

**ACADEMIC SENATE
OF
CALIFORNIA STATE UNIVERSITY SAN MARCOS
February 5, 2003**

Minutes

Present: Jocelyn Ahlers, Wayne Aitken, Don Barrett, Kristin Bates, Vivienne Bennett, Bonnie Biggs, Glen Brodowsky, Susie Lan Cassel, David Chien, Zulmara Cline, Maria Luiza Dantas, Charles De Leone, George Diehr, Judith Downie, Meryll Goldberg, Vicki Golich, Jule Gomez de Garcia, Linda Holt, Kara Komher, Andre Kundgen, Janet McDaniel, Ofer Meilich, Yvonne Meulemans, Dick Montanari, Dreama Moon, Carmen Nava, Kathy Norman, Sandy Parsons, Raj Pillai, Jay Rees, Michael Schmidt, E. A. (Al) Schwartz, Patty Seleski, Alyssa Sepinwall, Linda Shaw, Laurie Stowell, Jackie Trischman, Shaun-Inn Wu

Not Present: Veronica Añover, Jocelyn Brown, Margret Crowdes, Vicki Fabry, Gina Grimshaw, Rocio Guillen, John Halcon, Sharon Hamill, Mary Keim, Troy Nielson, Youwen Ouyang, Jill Pellettieri, Amber Puha, Liliana Rossmann, Lorri Santamaria, Rika Yoshii, Yuan Yuan

Ex-Officio Present: David Barsky – AVPAA-AP, Alexander Gonzalez, President, Spencer McWilliams – Dean COAS, Bud Morris – Past Senate Chair, Marion Reid, Dean Library, Robert Sheath – Provost & VPAA, Robert Stakes, Dean Extended Studies, 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

Staff: Marcia Woolf, Academic Senate Coordinator

I. Approval of Agenda

DELETE: XII. Consent Calendar
NEAC Recommendation: Tejinder Neelon, Parking Advisory Group (group no longer meeting)

CHANGE: XIV. New Business
A. Univ. Policy & Proc. On Periodic Review of VPs & Deans Time Certain 2:30 p.m.

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

II. Approval of Minutes: 1/22/03

CHANGE: III. Chair's Report, 2nd paragraph, 6th line: Correct spelling of "Barsky"

CHANGE: VIII. ASCSU Statewide Senator's Report, 3rd paragraph, 2nd line:
"Those interested are asked to contact ~~Parsons~~ Montanari by this Friday."

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

III. Chair's Report:

A. Announcements: The deadline for the Student Research Competition was February 3; we received eight registration forms, compared to last year's six.

Because there was some confusion following the January Senate meeting regarding the nature of discussions under Old and New Business, today's Senate agenda includes explanatory wording for Old and New Business, as well as dates of first readings.

B. Referrals to Committees:

APC Curricular Offerings by Extended Studies
NEAC SBRI Review Committee, 2 at-large

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

V. Secretary's Report: Glen Brodowsky

The following items have been forwarded to University administration for approval, response, or information:

APC University Policy on Centers & Institutes
BLP UAMP Process, Flow Chart, and Form A
NEAC Faculty Service while on Leave Policy

VI. President's Report: Alexander Gonzalez There is still no news regarding next year's budget. Word is expected within a few weeks regarding next year's reductions. Budget information will continue to be shared as it becomes available.

Our target FTES for next year has been renegotiated. Originally, the target was 6187 which was then increased to 6249. It has now been revised to 6300. This represents a significant increase of 658, or 11.7%. Our over-enrollment this year means we are well on our way to achieving this target. The challenge now is to get as close to 6300 as possible without exceeding that number. This increase brings additional funding which should help to offset the expected reductions. It is not known yet what the marginal allocation per FTE will be.

The Board of Trustees did not take any action last week on the student fee increase, which will likely be on the March agenda. Action may not be taken until March or possibly June.

Plans for the new Business building have been approved, and construction will begin in about one year. The Library is on schedule, as is the Field House. Models for the new student housing should be open shortly, and the units should be completed in July.

