

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

Minutes

- Present:** Jocelyn Ahlers, Wayne Aitken, Don Barrett, Kristin Bates, Vivienne Bennett, Bonnie Biggs, Glen Brodowsky, David Chien, Zulmara Cline, Maria Luiza Dantas, George Diehr, Judith Downie, Vicki Golich, Jule Gomez de Garcia, Gina Grimshaw, Sharon Hamill, Linda Holt, Andre Kundgen, Janet McDaniel, Ofer Meilich, Yvonne Meulemans, Dick Montanari, Dreama Moon, Carmen Nava, Troy Nielson, Kathy Norman, Raj Pillai, Jay Rees, Erik Roper, Michael Schmidt, E. A. (Al) Schwartz, Patty Seleski, Alyssa Sepinwall, Linda Shaw, Laurie Stowell, Jackie Trischman, Shaun-Inn Wu, Rika Yoshii
- Not Present:** Veronica Añover, Susie Lan Cassel, Margret Crowdes, Charles De Leone, Vicki Fabry, Merryl Goldberg, Rocio Guillen, Mary Keim, Kara Kornher, Youwen Ouyang, Sandy Parsons, Jill Pellettieri, Amber Puha, Liliana Rossmann, Lorri Santamaría, Yuan Yuan
- Ex-Officio** David Barsky – AVPAA-AP, Dennis Guseman, Dean COBA, Spencer McWilliams – Dean **Present:** 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, Steve Nichols – Faculty, Betsy Read – Faculty, Richard Riehl – Exec. Dir. Enrollment Services
- Staff:** Marcia Woolf, Academic Senate Coordinator

I. Approval of Agenda

- CHANGE: X. ASI Report:** Jocelyn Brown is now replaced by Erik Roper, VP Communications
Also, move this item up to follow Vice-Chair's Report
- CHANGE: XI. Committee Reports:** Add FAC
- CHANGE: XIII., A. Endorsement of IRA Fee Increase:** This item is being sponsored by EC, not SAC
- CHANGE: XV., A. Student IRA Fee Increase Proposal:** Presenter is changed to Francine Martinez

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

II. Approval of Minutes: 2/5/03 (page 5, which was inadvertently omitted, was made available)

Motion #2 M/S/P*
To approve the minutes as amended with the addition of page 5

III. Chair's Report:

A. Announcements: The Criminology and Justice Studies program proposal discussed at the last Senate meeting has now been signed by all reviewers, and Montanari has signed for the Senate. The signed P form and proposal are available in the Senate office.

Meilich announced that the CSUSM International Fair will be held March 13 on the Mezzanine, from 11 a.m. to 3 p.m. The event is sponsored by the University Global Affairs Committee, ASI and student groups. A flyer was made available. There will be food, dancing and music.

McDaniel announced the upcoming call for nominations for the President's Award for scholarship and creative activity. Self nominations are welcome.

B. Referrals to Committees:

FAC Consideration of New Lecturer Seat on FAC
 NEAC Innovation and Teaching Committee, 1 at large
 NEAC Inclusion of Role of University Planning Officer in Constitution & By Laws
 NEAC University Student Union Advisory Board, 1 at-large 03-04
 SAC Review of Academic Honesty Policy

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

X. ASI Report: Erik Roper Jocelyn Brown has a class during this time, and Roper will now represent ASI. Roper reported on the recent State of the Campus address on February 3rd. Participants included Gonzalez and Sheath. The event was well attended and ASI hopes to conduct more of these events in future.

Roper also reported that (1) ASI is acquiring lockers for the student lounge, (2) has recently been involved in lobbying in Sacramento to protect education funding and not to increase student fees, and (3) will be conducting a Save the CSU rally on March 19 on the Mezzanine.

He further reported that ASI provides free Fair Trade coffee on Monday mornings in front of Craven Hall and plans to offer the same on Wednesday evenings by the Dome steps. ASI currently offers classes on tai chi, belly dancing, guitar, sign language, and free form dance free to students and the campus. Finally, the ASI elections are coming up and has taken a neutral stance on the IRA fee increase issue.

