

## MINUTES

**Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, February 12, 2003  
Commons 206  
12 – 2 p.m.**

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

**Ex-Officio Present:**    **Janet Powell, CFA; Robert Sheath, Provost & VPAA**

**Guests:**                      **Terry Allison; Patty Seleski, GEC**

**Not Present:**              **Alexander Gonzalez, President; Sharon Hamill, GEC**

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

**I.        Approval of Agenda**

**CHANGE:**              **Reverse order of XI. New Business and XII. Old Business.**

**ADD:**                      **XII. New Business, F. NEAC Recommendation (old F becomes G)**  
                                 **Miriam Schustack – At Large, Search Comm., Director of University Budget Office**

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

**II.        Approval of Minutes of 2/5/03**

**ADD:**                      **VIII. Statewide Senate Report, 1<sup>st</sup> paragraph, add final sentence:**  
                                 **“There will be a special plenary session on February 13.”**

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

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

**A.        Announcements:** As a matter of clarification, Montanari explained that it has been determined that it is not appropriate that the Senate take the lead on the assigned time issue. The matter is currently being discussed by the CFA and the administration.

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

**IV.        Vice Chair’s Report, Bonnie Biggs:** Biggs has decided to resign from serving as chair for 2003/04, due to her responsibilities in the Library and the upcoming move. She will continue to serve out her term as Vice Chair this spring. She distributed a letter explaining this decision and suggesting the Senate consider Montanari’s offer to serve a second year as chair. The EC will discuss this issue at next week’s meeting.

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

**VI.        President’s Report, Alexander Gonzalez:** The president is attending an Executive Council meeting.

**VII.        Provost’s Report, Robert Sheath:** Negotiations with CFA continue regarding development of an assigned time policy.

Regarding faculty searches, it is anticipated that no searches will be cancelled this year. Some other CSU campuses are canceling some or all of their searches. Our campus is conducting 13 “growth” searches this year and about 14 other searches; our success rate averages 70-80%. The system norm is around 75%. Next year, we may be conducting 32 or more new searches, plus replacement searches; we may want to be conservative next year about searches especially if the budget situation continues to worsen. The colleges and library may be asked to prioritize their searches next year. Whether or not all searches are conducted, the permanent faculty positions would still be assigned to the colleges/library.

**VIII. Statewide Senate Report, Sandy Parsons:** Parsons reported that statewide senators have been sharing information via email regarding search cancellations at their campuses, as well as how those decisions are made and the impact those cancellations are having on course offerings.

An emergency plenary will be held tomorrow; the topics are the budget and hiring issues. Montanari added that the campus chairs are also meeting in Long Beach tomorrow morning and will receive a briefing on the budget.

The group discussed issues surrounding increased hiring of adjuncts, implementation of ACR 73, new contract language protecting adjuncts, and the need for improved evaluation processes for adjuncts to reinforce personnel decisions.

**IX. CFA Report, Janet Powell:** The CFA will meet with the administration again tomorrow to further discuss the assigned time policy issue.

## **X. Committee Reports**

**APC:** No report.

**LATAC:** The bibliographic management software survey closed on January 31, and open-ended responses are currently being evaluated. Out of 70 responses, 18 are using such software and 14 of those are using EndNote; 52 are not using such software but are interested in it. The survey may be used systemwide to evaluate the need for a systemwide license.

**SAC:** SAC has been discussing student cheating and the need for clearer guidelines and firmer sanctions. Student Affairs is hoping the Senate will pursue the matter. The EC suggested SAC review the current campus policy on Academic Honesty, and consider possible revision to the policy to include specific sanctions depending on the degree and periodicity of offenses.

**Motion #3** M/S/P\* (Biggs)  
To refer the Academic Honesty policy to SAC for revision

**UCC:** The committee continues to review proposals, and is attempting to identify ways to improve the process, including possible clarification of the P form and ensuring that college level issues are resolved prior to the proposals coming to UCC. There seem to be multiple problems which are slowing down the process, and the committee is compiling a list to identify where the problems are occurring.

Biggs noted that, following the February Senate meeting, the Library did receive copies of the proposals for Criminology, Native Studies, and Biochemistry, and appreciates the opportunity to review the proposals and provide feedback. Nava noted that Barsky will notify the Senate office once the necessary approvals have been achieved for the Criminology proposal, to finalize the Senate’s approval process.

Nava noted that Laurie Stowell’s name was inadvertently left off the list of committee members on the written report attached to today’s agenda. The committee is awaiting word on a replacement representative for COBA’s Michael Pass.

## **XI. Old Business**

**A. Pilot Campus Committee** Montanari drafted language describing the makeup and charge of this committee for use by NEAC in soliciting faculty for the committee. The language has now been reviewed by the president and provost. Several suggestions were made by EC members for modification to the description. Woolf will email a revised description to EC members for approval or additional input. The final document will be forwarded to NEAC.

## **XII. New Business**

**A. SAC Policy for Faculty Management of Course Records** The document has been reviewed by the University’s attorney, and it is proposed that the final language be incorporated into the campus FERPA and records management policies. Following a brief discussion, the EC offered a friendly amendment to change the word “papers” on line 6 to “class assignments.” The amendment was accepted.

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

To forward the policy as amended to the March Senate meeting for a 1<sup>st</sup> reading

**B. Senate Role for University Planning Officer** The EC discussed a possible ex officio role for the new University Planning Officer position. Golich noted that BLP recently invited Allison to address the group on the budget, and plans to have him back a second time to respond to some questions. It was agreed that the University Planning Officer should be an ex officio member of BLP, and could attend EC on an as needed basis.

**Motion #5** M/S/P\* (McDaniel)

To refer to NEAC the inclusion of the role of the University Planning Officer in the Faculty Constitution & By Laws

**G. Budget Update (taken out of order for time certain)** Allison noted that the systemwide budget summary recently forwarded to EC members via e-mail has already been modified by the Chancellor’s Office due to an error. Allison will send website information for the corrected information. Our budget office is currently analyzing the information received to date for our campus.

Despite increased funding for next year, our expenses are increasing in areas such as PERS contributions, negotiated salary increases and student financial aid, resulting in a net loss of available funds. Other major expenses next year include CMS and the library move. As a result, while the bottom line is not yet known, the budget situation for next year appears very bad. Additional information will be shared as it becomes available.

Sheath noted that enrollment management becomes critical under these circumstances. He also remarked on the unusual situation we are in – that of attempting to control growth while continuing to request new buildings and facilities.

**C. Lecturer’s Rights** Montanari asked the EC to review the letters attached to the agenda for discussion at next week’s meeting.

**D. Senate Committee Minutes Format** Nava explained that the UCC has discussed ways to archive and make available in searchable format certain discussions and agreements made in committee. The UCC is suggesting maintenance of electronic versions of committee minutes for this purpose. Montanari and Woolf will discuss with Barsky’s office the feasibility of developing a more systematic archiving system, and bring the matter back to EC for further discussion.

**F. NEAC Recommendation (taken out of order in the interest of time)**

Name	Committee	Representing	Term
Schustack, Miriam	Search Comm., Director - Univ. Budget Office	At-Large	NA

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

To forward the recommendation for the March Senate consent calendar

**E. Role of the Senate Parliamentarian** Montanari requested that the EC review Barrett’s suggestions, attached to the agenda, for further discussion at next week’s meeting.

The meeting was adjourned at 2:00 p.m.  
 Marcia Woolf, Academic Senate Coordinator

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

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

