

MINUTES

**Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, March 19, 2003
Commons 206
12 – 2 p.m.**

Members Present: **Bonnie Biggs, V. Chair** **Glen Brodowsky, Secretary**
Al Schwartz, APC **Richard Serpe, BLP** **Janet McDaniel, FAC**
Sharon Hamill, GEC **Kathy Norman, NEAC** **Zulmara Cline, SAC**
Carmen Nava, UCC

Ex-Officio Present: **Alexander Gonzalez, President; Robert Sheath, Provost & VPAA**

Not Present: **Dick Montanari, Chair; Sandy Parsons, ASCSU; Janet Powell, CFA**

Guests: **Bud Morris**

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

I. Approval of Agenda

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

II. Approval of Minutes of 3/12/03

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

III. Chair's Report, Bonnie Biggs

A. Announcements: Woolf's email is now working properly. Please follow up with her if there are items you have not had a response to.

B. Referrals to Committees:

NEAC Budget & Long-Range Planning Committee, 1 COBA 02-04
Faculty Center Advisory Council, 1 COBA 02-04
University Computing & Telecom. Committee, 1 Library, 1 COE, 1 at-large (all 03-05)

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

V. Secretary's Report, Glen Brodowsky: The following items have been forwarded to University administration for approval, response, or information:

Resolution to Endorse the IRA Fee Increase Proposal

VI. President's Report, Alexander Gonzalez: The president has been meeting with legislators the last few days regarding the budget. Systemwide cuts are expected between 10-11%. Notice regarding anticipated cuts for our campus has gone to each of the divisions.

The Board of Trustees has the authority to implement a student fee increase and is expected to do so, possibly in June. Current budget projections include the student fee increase. The proposed 25% increase is significant for students, and this has become a very political issue. The CFA has now begun working with the student organization CSSA to try to avoid any fee increase.

The Chancellor will make an appointment for an interim president, effective July 1. He will probably make this decision within the next few weeks. The president has discussed the campus' needs with him, but has no say in the decision regarding who to appoint. Gonzalez will continue with his duties as president here through the end of June, and will report to Sacramento on July 1.

The campus is in good shape as far as planning for the future. Construction is on target. The Library will likely open in January 2004, since it will take some time to effect the move and ready the equipment. The Field House should be open in June. The housing should be ready for occupancy by August. Plans for the Business building are secure and construction should begin next spring.

The University Ball was held last weekend. It was the first time funds had been raised for the President's Scholars program, and the tally was close to \$70,000. This is a merit based scholarship program.

The EC members congratulated the president on his appointment to CSU Sacramento and wished him well.

VII. Provost's Report, Robert Sheath: The committee has narrowed down the candidates for the IITS Dean to eight; there are very good candidates in this group. The COBA Dean search has also been narrowed down to eight, and phone interviews will be conducted early next week. This pool includes sitting deans.

The provost will be meeting with the Academic Affairs budget subcommittee to review the budget information which has been provided; the new revenues and anticipated cuts are in different categories, which creates a challenge in managing the cuts.

With regard to the 32 new faculty searches scheduled for next year, we will need to decide what is a prudent number of searches in light of the budget situation.

The six realignment subcommittees have submitted their reports, and the steering committee will use these and feedback from the town hall meetings to create rubrics and then propose a management structure.

The provost met with BLP to discuss the university planning process and the role of the planning officer and planning committee, as well as BLP's interfacing with the budget and blueprint processes.

The deans have been asked to broadcast a call for faculty interest in the faculty apartment; it is hoped to have this position filled for next academic year.

VIII. Statewide Senate Report No report.

IX. CFA Report, Janet Powell: No report.

X. Committee Reports

BLP: The committee has met with the University Planning Officer and provost and attempted to clarify committee/council roles and relationships:

- The Academic Blueprint Committee (ABC) is a resource/"support group" for new programs forwarded to it from the colleges/library; gathers data, sponsors "summits" for not-yet-championed programs, and responds to further questions, if any, from BLP when BLP is conducting its review.
- BLP continues to conduct its constitutional role of reviewing proposals and making recommendations to the Senate.
- The UPO serves as a coordinator of data/information about what is going on on campus for purposes of WASC and accreditation processes and leads strategic planning.

BLP recommends the UPC not include the president as a member, but make recommendations to the president, and that it include the ASI president or designee, and a staff member from the President's Council. In addition, the committee recommends that BLP representation on committees be stated as "BLP representative" rather than chair to allow flexibility. It is also recommended that all members of these committees be voting members.

BLP also recommends that committee/council minutes be posted to a web-site to facilitate information sharing, and recommends changes to UPC's charge (change 3rd sentence to read "Incorporates the ongoing activities and work of planning groups on campus, such as the Academic Blueprint, Vision 2010 and 2020 through wide consultation"), and to the UPO document (to more carefully reflect BLP's charge as it is stated in the Constitution).

FAC: The committee has begun its review of the grant proposals for the UPD/RCA grants for next year and will be sending its recommendations to the provost this week. McDaniel will notify proposers that it may be some time before they receive a response, due to the budget situation. The recommendations to the provost will be in ranked order with a recommended dollar amount.

FAC has considered the notion of adding a lecturer seat to FAC and is in favor of this change in the committee's composition. The EC agreed that NEAC should add this change to the proposed amendments to the Constitution.

GEC: Hamill attended a systemwide GE Assessment conference in Fullerton, along with Barsky, Rider, Golich, and Huber, and received good information on putting final reports together and how to build in assessment to the GE curriculum. There was also good information exchanged regarding WASC accreditation.

