

MINUTES

**Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, May 1, 2002
Commons 206
12 noon**

Present: **Bud Morris, Chair** **Sharon Hamill, Secty./GEC** **Shaun-inn Wu, APP**
 Janet McDaniel, FAC **Bonnie Biggs, LACAC** **Kathy Norman, NEAC**

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

Absent: **Jackie Borin, SAC; Alexander Gonzalez, President; Dick Montanari, Vice Chair; Sandy Parsons, ASCSU; Janet Powell, BLP**

Staff: **Marcia Woolf, AS Coordinator**

I. Approval of Agenda

ADD: **XII. E. NEAC Recommendations, Foundation Board of Directors Gary Oddou**

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

II. Approval of Minutes of 4/24/02

ADD: **Page 3, 3rd paragraph (LACAC report), first line:**
 “...brought the committee a survey from the statewide Academic Senate to be....”

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

III. Chair’s Report, Bud Morris

A. Announcements: Deferred to Senate.

IV. Vice Chair’s Report: Dick Montanari (Attending ASCSU meeting.)

V. Secretary’s Report: Sharon Hamill No report.

VI. President’s Report: Alexander Gonzalez (Attending emergency budget meeting.)

VII. Provost’s Report Deferred to Senate.

VIII. Statewide Senate Report: Sandy Parsons (Attending ASCSU meeting.)

IX. CFA Report: George Diehr Deferred to Senate.

X. Committee Reports

APP: The committee continues to review course proposals and changes and will be bringing those forward as the reviews are completed. In addition, a draft policy on student workload during summer session should be ready for EC review next week, and Senate review at the final meeting.

FAC: The results of the straw poll were distributed by Janet McDaniel, along with five proposed amendments based on those results. McDaniel requested that the EC endorse the amendments prior to the Senate meeting. After a brief discussion,

it was decided that proposed changes 1 & 2 be grouped into one amendment (concerning the number of items of evidence), and changes 3 & 4 also be grouped (concerning the number of pages in the reflective statement). Change 5 represented a correction to the flow chart in Appendix B.

Motion #3 M/S/P (Biggs/Hamill/unanimous; no abstentions)
To endorse the amendments as amended.

GEC: Deferred to New Business.

XI. Old Business

A. NEAC Constitutional Amendments: Kathy Norman reviewed recent changes to the amendments, including removal of references to election procedures, clean-up of language regarding standing committee member terms and chairs, additional language regarding FAC's duties and SAC's composition and duties, change of responsibility from Secretary to NEAC Chair for distribution of initiated amendments, and additional "housekeeping" changes to bring the document up to date. McDaniel will provide additional language to amend RTP composition to include an SSP-AR whenever an SSP-AR is up for review. During the course of the discussion, the EC agreed to pronounce LATAC henceforth as "lū-tāk'." (The use of a French accent is optional, but strongly encouraged for the sake of levity.)

Motion #4 M/S/P (McDaniel/Wu/unanimous; no abstentions)
To initiate the amendments with the addition of language regarding SSP-ARs on RTP.

B. LACAC Fair Use Policy, Educational Component: Bonnie Biggs noted that the campus Fair Use Policy has been in place for two years. The policy included the requirement for an educational program for University faculty and staff. To address this need, Chuck Allen, representing IITS, has developed a proposal for a web-based education program on copyright issues. A web-based program will allow faculty and staff to undergo the training as their schedules permit. In addition, this effort will show a good faith effort on the part of the University to train faculty and staff in this sensitive area. The committee is also working to develop a form to accompany duplicating requests which will help to ensure attention to fair use guidelines.

Motion #5 M/S/P (Hamill/Norman/unanimous; no abstentions)
To endorse the proposed web-based training program on copyright issues.

LACAC will present the endorsed proposal in writing to the Provost.

XII. New Business

A. APP Course and Program Change Proposals: Shaun-inn Wu noted that the handout provided required the following corrections: Remove items 1-6 (approved earlier) and item 11 (a duplication of item 6). George Diehr asked about the nature of the changes to the Business courses (items 18-23). Wu responded that they were basically pre-requisite changes.

Motion #6 M/S/P (unanimous; no abstentions)
To place the proposals on today's Senate consent calendar.