Seleski requested clarification regarding an article in The Pride which quoted Rick Moore speaking about the writing requirement. Moore explained that the reporter misunderstood his remarks and took some of them out of context. Brodowsky remarked that he had been contacted by a Pride reporter with questions concerning a rumor about the elimination of the writing requirement and a possible name change for the University.

VII. Provost's Report: Robert Sheath Regarding the two deans searches, 49 applications have been received to date for the IITS position, and 14 for the COBA position.

Spring enrollment figures are 7200 headcount and 5600 FTES, down from 7600 and 5800 in the fall. Our annualized FTES will probably be just under 6100 (including last summer). Next year's target is 6300 FTES. We are funded for an additional 658 new FTES, but our actuals will only be about 200. This means a significant influx of new money, which will help to offset expected budget reductions. Managing enrollment will be important again in the fall.

There will be a presentation at the March Senate meeting on the computer refresh program. In light of the current budget climate, it is important that we all understand the ramifications of this program and possible alternatives.

VIII. ASCSU Report: Sandy Parsons Parsons referred Senators to the summary reports attached to the agenda concerning the recent Department Chair Survey and Faculty Workload Study. She thanked Serpe for his presentation on the Workload Study at the January ASCSU meeting. Serpe noted that the outcome of this survey was similar to the outcome of the 1989/90 study, which resulted in a negotiated change to faculty workload from 12 units to 9 units, which was subsequently bargained away in reopener negotiations. Currently, CSU faculty workload is higher than in the rest of the country. Both studies are available on the CSU’s website.

Findings of the Department Chair Survey included a broad array of methods for selected department chairs, the significant administrative workload involved for chairs, the need for more training/preparation, support and consistency of remuneration across the campuses, including the available option of 12-month contracts.

The Intellectual Property Report is in final draft form, and will be provided as soon as available.

A special plenary session will be held next week to discuss budget issues.

IX. CFA Report: George Diehr Janet Powell will be representing CFA on the Senate’s Executive Committee.

Contract reopener issues include workload, compensation, and benefits. CFA’s sunshine proposals should be available by the first of March.

CFA is planning to meet with the administration to discuss a recently proposed assigned time policy. Montanari noted that the issue is currently a matter within the administration and CFA’s domain, and that Senate input may be sought some time in the future.

Rumors regarding possible cuts to the adjunct budget should be ignored at this stage, since it is premature to speculate on whether and how budget cuts will be made next year, and since we rely on adjuncts to teach a significant number of our courses.

X. ASI Report: Jocelyn Brown No report.

XI. Committee Reports: BLP, FAC, GEC, NEAC

BLP: A written report was distributed at the meeting. Golich noted that BLP has representatives on the Blueprint committee and on the various budget process committees. The committee is meeting with Allison to discuss their role in the new budget and planning processes being developed.

FAC: The committee’s written report is attached to the agenda.

GEC: Schmidt noted the following corrections to the committee’s written report which was attached to the agenda: add Patty Seleski as a member of the committee, and the committee meets every Tuesday from 2:30 – 4:30 in ACD 1258.

NEAC: Norman noted the following correction to the committee’s written report which was attached to the agenda: item #6 should be entitled “Role of the Parliamentarian.”

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.*

NEAC Recommendations

Name	Committee	Representing	Term
Valerie Callanan	NEAC	At large	02-04
Oliver Berghof	Univ. Computing & Telecom. Committee	At large	Spr 03

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

Motion #3 M/S/P*
To approve the consent calendar

McDuffie noted that COAS has elected four replacement Senators, per NEAC's request: Linda Holt, Wayne Aitken, Alyssa Sepinwall, Charles DeLeone.

XIII. Old Business

A. GEC Upper Division General Ed. Requirement 2nd Reading (*1st Reading 12/4/02*)

Schmidt introduced this item which was postponed from the last Senate meeting. The committee added language regarding interdisciplinary majors, and timing of implementation to go into the next catalog printing. It was noted that the spelling of the word "breadth" needed correction.