V. Secretary's Report: Glen Brodowsky The following items have been forwarded to University administration for approval, response, or information:

APC Guideline on Maximum Number of Units
 GEC Resolution on UDGE Breadth

VI. President's Report: Alexander Gonzalez Sheath noted that the President is away from campus.

Allison will be providing the Senate office an information sheet about the Strengthening Institutions program. This campus is eligible to apply for funds from this Department of Education grant program. Funds may be used for any number of purposes. Planning grants are available up to \$35,000. Full grants are made for up to \$2 million over five years. Our eligibility is based on our high number of students receiving financial aid, and our low fees.

VII. Provost's Report: Robert Sheath Regarding the two deans searches, 72 applications have been received to date for the IITS position, and 54 for the COBA position. Both searches should be concluded by the end of the semester.

Spring census figures are 7204 headcount and 5624 FTES, resulting in an annualized FTES of 6054 which is about what was predicted, evidence that our enrollment strategies thus far appear to be working.

A draft of the Blueprint Committee's report will be provided shortly for comment by all those who have been involved in the process throughout the campus.

A subcommittee of the Budget Process Committee visited the University of West Florida recently to review

strategic planning and budgeting methods. The Academic Affairs subcommittee will begin its work on developing next year's budget, and it is hoped that some transitional version of the a new budget process can be implemented this year campus wide.

A town hall meeting was conducted to discuss the realignment process. Final recommendations are due from subcommittees by March 15. The steering committee will then devise a rubric for the organizational structure for the new division, and a proposal for the management structure will be developed during April.

VIII. ASCSU Report: Dick Montanari The statewide Senate is meeting this week (Parsons is attending today) through Friday. There will likely be e-mailed updates, and a full report will be provided at the next Senate meeting.

IX. CFA Report: George Diehr CFA will be meeting with the campus administration regarding the budget letter which was recently issued by the Chancellor's Office.

There will be a meeting tomorrow between Diehr (for CFA), Montanari (for Senate), Sheath and Stivers to discuss the recently proposed assigned time policy.

CFA now has representation on the Pilot Campus Initiative Task Force which is being formed.

Bargaining begins March 24. More information should be available at the next Senate meeting.

XI. Committee Reports: APC, FAC, LATAAC, SAC, UCC

APC: The committee's written report was made available. The committee is considering the relationship between Extended Studies and the colleges, and is reviewing the current policy governing Extended Studies which will likely require revision due to the numerous changes which have taken place since the policy's adoption.

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

LATAAC: The committee's written report is attached to the agenda. The committee is preparing its findings on the recent survey conducted to assess interest in bibliographic management software. The findings will be presented to the EC shortly. (EndNote was overwhelmingly preferred by respondents.)

SAC: The committee's written report is attached to the agenda.

UCC: The committee's written report is attached to the agenda.

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
Beavers, Staci	Comm. for Pres. Award for Innovation in Teaching	At-Large	Spr 03
Ruiz, Sonia	SBRI Review Committee	At-Large	Spr 03
Thomas, Marie	SBRI Review Committee	At-Large	Spr 03
Schustack, Miriam	Search Comm., Director - Univ. Budget Office	At-Large	NA

B.
UCC
Course &
Program
Change

Proposals (as attached to agenda)

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

XIII. Old Business

- A. **APC Undergraduate and Graduate Policies on Probation, Disqualification and Reinstatement** 2nd Reading (*1st Reading 2/5/03*)

Schwartz noted that the proposed policies were developed in response to an Executive Order, and therefore we have little flexibility in their content. In addition, the language should be included in the next catalog, which is currently being developed. There was no additional discussion.

Motion #4 M/S/P*
To approve the Undergraduate and Graduate Policies on Probation, Disqualification and Reinstatement as presented.

XV. Special Presentation

- A. **Student IRA Fee Increase Proposal** (taken out of order to facilitate discussion of item XIV. A.)

Martinez reviewed the history of the mandatory IRA (Instructionally Related Activities) fee on our campus, noting that it has never before been increased from the original fee of \$5 per semester, or \$15 annually. The Student Fee Advisory Committee (a majority students committee) has recommended an incremental increase to raise the fee to the system average of \$100 annually by 2006/07. If approved by the student body during the March 17-20 referendum, the first increase – from \$15 to \$60 annually – would go into effect for Summer 2003, and the effects would be apparent immediately. A voter information document was made available which included the types of activities supported by the fee, a Q&A regarding the fee, and projections for revenue if the proposal is passed.

