Advanced Placement Credit Proposal (00/01)
 FAC Range Elevation Policy for Temporary Faculty (00/01)
 FAC Market/Equity Salary Increase Procedure (00/01)
 FAC Sabbatical Leave Policy Revision (00/01)
 GEC Resolution on LDGE Area D (00/01)
 GEC Resolution on Course Expectations (00/01)
 GEC Resolution on Computer Competency Graduation Requirement (00/01)
 GEC ID-T Form Proposal (00/01)
 LACAC Intellectual Freedom Principles (00/01)

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

The next plenary session will be held at the end of the month. She will attend a Master Planning Committee retreat next week in San Francisco.

IX. CFA Report, George Diehr: (Taken out of order.)

AB 1212 mandates that a union cannot bargain away rights given under state law. As a result of this bill, rights previously given away during bargaining will be restored, most notably the more expansive grievance procedure provided under HEERA.

The Teach Ins are going well. The press is taking notice, and there have been some good editorials. The CSUSM Teach In will be held October 25th. Stanley Aronowitz will be speaking at 11:30 AM.

VI. President's Report: Bob Sheath reported that the president has been at the Chancellor's office yesterday and today discussing the campus budget. The president and provost hope to meet next week with the administration at SDSU in hopes of coordinating enrollment strategies.

Several committee members requested clarification regarding numbers provided at the last Executive Committee meeting regarding revenue from enrollment fees and possible state revenue cuts. The provost noted that the \$483,000 in lost student fee revenue represents not only the two percent below target enrollment, but an additional 200 FTE. In addition, the campus faces losing \$1.5 to \$1.6 million in state revenue; this loss is what the president is lobbying against now in Long Beach. The campus must grow by at least 4-500 FTE in the spring to reach the target. Initial applications for spring are up, and strong efforts are being made to meet that target and to learn why students choose other institutions. Reasons for difficulty in attracting students include lack of program offerings and facilities and name recognition problem. Data regarding all of these issues is being collected.

VII. Provost's Report: Regarding the Proposition 209 issue raised at an earlier meeting, Mary Elizabeth Stivers will run three 2-hour mandatory workshops for the EOAs to bring them up to date with recent court rulings. Interested faculty members may also attend the workshops.

The budget committee hopes to finalize its list of "best practices" campuses soon. They are developing a communication strategy and may conduct site visits.

The Cabinet is discussing the budget shortfall. Dick Montanari noted that BLP has met and elected a chair, and that there is no provision this year for faculty input to budget matters and asked whether an interim process for such input was being considered. The provost will raise the issue with the president.

The campus experienced another power outage this morning, caused by the same faulty breaker as the outage of two

weeks ago. The faulty breaker is being replaced. The back-up system worked this time, but not last, and the reason for this is being investigated.

Sharon Hamill described an incident regarding an anthrax scare which occurred yesterday in University Hall. She was conducting a class and became aware that the building was being at least partially evacuated, emergency personnel were on the scene, and areas of the building were being cordoned off. She and others attempted numerous times to learn what was happening and whether they should remain or were in danger, but could not get a response from Public Safety nor the Dean's office. She said she and her class were also not made aware of the campus closure on September 11. She and other members of the Committee expressed concern about a lack of communication and preparedness for emergencies on campus, and about their latitude in determining whether a class should be cancelled. The provost indicated that an emergency response team had been convened and that these issues and a classroom closure policy would be their highest priorities.

X. Committee Reports:

FAC: Absent.

LACAC: The committee has tracked down the fate of the last IP policy draft, which was tabled at the end of AY 96/97. A subcommittee has been formed and is looking at SFSU's policy, specifically with regard to on-line course materials.

The committee is also looking at developing training opportunities regarding the Fair Use policy.

NEAC: The committee continues to seek volunteers for committee seats and continues its efforts on revising the constitution and by-laws, reviewing the policy regarding faculty on leave, and the Senate officer election procedures.

XI. Old Business

A. Faculty Absence Form

Bud Morris noted that last week the committee reviewed the background for this form and the risk management issues. In addition, he spoke with Mary Elizabeth Stivers regarding whether this form constitutes a request for approval or is merely for notification. The concern is whether there is a need for this form, and whether there is a need for seeking prior approval.

Bob Sheath indicated that while there are two forms for reporting travel, there is no mechanism for reporting absence from a class for reasons other than travel. There was discussion regarding whether e-mail notification could suffice, and whether an approval was necessary. George Diehr noted that in some instances the form says "should" and in some instances, the form says "must," and suggested the form should be reviewed to ensure that it says what it means. In addition, he noted that language in the CBA states that a faculty member's employment is not limited by time and place, and therefore they should be covered at all times. There was discussion regarding the nature of a faculty appointment. Dick Montanari asked whether the intent of the form was for control or notification purposes. Bob Sheath responded that it was for notification, but included approval. He also indicated that administrators including deans fill out a form each time they are off-campus. There was discussion regarding the impossibility of seeking approval in the case of an emergency. Bob Sheath noted that under those circumstances the faculty member would be covered. Sharon Hamill asked whether the intent of the form was to ensure notice by those faculty members that take personal time during the semester, and Bob Sheath responded that it was. Shaun-inn Wu noted that the form indicated "for any reason," and suggested that this should be narrowed down. Bob Sheath noted that the form was also necessary when faculty work at home. He concurred that the form needed modification.

B. SAC Grievance Policies

Jackie Borin reported that the SAC committee has expressed concern regarding two issues within the current grading grievance policy document, namely the removal of a staff representative from the committee and the language on page 9, item number 3, which appears to be in conflict with Executive Order 320. The language of this executive order requires that "If the instructor of record does not assign a grade, or if he/she does not change an assigned grade when the necessity to do so has been established by appropriate campus procedures, it is the responsibility of other qualified faculty to do so." The current language of the policy states that the dean of the college has responsibility for changing the grade.

There was a discussion regarding what happens to other types of student grievances if the grade grievance policy is revised separately (currently, grade and other grievances fall under one policy). The majority of grievances heard by the student

grievance committee are grade grievances.

Bud Morris suggested adding a statement such as, "References to grade appeals have been superseded by Senate policy XYZ, but for all other forms of grievances this document applies." Dick Montanari asked whether a list could be compiled of the various grievance procedures.

Shaun-inn Wu recommended that the committee go over the document another time to ensure that the language is consistent and correct.

The committee agreed that SAC should make the recommended changes and then forward the document electronically to Marcia Woolf who will send it electronically to the Academic Senate for review prior to a first reading.

The meeting was adjourned at 2:00 p.m.

The next Executive Committee meeting will be held October 24, 12:00-2:00 in Commons 206

Marcia Woolf, Academic Senate Coordinator

APPROVED:

Sharon Hamill, Secretary 01-02

Date