

MINUTES

**Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, May 8, 2002
Commons 206
12 noon**

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

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

Absent: **Bonnie Biggs, LACAC; Jackie Borin, SAC; Alexander Gonzalez, President**

Staff: **Marcia Woolf, AS Coordinator**

I. Approval of Agenda

CHANGE ORDER: **XII. New Business, A. becomes D., D. becomes A.**

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

II. Approval of Minutes of 5/1/02

CHANGE: **Page 3, item H, 4th line: “...not ~~be~~ been adequate time...”**

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

III. Chair’s Report, Bud Morris

A. Announcements: Bud Morris met with Bob Sheath to discuss the matter of Janet Powell’s course release. They determined that the BLP work and Academic Blueprint Committee work Powell will do during the summer entitle her to a course release, so the College of Education will be reimbursed for her Spring 2002 release. This plan is contingent upon the blueprint committee conducting work during the summer as planned.

Gerardo Gonzalez attended last week’s 2002 CSU Student Research Competition at CSU Long Beach. Three CSUSM students had winning entries in the statewide competition: Chris Shriver placed first in the undergraduate behavioral science section, and Kathleen Warmoth placed first and Ian Mendez placed second in the graduate behavioral science section.

B. Referrals to Committees:

NEAC University Computing & Telecommunications Committee
Open Seat, COAS 02/04
Open Seat, COBA 02/04

Parking Advisory Group
Open Seat, 02/03

IV. Vice Chair’s Report: Dick Montanari The Collegial Governance Task Force was convened on Monday. Janet Powell noted that the group is working to define its charge and develop a plan of action. They will meet again prior to the end of the semester. Sheath added that the members received a “reading assignment” and will each provide comments

regarding the task force's goal to Marcy Boyle prior to the next meeting, when the charge will be determined.

The revised Master Plan headed by Sen. Dede Alpert is being finalized and printed. A web site about the plan has been established: <http://www.network-democracy.org/camp>. Some of the items contained within the plan could have a negative impact on the CSU. Parsons reported that she sent a message to the faculty with a link to the website and advised them about an on-line discussion group to be facilitated through that site from June 3-14.

The recent vote on two proposed revisions to the statewide Senate's constitution resulted in passage of the item regarding proportional membership based on FTES.

The statewide task force on Intellectual Property provided several documents at last week's plenary session regarding this topic, which Parsons will provide to LACAC chair Bonnie Biggs. Montanari advised that our campus wait for this task force to complete its work rather than pursuing the topic locally.

Morris asked whether the Collegial Governance Task Force's charge might include defining "collegiality," and development of a civility policy. Powell responded that the group had begun to discuss the definition of collegiality, and that they would add development of a civility policy to their list of goals to be considered.

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

VI. President's Report: Alexander Gonzalez On behalf of the President, Sheath encouraged participation on the Parking Advisory Group now being formed. Input and suggestions will be sought on all manner of parking and transportation issues.

Hamill asked whether broader use of flex-time for staff could be considered as a possible way to ease parking problems, noting that some staff have indicated this option is not being considered. Sheath responded that his understanding was that the Labor Council challenged inconsistent practices concerning flex-time, which resulted in the Cabinet adopting a policy regarding work schedules. That policy provides that regular staff work schedules could be anywhere from 7 a.m. to 6 p.m. with either an hour or half-hour for lunch, provided offices are kept open from 8 a.m. to 5 p.m. and key phone lines (those called by public or students) are answered during those hour. The 9/80 and 4/10 schedules are allowed if they meet the operational needs of the unit.

George Diehr said he understood the staff unions had not asked that the 4/10s and 9/80s be eliminated, but that the unit be able to make the determination based on the employee's and unit's needs. He noted that alternative schedules must now be approved by a Vice President.

Morris, who attended yesterday's transportation forum, indicated that it appeared that campus administration was open to any and all suggestions regarding relieving parking issues, including flexible schedules, provided they do not violate labor contracts.

