

MINUTES

**Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, September 11, 2002
Commons 206
12 p.m.**

Present: **Dick Montanari, Chair** **Glen Brodowsky, Secretary**
 Janet Powell, BLP **Janet McDaniel, FAC** **Sharon Hamill, GEC**
 Zee Cline, SAC

Ex-Officio: **George Diehr, CFA; Alexander Gonzalez, President; Robert Sheath, Provost & VPAA**

Guest: **Terry Allison, Assistant to the President**

Not Present: **Bonnie Biggs, Vice Chair; Kathy Norman, NEAC; Sandy Parsons, ASCSU**

Staff: **Marcia Woolf, AS Coordinator**

I. Approval of Agenda

CHANGE: IX. CFA Report: ~~Janet Powell~~ George Diehr

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

II. Approval of Minutes of 9/4/02

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

III. Chair's Report, Dick Montanari

A. Announcements: Montanari reminded the EC that committee chairs are to report to EC on their committees' recommendations regarding carry-over items from 2001/02, for tracking purposes.

B. Referrals to Committees: None.

IV. Vice Chair's Report: Bonnie Biggs (On sabbatical leave.)**V. Secretary's Report: Glen Brodowsky No report.**

VI. President's Report: Alexander Gonzalez Enrollment was 7,244 on opening day, much higher than expected. We enrolled 110 more freshman than anticipated. We are well over target for Fall 2002, and the trend is expected to continue in coming semesters. In addition, 27 new faculty searches are authorized for 02-03, and 30 new faculty have recently been hired.

Parking continues to be an increasing problem. Alternatives are being sought, including addition of a temporary off-site lot. It is hoped that the Senate and EC will support the alternative parking solutions identified. A light rail stop at La Moree and Barham is anticipated for 2005. Parking structures are slated in future, but will rely on the passage of bonds.

The President will be discussing enrollment and budget with Chancellor's Office staff during next week's Board of Trustees meeting. We may be facing a possible budget reduction of 10%.

The administration is reviewing a possible reorganization of the campus's administrative structure as a part of the

campus overall planning effort. Sheath outlined some of the discussions to date.

Chancellor Reed will be visiting the campus September 24-25. The members of EC will be invited to attend a reception for the Chancellor on 9/24. The brief visit will include meetings with the Academic Blueprint Committee, and students, and NC Times to discuss CSU budget issues. He will stress the importance of Proposition 47.

VII. Provost's Report: Robert Sheath The Collegial Governance Task Force will be meeting shortly to continue discussing governance issues.

A training session was held yesterday on the new Promotion and Tenure document passed by last year's Senate. During that session, there was considerable discussion about what constitutes an "item." Sheath noted that he understood the intent of the language was that an item would consist of one document, and that this instruction re-opens the door to voluminous files. McDaniel indicated that she believed there needs to be some flexibility at this stage, as the faculty become comfortable with and transition to the new policy. This issue will be added to next week's EC agenda as a discussion item.

VIII. Statewide Senate Report: Sandy Parsons (Attending ASCSU meetings.)

IX. CFA Report: George Diehr Diehr distributed copies of a new Lecturer's Handbook produced by CFA, which includes topics such as evaluation and careful consideration, as well as arbitration findings. He will make copies available to FAC, Mary Elizabeth Stivers, and department chairs. He will also make copies available by request to anyone who wants them.

X. Committee Reports:

BLP: The committee met yesterday for the first time, and anticipates an exciting year ahead. Committee member Kit Herlihy (Library) is out on an extended leave due to an injury and may be temporarily replaced. The committee meets the second and fourth Tuesday of the month from 1 – 2:30 p.m. in UH 458. Fall meeting dates are 9/24, 10/8, 10/22, 11/12, 11/26, and 12/10.

The committee discussed goals and issues for the coming year, including the new Academic Affairs and University budget processes. They are also working on revising the P form (to make the signature process more meaningful) and revising the UAMP to better coordinate with the colleges' academic master planning committees.

FAC: The committee met yesterday and discussed the list of carry-over items from 2001/02. One item, the Range Elevation Policy for Temporary Faculty, which was forwarded to the President in an incorrect version, has now been corrected and is being checked against Mary Elizabeth Stivers' records. It is hoped that the EC will confirm the correct language and the item may be sent to the President without further action necessary. Gonzalez noted that the terms "temporary faculty" and "lecturer," if determined to be interchangeable, should be so stated in the policy.

