

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, March 26, 2003
Commons 206
12 – 2 p.m.

Members Present:	Dick Montanari, Chair Al Schwartz, APC Sharon Hamill, GEC	Bonnie Biggs, V. Chair Vicki Golich, BLP Carmen Nava, UCC	Glen Brodowsky, Secretary Janet McDaniel, FAC
Ex-Officio Present:	Robert Sheath, Provost & VPAA		
Not Present:	Zulmara Cline, SAC; Alexander Gonzalez, President; Kathy Norman, NEAC; Sandy Parsons, ASCSU; Janet Powell, CFA		
Guests:	David Barsky, AVP-AA for Academic Programs; Lourdes Shahamiri, Catalog and Curriculum Coordinator; Mark Stengel, PAC Chair		
Staff:	Marcia Woolf, Academic Senate Coordinator		

I. Approval of Agenda**ADD: X. Committee Reports: GEC**

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

II. Approval of Minutes of 3/19/03

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

III. Chair's Report, Dick Montanari

A. Announcements: The approval sheet for the P.E. and Kinesiology program as well as the full proposal is available in the Senate office for review. Copies of program proposals, which are too extensive to be copied for the full Senate, will be made available in the Senate office and Library for senators' review. There was discussion concerning how to make senators and others aware of reviewer's concerns/comments about proposals and the need for a centralized access point for this information. Sheath noted that it has been proposed that the Blueprint Committee collects this information up to the point that it goes to BLP and UCC. BLP and UCC plan to bring a statement regarding its review of the P.E. and Kinesiology program to the senate for its second reading in April.

Motion #3 M/S/P* (Brodowsky)
 To refer to APC the task of drafting a guideline for the flow of curricular items, and use the Senate office and Library for reserve copies of proposals in the meantime.

B. Referrals to Committees:

BLP Budget Resolution
 NEAC University Computing & Telecom. Committee, 1 COBA 02-04

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:

APC Undergraduate Probation, Disqualification and Reinstatement Policy

VI. President's Report, Alexander Gonzalez: The president is off campus today.

VII. Provost's Report, Robert Sheath The IITS Dean search committee has narrowed the candidates down to three. Campus visits are scheduled for the latter half of April and will include forums, tours, and meetings with various campus groups and committees.

The COBA Dean search committee has narrowed the candidates down to eight; seven have been phone interviewed and reference checks are being conducted.

Final budget numbers for 03/04 are expected by week's end and will be provided to Academic Affairs units as soon as possible, with an eye toward using an abbreviated bottom-up process this year. Budget news from Sacramento continues to worsen; the extent of the impact on the system is yet unknown.

The Academic Roundtable continues to develop its Vision 2010 initiative for Academic Affairs. At this week's meeting, Wayne Veres, IITS, presented a disaster recovery plan for campus computers, and Montanari presented a Senate report entitled "Looking towards 2010." Sheath noted that the campus has a comprehensive disaster plan which includes timely notification to all parts of the campus. Montanari will share copies of his presentation with the EC.

VIII. Statewide Senate Report Montanari will attend the statewide meeting next week.

IX. CFA Report, Janet Powell: No report.

X. Committee Reports

APC: The committee is currently working on Service Learning definitions. The committee has also been discussing the possible need for policies, goals, or standards governing on-line courses and is seeking EC guidance on this issue. A discussion ensued regarding whether a need exists and, if so, what types of issues should be addressed. It was agreed that any discussion of the issue would benefit from broad campus representation. Sheath suggested that the UCTC (or subcommittee of same) would be an appropriate forum to begin discussions. Montanari will make a formal request to UCTC to consider this topic.

GEC: The committee is considering the GE coordinator position and how it should be structured. GEC is concerned that the elimination of the position will negatively impact GE, and recommends the position may need to be restructured to be preserved.

LATAC: No report.

SAC: No report.

UCC: The committee continues to review proposals and hopes to complete its work by the end of the academic year. UCC and BLP plan to share information on their program reviews. Committee member Kristin Bates (who continues to serve on UCC in 2003/04) has been designated by the committee as liaison between UCC and the COAS curriculum committee to facilitate information flow. The committee still has no COBA representative.

XI. Old Business

B. LATAC Library & IITS Staffing Resolution (taken out of order) Biggs noted that the resolution, first presented last week, has been revised to emphasize (1) that it relates to the move into the new Kellogg Library and (2) the need for the two units to have ample opportunity to present their budget needs to the campus this particular budget year.

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

To approve the resolution.

XII. New Business

F. Curriculum Flow Process (taken out of order for time certain) Barsky distributed a packet which included the 2002/03 Curriculum Calendar, a printout of the Academic Programs homepage, one- and two-year cycle flowcharts for program proposals, a flowchart for course proposals, a printout of the Curriculum Proposal Tracker, a spreadsheet detailing curriculum tracking for 2002/03, and newly revised New Course and Course Change forms. Barsky noted that the flow charts are a few years old and approximate the way these processes currently work.

Barsky explained that different types of curricular items follow different paths, and not all are reviewed by the same series of committees; his office determines which committees are appropriate for a particular review process. He also noted that the dates given on the calendar are not hard deadlines, but guidelines which would ensure that items are processed in time for inclusion in the next catalog or addendum. He went over the other materials in the packet, and commented that, while the process may not be flowing smoothly, his office continues to make systemic changes to the process to improve its workability.

Comments by EC members included (1) confusion about the meaning of dates on the calendar, (2) whether there could be a field added to the tracker for comments from BLP and UCC, (3) the desirability of deadline dates to guide committee work, and (4) the desirability of ensuring a paper trail exists for memorializing decisions made along the review process.

Shahamiri remarked that comments and feedback are welcomed, since these help the Academic Programs office to identify problems with the processes and devise more efficient methods and forms. All faculty are encouraged to access the data and information available via the website and to contact the staff if they have any questions or comments.

G. PAC Update (taken out of order for time certain) Stengel remarked on the cyclical nature of this committee's work, and that this year's work is just now beginning to gear up. The committee has been preparing to act as a resource for faculty involved in program assessment, and has delegated specific subject areas to members who have been consulting the literature regarding assessment ways of mapping and assessing learning outcomes in the various disciplines.

In addition, the committee is revising the schedule for the program evaluation process through 2007/08 so that four programs will be entering the process each year. It has been determined through conversations with the Chancellor's Office that formal approval for the revised schedule may be made at the campus level, and this will be sought shortly. The committee is beginning its review of the Communication program and expects to begin work on the Business program next, and possibly Computer Science. If the new schedule is approved, next year's programs would include Biology, Sociology and Human Development. Sheath noted that this new schedule would not allow for any significant slippage, and would have to be adhered to rather rigidly to avoid the "bunching" problem which is prompting it.

The EC agreed that PAC should bring the revised schedule as an information item to the EC for the Senate's information.

XI. Old Business

A. APC Extended Studies Roles & Responsibilities Schwartz noted that the major change to the 1999 resolution which is being proposed is the deletion of language allowing Extended Studies to initiate new credit courses or programs. Other changes are of a housekeeping nature. The EC suggested adding language inviting the Dean of Extended Studies to attend the Senate meeting at which the prescribed annual report is presented.

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

To table the policy to allow for additional discussion at the next EC meeting.

Agenda items not attended to were postponed to a future EC meeting.

The meeting was adjourned at 2:00 p.m.

Marcia Woolf, Academic Senate Coordinator

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

Date: _____