

MINUTES

**Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, April 16, 2003
Commons 206
12 – 2 p.m.**

Members Present: **Dick Montanari, Chair** **Glen Brodowsky, Secretary**
 Al Schwartz, APC **Janet McDaniel, FAC** **Sharon Hamill, GEC**
 Kathy Norman, NEAC **Carmen Nava, UCC**

Ex-Officio Present: **Janet Powell, CFA**

Guests: **David Barsky, AVP-AA/AP, Tracey Richardson, Acad. Scheduling & Space Coordinator**

Not Present: **Bonnie Biggs, V. Chair; Zulmara Cline, SAC; Vicki Golich, BLP; Alexander Gonzalez, President; Sandy Parsons, ASCSU; Robert Sheath, Provost & VPAA**

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

I. Approval of Agenda

CHANGE: **VIII. Statewide Senate Report: ~~Sandy Parsons~~ Dick Montanari**

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

II. Approval of Minutes of 4/9/03

CHANGE: **Page 1, Move McDaniel from “Members Present” list to “Not Present” list**

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

III. Chair’s Report, Dick Montanari

A. Announcements: BLP will meet with the visiting candidates for the Budget Officer position.

Montanari expressed concern about the difficulty in finding people to serve on committee’s and as committee chairs, and encouraged the EC to encourage their colleagues. Norman agreed that NEAC is also concerned about faculty involvement. After a brief discussion, the EC agreed to add faculty involvement and Senate meeting times to a future agenda for discussion.

The president’s office has requested faculty for three councils/committees which are being added to NEAC’s referrals below. Montanari will report to the Chancellor the results of the election for two faculty to serve on the Presidential Search Advisory Committee.

B. Referrals to Committees:

NEAC Presidential Search Advisory Committee – 2 at-large faculty
 University Planning Council, 1 faculty member of BLP
 University Budget Committee, 1 faculty member of BLP
 Educational Effectiveness Council, 3 faculty members involved with program assessment
FAC Review of Range Elevation for Temporary Faculty Policy

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** No report.
- VIII. **Statewide Senate Report, Dick Montanari** Written reports are forthcoming.
- IX. **CFA Report, Janet Powell:** The selection of a new chapter president and faculty rights grievance officer should take place in May.
- X. **Committee Reports**

APC: Schwartz noted that Montanari and Brodowsky are to meet with APC on 4/17/03 to discuss the Extended Studies issue. The committee has also developed a definition of a community service learning course for EC and Senate review. The committee has discussed the recent referral regarding guidelines for processing curricular items and believes the issue does not fall within the committee's purview, but possibly is a matter for UCC. Montanari indicated that this item should not have been referred to APC, and it was agreed that the chairs of BLP, GEC and UCC would meet with Barsky to discuss an efficient method of tracking committee comments on program proposals.

LATAC: No report.

SAC: No report.

UCC: Nava noted that there is still no COBA representative on UCC. The committee is concerned about the amount of work they currently face and which continues to grow. They have recently been asked to consider 29 proposals for a joint Ed.D. program (with UCSD and SDSU) in time for Senate review this Spring, to ensure time for WASC approval prior to the scheduled Fall 2004 implementation. They are concerned about how they will ensure a thorough review given the short timeline, and about other proposals which must now be set aside to allow for this review. Montanari agreed that the short time line is a concern also from the Senate's standpoint, since there are only two meetings remaining.

FAC (report added by request.): McDaniel asked for a referral from EC to FAC to review and clarify the Range Elevation policy, and the EC agreed. McDaniel will provide for the record a brief statement of the nature of this review. [Response provided by McDaniel: "FAC would like to look at the Range Elevation Policy to see if it's possible to be more descriptive about the criteria that qualify a person for a range elevation in pay. Dean McWilliams raised the concern with us and we would like to look at the policy to see if amending it is appropriate."] Golich, in absentia, provided the EC with a revised version of the Instructions to Students for course evaluations document reviewed last week, which shows the changes made to the original. This item will be discussed at the next EC meeting.

XI. **Old Business**

A. APC Extended Studies Roles & Responsibilities A report will be provided next week on the outcome of APC's discussion with Brodowsky and Montanari scheduled for Thursday, April 17.

XII. **New Business**

A. NEAC Committee Meeting Times Norman indicated that committee meeting times should be based on members' availability, and that members should not be forced to resign because of scheduling conflicts. The EC discussed the inherent difficulty in scheduling groups, and the need to remind committees that meeting times should be mutually agreeable. The idea of standing meeting times for committees was also discussed. Woolf will add a statement regarding this issue to the "Chair Information Sheet" which is currently being drafted.

B. GEC Computer Intensive Requirement Resolution Hamill noted that about two years ago the CCR (Computer Competency Requirement) was split into a Computer Basics Requirement (which ultimately retained the CCR moniker) and a Computer Intensive Requirement (for those majors requiring a more intensive computer education). The new CCR was successfully implemented this year; it allows students to either test out by taking the two-hour, five-section CCR exam, or take Computer Science 100, which is taught in five one-unit pass/no-pass modules which correspond to the five sections of the exam (word processing, spreadsheets, internet skills, ethics/viruses, and general knowledge).

This year, the GEC set about implementing the CIR and began by contacting those departments which had indicated a need for a more intensive education for their students. It became apparent, however, that while some departments had courses which met this need, other did not and would need to develop proposals. The GEC believes that it is not within their purview to review such proposals, which relate to specific degree programs and not General Education. The committee has drafted a resolution which proposes elimination of the CIR, and instead asks PAC to include an assessment of student computer skills in its program reviews. Departments would be responsible for ensuring that students receive the appropriate training.

The EC discussed the need to involve PAC in the discussion, the possible need for a revision of the PEP guidelines and additional guidance for the PEP committees, and the problems of demonstrating and assessing that an "advanced computer skills" requirement is being met. It was suggested that GEC add a "rationale" section with examples to the resolution to provide guidance to departments and committees.

C. Tracking Committee Comments re Program Proposals As previously discussed, this matter will be taken up by Barsky and the chairs of BLP, GEC and UCC.

D. Proposers Present at Senate Readings Montanari suggested he and Barsky send a joint e-mail message to committees and others which bring matters before the Senate requesting that the initiators be present at Senate readings to respond to questions. It was noted that many of the questions raised in Senate come from senators who have not read their agenda packets prior to the meeting, and that many questions raised could be answered by the materials provided; the proposals should be considered on their merits, and proposers should not be called upon to defend their proposals in the Senate.

E. Enrollment Management Bob Rider, faculty representative on the campus enrollment planning committee, will be invited to address the EC regarding that committee's efforts.

F. Event Scheduling Barsky introduced Tracey Richardson, Academic Scheduling & Space Coordinator, and they distributed and reviewed a packet of materials which illustrated the scope of the scheduling task and the challenges facing the scheduling staff, including limited facilities and the need to ensure disabled students' access to classrooms.

EC members expressed concern about (1) the difficulty they have encountered when trying to schedule facilities in advance when planning for a conference, and (2) how scheduling priorities are determined and the possible need for Senate input.

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

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

Date: _____