VII. Provost's Report Sheath congratulated EC and particularly FAC for getting the RTP document passed, and proclaimed this a landmark year.

The Academic Blueprint Committee is creating a spreadsheet which will be sent to the three college's committees to provide estimated FTES, FTEF and other needs to bring in each of the programs listed. Within one or two more meetings, a first draft should be ready. Sheath and Morris have discussed the possibility of holding a summit in late summer or early fall in the area of allied health, and particularly nursing. Funding for this effort will be sought from the Chancellor's Office. Janet Powell will share the aforementioned spreadsheet at next week's EC and Senate meetings.

With regards to the Faculty Center Director issue discussed earlier in the year, a different solution has been agreed to by all parties. The Director will report directly to the Provost, and meet regularly with all three Associate Vice Presidents, since the Center's activities span all three areas. This solution ensures that all parties are involved and informed fully. In addition, Sheath has asked the Director to provide him with a workload analysis so that he may determine whether the appointment should be 10 or 12 month.

The Cabinet is suggesting the creation of a President's Council which would consist of members of the Cabinet (the President and the Vice Presidents), two faculty members, two students, and two staff. It further recommends that the two

faculty members be the Chair and Vice-Chair of the Senate, and that the two students be the President and Executive Vice President of ASI. It is also proposing the creation of a Staff Assembly so that staff has a mechanism for addressing non-labor relations issues. The Cabinet also proposes that the Chair and Vice-Chair of that body be the staff representatives to the new President's Council. The new Council would meet monthly and act as an additional advisory group to the President. The Academic Roundtable will also be augmented so that both the Senate's Chair and Vice Chair are included.

Powell expressed her support for such a Council and noted that the Collegial Governance Task Force will also be interested in learning about it, since it will expand collegial governance on campus. Parsons noted that this and the President's offer to bring the budget to EC indicate the administration is being more proactive about involving faculty. Powell asked Morris whether he perceived that there remains any gap in faculty representation on any particular body. Morris responded that he believed that the harm caused by the removal of the Senate Chair from Cabinet this year was more symbolic than substantive, since he met frequently with the Provost and that made up for the lost seat on Cabinet in his opinion. He also noted that the new Council arrangement would be even more beneficial since the Vice Chair will have an opportunity to be involved at that level for a year prior to assuming the Chair's seat.

An informal meeting was held with David Barsky and the Faculty Center regarding learning outcomes assessment. It is suggested that PAC form a learning outcomes assessment subcommittee, which would be part of a cohort. The Big 7 (plus 1) will undergo program reviews next year, and it is envisioned that each college would be represented and they would work together to enhance learning outcomes assessment. David Barsky and Bettina Huber would be ex-officio members. This effort should also help us to meet upcoming WASC accreditation requirements.

Motion #3 M/S/P (Powell/Montanari)
To endorse the idea of a PAC sub-committee on learning outcomes assessment

Mary Elizabeth Stivers is back and working 2-3 hours a day, returning earlier than expected from her illness.

Admissions has hired the two new staff to meet its growing needs. Enrollments are up 20% from last year at this time.

VIII. Statewide Senate Report: Sandy Parsons Parsons and Montanari recently attended the final spring plenary meeting. Regarding YRO, there are still issues regarding implementation of the faculty contract for summer pay and regarding tenure track faculty's rights to teach during summer. A report from the statewide YRO committee containing results from the recent survey is available in our campus Senate office.

Another topic receiving significant attention was the domestic partners' benefits language regarding tuition fee waiver which was apparently omitted inadvertently from the final language of the new faculty CBA. The ASCSU passed a resolution regarding the issue, and it is hoped the missing provisions could be implemented by the administration.

Concern has been raised regarding data security problems in the current version of PeopleSoft. Faculty and staff have been able to breach the system and acquire personal information including Social Security numbers. At one time, it was promised that a future release of the software would disaggregate the databases, but that has proven too expensive and the company now plans to rely on security protocols to protect the data. Shaun-inn Wu pointed out that it would be easier and less costly to have separate databases for students and faculty and staff, and that security protocols can be broken.

