

MINUTES

**Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, April 30, 2003
Commons 206
12 – 2 p.m.**

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**

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

Guests: **Francine Martinez, Robert Rider**

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

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

I. Approval of Agenda

POSTPONED: **XII. A. Faculty Center Report (and renumber B-D as A-C)**

ADD: **XII. D. FAC Library Temporary Faculty Evaluation**

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

II. Approval of Minutes of 4/23/03

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

III. Chair's Report, Dick Montanari

A. Announcements: The first meeting has been held of the Academic Affairs budget group which is reviewing unit proposals. The trial "bottom up" process seems to be working well, and that broad input has been sought for budget requests. It is not yet known what final budget numbers for 2003/04 will be.

B. Referrals to Committees:

FAC Faculty Participation in Meeting/Event Scheduling
 Individual Supervision Classes

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

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

Senate Center ARTES proposal

VI. President's Report, Alexander Gonzalez: No report. (An announcement regarding naming of an interim president is expected at the May Board of Trustees meeting.)

VII. Provost's Report, Robert Sheath At last week's Academic Council meeting, the provosts agreed with Sheath's suggestion that San Marcos host the systemwide provosts' retreat this year in early June (San Marcos is also hosting the

systemwide presidents' retreat this summer). In addition, the provosts unanimously agreed to his suggestion to support a bargaining proposal to institute a modified Schedule C for the entire year. It is hoped that CFA will support this expanded salary schedule for anything that is covered under the category of CSU Special Session.

The Collegial Governance Task Force report continues to undergo modifications based on comments received since its first reading in Senate last week.

The on-campus interviews for the IITS Dean concluded yesterday. Campus visits by COBA Dean candidates are scheduled through May 6.

The budget process is underway and the committee has received a significant amount of information from the units. This year's abbreviated process will serve to inform us about ways to improve next year's fully implemented process.

VIII. Statewide Senate Report, Dick Montanari Montanari reported that there will be a plenary meeting May 5-7 which he and Parsons will attend. He will be unable to attend the Faculty Affairs meeting on 5/7 due to our Senate meeting.

IX. CFA Report, Janet Powell: Powell noted that the search for a candidate for chapter president is ongoing.

X. Committee Reports

APC: The committee has concluded its work for this year and has no further meetings scheduled.

LATAC: The final LATAC meeting will be held May 6. The staffing resolution was passed by the Senate last week. It is expected that the Intellectual Property subcommittee will take up this issue again next year, since it received the systemwide report so late this year. It is expected that the copyright tutorial program will be ready for release this fall. The resolution regarding a site license for bibliographic management software is up for a second reading at next week's Senate meeting.

SAC: Copies of draft documents on Student Incentives for Working on Senate Committees and Student Grievance Policy were distributed. The EC members offered suggestions for recognition of students who serve on committees. SAC welcomes guidance and comments for next year's committee.

UCC: The committee expects to complete its work this year, with no course or program changes carried over to next year. There are a couple of issues related to the Joint Ed.D. which must be considered next year due to the timing of other reviews by SDSU, UCSD, and an advisory group. The EC discussed the possibility of the Senate approving the program in concept, and withholding final approval until all outstanding issues are resolved. EC members from COE offered to ensure that there are representatives present next week to address senators' concerns regarding this program.

XI. Old Business None.

XII. New Business

A. Program Review Process This item relates to the coordination of efforts of BLP and UCC prior to the Senate's consideration of a new program. This matter will be taken up by the group which is currently being convened (Barsky and chairs of BLP, GEC, and UCC), and will be reported to EC next fall.

B. NEAC Conducting Off-Cycle Elections for Unit Representatives Norman stated that the committee discussed the comments raised at last week's Senate meeting and has decided against modifying the proposed language in the Election Rules which calls for Senate and standing committee vacancies to be filled by NEAC appointment. Norman also distributed a revised version of the Instructions for Administering Student Evaluation of Course Instruction document which is now before the Senate.

C. Enrollment Management This topic arose at a recent systemwide Senate chairs meeting, specifically the issue of faculty representation on campus enrollment management committees. Our campus committee (EPAAG) considers application of enrollment strategies, as well as retention issues. The EC agreed that the campus committee should include a faculty/Senate representative, and the provost encouraged Montanari to contact Riehl, EPAAG chair, in this regard. Brodowsky suggested that an annual report be made to the EC by the appointed faculty representative, and noted that he has proposed a list of possible reports for EC from campus support units which could be initiated next year. Sheath suggested the EC's first report should updated the EC on the AA/SA realignment process, since that may affect other reports.

D. FAC Library Temporary Faculty Evaluation McDaniel noted that this revised document does contain some significant changes from the prior document, but FAC has determined that the revision is in alignment with the CBA. The EC's suggestions included (1) the possible need to clarify the scope of the "informal feedback" referred to on the Input Form A, (2) using more specific language on the form at "III. Other elements" and eliminating the parenthetical list, and (3) possibly developing guidelines for providing input.

E. Freshman Success Project Report Rider distributed and reviewed two documents, "A Plan for Freshman Success at Cal State San Marcos" and "Freshman Success Project." The latter describes the history of the issue and the groups formed to address it, along with an outline of their recommendations (which are also described in the Plan document). It also describes a proposed Freshman Center. In addition, it contains two suggested reporting line plans and a draft job description for the Director of First Year Programs. The two-pronged recommendation includes the possible use of a cohort format, which may be added later. This issue has now been incorporated into the realignment process.

EC comments included possibly combining the Director position with the GE coordinator position, and concern about accepting students who lack adequate preparation. There was a brief discussion regarding whether the Director position should be a faculty or MPP position.

F. Commencement 2004 Martinez distributed and reviewed a document which outlined three options for future commencement ceremonies. The options comprised combinations of on-site/off-site and single/multiple ceremonies. Francine pointed out that name recognition and unlimited guest attendance are highly valued by students. Suggestions from EC were welcomed and included (1) multiple sites for events noted in Option B should be considered a disadvantage rather than a benefit, (2) the possibility of recognizing majors en masse with a student and faculty marshall for each major, and (3) the warm and friendly atmosphere afforded by smaller ceremonies. Additional comments are welcomed. Student input will be sought over the summer.

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

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

Date: _____