B. GEC LDGE Area C Revision: Sharon Hamill noted that the committee has been working with the Arts and Humanities faculty since the beginning of the year to develop a proposal for a revision to the Lower Division General Education (LDGE) Area C. The problem to be addressed was the multiple versions of GEH courses which did not always conform to the requirements for such a course. After five months, it was apparent that the Arts and Humanities faculty could not agree on a single approach to resolve this problem. As a result, GEC developed a compromise based on the discussions which had taken place with an eye toward (1) meeting students' needs, (2) requirements of Title V and E.O. 595 and (3) faculty concerns. It is anticipated that the proposal, if approved, would take effect in AY 03/04. Faculty teaching GEH courses in the interim will be asked to modify them to fit the new criteria for C1, C2 or interdisciplinary courses. An accelerated review of these courses will be requested in the Fall of 02, with APP review completed by December. Wu noted this timeline could prove problematic for APP, if the proposed constitutional amendment regarding a split of that committee is not passed.

Motion #7 M/S/P (unanimous; no abstentions)
To forward the revisions to LDGE Area C to the Senate today for a 1st reading.

C. GEC LDGE Area C New Course Proposal Form: Hamill explained that the GEC received 10 or more pages of documentation regarding each course proposal, often responding to every GE guideline as well as every area specific criteria listed. She noted that the GE guidelines are true for all GE courses, and so those have been moved to the back of the form to be used as a reference. It is anticipated that responses to the area specific criteria will necessarily meet the general guidelines as well. In addition, computer competency criteria has been moved under Basic Skills. Finally, Item B on the form asks faculty to identify two or three learning outcomes and how these objectives will be assessed. It is hoped the new form will cut down dramatically on paperwork. Finally, as a result of committee action taken this morning, the GEC has also modified the LDGE Area D form for the sake of consistency (there were no changes made to Area D content on the form) and presented it for EC review along with the Area C form.

Motion #8 M/S/P (unanimous; no abstentions)

To forward the revised LDGE Areas C and D forms to the Senate today for a 1st reading.

D. GEC Recertification Resolution: Hamill presented a resolution on recertification of Upper Division General Education (UDGE) courses, a process required by Title V. GEC recently reviewed over 60 courses (a written report for each plus syllabus), which took a significant amount of time, and resulted in the recertification of almost every course. After considering this effort, the GEC determined that the current procedure is too labor intensive for all involved and does not currently provide the type of information that reviewers need. Therefore, the committee has devised a proposal for a process that will be simpler for departments to use and provide more meaningful information for the GE program.

Motion #9 M/S/P (unanimous; no abstentions)

To forward the revised UDGE recertification procedures to the Senate today for a 1st reading.

E. NEAC Recommendations:

Foundation Board of Directors (one to be selected following interview by Board)

Vicki Fabry, Peggy Kelly, Gary Oddou, Richard Serpe, and Robert Yamashita

Motion #10 M/S/P (unanimous; no abstentions)

To place the recommendations on today's Senate consent calendar.

F. NEAC Changes to Election Standing Rules: Norman reviewed proposed changes to the Election Standing Rules, which include moving language from the Constitution to this document, changing language to allow for the eventuality of electronic voting, adding language on the election of Senate officers, adding a procedure for recall, changes to the method for determining number of Senators, a procedure for filling vacancies, implementation of earlier election of statewide Senator, and some minor housekeeping changes.

Motion #11 M/S/P (unanimous; no abstentions)

To forward the amended rules to the Senate for a 1st reading.

G. NEAC New Faculty Service While on Leave Policy: Norman asked that the EC review the agenda attachments which include the new language, as well as two policies which would be replaced by the new policy. The discussion is deferred to the next EC meeting.

H. APP Certificate Policy: Wu indicated the need for extending the current interim policy, which stated that the Senate would report on the effect of certificate programs on baccalaureate and master's degree programs and determine whether to discontinue or continue – indefinitely or for a fixed time period – the interim policy. There has not been adequate time or activity to gauge the effects of certificate programs on other traditional programs. The proposal also includes some housekeeping changes as well as replacement of the term “residential programs” with “college-based programs.”

Motion #12 M/S/P (unanimous; no abstentions)

To forward the proposed amendments to the interim policy to the Senate today for a 1st reading.

The meeting was adjourned at 1:10 p.m.

The next Executive Committee meeting will be held May 8, 2002, from 12:00-2:00 in Commons 206

Marcia Woolf, Academic Senate Coordinator

APPROVED: _____
Sharon Hamill, Secretary 01/02

Date: _____