

**ACADEMIC SENATE
OF
CALIFORNIA STATE UNIVERSITY SAN MARCOS
November 6, 2002**

Minutes

Present: Jocelyn Ahlers, Don Barrett, Kristin Bates, Bonnie Biggs, Glen Brodowsky, Joceyln Brown, Susie Lan Cassel, David Chien, Zulmara Cline, Margret Crowdes, Maria Luiza Dantas, George Diehr, Merryl Goldberg, Vicki Golich, Gina Grimshaw, Rocio Guillen, Sharon Hamill, Kara Kornher, Andre Kundgen, Janet McDaniel, Yvonne Meulemans, Carmen Nava, Troy Nielson, Kathy Norman, Youwen Ouyang, Raj Pillai, Janet Powell, Amber Puha, E. A. (Al) Schwartz, Linda Shaw, Jackie Trischman, Shaun-Inn Wu, Zhiwei Xiao

Not Present: Veronica Anover, Peter Amade, Mark Baldwin, Vivienne Bennett, Vicki Fabry, Jule Gomez de Garcia, John Halcon, Soheila Jorjani, Mary Keim, Ofer Meilich, Dick Montanari, Dreama Moon, Sandy Parsons, Jill Pellettieri, Jay Rees, Liliana Rossmann, Michael Schmidt, Wesley Schultz, Patty Seleski, Laurie Stowell, Robert Yamashita, Rika Yoshii, Yuan Yuan

Ex-Officio Present: Alexander Gonzalez – President, Dennis Guseman – Dean COBA, Francine Martinez – VP Student Affairs, Spencer McWilliams – Dean COAS, Bud Morris – Past Chair, Marion Reid – Dean Library, Robert Sheath – Provost & VPAA, Mary Elizabeth Stivers – AVPAA-AR, Pat Worden – AVPAA-Research & Dean Graduate Studies

Guests: Terry Allison – Asst. to the President, Ranjeeta Ghiara – Assoc. Dean COAS, Bettina Huber – Dir. Analytic Studies, Michael McDuffie – Assoc. Dean COAS, Eileen Oliver – Assoc. Dean COE, Richard Riehl – Exec. Dir. Enrollment Svcs.

Staff: Marcia Woolf, Academic Senate Coordinator

I. Approval of Agenda

ADD: III. B. Referrals to Committees

NEAC Consideration of Academic Senate Chair Terms

ADD: XII. Consent Calendar

NEAC Recommendations:

Name	Committee	Representing	Term
Fitzpatrick, Maureen	Univ. Comm. on SW Riverside Center	COAS	02-03
Marion, Robin	Faculty Awards Selection Committee	COE	02-03

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

II. Approval of Minutes: 10/2/02

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

III. Chair's Report: Biggs, chairing on behalf of Montanari, reported that Montanari is attending a Faculty Affairs Committee meeting of the ASCSU in Long Beach to discuss systemwide RTP issues.

A. Announcements: Biggs noted that the ASCSU committee which is addressing the roles and responsibilities of department chairs has released a preliminary draft report of its findings following a systemwide survey. One notable finding is that chairs tend to spend the bulk of their time dealing with administrative matters, and a limited amount of time on faculty development and recruitment. The report, once finalized, will be made available.

The EC will begin discussing planning efforts targeting the year 2010, consistent with the current Blueprint initiative and other strategic planning efforts on campus.

B. Referrals to Committees:

APC	Policy on Centers & Institutes
APC	Session Schedule for 2003 Summer Term
BLP	Develop interim guidelines for UAMP process for fall 2002
LATAC	Determine campus interest in bibliographic management software site license
NEAC	COE Representative for Collegial Governance Task Force
NEAC	Recommendations for Search Committee, Dean of IITS
NEAC	Timely Appointments to Committees
NEAC	Consideration of Academic Senate Chair Terms
PAC	Chair to join WASC assessment team
SAC	Chair to join AA/SA steering committee

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

V. Secretary's Report, Glen Brodowsky:

The following Academic Senate items have been forwarded to University administration:

Senate	Resolution regarding SB 1646 (Alpert)
FAC	Faculty Awards Policy
APP	Resolution on Qualifications of Originators of Course and Program Proposals (corrected version)
EC	Resolution on Support for Proposition 47

We have received a response from the University administration on the following items:

APP	Credit Certificate Policy
NEAC	Faculty Constitution and Bylaws

We have received approval or endorsement from the University administration on the following items:

NEAC	Election Standing Rules
BLP	University Academic Master Planning Process
GEC	Lower Division General Education, Area C
GEC	Course Proposal Form for LDGE – Area C
GEC	Course Proposal Form for LDGE – Area D
GEC	Recertification of UGDGE New Courses

VI. President's Report, Alexander Gonzalez: The passage of Prop 47 ensures furnishings and equipment for the new Library building as well as funding for infrastructure for campus technology. If the continuation of the measure passes, it will provide funding for the renovation of Craven Hall and possibly another building – perhaps Social Science or Health & Human Services.

