

## MINUTES

**Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, April 9, 2003  
Commons 206  
12 – 1 p.m.**

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

**Ex-Officio Present:**    **Robert Sheath, Provost & VPAA**

**Not Present:**            **Alexander Gonzalez, President; Janet McDaniel, FAC; Janet Powell, CFA**

**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 3/26/03**

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

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

**A.       Announcements:** A printout of a PowerPoint presentation made by Montanari to the Academic Round Table was distributed and made available for the EC and Senate. Montanari will e-mail a written report on last week's meeting of the statewide Senate chairs, and postponed his report on last week's ASCSU Faculty Affairs Committee meeting to the next EC meeting.

**B.       Referrals to Committees:**

                                 APC        Guideline for Processing Curricular Items

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

**V.       Secretary's Report, Glen Brodowsky:** The following item has been forwarded to and subsequently approved by University administration:

                                 APC        Graduate Probation, Disqualification and Reinstatement Policy

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

**VII.     Provost's Report, Robert Sheath** Full report deferred to Senate. Sheath requested the EC's endorsement of a renewed application effort to the honor society Phi Kappa Phi. This effort was abandoned last year because we did not meet the society's requirement regarding libraries (size of collection). Sheath noted that, since last year, the society has modified its requirements. The first step is to seek support from current dues paying members of the society.

**Motion #3**            M/S/P\* (Parsons)

To endorse the University's renewed application efforts for Phi Kappa Phi status and prepare a Senate resolution for the next Senate meeting.

**VIII. Statewide Senate Report, Sandy Parsons** SB 81 (Alpert) on baccalaureate and undergraduate studies has passed. The ASCSU TEKR committee will be meeting to discuss implementation and regulations, and how to convince the legislature that the CSU is currently meeting much of this need through its blended and undergraduate integrated programs.

Another bill passed recently which requires that the CSU implement Section 508 of the Disabilities Act, dealing with accessibility of websites. The mandate, which is not retroactive, requires the CSU to ensure that its electronic technology – instructional and otherwise – be accessible to people with disabilities.

**IX. CFA Report, Janet Powell:** No report.

**X. Committee Reports**

**BLP:** The committee's written report has been revised since it was submitted for printing with today's Senate agenda; the revised report was made available. Included is the committee's report on the Biochemistry proposal, which has been shared with UCC and will go to the Senate today.

**FAC:** The committee's written report is attached to the Senate agenda.

**GEC:** The committee's written report was made available. The student member of the committee has resigned.

**NEAC:** The committee's written report is attached to the Senate agenda. Two-Thirds of the senators have voted in the current officers election. The spring election of Senators and committee members is in the "sample ballot" stage. The Election Rules, inadvertently omitted from today's Senate agenda, will be on the 4/23 agenda as a 1<sup>st</sup> reading item; copies of the Rules are being provided to senators today.

EC referred to NEAC the request to select two faculty members to serve on the advisory committee for the upcoming presidential search. Names are due to the Chancellor's Office on April 21.

**XI. Old Business**

**A. NEAC Referendum** Norman presented the final version of the amendments, which have been discussed and agreed to previously. The amendments will be put to a referendum vote in accordance with the Constitution and Bylaws. The EC congratulated NEAC on its efforts.

**Motion #4** M/S/P\* (Brodowsky)  
To endorse initiation of the amendments as presented.

**B. APC Extended Studies Roles & Responsibilities** Brodowsky identified the main issue as lack of communication between Extended Studies and residential programs. He noted that the APC draft shows an attempt to improve communication, but that the term "advisement" is vague as to when such advisement happens. Another issue which the draft does not address is that of allowing campus faculty first right of refusal to teach Extended Studies courses. Brodowsky noted that the public may not be able to differentiate between Extended Studies offerings and regular course offerings. It would behoove us to work with Extended Studies to ensure the quality of all campus offerings. Montanari further noted that the draft does not address the consequences of the evaluation by APC. Sheath suggested that specific comments be directed to Barsky who has been working on the document with APC and Extended Studies. The item remains tabled until 4/16.

**XII. New Business**

**A. Proposed Meeting Schedule 2003/04** Woolf noted that the schedule is based on this year's model, and includes the same number of meetings and the same meeting times.

**Motion #5** M/S/P\* (Brodowsky)  
To endorse 2003/04 meeting schedule as presented and forward to Senate.

**B. Collegial Governance Task Force Report & Resolution** Biggs noted that the EC recommended formation of

the task force in September of 2001. The Task Force received its charge in December of 2001, and was finally seated in May of 2002. The group began its meetings last fall and has developed a report with recommendations. Two options for possible resolutions were provided for discussion. Biggs and Sheath clarified that it is not intended that the task force continue or be replaced by another group, rather that the campus adopt the philosophy and recommendations embodied by their report. The EC agreed to modify Option 2, final paragraph to read: "Resolved: That the CSUSM Academic Senate urges the campus to implement the shared governance philosophy and specific recommendations contained in the Task Force Report."

**Motion #6** M/S/P\* (Brodowsky)

To endorse the report of the Collegial Governance Task Force and forward to Senate with the amended resolution.

**C. Charge to the Pilot Campus Initiative Task Force** Montanari presented a proposed amendment to the task force's charge which prescribes formation of a separate committee for the purpose of developing any proposals to be submitted to the Chancellor's Office. Nava had earlier expressed concern that the original language (which provided that the same committee which determined the feasibility of the initiative also develop the proposal) allowed for a possible conflict of interest. Sheath noted that the first bulleted statement regarding the budget was no longer appropriate. Norman noted the new language contains an unnecessary "of."

**Motion #7** M/S/P\*

To endorse the amended charge with the changes noted above.

**D LATAAC Bibliographic Mgmt. Software Survey Results & Resolution** Biggs presented the committee's report of the recent faculty survey to assess campus need for a site license for bibliographic management software. The committee recommends a campus license for faculty and staff, and presented a resolution to this effect.

**Motion #8** M/S/P\*

To endorse the LATAAC report and resolution and forward to Senate.

**E FAC Instructions for Administering Student Evaluation of Course Instruction** Norman described the changes proposed to the student instructions; namely, that the students sign a statement certifying that they read the statement to the class, and distributed and collected the forms in accordance with the procedures. Questions and concerns should be e-mailed to Norman, who chairs the sub-committee considering this issue.

**F FAC RTP Survey** Montanari noted that the surveys attached to the agenda are provided for the EC's information and will be distributed by FAC. Sheath expressed concern that the new policy's lack of stated parameters for the term "item" continues to lead some faculty to submit volumes of material for one "item." Golich noted that the survey for reviewers should include a question about their attending a Faculty Center RTP workshop. Montanari asked that additional comments and concerns be e-mailed to Brodowsky.

The meeting was adjourned at 1:15 p.m.

Marcia Woolf, Academic Senate Coordinator

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

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