Comments included concern about the timing of this proposal in light of other recent and proposed student fee increases, the nature of the faculty's interest in this issue, and how competing interests increasingly reduce the availability of funding for on-going programs such as the Arts & Lectures series and The Pride.

XIV. New Business

- A. **EC Endorsement of IRA Fee Increase** 1st Reading, Waiver Requested

Motion #5 M/S/P (one opposed, one abstention)
To waive the rules for a 1st reading.

Friendly amendments were offered and accepted to replace the word "committee" with "Student Fee Advisory Committee" at the end of the first sentence, and to correct the word "unfunded" in the third paragraph.

There was additional discussion about the level of the increase in light of other CSU campuses' fees, the difficulty of raising fees generally, and the need to support these types of activities on campus.

Motion #6 M/S/P (two opposed, five abstentions)
To endorse the IRA fee increase.

- B. **SAC Policy on Management of Course Records** 1st Reading

Cline introduced this item, noting that it addresses faculty and student responsibilities in handling course records. The policy would ensure compliance with FERPA and protection of student confidentiality, and has been reviewed by the University's attorney. Comments included concern about time and effort required to shred documents, the apparent similarity of the DOs and DON'Ts listed, confusion about the need to remove identifying characteristics before destroying documents, the need to include a reference to electronic records and to consider campus back-up policies, the need for a campus destruction service, the need to consult with IITS to ensure the policy addresses on-line course materials, and

confusion about the document's single reference to homework. Additional comments should be forwarded to SAC.

C. UCC PE & Kinesiology Program Proposal 1st Reading

Montanari noted that this item was originally presented to the 2001/02 Senate at its final meeting of the year, but was not acted on. It is now presented to the current Senate as a 1st reading item.

Nichols then presented the item, noting that last year's effort to waive the rules at the final Senate meeting did not succeed because of concerns raised by a number of Senators regarding the budget and the nature of the lower division curriculum. The item was referred this year to the UCC and BLP committees who have chosen to defer to the prior year committees' approvals (APP and BLP). He noted that no changes have been made to the document since last spring; it is presented exactly as it was approved a year ago.

The Chemistry and Physics departments which earlier expressed concern about the lower division curriculum have now made some recommendations concerning the curriculum. Read noted that Chemistry and Biology faculty have agreed that the Chemistry 150 requirement might not be the most appropriate for the major, but that Chemistry 312 might be, and that Biology faculty have agreed to accept Chemistry 312 as a prerequisite for PE majors and will not affect their ability to succeed in the required Biology courses. Nichols also noted that the Physics faculty recommends the curriculum stands as is, but that as the major evolves and grows into areas such as exercise physiology and kinesiotherapy, that physics courses be added as a major requirement for those concentrations. As a result, concerns earlier expressed by Chemistry, Biology and Physics have been addressed. He noted that dropping Chemistry 150 would result in a 123-unit major.

Concerns raised by senators included (1) whether the program continues to meet the teacher education waiver program, (2) why the senators were not provided complete information on the program including the cover sheet with signatures and the arguments supporting the need for the program, as well as comments from last year's APP and BLP committees, (3) that committee approvals are recommendations to the Senate but that senators must still have access to documents to evaluate, (4) that the EC consider a means to make entire proposals available to senators, and (5) that Senate committees make some summary of their review and judgment available to Senators. Montanari noted that the full proposal is available for review in the Senate office, and asked that additional questions and comments be directed to the proposers.

XV. Special Presentation

B. Computer Refresh Program Sheath noted that there was not enough time to hear this presentation and asked that it be placed on the agenda for the next Senate meeting. He added that the presentation is being made because it is important for the campus community to understand how the decisions regarding the refresh program have been made.

Montanari indicated that three resolutions were received in the Senate office this morning, too late for addition to the Senate's agenda. The EC will consider these resolutions in its upcoming meetings.

Meeting adjourned at 2:55 p.m.

Marcia Woolf, Academic Senate Coordinator

APPROVED: _____

Glen H. Brodowsky, Secretary 02/03

Date: _____