One resolution passed at the meeting stated that campus administrations should consult with faculty before establishing enrollment targets and enrollment management policies.

Jackie Kegley was re-elected to her third term as chair of the ASCSU. Les Pincu will again be secretary.

Janet Powell expressed concern about YRO and the campus policy of limiting tenured and tenure-track professors to teaching only one course during the summer due to limited funding. Sheath responded that his understanding is that a funding formula drives the FTFs. The FTES-driven formula funds at the level of an entry level assistant professor. The YRO allocation is not sufficient to fund full professors to teach summer courses, particularly in the College of Education which tends to have smaller classes.

Diehr indicated his belief is that allocated funds are indeed FTES driven, but each campus determines how the funds are divvied up and the faculty should be involved in those decisions. Sheath responded that fiddling with the marginal

funding formula is like robbing Peter to pay Paul; you are squeezing a rock that has already been well squeezed. The CSU provosts recommend a return to self-support summers.

IX. CFA Report: George Diehr A number of issues that remain unresolved will go to arbitration. The parties have agreed to fast-track arbitration which will take up to 60 days. The domestic partners issue may be able to be resolved in this process. The trustees will sign the tentative agreement at their next meeting.

X. Committee Reports

BLP: The committee has received a copy of the campus budget for 01/02 and is developing a list of questions. The committee is recommending a change in the sign-off procedure for the P form. The blueprint process is going well. The provost will attend an upcoming meeting to discuss the blueprint and budget, and BLP's role in future budget processes.

FAC: No report.

NEAC: A referendum on the 26 proposed constitutional amendments is about to go out and faculty will be encouraged to vote. The revisions to the Election Rules will be presented to the Senate next week.

XI. Old Business

A. **NEAC's New Policy regarding Faculty Service while on Leave:** Norman noted that the new policy is intended to replace two current policies: one regarding PRC/RTP committee service and one regarding Senate service and voting. Diehr argued that faculty who are on FERP or PRTB programs should retain their right to vote, similar to faculty on sabbatical. Norman agreed to add FERP/PRTB to the language of the first paragraph and eliminate the last paragraph.

Montanari raised the issue of service by faculty in FERP/PRTB while inactive. It was agreed that the policy should provide for this.

McDaniel raised the issue of service on PRC/RTP committees by faculty on leave. She recalled that the intent of the policy currently in place was that faculty on leave any part of an academic year should not serve on PRC/RTP committees. Wu agreed that the intent was that faculty may not serve on any committees while on leave. Diehr suggested adding language that states a faculty member must be in active service both semesters in order to serve on PRC/RTP committees.

Montanari suggested adding language that indicates the new policy supercedes the other two policies. NEAC will rework the language.

XII. New Business

A. **APP Student Summer Course Load Policy:** Draft language regarding maximum undergraduate course load – to take effect Summer 2003 – was distributed to the EC members. Wu indicated that current limits for Fall and Spring were not revised in this document. For summer session, a formula was devised which would determine whether a student would be spending more than 57 study hours per week. If so, the student must seek the approval of their academic advisor. Diehr was concerned that the language does not address six-week courses. Wu responded that this could be added.

Parsons suggested the policy should allow up to six units rather than five, since that is the break for tuition and represents a typical increment.

Norman suggested clarification of the language in the first paragraph by taking out the word "study" in the fourth line.

There was much discussion regarding the formula and what the numbers represent. McDaniel suggested calling the number produced by the formula a "Barsky unit." It was finally determined that the formula was too difficult to follow, and that APP will bring a revision next week.

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

The next Executive Committee meeting will be held May 15, 2002, from 12:00-1:15 in Commons 206
Marcia Woolf, Academic Senate Coordinator

APPROVED: _____
Sharon Hamill, Secretary 01/02

Date: _____