Bob Mangrum funded the temporary student lot recently added to help alleviate the parking problem. The lot holds about 400 vehicles. A committee is considering an increase in student fees to help fund additional parking facilities for the

campus. Faculty and staff fees are subject to collective bargaining. A 1,000 space parking structure is planned in the future. Meanwhile, the administration is considering construction of an additional temporary lot for faculty and staff, and considering other on- and off-campus short-term alternatives.

VII. Provost's Report, Robert Sheath: To date, two open forums have been conducted on the Blueprint, and the committee has met with COE and COAS curriculum committees, department chairs, deans, BLP, NCHEA, and community college transfer advisors and faculty. Feedback is welcomed.

Progress is being made on the realignment of Academic Affairs and Student Affairs. A steering committee has been formed for this purpose, and subcommittees will be added to deal with specific issues, such as freshman year experience; advising; outreach, recruitment, and admissions; service learning; learning assistance/tutor training; and transfer services. The goal is to enhance and centralize or better coordinate student services.

The Collegial Governance Task Force has met twice this academic year. A key issue identified thus far is that of representative governance. It is important that Senate representatives are true representatives for their constituents. This becomes even more important as we grow.

The review committees for Deans Lilly and Reid are underway; the review committee for retiring Dean Nicolson is disbanded.

A search committee is being formed for the IITS Dean position. The scope of this position is also under review with regard to reporting lines and increasing the scope of technology use on campus.

VIII. ASCSU Statewide Senator's Report: Both ASCSU representatives are attending statewide meetings in Long Beach.

IX. CFA Report, George Diehr: CFA made an alternative budget proposal to the Chancellor's Office, which was discussed but did not pass. The proposal was made because gains that faculty had made during the last round of negotiations were not addressed in the system budget.

Reopener negotiations begin in the spring focusing on benefits, compensation and workload. A survey will go out to all faculty soon asking for input regarding priorities and additional issues for consideration. A meeting will be held November 21 for this purpose also.

A presentation on ACR 73, which proposes an eight year plan to effect a 75/25 ratio of tenure track to adjunct faculty, will be presented to faculty in December.

Additional report items included updates on the upcoming PERS board election and the campus MBA audit.

XV. Discussion Items (taken out of order for Time Certain items) Brodowsky introduced the following items, noting that the purpose is to open up discussion, rather than to take action. Senators are requested to take the information back to their constituents and gather input regarding the philosophical aspects of these issues. This will inform the committees regarding how to proceed with their charges.

A. FAC Student Evaluation of Teaching Norman, chair of the FAC subcommittee on Student Evaluation of Teaching, explained that the committee has conducted a review of the literature for best practices, and examined instruments and policies/practices at other universities. Norman reviewed the "Talking Points" document contained in the agenda which describes the committee's charge, background information, available options, and recommendations from the literature. Senators are asked to review the "Talking Points" with their constituents and provide feedback to the committee (email knorman@csusm.edu) at either the department or college/library level, as appropriate.

B. FAC Post-Tenure Review Stivers, an ex officio member of FAC, provided a brief background and an overview of the pertinent literature and described the two most common practices, outlined in the agenda attachment. Current CSUSM practice dictates that tenured faculty prepare annual reports and fifth year summaries, which are submitted to the dean. The recent elimination of the FAR necessitates a revision to our current practice, and provides an opportunity to develop a meaningful process. The committee will send out the "Talking Points" via e-mail to department chairs and administrators, requesting broad discussion. Please direct comments via email to mcdaniel@csusm.edu.

X. ASI Report, Jocelyn Brown: ASI recently organized a successful Homecoming Week, and hosted the second annual Masquerade Ball. They were also co-sponsors for a recent visit by author/activist Jonathan Kozol.

ASI is discussing the possibility of bringing the Early Learning Center on campus, and collaborating with faculty on possible curricular opportunities in connection with the Center.

XI. Committee Reports

APC: Schwartz reported that the committee's written report was made available. The committee has reviewed a new policy on Centers and Institutes which will be on the Senate's December agenda for a 1st reading. In addition, a summer 2003 schedule has been developed and is on today's agenda for consideration. The committee has also made the Graduate Studies Committee – formerly a subcommittee of APP – a subcommittee of APC.

