

## MINUTES

**Executive Committee Meeting  
Academic Senate  
Wednesday, August 29, 2001  
Commons 206  
12 noon**

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**Present:**      **B. Morris, Chair**      **D. Montanari, Vice-chair**      **S. Hamill, Secretary/GEC**  
                  **S. Wu, APP**      **B. Biggs, for LACAC**      **K. Norman, NEAC**  
                  **J. Borin, SAC**      **S. Parsons, Statewide Senate Rep.**

**Ex-Officio:**      **Robert Sheath, Provost**

**Absent:**      **G. Diehr, BLP; J. McDaniel, FAC**

**I.      Approval of Agenda**

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

**II.     Approval of Minutes 6/6/01 (Retreat)**

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

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

**A.      Report from Academic Roundtable**

Because the Chair is no longer a member of the President's Cabinet, but will have a seat on the new Academic Roundtable being convened by the Provost, this standing agenda item has been changed to reflect that. There was no report from the Academic Roundtable.

The Chair noted that there are no committee reports at this meeting since it is the first of the new academic year. Those present introduced themselves. There was a question as to who would provide CFA representation for the EC this year.

There was discussion regarding the need for faculty representation for University budget issues. The Provost described the Academic Roundtable as a committee comprised of the Provost's Council and about six other members, including a representative from the Senate (Chair). The BLP will be asked to make proposals and recommendations. Additionally, a budget methodology task force that includes the Academic Senate Chair will develop a new budget process. The University-wide budget will be developed in Academic Affairs.

**B.      Referrals to Committees**

NEAC              Foundation Auxiliary Services Advisory Board  
                          University Disability Issues Advisory Committee

**C.      Announcements:** None.

**IV.     Vice-Chair's Report, Dick Montanari:** No report

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

**VI. President's Report**

The President has a schedule conflict that will prevent him from attending most Senate meetings this year. The Provost will represent him as necessary.

**VII. Provost's Report, Robert Sheath:**

The Provost will report on budget process at next Academic Senate meeting. Plans are underway to provide more funding for faculty research using resources such as indirect cost recovery, State funds, and Provost's office funds. Awards for seed grants would be made by Academic Affairs rather than colleges. There are plans to create a sponsored research office. Policies presented by last year's Academic Senate are currently being reviewed by Provost's office.

**VIII. Statewide Senate Report, Sandy Parsons:**

The first plenary session of the Statewide Senate will be held week of September 3. Meetings are held quarterly. Issues being considered this year are year-round operations/ ramifications and new academic master plan. The Statewide Senate is also discussing recent press coverage of Chancellor Reed's evaluation. Reed has indicated his commitment to increasing faculty involvement in decision-making this year.

**IX. CFA Report, Keith Trujillo: Absent.****X. Associated Student Inc., to be named: Absent.****XI. Old Business None****XII. New Business****A. Disposition of carry-over items from 2000/01**

Consideration of administrative policies: There was discussion regarding how and whether the Senate should consider policies determined to be "administrative," and how that determination is made. The Chair reasserted that the EC was the appropriate body to determine whether a proposed policy is administrative or academic, and that the EC will refer to committee as appropriate. Discussion turned to a policy which may be in existence which allows a dean to sit on a faculty search committee. Parsons moved to request that EC ask FAC to research policy on faculty hires. Montanari amended motion to request that EC determine whether policy does exist and status of same. Parsons withdrew earlier motion and requested review of policy and status.

Process for reinstatement of graduate students: In light of new AVPAA/Dean of Graduate Studies position, matter is referred by consensus to APP for review.

YRO scheduling: Calendar is under review by YRO Calendar team. APP will bring to full Senate. APP Chair will report at next EC meeting regarding process for presentation/approval of YRO calendar.

RTP procedures: Revision to current policy began in 1997/98 to reflect changes to CSU/CFA collective bargaining agreement. Revision has not yet been approved and was tabled at last AS meeting of 2000/01. Matter is referred by consensus to FAC. FAC's charge is to review the issues that lead to the policy being tabled and, in addition, reconsider the issue of limiting the size of the files. If possible, a new policy should be made available for first reading at the October Senate meeting. A suggestion to section the RTP procedures to facilitate the approval process was rejected by consensus.

Updating policies in light of YRO: APP and Provost's office will assist in bringing matters to Senate's attention.

Use of terms: "track," "concentration," "emphasis": APP will continue efforts to standardize terms used.

Course Approval process: EC acknowledged APP's efforts to make processes more efficient and encouraged them to continue with those efforts.

New State standards for teacher education: This will be a year-long process for the College of Education. The Chair asked that APP workload be considered as process moves forward.

Off-Campus instruction: Consideration of infrastructure for and quality of off-campus instruction referred by consensus to FAC.

Intellectual Property policy: Referred by consensus to FAC with input re distance learning issues from Senate representative Parsons. LACAC will also be involved in policy development.

Election procedures for officers/terms of service: Chair will look into the length of terms for Senate Chairs at other CSUs. There was discussion concerning the election of officers and the possibility of nominating officers during one session and voting at the next session. This matter was referred by consensus to NEAC for a recommendation.

Reports at Senate and EC meetings: Reports should be brief and oriented to vital interests of EC and Senate.

Professional Growth Plan: The President has indicated interest in including a Professional Growth Plan within the RTP procedures. After some discussion it was agreed that procedures be considered without such a provision for the time being.

Service while on leave: Senate office will provide current policy for review at next EC meeting.

APP Requested deletion of course PSCI-494 be added to the consent calendar for 9/5/01 AS meeting.

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

The next Executive Committee meeting will be held September 5, 12:00-2:00 in Commons 206

Marcia Woolf, Academic Senate Coordinator

APPROVED:

Sharon Hamill, Secretary 01-02

Date