

## MINUTES

**Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, November 13, 2002  
Commons 206  
12 p.m.**

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**Members Present:** Dick Montanari, Chair      Bonnie Biggs, V. Chair      Glen Brodowsky, Secretary  
Al Schwartz, APC      Janet McDaniel, FAC      Kathy Norman, NEAC  
Zulmara Cline, SAC      Bob Yamashita, UCC      Sandy Parsons, ASCSU

**Ex-Officio Present:** George Diehr, CFA; Alexander Gonzalez, Pres.; Robert Sheath, Provost & VPAA

**Guests:** David Barsky; Barbara Bashein; Vicki Golich for BLP

**Not Present:** Sharon Hamill, GEC

**Staff:** Marcia Woolf, AS Coordinator

**I. Approval of Agenda**

**ADD: XI. B. Student Evaluation of Teaching/PTR**

**XII. new C. Replacement for Powell on BLP (*old C becomes D*)**

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

**II. Approval of Minutes of 10/30/02**

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

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

**A. Announcements:** Faculty Trustee Harold Goldwhite's term ends within the next few months. A statewide committee is being formed to select a new Faculty Trustee. The bylaws specify that this committee be composed of seven members, five to be selected by the ASCSU (this was done at the ASCSU meeting last week); and two to be selected from randomly chosen campuses (in this instance, Fresno and San Marcos). The committee will meet in a few sessions in Long Beach. Montanari volunteered and the EC then elected him to represent San Marcos on this committee, based on his familiarity with the people involved and the process.

The ASI has requested that the Senate consider providing incentives to students who serve on committees, in order to boost student participation. Following a brief discussion regarding this request and noting the lack of resources available, the EC agreed to agendize this matter for a later meeting.

Montanari noted that a number of offices and organizations are invited to report at Senate meetings, and he emphasized the need to keep comments at those meetings focused on issues relating to the work of the Senate.

**B. Referrals to Committees:** None.

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

**V. Secretary's Report, Glen Brodowsky:** No report.

**VI. President's Report, Alexander Gonzalez:** There is no budget update news; we are still waiting for word from the Chancellor's Office.

**VII. Provost's Report: Robert Sheath:** The steering committee for the Academic Affairs/Student Affairs realignment has met twice and is creating subcommittees to consider the many aspects of enhanced student services. Also, a joint meeting of the Provost's Council and the senior managers of Student Affairs was held to discuss the managerial structure. A mutual report is expected to be produced by the end of the semester. Changes would then be implemented during the coming spring semester, with at least some enhanced services available next fall.

The Blueprint Committee has completed its "traveling road show" and is awaiting feedback from the various participants.

Sheath thanked NEAC for its recommendations for committee members for the IITS Dean search committee. A student member is still needed for this committee.

**VIII. Statewide Senate Report:** Montanari reported that the Faculty Affairs Committee of the ASCSU met in conjunction with last week's plenary session. A main topic discussed was the RTP policy and its recognition of service for minority faculty. San Marcos was one of only nine campuses which submitted timely responses to the recent request for information on this topic. The committee is crafting a response.

The report of the Task Force on the Roles and Responsibilities of Department Chairs is also nearing completion. It may be distributed to campuses early next year, and will provide insight regarding issues such as how chairs see their roles, the amount of time spent on different duties, and campus variances with regard to the nature of chair appointments. Sheath indicated that the document will inform a broad campus discussion of this topic.

During the plenary meeting, five faculty were elected to the committee to select a new Faculty Trustee: Robert A. Snyder from Humboldt State University, Kenneth Peter from San Jose State University, Henry Reichman from CSU Hayward, James W. Wheeler from California Maritime Academy, and Bobbi Bonace from CSU Monterey Bay.

The ASCSU, following a full and vigorous debate, passed a strong resolution requesting the Board of Trustees reconsider their budget proposal to the Legislature. The ASCSU believes many items contained in that budget could have been funded differently, and that the budget disregards items previously discussed and presumed to have been resolved.