LATAC: Downie reported that the committee's written report is attached to the agenda. Topics under discussion include intellectual property, fair use guidelines training, annual review of the emeritus faculty policy, and bibliographic management software.

SAC: Cline reported that the annual Student Research Competition will be held on campus in March; information will be disseminated to faculty shortly. The annual statewide competition will be held at the Stanislaus campus in May.

UCC: Nava reported that the committee's written report was made available. The committee has received 93 course proposals and 9 program proposals to date, and has approved action on 51 items (on today's Consent Calendar). Committee members include Bob Yamashita and Carmen Nava (co-chairs), Kristin Bates, Richard Bray, Mark Stengel, Michael Pass, and Laurie Stowell. The committee meets Thursdays at 1 p.m. in UH 458.

BLP: (Taken out of order.) Powell noted that item #3 on the committee's report (attached to the agenda) should be disregarded. She explained that the UAMP passed by the Senate in spring 2001 has received administrative approval; however, the UAMP calendar is modified for this year only to allow submission of both A (abstract) and P (program) forms to BLP and UCC through January 15, 2003.

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
Anderson, Beverlee	Student Grade Appeals Comm., Alt.	At-Large	02-03
Chien, David	Student Grade Appeals Comm.	At-Large	02-04

Diaz-Greenberg, Rosario	Student Grade Appeals Comm.	At-Large	02-04
Fierro, Ricardo	Student Grade Appeals Comm., Alt.	At-Large	02-04
Fitzpatrick, Maureen	Univ Comm on SW Riverside Center	COAS	02-03
Halcon, John	Student Grade Appeals Comm.	At-Large	02-03
Karas, Richard	Student Grade Appeals Comm., Alt.	At-Large	02-04
Marion, Robin	Faculty Awards Selection Committee	COE	02-03
Martinez, Marcos	Student Grade Appeals Comm.	At-Large	02-03
Ruiz, Sonia	Substance Abuse Adv. Comm.	At-Large	02-03
Schaffman, Karen	Disability Issues Advisory Comm.	At-Large	02-03
Schwartz, E. A. (A1)	Student Grade Appeals Comm., Alt.	At-Large	02-03

Motion #3 M/S/P*
To approve Consent Calendar item A

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

Motion #4 M/S/P*
To approve Consent Calendar item B

XIII. Old Business: None.

XIV. New Business

A. EC Information Item: Resolution on Prop 47 Biggs noted that this resolution was passed by the EC on October 23, 2002, and is presented for the Senate's information. The proposition was approved by voters in yesterday's election.

B. BLP University Academic Master Plan Process – 1st Reading Powell explained that the proposed revisions to the recently-approved policy were found to be necessary after the policy was submitted to the administration for approval. Comments regarding this revision should be directed as soon as possible to BLP members Golich, Serpe, Fiegen, Black or Powell.

C. EC Commendation for Norm Nicolson – 1st Reading Brodowsky introduced this document, endorsed by the EC. A retirement function honoring Dr. Nicolson is planned for December 6, and the formal commendation will be presented to him at that event. Friendly amendments were offered and accepted to 1) remove the word "customer" in the first two paragraphs, replacing it with "excellent" in the first paragraph; 2) correct the punctuation in the third to last paragraph; and 3) replace "Norm" with "Dr. Norm Nicolson" in the final paragraph.

Motion #5 M/S/P* (McDaniel)
To waive the rules for a 1st reading

Motion #6 M/S/P*
To approve the commendation as amended

D. NEAC Faculty Service while on Leave – 1st Reading Norman explained that the original policy approved by the Senate last spring is silent on the issue of committee service by faculty participating in FERP. NEAC proposes the addition of language allowing service by such faculty during terms of active employment. There were no comments or questions. This item will be placed on the December Senate agenda for a 2nd reading.

E. APC 2003 Summer Session Schedule – 1st Reading Schwartz noted that after considering several possible schedule scenarios, and based on information provided by Richard Riehl (attached to agenda), the committee has determined the proposed schedule to be the most likely to serve the most students most effectively. Under this plan, students could take 12-15 units without special permission. Final exams will be conducted on last day of class. McDuffie, who offered his support for the plan in light of the additional research conducted, applauded the committee for finding a way to allow students to take more than 9 units during summer. Martinez also expressed her support for the plan, noting that it allows Student Affairs to broaden its approach to freshman retention efforts. Schwartz noted the need for departmental, schedule, and advising planning necessitates that the Senate act quickly on this item.

Motion #7 M/S/P* (EC)

To waive the rules for a 1st reading

Motion #8 M/S/P One abstention

To approve the schedule as presented

Meeting adjourned at 2:40 p.m.

Marcia Woolf, Academic Senate Coordinator

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

Date: _____