

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, October 23, 2002
Commons 206
12 p.m.

Members Present: Dick Montanari, Chair Bonnie Biggs, Vice Chair Glen Brodowsky, Secretary
 Al Schwartz, APC Janet McDaniel, FAC Kathy Norman, NEAC

Ex-Officio Present: Robert Sheath, Provost & VPAA

Guests: Terry Allison, Asst. to the President; Richard Bray for UCC

Not Present: Zulmara Cline, SAC; George Diehr, CFA; Sharon Hamill, GEC; Sandy Parsons, ASCSU;
 Janet Powell, BLP

Staff: Marcia Woolf, AS Coordinator

I. Approval of Agenda

DELETE: XII. B. SAC Disposal of Student Records

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

II. Approval of Minutes of 10/16/02

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

III. Chair's Report, Dick Montanari

A. Announcements: A whistleblower hotline for the State of California was made available recently as the result of legislation. The Chancellor's Office has developed a "whistleblower" policy which applies to its own employees, and may soon ask that campuses do the same. The EC discussed and some suggested that a systemwide policy would be preferable to a local one in this case. It is anticipated that more discussion on this topic will be necessary in the near future.

The Chancellor's Office has requested RTP policy documents and additional information from the campuses, and imposed a short turnaround time that precludes a thorough response. Our campus will provide documents and information requested to the best of our ability given the response deadline.

B. Referrals to Committees:

BLP Develop interim guidelines for UAMP process for fall 2002
 LATAC Determine campus interest in bibliographic management software site license
 PAC Chair to join WASC assessment team
 SAC Chair to join AA/SA steering committee

IV. Vice Chair's Report: Bonnie Biggs The President's Council met Monday and discussed convocation issues including the possibility of a separate convocation for staff. A survey shows staff are split on the idea. The venue may change to the large theater at the CCAE. It was noted that fewer faculty attended convocation this year than in years past, and that the convocation and spring assembly are the two regular annual meetings to be attended by all faculty, in accordance with the Constitution and By-Laws.

Also in President's Council, Allison reported about efforts to date of the WASC steering committee comprised of Allison, Golich, Barsky, Stivers, and Huber. It was also announced that a new gravel parking lot with 470 spaces would be open on

October 29, signaling an end to the temporary curb parking. The issue of an “ombuds” function was discussed, and it was clear that the President sees this as a University-wide function; the matter will be discussed again. A systemwide proposal is being developed to impose a modest IT fee on students; such a fee is common at about 75% of the nation’s colleges.

V. Secretary’s Report A memorandum has been received from the provost containing a number of comments and suggestions regarding the recently approved Constitution and By-Laws. These will be addressed along with a few items noted by EC which may require change. The EC will determine whether any necessary changes are editorial in nature or are substantive enough to require Senate action.

VI. President’s Report: Alexander Gonzalez Allison reported that a decision has been made to return to normal work hours in summer 2003 (Monday – Friday, 8 a.m. – 5 p.m.). Offices with a demonstrated need to maintain different working hours will have the flexibility to do so, with prior approval. The president has issued a memorandum campuswide to this effect.

VII. Provost’s Report: Robert Sheath The Academic Roundtable met yesterday and discussed the configuration of office space for the library. It will likely be a combination of hard walls and modules, and will take into account needs for storage, security, safety, and communication. Worden gave a report on 2010 projections for the office of Research and Graduate Studies. There was also an update on enrollment issues, and an announcement by FAC on efforts toward a post-tenure review policy.

The Academic Blueprint Committee held its second open forum, and the provost made a report to NCHEA on the blueprint, which received a positive reaction from the transfer advisor representatives.

Norm Nicolson has announced his retirement at the end of the year, for which several expressed their disappointment. His periodic review has been cancelled, and NEAC will be asked to recommend faculty for a search committee shortly. The EC requested that Brodowsky develop a Senate resolution honoring Nicolson for his service, for passage at the December meeting.

The provost will resume meeting with the colleges, a process he started last year.

VIII. Statewide Senate Report: Montanari will attend a meeting on Friday of the ASCSU Committee on Roles and Responsibilities of Department Chairs. He noted that campus policies range from brief vague statements to lengthy missives. The committee will be considering results from a campus survey of current practices and will develop recommendations on the roles and responsibilities of department chairs.