Motion #4 M/S/P (one abstention)
To approve the UDGE requirement resolution as corrected

B. APC Maximum Number of Units Guideline 2nd Reading (*1st Reading 1/22/03*)

Barsky explained that a similar document was approved by last year's Senate, but has now been modified to reflect a six-week summer session. Four changes made to the document following the first reading were enumerated in the agenda packet.

Motion #5 M/S/P (two abstentions)
To approve the Maximum Number of Units Guideline

C. UCC BA in Criminology & Justice Studies 2nd Reading (*1st Reading 1/22/03*)

Nava introduced this item, and noted that five issues raised at the first reading have been responded to on a separate page in the agenda packet. Bennett offered to work with Bates, the originator, to clarify the language regarding breadth and depth requirements. In response to a concern about how Sociology's openness to another department teaching a justice related course gets codified, Nava responded that the committee has recorded their discussions in their minutes which they hope to make available in a searchable format. There was additional discussion about the scope of the program, given its title, and whether other courses dealing with justice would be subject to Sociology's approval, and whether current processes are adequate to address these concerns. The P Form was handed out, and it was noted that approval signatures had not been obtained from the Library, IITS, or Physical Planning. Biggs noted that historically funding has not been forthcoming for programs requiring additional library resources. Kornher offered a friendly amendment

Motion #6 M/S/W (Schmidt)
To postpone further discussion until the requisite approvals are obtained

Nava noted that the oversight was not intentional. The question was called to vote on the motion, and defeated. To facilitate the approval process, it was suggested that approval of the program be put to a vote contingent upon the requisite approvals being secured.

Motion #7 M/S/P (Kornher) (1 opposed, 5 abstentions)
To approve the program contingent upon the requisite approvals being secured.
Once those are secured, the Senate signature will be affixed. If those signatures are not secured, the program will be returned to the Senate.

XIV. New Business

A. Univ. Policy & Procedures on Periodic Review of Vice Presidents & Deans 1st Reading

Allison introduced this item, noting that it represents a revision to an existing administrative policy. The substantive change is in the definition of the policy which originally stated that reviews would be conducted in the third year of appointment “and every three years afterwards,” and now states “and at least every five years afterwards.” The primary reason for the change was that reviews seemed to follow too closely in time. The EC suggested the inclusion of “at least” to ensure the option of an earlier review if necessary. Allison noted that #4 on page 4, third sentence, should read “Vice President” instead of “President.” A suggestion has been received to change the term “Consult with” to “Interview” on page 5, #5, item d.

Montanari noted that this is an administrative policy for which Senate endorsement, rather than approval, is sought. Allison remarked that the original policy underwent Senate review three years ago. He also noted that this review is an optional review in addition to a mandated annual review which is conducted for every MPP employee; the annual MPP review includes a less formal consultation process.

Concern was expressed about how faculty members are selected to participate in the review process. Although NEAC offers names, this decision rests with the provost or president. Allison noted that, historically, faculty members selected have been from among those offered by NEAC. Additional concerns were expressed regarding availability of information on the outcome of reviews, where questionnaires are directed, scope of “consultations,” and the ambiguous meaning of “at least every five years.” Additional comments should be directed to Allison.

B. APC Undergraduate and Graduate Policies on Probation, Disqualification and Reinstatement 1st Reading

Montanari noted that this item is time sensitive due to catalog printing deadlines. Schwartz introduced the item which was developed in response to Executive Order 823. Barsky noted that italicized language represents non-mandated, campus policy. The substantive change to current practice is the move to GPAs rather than grade points to determine status.

Comments included confusion about the need for specifying “Dean of the College of Arts and Sciences” in #3.b. on page 2, a question about what constitutes “normal” progress toward the degree, and attaching a normative time for university support for the graduate program. Additional comments should be directed to Schwartz, Barsky, or Worden.

Meeting adjourned at 2:55 p.m.

Marcia Woolf, Academic Senate Coordinator

APPROVED: _____
Glen H. Brodowsky, Secretary 02/03

Date: _____