The Faculty Awards Policy (which combines the Brakebill and Wang award processes) was approved by last year's EC at its final meeting, but did not make it on to the Senate's last agenda. The FAC wishes to pursue approval of the policy in the Senate. If approved, the Brakebill process currently underway would be incorporated into the newly designed process this year. FAC requests placement of this item on next week's EC agenda, and then on the October Senate agenda.

FAC subcommittees will continue to address the issues of Off-Campus Instruction and Student Evaluations of Teaching, and FAC will continue to consider the issue of Post-Tenure Review.

FAC suggests a public announcement be made that the document entitled "Administrative Guidelines for Performance Review and Periodic Evaluations" has been superseded by the new Promotion & Tenure document. FAC will discuss with Mary Elizabeth Stivers and request that a notice be sent to all faculty and academic administrators.

FAC requests permission to begin working on issues of faculty recruitment and retention. Montanari requested discussion be postponed until agenda item XII.D., Strategic Direction for 02/03.

GEC: The committee will meet on Mondays from 2 – 4 p.m. in UH 449. Their first meeting was devoted to items needing immediate attention, and they were unable to address the carry-over items list.

One department has refused to participate in the new recertification process developed last year; Bob Rider (interim GEC coordinator) will meet with that department.

The new CCR exam has been implemented, and Mary Atkins (IITS) is providing feedback to the committee. The committee is also soliciting information from departments regarding their plans to meet the upper division computer literacy requirement and hopes to finalize this issue by semester's end.

The committee is also concerned with the availability of LDGE courses for Area C. Given that the new policy was passed so late in the year, there was little time for departments to submit courses for GE credit. Coupled with the fact that this is the last year for GEH in its current form, the college is having some difficulty getting enough LDGE courses in Area C to accommodate our increase in enrollment. The committee is currently working with the Associate Dean's office to address this issue.

NEAC: (Norman attending conference.) Brodowsky noted the new on-line voting system is easy to use and works well.

XI. Old Business

A. Reports on Disposition of Carry-Over Items from 01/02 Montanari reminded chairs to provide recommendations on this topic to EC as soon as available, for tracking purposes.

XII. New Business

A. NEAC Recommendations

Periodic Review Committee for Dean Nicolson (recommendation to Provost)
Vickie Golich, COAS

Service Learning Advisory Committee
Youwen Ouyang, COAS

Motion #3* M/S/P
To approve NEAC's recommendations

B. ACR 73 Implementation Plan (postponed)

This item is postponed until such time as Diehr and Parsons are present for the discussion.

C. CSUSM Response to CSU Dual Admission Proposal

This proposal, spearheaded by Executive Vice Chancellor David Spence, would guarantee enrollment in both community college and the CSU for students meeting the requirements. A campus committee comprised of Terry Allison, Andres Favela, Jonathan Poullard, and Richard Riehl has been meeting to discuss a campus response to the proposed implementation of such a plan. Some of the issues include the requirement that students so enrolled be provided access to email, library and other resources, as well as advising issues, and redundancy with current TAG program. After a brief discussion, the EC elected to add Glen Brodowsky to the current campus committee to represent the Senate. The EC asked to review the final recommendation of the campus committee.

D. Strategic Direction for 02/03 – Brodowsky

Brodowsky raised the issues of faculty recruitment and retention in light of growing enrollments, local cost of living issues, and pending implementation of ACR 73. The FAC has been considering similar issues, as noted in their report today. The group discussed the possibility of creating a task force or subcommittee to consider these issues. FAC was charged with discussing the issue with Terry Allison, Mary Elizabeth Stivers, and others as appropriate, and making a recommendation to the EC regarding how to proceed. Montanari will make available to FAC a report on the results of studies conducted by the statewide Faculty Flow committee which contains data and conclusions concerning these very issues. Sheath also offered to provide data on recruitment efforts.

The meeting was adjourned at 1:55 p.m.
Marcia Woolf, Academic Senate Coordinator

APPROVED: _____
Glen Brodowsky, Secretary 02/03

Date: _____