IX. CFA Report: No report.

X. Committee Reports

APC: The committee met this morning and voted to accept a University policy on Centers and Institutes; the policy will be placed on the agenda for discussion at the next EC meeting. The committee is also working on the issue of a summer schedule for 2003, but needs more data regarding other schools’ schedules. They have agreed, in concept, on two concurrent sessions of 4 weeks + 8 weeks and 8 weeks + 4 weeks.

BLP: No report.

FAC: FAC is working with Worden on a call for proposals for the University Professional Development and Research & Creative Activity grants, to be issued in early November. In addition, FAC has prepared two “talking points” documents to facilitate brief Senate discussions in November regarding (1) student evaluation of teaching and (2) post-tenure review. The EC agreed to limit the time for discussion of these items to 15 minutes each. The committee hopes to get a sense from the Senate of the direction they should take on each of these topics.

GEC: No report.

LATAC: Biggs reported that the committee will be discussing a survey to determine the level of interest in the bibliographic management software discussed last week. The committee is also reviewing the emeritus policy and discussing the potential costs involved for library, technology, and parking services. The committee is also discussing the issue of mandatory training on fair use guidelines, including who needs training and how to enforce it. Sheath noted that the Senate must endorse the training to ensure faculty participation. Finally, a LATAC subcommittee awaits information from ASCSU regarding intellectual property issues before developing a policy for this campus.

NEAC: The committee has agreed to revisions to the Faculty Service while on Leave policy with regard to faculty

participating in the FERP, and will be bringing the revision to EC shortly. The revision allows faculty to serve on all but search and personnel committees while on active status. The committee is also considering the provost's memorandum regarding the faculty Constitution and By-Laws and will be bringing suggestions to EC for discussion.

SAC: No report.

UCC: The committee has elected Bob Yamashita chair for fall semester and Carmen Nava chair for spring semester. The matter of a course release for the chair was discussed, and it was noted that it would likely be provided in spring.

XI. Old Business: None.

XII. New Business

A. Resolution Supporting Prop 47: Several campus senates have recently passed resolutions supporting Prop 47, the "education bond," which would provide \$13 million for K-university public education. Allison noted that recent polls indicate there is local voter support for the bond. The EC discussed and then voted to modify, with permission, the resolution passed by the San Luis Obispo campus senate.

Motion #3 M/S/P (McDaniel) *One abstention*

To modify the SLO campus senate's resolution in support of Prop 47 by substituting the term "Executive Committee" for "Academic Senate," and "San Marcos" for "San Luis Obispo," as appropriate, after securing permission from the SLO senate chair

C. Coordination of Faculty "Ombuds" Efforts: Montanari noted that Allison had brought the matter to the President's Council, and that the Faculty Center Advisory Council will be researching this topic. The president has expressed his opinion that the function should be a university-wide function, available to students, faculty and staff. Montanari noted that each of these groups is governed by significantly different sets of guidelines and regulations and encounters different types of issues; it seems unreasonable to expect one person to be knowledgeable enough to be effective in such a role. The EC decided to delay further discussion until it has received input requested from Golich and from the Faculty Center Advisory Council.

D. EC Review of Proposed Changes in Administrative Policy on Periodic Review of VPs and Deans: Allison noted that the policy is expected to go into effect in fall 2003. He added that the only reviews of vice president and deans required by the CSU are the annual MPP reviews. The Cabinet determined that the proposed initial third year review would catch problems with recent hires, but that subsequent three-year reviews are too frequent, since a new review process starts about 2 ½ years after the previous review; also, the five-year reviews relate to the faculty post-tenure review cycle. Annual MPP reviews are also conducted, and these include faculty, staff, and peer input via questionnaires. It was noted that the average tenure for these positions is less than five years, and that the proposed policy includes a provision for more frequent reviews if deemed necessary. Allison noted that several CSU campuses do not have periodic review procedures, but that this proposed cycle represents an average of those campuses that do. The EC suggested and Allison agreed to recommend to Cabinet changing the policy definition to state "...and at least every five years afterwards." The EC will review the document next week in its entirety, and anticipates forwarding to Senate for endorsement in November.

E. NEAC Timely Appointments to Committees: The president raised an issue last week regarding unfilled faculty and student committee seats, which slowed committee progress early this fall. Norman noted that there was a problem filling seats last spring because faculty did not volunteer for committees. The matter is referred to NEAC.

The meeting was adjourned at 2:05 p.m.
Marcia Woolf, Academic Senate Coordinator

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

Date: _____