

## MINUTES

**Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, January 22, 2003  
Commons 206  
11:30 a.m.**

**Members Present:**   **Dick Montanari, Chair**           **Bonnie Biggs, V. Chair**           **Glen Brodowsky, Secretary**  
                           **Al Schwartz, APC**                   **Vicki Golich, BLP**               **Janet McDaniel, FAC Sharon Hamill,**  
                           **GEC**                                   **Kathy Norman, NEAC**           **Zulmara Cline, SAC**  
                           **Carmen Nava, UCC**               **Sandy Parsons, ASCSU**

**Ex-Officio Present:**   **Robert Sheath, Provost & VPAA**

**Guests:**               **Terry Allison**

**Not Present:**       **George Diehr, CFA; Alexander Gonzalez, President**

**Staff:**               **Marcia Woolf, Academic Senate Coordinator**

*A special "pre-meeting" was held with the deans of the Colleges of Arts & Sciences, Business Administration, and Education, as well as David Barsky and Mary Elizabeth Stivers. The purpose was to discuss a proposed Universal Assigned Time Policy and Procedures. Following a brief discussion, the topic was added to the EC's agenda as New Business.*

**I.      Approval of Agenda**

**ADD:   XI. B.   Proposed Universal Assigned Time Policy and Procedures** *(old B becomes C, etc.)*

**XI. G.   Scheduling Rules for Events – Hamill**

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

**II.     Approval of Minutes of 12/4/02**

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

**III.    Chair's Report, Dick Montanari**

**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 candidates, and the committee was able to make three recommendations. The position term is three years.

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:** No report.

**VII. Provost's Report: Robert Sheath:** The COBA Dean search committee has now met and has drafted a position announcement which will be publicized shortly.

**VIII. Statewide Senate Report:** Report is deferred to today's Senate meeting.

**IX. CFA Report, George Diehr:** No report.

**X. Committee Reports**

**BLP:** Prior to the winter break, the committee updated the UAMP to include:

- B.S. in Biochemistry, changed from degree option to degree program, to be implemented in 2004;
- B.A. in Mass Media was recommended to be listed as a new degree program in 2004;
- Ed.D. in Education Administration (with SDSU and UCSD) was added for 2004;
- B.A. in Physical Education and Kinesiology was moved from 2003 to 2004; and
- the program review cycle for Computer Science B.S. and M.S. was moved to this year and 2007/08.

In addition, the UAMP document on today's agenda 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 has been made to the document since the 1<sup>st</sup> reading in December. It was noted that the form should be changed to eliminate the support/non-support columns on the line where the originator signs.

**FAC:** No report.

**GEC:** Barsky is preparing a response to a Chancellor's Office request for reporting on the GWAR, with the committee's assistance.

The committee has not yet had a chance to consider input received after the 1<sup>st</sup> reading of the UEDGE requirement in December, and will request that the 2<sup>nd</sup> reading scheduled for today be postponed.

The committee has been working on the recertification process of the Upper Division GE, and is concerned about the impact of the possible pilot campus program on the UEDGE. After a brief discussion, the EC supported GEC's suspension of its review of UEDGE courses at this time, and agreed that GEC must be represented on any task force to consider the pilot campus proposal.

**NEAC:** A call went out yesterday for committee vacancies, and it will be repeated and include the need for a faculty member for the Director of Budget Office search committee. Volunteers have already responded.

The committee will have suggestions for EC regarding the constitution and by-laws within the next few weeks.

**XI. New Business**

**A. NEAC Recommendation:** Kathy Hayden for LATAC, Representing COE 02-03

**Motion #3** M/S/P\*

To forward the recommendation for today's Senate consent calendar

**B. Assigned Time Proposal** Today's comments from the special pre-meeting with college deans will be incorporated into the draft proposal by Sheath for a new working group which was proposed. It was suggested that this policy provide for use of documentation faculty already prepare, rather than create a new documentation requirement. It was also suggested that the policy ensure that faculty workload be the same across all colleges.

**Motion #4** M/S/P\*

To form a working group composed of the provost, one dean, David Barsky, one faculty member from each college and the library (to include a COAS department chair), and one CFA representative. The group's charge is to review the proposed policy and procedures, recommend changes, develop the procedures, and conduct an open faculty forum. In addition, the working group will provide a report to the EC within one month.

**E. Curricular Offerings by Extended Studies (taken out of order)** Brodowsky expressed concern about courses offered by Extended Studies which are developed and offered without college review. It was noted that a policy may have been developed a few years ago addressing this concern, and this should be researched. Brodowsky will meet with APC to discuss further. Stakes may also be invited to meet with APC.

**Motion #5** M/S/P\*

To refer the matter to APC

**C. UCC Course & Program Change Proposals (as attached to today's Senate agenda)****Motion #6** M/S/P\*

To forward the proposals for today's Senate consent calendar

**D. APC Guideline on "Maximum Number of Units"** A typographical error was noted, and it was also suggested that the words "per academic term" be added to the first sentence of the guideline.

**Motion #6** M/S/P\*

To forward the guideline as amended for a 1<sup>st</sup> reading to today's Senate agenda

**F. UCC BA in Criminology & Justice Studies****Motion #7** M/S/P\*

To forward the program for a 1<sup>st</sup> reading to today's Senate agenda

**G. Scheduling Rules for Events** *This item was postponed to the next EC meeting.***XII. Old Business**

**A. Proposed Pilot Campus Status for CSUSM** The EC discussed formation of a working group, and it was suggested that Avalos and Seleski be invited to participate, based on the strong interest expressed in recent emails (Woolf will provide the emails electronically to the EC). The group would be asked to prepare a report of its findings by the end of the semester. Montanari will provide NEAC a short, precise description of the committee and its charge, along with criteria for membership.

**Motion #8** M/S/P\*

To form a working group composed of the provost, David Barsky, one dean, four faculty (one from each College and Library), one Executive Committee member, one representative from Student Affairs, and one representative from Enrollment Services

The meeting was adjourned at 1:15 p.m.

Marcia Woolf, Academic Senate Coordinator

APPROVED: \_\_\_\_\_  
Glen H. Brodowsky, Secretary 02/03

Date: \_\_\_\_\_