ACADEMIC SENATE
OF
CALIFORNIA STATE UNIVERSITY SAN MARCOS
January 22, 2003

Minutes

Present: Jocelyn Ahlers, Veronica Añover, Don Barrett, Kristin Bates, Vivienne Bennett, Bonnie Biggs, Glen Brodowsky, Susie Lan Cassel, David Chien, Zulmara Cline, Margret Crowdes, Maria Luiza Dantas, George Diehr, Judith Downie, Merryl Goldberg, Vicki Golich, Jule Gomez de Garcia, Gina Grimshaw, Sharon Hamill, Andre Kundgen, Janet McDaniel, Ofer Meilich, Yvonne Meulemans, Dick Montanari, Dreama Moon, Carmen Nava, Kathy Norman, Sandy Parsons, Jill Pellettieri, Amber Puha, Jay Rees, Michael Schmidt, E. A. (Al) Schwartz, Patty Seleski, Linda Shaw, Laurie Stowell, Jackie Trischman, Shaun-Inn Wu, Rika Yoshii, Yuan Yuan

Not Present: Peter Arnade, Jocelyn Brown, Vicki Fabry, Rocio Guillen, John Halcon, Mary Keim, Kara Kornher, Troy Nielson, Youwen Ouyang, Raj Pillai, Liliana Rossmann, Lorri Santamaría, Wesley Schultz, Zhiwei Xiao

Ex-Officio Present: David Barsky – AVPAA-AP, Steve Lilly – Dean COE, Spencer McWilliams – Dean COAS, Bud Morris – Past Senate Chair, Robert Sheath – Provost & VPAA, Mary Elizabeth Stivers – AVPAA-AR, Pat Worden – AVPAA & Dean Grad. Studies

Guests: Terry Allison – University Planning Officer, Ranjeeta Ghiara – Assoc. Dean COAS, Bettina Huber – Dir. Analytic Studies, Francine Martinez – Vice President Student Affairs, Michael McDuffie – Assoc. Dean COAS, Richard Riehl – Exec. Dir. Enrollment Srvcs.

Staff: Marcia Woolf, Academic Senate Coordinator

I. Approval of Agenda

DELETE: XIII. C. GEC Upper Division General Education Requirement – 2nd Reading

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

II. Approval of Minutes: 12/4/02

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

III. Chair's Report:

A. Announcements: Montanari attended a committee meeting yesterday to review candidates for the faculty trustee position on the Board of Trustees. He noted that there were only six candidate applications, and the committee was able to make three recommendations. The position term is three years. The application process may be modified to encourage more applications in the future.

Montanari explained the history of the terms "charter campus" and "pilot campus." The Chancellor's Office requested we not use the term "charter" because of its specific meanings in certain educational arenas. So the term "pilot" was settled on as an alternative. A 10-member task force is being formed with strong representation from the faculty, which will be soliciting input campuswide. Their charge is to determine what would be involved, to advise whether there is interest in pursuing the proposed changes, and to issue a report of their findings by the end of the semester. Membership will include the provost, Barsky, an academic dean, four faculty recommended by NEAC, one EC member (probably GEC chair), one Student Affairs representative, and one Enrollment Services representative.

The campus is developing a bottom-up budgeting process which will tie into strategic planning efforts toward the year 2010. Both the University and Academic Affairs committees involved in developing this process include faculty Senate members. A part of this budget process will include accounting for faculty assigned time.

The provost and deans have drafted a proposed administrative policy on assigned time, and a task force will be formed to review and develop the policy appropriately for this campus.

A request (received January 17) has been received from David Spence and Jackie Kegley to identify reviewers for the joint Ed.D. proposal for UC/CSU partners. Sheath noted that the request has been referred to the College of Education and noted the need to avoid conflict of interest (proposers cannot be reviewers). Academic Senate input will also be sought for possible reviewers. The deadline for response is Friday, January 24, 2003.

B. Referrals to Committees:

NEAC University Curriculum Committee, COBA 02-04
Search Committee, Director of Budget Office, At-Large
Univ. Computing & Telecom. Committee, At-Large 02-03

SAC Incentives for Student Committee Members

IV. Vice-Chair's Report, Bonnie Biggs: No report.

V. Secretary's Report, Glen Brodowsky: No report.

VI. President's Report, Alexander Gonzalez: (Attending meeting off campus.)

VII. Provost's Report, Robert Sheath: The provost's PowerPoint presentation provided at last week's Spring Assembly is available by request to anyone who did not see it. It provided an update on the various initiatives underway on campus.

The COBA Dean search committee has now met and has drafted a position announcement which will be publicized shortly.

VIII. ASCSU Statewide Senator's Report: The statewide senate will hold its plenary session this Thursday and Friday in Long Beach. Richard Serpe will present a report on the recent workload study. Serpe noted the report will also be posted on the statewide website (http://www.calstate.edu/acadres/csuFacWkLoad.shtml). The summary recommendations are also expected to be provided to all CSU faculty electronically.

Parsons noted that the draft report on department chairs' roles and responsibilities will also be presented at this week's session, and Parsons will forward the report electronically once available.

The joint Ed.D. project is moving forward at a rapid pace, and the Chancellor's Office is currently seeking reviewers for partner proposals. Those interested are asked to contact Montanari by this Friday.

