

## MINUTES

**Executive Committee Meeting  
Academic Senate  
Wednesday, September 19, 2001  
Commons 206  
12 noon**

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**Present:**      **B. Morris, Chair**                      **S. Hamill, Secretary/GEC**                      **S. Wu, APP**  
                         **J. McDaniel, FAC**                      **B. Biggs, for LACAC**                      **K. Norman,**  
**NEAC**  
**Ex-Officio:**      **Alexander Gonzalez, President; Robert Sheath, Provost; G. Diehr, CFA**

**Absent:**              **J. Borin, D. Montanari, S. Parsons**

**Guests:****I. Approval of Agenda**

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

**II. Approval of Minutes 9/12/01**

**CHANGE:**              BLP G. Diehr resigned from his seat on this committee.

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

**III. Chair's Report, Bud Morris:****A. Prior Notification for Agenda Items**

The Chair requested that agenda items be provided to the Senate office prior to noon on Mondays, which is the time the officers and staff meet to set the agenda for the Wednesday meeting. If an item is urgent, the committee representative may request that it be added to the agenda at the start of the meeting. If matter involves documentation, be sure to provide electronically to Senate office for inclusion in the agenda, or bring sufficient copies to the meeting.

**B. Referrals to Committees**

NEAC    Budget & Long-Range Planning Committee: One at-large member for 01-02

**C. Announcements**

A "niche" forum was held September 13, attended primarily by staff, many of whom are interested in seeing a programmatic niche. The faculty tends to favor a more general niche. The committee will meet next Monday to go over the recommendations received so far. Rick Moore is joining committee.

M. Stivers issued a call for faculty activity reports, due October 8. Reports are to be submitted electronically to deans' offices.

The YRO steering committee was presented with a calendar which includes two 15-week semesters and a 12-week summer semester, all with final exam schedules. Calendar will be presented at October Senate meeting. There is a systemwide problem in developing YRO calendars due to CSU-mandated teaching days requirement. S. Wu indicated that APP had approved calendar and will bring resolution to Senate.

- IV. Vice-Chair's Report, Dick Montanari:** Absent
- V. Secretary's Report, Sharon Hamill:** No report
- VI. President's Report, Alexander Gonzalez:** No report
- VII. Provost's Report, Robert Sheath:**

Enrollment for Fall is not within 2% of target FTE, which is set by Chancellor's Office. Provost has mandated to all of Academic Affairs to work to increase Spring enrollment. A five-point plan is being implemented which will include targeting those students taking fewer courses and those disenrolled as a result of new fee payment structure. Other plans underway include relaxing fee payment process, increasing advertising efforts, and provisional registration procedures. If unable to achieve a level within 2% of target, campus budget will likely be reduced for 2002/03.

Budget committee met this week and will meet weekly. Committee is looking at past budget attempts, and gathering information from this campus and others.

- VIII. Statewide Senate Report, Sandy Parsons:** Absent
- IX. CFA Report, George Diehr:**

G. Diehr asked whether our administration has a position regarding faculty taking their classes to the up-coming Teach-In. A. Gonzalez responded that the administration's position is governed by the Chancellor's Office.

- X. Associated Student Inc., to be named:** No representative.

**XI. Committee Reports:**

**BLP:** No report.

**FAC:** Committee continues its work on the RTP issues and attempting to balance strongly held beliefs with practical considerations.

A proposal regarding formation of a task force on shared governance will be presented at the next EC meeting.

**LACAC:** Committee is scheduled to meet on September 27.

**NEAC:** Committee will present its recommendations for the vacant committee seats at next week's EC meeting. About half of the vacancies will be filled. A call for the vacant BLP seat and those remaining vacant from first call will go out shortly. Information is sought regarding history of need for contested elections for RTP and PLC committees.

**XII. Old Business**

A. Service While on Leave Policy: There was discussion regarding the history of this policy and whether or not the language of the policy needs to be made less vague with regard to its intent.

**Motion #3:** M/S/P (McDaniel/Hamill)

That policy be referred to NEAC for the purpose of clarifying the language.

B. SAC Review of Grievance Policy: There was discussion regarding the development and use of this policy and the existence of other related policies on campus. There is considerable confusion regarding these policies and the appeals processes. It was decided that the matter be tabled until the SAC chair is available to discuss.

**XIII. New Business**

A. Public Hearings on New Policies: It had been proposed during the previous Senate session that new policies be

presented in a public forum to make campus aware and to gain input. All agreed this was a good idea, and R. Sheath noted that his prior institution called these "town hall meetings." It was agreed that this was a good name to use.

B. Tracking Curricular Proposals: Academic Programs makes available multiple copies of proposals to APP and Senate. M. Woolf will confirm that AP houses these permanently, and consult with AP to determine whether number of copies currently being produced could be reduced.

C. Amendment to By-Laws and The Referendum: After a brief discussion regarding whether to incorporate additional changes with last year's amendments or present separately, it was decided that M. Woolf will provide NEAC with title/department updates. NEAC is charged with determining how best to present amendments for voting.

D. Faculty Handbook Draft: A draft handbook for faculty developed by E. Thompson has been circulating for review. There was some confusion about whether this document was intended to replace the handbook for which FAC is responsible. In addition, the Faculty Center prepares a faculty handbook. R. Sheath explained that E. Thompson had been charged with preparing a guide for adjunct faculty, and the document he developed can be useful to all new faculty. A. Gonzalez suggested that Provost's office determine whether to combine the Faculty Center handbook for tenure track faculty with this new handbook. B. Morris suggested different titles to help differentiate. G. Diehr noted that this new handbook contained incorrect catalog page references.

E. Faculty Absences: A memo distributed by M. Stivers' office to faculty regarding a new procedure and form for reporting of absences was handed out. There was a lengthy discussion regarding the need for the procedure and the manner in which the procedure was developed. It was determined that the matter should be discussed further at a subsequent meeting and that University risk management staff attend to explain this aspect of the issue.

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

The next Executive Committee meeting will be held September 26, 12:00-2:00 in Commons 206

Marcia Woolf, Academic Senate Coordinator

APPROVED:

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Sharon Hamill, Secretary 01-02

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Date