

## MINUTES

**Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, April 10, 2002  
Commons 206  
12 noon**

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**Present:**      **Bud Morris, Chair**      **Dick Montanari, Vice Chair**      **Sharon Hamill, Secty./GEC**  
                  **Shaun-inn Wu, APP**      **Janet Powell, BLP**      **Janet McDaniel, FAC**  
                  **Bonnie Biggs, LACAC**      **Kathy Norman, NEAC**      **Sandy Parsons, ASCSU**

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

**Absent:**      **Jackie Borin, SAC; Alexander Gonzalez, President**

**Staff:**      **Marcia Woolf, AS Coordinator**

**I. Approval of Agenda**

**ADD: XI. New Business, B. NEAC Recommendations:**

Interim Student Grade Appeals Policy Committee  
Sharon Hamill

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

**II. Approval of Minutes of 3/27/02**

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

3<sup>rd</sup> paragraph, strike first sentence

~~“Montanari made a joke of some sort which has been stricken.”~~

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

**III. Chair's Report, Bud Morris** No report in the interest of conserving time for RTP discussion.

**IV. Vice Chair's Report: Dick Montanari** At a previous meeting, the issue of the Senate office budget was raised, particularly in regard to the need for adequate funding for course releases for standing committee chairs in future years. (The budget was reduced significantly this past year.) Subsequent to that discussion, Montanari and Morris met with Provost Sheath to discuss funding for next year. The Provost has generously agreed to ensure funding for at least ten course releases and will consider the additional two releases once more information about next year's budget is available. (Course releases have typically been available as follows: Senate Chair – 4 plus 1, APP Chair – 2, and one each for BLP, FAC, GEC, NEAC and SAC.)

Powell noted that she had expected to have one course release funded and had arranged for a course release from her College, but the funding was not made available. She requested that Morris request funding from the Provost to cover her course release. Morris agreed to discuss the matter with the Provost.

**V. Secretary's Report: Sharon Hamill** No report.

**VI. President's Report** Absent

**VII. Statewide Senate Report: Sandy Parsons** The Academic Technology Advisory Committee is having a two-day conference in San Jose, and a team from San Marcos is attending. A new committee has been formed, called SWAT: Systemwide Academic Technology Services, which will look at site licensure for the system in an effort to broker better terms for commonly used programs.

Montanari reported that the Faculty Flow Committee is currently conducting data collection for their best practices survey, as well as data analysis for the Faculty Affairs YRO Principle survey. Eventually, reports will be provided on the data collected.

**VIII. CFA Report: George Diehr** Report deferred to Senate.

**IX. Committee Reports**

**BLP:** The committee is waiting for 2002/03 budget information from the administration.

**LACAC:** At the last EC meeting, a document regarding the educational component of the Fair Use Policy was placed on the agenda, but was not addressed due to time constraints. That item will be placed on an upcoming EC agenda for discussion.

**NEAC:** A ballot is being sent out by the Senate office tomorrow for the statewide Senate constitution referendum. Comments from Sandy Parsons will be appended to that mailing. Both Parsons and Montanari plan to email the faculty urging that they vote “no” on the proposed amendments.

The committee is working on language regarding the status of faculty on leave as it relates to their Senate duties and will propose an additional constitutional amendment on this matter. The committee is also working with the Senate office on conducting the Spring elections, and will propose changes to the standing rules for elections so that they allow for electronic voting.

**X. Old Business**

**A. FAC RTP Policy**

Morris noted that the latest document resulted from comments made at the last Senate meeting as well as input from faculty in general, and current and prior members of the RTP committee. He noted that it is a far better document than that which is currently in place.

Sheath reported that legal counsel advises that any shift in policy should be a complete and utter shift, with no provision for “grandfathering,” as was discussed at an earlier EC meeting. There may also be no shift in policy during a review cycle.

McDaniel noted that FAC met with Richard Serpe, Kathleen Watson, and Shaun-inn Wu on Monday to hear their feedback as current and former members of the RTP committee. The main changes resulting from that meeting were reversing the order of items D and E under II., consolidation of the guidance on the WPAF so that it appears primarily in one place, and increasing the total page limit for the three reflective statement from 9 to 25, and the pieces of evidence per area from 7 to 12.

A spirited discussion ensued regarding the proposed page limit increase. The group agreed that it would be better to prescribe a total number of pages rather than to limit the number of pages per statement. Several members argued either for or against the higher page limit. Issues discussed included: (1) that the page limit selected will become the standard; (2) that the burden should rest with the faculty member to be concise; (3) that “best practice” supports the notion of brief reflective statements; (4) that some faculty may not be able to express all they need to in so few pages; and (5) that the number of pages in the reflective statement is less problematic than the volumes of evidence presented. The majority of EC (by show of hands) was in favor of setting the total page limit at 10, with flexibility regarding the number of pages per reflective statement. McDaniel will include that change in an update document prior to today’s Senate meeting.

Discussion then turned to the number of items of evidence provided for each area. Issues and arguments included: (1) allowing 10 items should be sufficient for faculty in all areas; (2) reducing the number of items of evidence provides an advantage to a candidate presenting best evidence; (3) the notion that “more is better” needs to be overcome; (4) whether the

CV is sufficient for providing certain evidence; (5) the provisions for adding to the file and for requests for additional information; and (6) RTP’s need for evidence to review for clarification. The majority of EC (by show of hands) was in favor of setting the item limit at 10 per area. McDaniel will also include that change in the update document.

Morris raised the issue of references to a “developmental plan” which currently appear in the document. As described, it does not reflect the type of plan the President had in mind when he raised the issue, and Morris believes the policy will not be approved if it includes these references. Morris indicated the matter could be discussed separately from the RTP document in a subsequent year. McDaniel indicated FAC would support this change, and she will include this change in the update document.

**Motion #3** M/S/P (Parsons/Powell) *Passed unanimously, no abstentions.*  
To approve the RTP document with the changes made today

**XI. New Business**

A. APP Course & Program Change Proposals

Shaun-inn Wu noted that he had six items requiring Senate approval, including the new Master’s Project Extension course which was returned to COBA earlier in the year. Due to the time sensitive nature of these items and the lack of time to discuss, EC agreed to pass the items through to the Senate without comment.

B. NEAC Recommendations

**Interim Student Grade Appeals Policy Committee**

- Susie Lan Cassel
- Ricardo Fierro
- Sharon Hamill
- Zhiwei Xiao

Alternates:

- Janet McDaniel
- Dick Montanari
- Bud Morris
- Janet Powell

**Motion #4** M/S/P (Biggs/Powell)  
To forward the NEAC recommendations to the Senate

The meeting was adjourned at 1:15 p.m.  
The next Executive Committee meeting will be held April 17, 12:00-2:00 in Commons 206  
Marcia Woolf, Academic Senate Coordinator

Approved: \_\_\_\_\_  
Sharon Hamill, Secretary 01/02

Dated: \_\_\_\_\_