Montanari noted that the Faculty Flow report will also be presented this week, and will be made available as soon as possible.

Parsons also reported that the Academic Technology Committee prompted the recent systemwide licensure for TurnItIn plagiarism detection software, and is considering other systemwide licenses, as well as broader technology issues.

Parsons also attended a Martin Luther King, Jr. Day breakfast on behalf of the CSUSM Academic Senate and said it was a very moving experience.

IX. CFA Report, George Diehr: No report.

X. ASI Report, Jocelyn Brown: No report.

XI. Committee Reports

APC: No report.

LATAC: The committee e-mailed faculty a survey designed to assess interest in and current use of bibliographic management software; the deadline for response is January 31. The campus response may result in purchase of such software, and may prompt consideration of systemwide licensure.

SAC: No report.

UCC: Nava, new chair for UCC, introduced herself and reported that this Fall the committee received forms for 42 new courses, 75 course changes, 2 new programs, and 7 program changes, and has completed 82 reviews. This spring, between 80 and 100 forms have been received. Current items under review include changes to the majors in Film Studies, Ethnic Studies, Biology, Literature and Writing, a new major proposed in Biochemistry, and a new minor in Native Studies. The committee meets Thursdays at 10 a.m.

XII. Consent Calendar ***The following items were presented to the Senate for a single vote of approval without discussion, and came moved and seconded from committee.***

A. NEAC Recommendations

Name	Committee	Representing	Term
Hayden, Kathy	LATAC	COE	02-03

B. UCC Course & Program Change Proposals (as attached to agenda)

Motion #3 M/S/P*
To approve the Consent Calendar items

XIII. Old Business:

A. BLP UAMP Process – 2nd Reading A revised version of the document was handed out at the meeting, which was cleaned up to remove strike-outs and underlines. In addition, on form A two columns were added for reviewers to indicate either support or non-support of the program, with an explanation requested for non-support. This is the only change that was made to the document since the 1st reading in December. It was noted in today's EC meeting that the form should be changed to eliminate the support/non-support columns on the line where the originator signs. A discussion ensued which centered on the nature and purpose of Form A.

Motion #4 M/S/D (Brodowsky) (none for, 22 opposed, 8 abstentions)
To divide the UAMP process and Form A for voting purposes

Friendly amendments were offered and accepted to (1) change "APP" to "UCC" within the Definition of Program Abstract on the first page, (2) add the parenthetical phrase "(including A form)" to the left margin note "By end of Spring semester" on the flow chart, and (3) remove the support/non-support columns on the Review Process portion of Form A.

Motion #5 M/S/P (no opposition, 2 abstentions)
To approve the UAMP process, flow chart, and Form A as amended

B. APC University Policy on Center & Institutes – 2nd Reading Worden noted that she had incorporated the suggestions offered at the 1st reading in December (although these were not reflected in the document attached to the agenda). The changes included (1) p. 4: changing the four-week timeline for the senate chair's review to six weeks; (2) p. 4: adding "after consultation with the <u>search committee and/or</u> advisory board" to the language regarding appointment of the director; (3) p. 5: adding "one or more <u>external</u> community members" and deleting "when appropriate" to the external review language; and (4) p. 6: adding "Donors' wishes shall be taken into account if donated resources are involved" to the language regarding disposition of resources of defunct centers. A fifth change suggested by Worden was to add a new, sixth bullet on page 5 to read: "An external reviewer from the academic community chosen in accordance with Academic Senate policy on academic program review, when appropriate."

Additional suggestions included (1) modifying the third paragraph on page four to read, "Normally a center or institute will be granted a charter that governs the operation of the center or institute for up to six years, renewable upon approval of the president or designee (see evaluation procedures);" (2) adding a part III. 1. h. to read "be reviewed in accordance with the terms set forth in the charter of the center or institute;" and (3) consistent use of the language "president or designee" where appropriate.

The committee accepted all of the above changes as friendly amendments.

Motion #5 M/S/P*
To approve the University Policy on Center & Institutes as amended

XIV. New Business

A. APC Guidelines on "Maximum Number of Units" – 1st Reading Schwartz noted that the document approved by last year's Senate is being modified to reflect the schedule for summer session 2003. The document was modified in today's EC meeting to (1) change the first sentence to read "…45 hours of student effort per academic term…," and (2) to correct a typographical error in the third paragraph.

Issues raised included the possibility of (1) limiting student transfer of credit from other institutions when external course loads exceed this guideline, or adding language advising students to consider external course work and other commitments when planning; and (2) availability of academic advisors and during summer months to provide approvals. Additional comments should be provided to APC.

B. University Policy and Procedures on Periodic Review of Vice Presidents and Deans – 1st Reading The item's presenter, Terry Allison, was not available to introduce the item, and it was postponed to the February Senate meeting. Suggestions and comments should be provided to Allison.

C. UCC B.A. in Criminology & Justice Studies – 1st Reading Nava and Bates addressed this item. Comments included the need for clarity regarding the breadth and depth requirements, the current catalog layout which sets the minor in Criminology apart from the other offerings within Sociology, and concern about the lack of interdisciplinary consultation.

Meeting adjourned at 3:05 p.m.
Marcia Woolf, Academic Senate Coordinator

APPROVED: ______________________ Date: ____________
Glen H. Brodowsky, Secretary 02/03