The committee is reconsidering the nature of the GE coordinator position in light of the information gathered at this conference and changes underway on our campus, such as the freshman retention initiative.

The committee is also considering the Computer Intensive Requirement (CIR), an upper division component of the campus computer competency requirement, and whether this should be a graduation requirement or whether it is already included as part of the program assessment process.

Course approvals have been completed, including those for the special cycle for new Area C proposals.

The committee is also considering some requests for exceptions to the recently instituted requirement that there may be no discipline-specific prerequisites for upper division general education.

NEAC: Fran Chadwick will assume the COE Senate seat recently vacated by John Halcon (02-04). NEAC has been notified that the UCTC has a vacant seat for a COBA representative.

A call went out on 3/14 for nominations for Senate officers for next year; nominations are due 3/21. The election will be conducted on-line between 4/7 and 4/14, and candidate's will be invited to submit a statement for the ballot.

Preference forms for Senate and committee seats will be available electronically 3/21 and due 3/28. Voting will be conducted between 4/15 and 4/22.

XI. Old Business

A. NEAC Election Standing Rules Norman noted the committee recommends changing the rules regarding replacing senators and committee members to state that NEAC will issue calls for volunteers for these seats to serve through the remainder of the original term. Information from several other CSU campuses on this topic was attached to the agenda for information. Golich earlier e-mailed her support of this change. Misplaced wording at line 174 will be removed.

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

To approve the Election Standing Rules as amended and forward to Senate.

XII. New Business

A. NEAC Recruitment for Senate and Committees Norman noted that this item was developed in response to a concern expressed earlier in the year about delays in committee work getting started in the fall. The document describes how the NEAC will encourage volunteers to step forward, and also work to facilitate new committee start-up once members are selected in the spring, so that work may begin earlier in the fall. It also recommends the Senate chair address the New Faculty Institute to provide information about the Senate. This item received the EC's support, and NEAC will provide the document to the Faculty Center and Senate office.

B. APC Extended Studies Issues A proposed revision to the current policy on Extended Studies' Roles and Responsibilities was distributed and will be discussed at next week's EC meeting.

C. NEAC Committee Meeting Times NEAC is considering possible need for new policy regarding how meeting times are set. This year, two committees attempted to change membership because of scheduling difficulties. NEAC contends that members' schedules should determine the meeting time, and that meeting schedules should not result in elimination of members. This will be discussed at the 4/9 EC meeting, since Norman is away next week.

D. Budget Resolution The resolution was provided by Powell, who was not present. The EC discussed briefly and then referred to committee. The provost and the BLP representative both agreed the resolution required additional discussion and recommended referring the item to BLP.

Motion #3 M/S/P* (Serpe)
To refer the Budget Resolution item to BLP for consideration.

E. LATAC Library & IITS Staffing Resolution Biggs noted that concerns about increased services and service points in the new Library, with no additional staff slated to meet these needs, led to development of this resolution. EC comments included (1) that the resolution should not include adding to the membership of the University budget process committee, (2) that language might be added instead to ensure the Library and IITS have ample or extra opportunity to address decision-making bodies, and (3) that language be added regarding the uniqueness of the challenges faced at this time and with this new facility. LATAC will try to redraft the resolution in time for the next EC meeting.

G. Academic Blueprint Committee Report (taken out of order for time certain) Bud Morris, committee co-chair, walked the EC through the document which Sheath described as the penultimate report of the committee. Final feedback currently being gathered will be incorporated into the final version of the report. Focus was then directed to pages 9-10, which contained version 7.3 of the Blueprint. Sheath noted that efforts continue to secure special allocations from the Chancellor's Office for these new programs, and fund raising efforts have already started for some. In addition, the university's Trust Board is creating an academic program fund.

It is proposed that the current committee continue in the planning, data gathering, and fund raising efforts, to keep momentum going. The committee would work closely with BLP. The committee is seeking the EC's endorsement of the Blueprint, and ultimately Senate approval.

EC comments included (1) that this is the right way to move forward and will ensure varied program availability; (2) that updates should be provided periodically to the campus community, perhaps at fall convocation and spring assembly; and (3) that the campus website include Blueprint status information, forum dates, etc.

Sheath noted that it is acknowledged that the blueprint is a working document, subject to change, and that the current version represents our best knowledge at this point in time.

Motion #4 M/S/P* (Serpe)
To endorse the Blueprint and forward to the Senate for its support and endorsement with the recommendation that the Blueprint process be part of an annual activity of shared information on campus, that there be some formal location on the web for the Blueprint and process, and that there be an annual report provided to the Senate in April or May of the status of the Blueprint and of successes, changes, and slippages.

J. NEAC Recommendations (taken out of order) Norman added a recommendation to those provided in the agenda: Wayne Aitken/COAS, Pilot Campus Initiative Task Force.

Name	Committee	Representing	Term
Kang, Eun	Faculty Center Advisory Council	COBA	02-04
Sonntag, Gabriela	Pilot Campus Initiative Task Force	Library	ad hoc
Kelly, Peggy	Pilot Campus Initiative Task Force	COE	ad hoc
Tsay, Wenyuh	Pilot Campus Initiative Task Force	COBA	ad hoc

Aitken, Wayne	Pilot Campus Initiative Task Force	COAS	ad hoc
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Motion #5 M/S/P* (Brodowsky)
 To approve the NEAC recommendations and forward to Senate

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

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

Date: _____