Parsons reported that she, Diehr and Sheath plan to meet soon to discuss a presentation to the Senate on the implementation plan contained in ACR 73, which proposes an eight year plan to effect a 75/25 ratio of tenure track to adjunct faculty. She has also forwarded via e-mail notes of the ASCSU plenary session to all faculty. She noted that the 1.68% increase for administrators is for the current fiscal year, not 2003/04.

Montanari invited Sheath to provide any additional information he may have regarding the proposed reassignment of Terry Allison, which was discussed last week. Sheath reiterated the information provided last week regarding the position, which would oversee planning/WASC assessment, analysis/survey work, and resource management/budgeting. He explained that this position would also act as an ex officio, non-voting resource person for the budget planning committee.

Golich stated that BLP discussed this topic and had three concerns: 1) that BLP was not involved in the consultative process, 2) that the position was slated to chair the budget planning committee, and 3) that Academic Affairs be fairly represented. To the first concern, Sheath responded that the president's announcement last week was the first airing of the proposed reassignment, and that the administration tries to follow the protocol of introducing items to the EC initially, which may make committee referrals as necessary. Regarding the second concern, Sheath noted that an early draft position description did propose the new position would chair the budget planning committee; however, Sheath had pointed out that this would result in a conflict of interest, and the description was changed to that of an ex officio, non-voting committee member. As for the third concern, Sheath indicated the importance of moving the budget oversight responsibility out of a specific division, reporting to one vice president, and of making it centrally housed. He stated that he supports the proposed model, and believes it will assist the effort to create an open budget process. He also stressed the importance of having the budget tied to planning efforts, and emphasized that this position would inform campus decision making, rather than be a decision-making body.

Concerns expressed by EC members included assignment of the position without a national search, the term of the interim temporary appointment, and the skills and resources necessary for such a position. The EC agreed to refer the item to BLP for recommendations to be presented to the EC next week, which will then provide comments to the president to respond to at a subsequent meeting.

**Motion #3**

M/S/P\*

To refer the item to BLP for discussion and to make recommendations to the EC at next week's meeting

**IX. CFA Report, George Diehr:** CFA brought an alternative budget proposal to the Board of Trustees, due to concerns similar to those expressed via resolution by the ASCSU, as noted above. Both organizations object to the charging of \$17 million for SSIs to new money which should have been covered under the current budget.

CFA seeks input regarding bargaining priorities for upcoming reopener negotiations via either a survey response, email to Diehr, or attendance at the upcoming CFA meeting to discuss compensation, benefits, and workload.

## **X. Committee Reports**

**APC:** Schwartz distributed copies of a draft revised version of the "Maximum Number of Units" document (approved by last year's Senate but not yet approved by the administration due to the inadvertent forwarding of an incorrect version of the policy for approval), which reflects the new 6/12 week plan for summer 2003 (the original version assumed a 4/8 week plan). APC voted to recommend this version, which the EC will act on at next week's meeting.

The Committee is also considering the concept of converting to a five-day per week campus, based on data provided by Barsky. This is a proposed change to an administrative policy.

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

To refer the issue of possible conversion to a five-day per week campus to APC for consideration and recommendation

**LATAC:** The committee met yesterday, and is still waiting for the ASCSU report on intellectual property, which has yet to be released. The committee is working with members of the IITS staff on a Fair Use tutorial. The committee, in conjunction with IITS, has also completed its annual review of the emeritus faculty policy, and has no current concerns regarding the policy. Finally, work has begun on a survey to assess interest in bibliographic management software.

**SAC:** The committee has added a section on student responsibilities to the draft policy on disposal of student records. Cline noted that campus systems will be changed so that student's Social Security numbers are not required by or revealed to faculty for grading purposes. Sheath added that a system is under development which will assign student ID numbers not related to Social Security numbers. Dissemination of the information contained in the policy was discussed, and it was suggested that the information regarding student responsibilities should be printed in the catalog. The EC will act on the draft following review by a FERPA expert, and then the policy will be forwarded to the Senate for a first reading.

