

MINUTES

**Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, October 30, 2002
Commons 206
12 p.m.**

Members Present: Dick Montanari, Chair Bonnie Biggs, Vice Chair Glen Brodowsky, Secretary
Al Schwartz, APC Janet Powell, BLP Sharon Hamill, GEC
Kathy Norman, NEAC Zulmara Cline, SAC Bob Yamashita, UCC

Ex-Officio Present: Robert Sheath, Provost & VPAA

Not Present: George Diehr, CFA; Alexander Gonzalez, Pres.; Janet McDaniel, FAC; Sandy Parsons, ASCSU

Staff: Marcia Woolf, AS Coordinator

I. Approval of Agenda

ADD: XI. C. Commendation for Norm Nicolson – Brodowsky

XII. D. APC 2003 Summer Session Schedule

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

II. Approval of Minutes of 10/23/02

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

III. Chair's Report, Dick Montanari

A. Announcements: A response has been prepared to the Chancellor's Office request for campus information regarding the role of service in the RTP process. The response and the requested documents are being forwarded today. The response, signed by Sheath and Montanari, will be e-mailed to EC members for their information. Montanari noted that he is on the ASCSU committee that will review the campus responses.

Montanari attended an ASCSU meeting on the roles and responsibilities of department chairs. A draft report on the results of a recent systemwide survey was discussed. The report was very thorough and enlightening. One noteworthy finding was that chairs spend the bulk of their time dealing with administrative matters and spend little time on tasks such as faculty development and recruitment. The final draft of the report will be shared with the EC.

Montanari suggested that when standing committee chairs are unable to attend EC, it would be helpful if they provide a written report or send a representative in their stead.

Montanari noted that the EC will need to discuss the role of the Senate in the University's strategic plan as the campus plans for the year 2010.

B. Referrals to Committees:

APC Session Schedule for 2003 Summer Term
NEAC Timely Appointments to Committees
COE Representative for Collegial Governance Task Force
Recommendations for Search Committee, Dean of IITS

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: Sheath met with retiring Dean of IITS Norm Nicolson and his directors, and is considering possible changes to the dean position and possibly to the division reporting structure. The changes may be desirable to reflect the changing nature of "technology" as it expands to include laboratory and classroom technology, and not just campus computers.

The first formal meeting to discuss the realignment of Student Affairs and Academic Affairs will be held tomorrow.

The review committees for Deans Lilly and Reid have been formed and begin meeting this week.

VIII. Statewide Senate Report: Powell reported that she attended a literacy conference last week, and noted the Chancellor's Office is highly supportive of literacy education.

IX. CFA Report: Powell reported that the CFA passed a resolution in support of literacy faculty.

X. Committee Reports

APC: The committee does not yet have a student member. Woolf will send a message to ASI regarding student vacancies on committees, and invite them to attend an EC meeting to discuss this issue.

At NEAC's request, the committee is discussing the language in the current Constitution which gives both APC and FAC responsibility for research matters.

LATAC: No report.

SAC: Poullard has provided the committee with copies of SDSU's grievance policy.

The Student Research Competition, which is managed by the Senate on this campus, is managed by a research office on most other CSU campuses. The committee will meet with Pat Worden to discuss the issue of management of the competition. Meanwhile, the committee will move forward with efforts for the 2003 competition to be held in March.

UCC: The committee has received 102 course revision proposals thus far, and approved 46. They have also identified several problems with the course proposal process which are creating additional work for members. Some of the problems, such as coding errors or lack of signature, should be corrected by the curriculum committees, before the paperwork reaches UCC. Hamill and Powell related similar problems for GEC and BLP. After a brief discussion, it was decided that David Barsky and Lourdes Shahamiri should be invited to discuss the course proposal process with EC and to help determine ways to improve the process. Sheath suggested Barsky be provided with a list of questions or concerns.

GEC: In order to ensure that enough LDGE Area C courses are offered in spring, the committee reviewed and approved – out of sequence – two history courses and a film studies course. There is still concern about the availability of courses for next fall. The committee is also reviewing recertification packets in addition to their other work.

BLP: Powell stated that the UAMP calendar approved by EC on 9/25/02 goes into effect next academic year. Powell is concerned that some may believe the new calendar is already in effect, and will clarify the matter in next week's Senate meeting.

XI. Old Business

A. Resolution on Prop 47: Montanari received permission from the Senate chair at the SLO campus to modify their Prop 47 resolution. The resolution, which has been distributed to the statewide and campus senates and "Yes on 47" campaign, is attached to the agenda. Woolf will check with Montanari regarding his contacting local newspapers.

B. EC Review of Administrative Policy on Periodic Review of VPs and Dean: Biggs noted that the original document received Senate approval a year or two ago, and that the current revision reflected a change in schedule for

periodic reviews and changes to include all campus deans. Sheath noted that the document contains a minor inconsistency with regard to the number of days at IV. A. 5. and would be corrected.

Motion #3 M/S/P* (Brodowsky)

To endorse the policy as amended – with correction noted above and change in definition to “in their third year of initial appointment and at least every five years afterwards” – and forward to the Senate in November for a 1st reading

C. Commendation for Norm Nicolson: Brodowsky distributed a draft commendation for retiring IITS Dean Nicolson. The EC suggested putting the language in resolution format.

Motion #4 M/S/P* (Powell)

To approve the commendation as amended in resolution format and forward to the Senate in November for a 1st reading

XII. New Business

A. SAC Disposal of Student Records: The committee has developed a draft guideline. The guideline does not carry the weight of a policy, and the EC discussed whether the committee should develop a guideline or a policy. It was determined that the item should be in the form of a policy and should be expanded to include student responsibilities. Once developed and reviewed by EC, Sheath will request a review by the campus’s lawyers. Following this review, the item will be forwarded to the Senate for a 1st reading.

B. APC University Policy on Centers & Institutes: The APC has reviewed and recommended changes to this policy, which have been incorporated by Worden. It was noted that the document differs substantially from the current document which has been in place since 1998. The proposed version gives the Associate Vice President for Research an active role in the development and assessment of campus centers and institutes. Woolf will request that Worden provide a brief summary of the differences between the original and proposed documents to facilitate discussion at next week’s EC meeting.

C. NEAC Faculty Service while on Leave: The policy approved last spring was silent with regard to service by those participating in FERP and as a result, there was disagreement among committee members on this issue. The committee recommends the addition of language allowing service during periods of active FERP employment, except on peer review committees. (A reference to search committees was struck, since these are college committees.)

Motion #5 M/S/P* (Schwartz)

To approve the policy as amended and forward to the Senate in November for a 1st reading

D. APC 2003 Summer Session Schedule: After considering local school schedules, the committee is recommending a twelve-week term, from May 27 through August 18, consisting of two six-week sessions. The second session would begin July 7. APC will prepare a document for review at next week’s EC and for a 1st reading in next week’s Senate meeting. Sheath expressed concern that faculty are expecting to be able to offer eight-week courses.

The meeting was adjourned at 1:45 p.m.
Marcia Woolf, Academic Senate Coordinator

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

Date: _____