**XII. D. Campus Fundraising Efforts (taken out of order for a Time Certain)** Bashein explained that fund raising goals are set by the Chancellor's Office; the guideline directs each campus to raise 10% of the last year's net General Fund (the tax payer portion of campus funding). The campus' goal last year was to raise \$4.4 million (based on the prior year's net General Fund of \$44 million), and we exceeded that goal, raising \$6.3 million. This year's goal is \$4.9 million, and it is expected to be a very difficult year for fund raising.

Bashein noted that it is important to focus on a few specific campaigns each year to maximize fund raising efforts. This year's academic focus is on the science programs, both for program support and equipment. Other campaigns include the "front yard" area of the campus, to provide recreation for students who will be moving onto campus shortly. A third focus is "Presidential "Scholars," which is a merit-based scholarship program to attract outstanding students from the area, and provides full scholarships. Finally, efforts continue to raise funds through "membership groups" such as the President's Circle; individuals who become important campus supporters are often originally members of the President's Circle.

A discussion followed which included comments and questions regarding (1) how to increase interaction between the academic side of the house and University Advancement to maximize donor opportunities; (2) targeted efforts for the coming years based on current and planned program growth; (3) ways for faculty to contribute to the success of current initiatives; (4) the high level of demand placed on faculty members' time during program-focused fundraising efforts; and (5) the importance of including a faculty development component in fund raising efforts.

Bashein stressed the fact that priority items for fund raising efforts are prescribed by the President, following consultation with the Cabinet and Trust Board. It was noted that many faculty are unaware of how these decisions are made, and that it would be beneficial for faculty as a whole to be informed about the process. It was agreed that Bashein should be invited to address the Senate regarding these topics at an upcoming meeting.

**X. Committee Reports (continued)**

UCC: Yamashita reported that the committee is about to begin its review of new programs.

**XI. Old Business**

**A. Status of Whistleblower Policy:** Montanari noted that this item is more an administrative matter, but that Senate input would be needed. We may decide to either (1) model the CSU Chancellor’s Office policy, designating an individual to be the recipient of complaints and monitor implementation, or (2) develop our own policy which mirrors the C.O. policy, but which may contain unique features specific to our campus. (Legal counsel advises the campuses that any significant deviation from the C.O. policy will expose a campus to lawsuits.) In any event, a campus procedure must be developed. After a brief discussion, it was determined that the EC would discuss this item next week, limiting the discussion to development of a campus procedure.

**B. FAC Student Evaluation of Teaching/PTR:** McDaniel explained that she had contacted department chairs electronically, requesting input on these issues, as proposed in last week’s Senate meeting. She received two responses from Patty Seleski who expressed concern about the impact of these requests on departments and department chairs, and the nature of Senators’ roles and responsibilities. After a brief discussion, it was decided that Montanari would respond to Seleski.

**Motion #5** M/S/P\*  
To refer the issues raised by Seleski to the Collegial Governance Task Force

**XII. New Business**

**A. NEAC Recommendations**

Name	Committee	Representing	Term
Kelly, Peggy	Collegial Governance Task Force	COE	02-03
Santamaria, Lorri J.	Academic Senate	COE	02-03

**Motion #6** M/S/P\*  
To approve the recommendations and add to December’s Senate Consent Calendar

**B. UCC Hidden Costs of Curriculum Development** Due to time constraints, this item was deferred to next week’s EC meeting.

**C. Replacement for Powell on BLP** Golich noted that Powell resigned from the BLP committee yesterday, and the committee is discussing filling the vacant chair seat.

**Motion #7** M/S/P\*  
To refer to NEAC the selection of a new COE member for BLP

The meeting was adjourned at 2:10 p.m.  
Marcia Woolf, Academic Senate Coordinator

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

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