

**ACADEMIC SENATE  
OF  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
April 7, 2004**

**Minutes**

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- Present** Jocelyn Ahlers, Tom Bennett, Mayra Besosa, Bonnie Biggs, Jackie Borin, Glen Brodowsky, Valerie Callanan, Fran Chadwick, David Chien, Zulmara Cline, Charles De Leone, George Diehr, Judith Downie, Ann Fiegen, Merryl Goldberg, Sharon Hamill, Kathy Hayden, Linda Holt, Soheila Jorjani, Mary Thomas Keim, Kara Kornher, Andre Kundgen, Jack Leu, Janet McDaniel, Ofer Meilich, Yvonne Meulemans, Dick Montanari, Carmen Nava, Tejinder Neelon, Troy Nielson, Brian Norris, Graham Oberem, Jill Pellettieri, Raj Pillai, Janet Powell, K. Brooks Reid, Michael Schmidt, Patty Seleski, Richard Serpe, Laurie Stowell, Jackie Trischman, Kathleen Watson, Jill Weigt, Marshall Whittlesey, Rika Yoshii, Yuan Yuan
- Not Present** Wayne Aitken, Veronica Añover, Kristin Bates, Vivienne Bennett, Susie Lan Cassel, Rosario Diaz-Greenberg, Jule Gómez de García, Rocio Guillen, Dreama Moon, Juan Necochea, Youwen Ouyang, Amber Puha, Erik Roper, Lorri Santamaría, Al Schwartz, Shaun-inn Wu, Michael Yee
- Ex-Officio Present** Beverlee Anderson – Parliamentarian, David Barsky – AVP-AP, Vicki Golich – Int. Dean CoAS, Dennis Guseman – Dean CoBA, Karen Haynes – President, Marion Reid – Dean Library, Robert Sheath – Provost, Mary Elizabeth Stivers – AVP-AR
- Guests** Bettina Huber – Dir. Analytic Studies, Ranjeeta Ghiara – Assoc. Dean CoAS, Teresa Macklin – Dir. Acad. Tech. Services, Michael McDuffie – Assoc. Dean CoAS, Wayne Veres – Dir. Systems Development & CMS
- Staff** Marcia Woolf, Academic Senate Coordinator

**I. Approval of Agenda**

**CHANGE:** XIV. New Business: Move item F. to new item A. Renumber old A-E accordingly.  
XIV. New Business: Move item J. to new item D. under XV. Information Items

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

**II. Approval of Minutes: 3/3/04**

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

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

**A. Announcements:** The Brakebill Award reception for Janet McDaniel will be held April 13 from 3:30 – 5 p.m. in the Arts Building lobby.

NEAC chair Callanan noted that there was a problem with the electronic ballot which has now been corrected and will not affect the outcome of the Spring elections.

\*All motions were passed unanimously unless otherwise noted.

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On behalf of the University Global Affairs Committee, Ofer Meilich announced that the second annual International Fair will be held Thursday, April 22, from 11 a.m. – 2:30 p.m. in front of the Kellogg Library. Groups interesting in having a table at the Fair are invited to contact Meilich.

**B. Referrals to Committees:**

GEC ASI Resolution Concerning an Environmental Curriculum Requirement  
NEAC Innovation in Teaching Award Committee – one at large  
Arts & Lectures Advisory Comm. – four (CoAS, CoBA, CoE, Library) , one CoAS-VPA

**IV. Vice-Chair's Report: Jackie Trischman** No report.

**V. Secretary's Report: Glen Brodowsky** The following items have been forwarded to University administration for approval, response, or information. The administration's response to each is noted.

APC Academic Calendar for 2004/05 and 2005/06 -- *Approved*  
EC Resolution on Supporting Instruction in Parking Policy -- *Response Received*  
EC Resolution on Student Parking in Faculty/Staff Spaces -- *Response Received*  
FAC Range Elevation Policy for Temporary Faculty -- *Approved*

**VI. President's Report: Karen Haynes** Terry Allison has been appointed interim Vice President for Finance and Administrative Services. Provost Sheath will chair the search committee for the permanent position. The search committee will meet before the end of the semester to develop the position announcement, and applications will be reviewed in the fall semester.

The Vice President for Student Affairs will again become a member of the President's Cabinet. Also, the Cabinet's minutes are now being posted on the President's website.

The Transition Team has developed a survey and hopes to receive widespread internal and external responses. An external group will summarize the responses for the team.

Three open faculty forums are being planned prior to the end of the semester. Over the summer, Haynes will plan ways to achieve input from faculty and other groups in the next academic year.

**VII. Provost's Report: Robert Sheath** The University Budget Committee has had significant difficulty in finding a time to meet, and is now scheduled to meet for five hours on Saturday, April 10.

The Academic Blueprint Committee will make its annual report at the April 21 Senate meeting, and will provide a written report for Senators' review prior to that meeting.

There are now three finalists for the IITS Dean search, and three finalists for the Enrollment Management Services AVP search. Finally, the committee for the CoAS Dean search expects to make a recommendation to the provost shortly.

A senator expressed concern about the campus policy regarding provision of overhead lighting in campus facilities on weekends and holidays. The provost offered to look into this matter.

**VIII. ASCSU Report: Richard Serpe** Montanari noted that an interim meeting of the ASCSU was held last week in San Francisco, along with a statewide meeting of campus senate chairs. Issues currently under consideration include those of a common core and the system's budget. More information will be provided once the meeting reports become available. The final plenary meeting of the ASCSU will be held the first week in May.

**IX. CFA Report: George Diehr** CFA officers continue to have productive, collegial meetings with the provost and are making progress on different issues.

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Concerning the SSI grievance, the CFA expects to be able to identify those faculty who were wrongly denied an SSI. Salary increase letters are expected to go out shortly to those faculty who did receive an increase.

A chart was distributed which indicates changes in MPP and faculty positions by campus by means of a snapshot of October payrolls in 2002 and 2003. CFA is concerned about equity issues in light of this information.

Efforts on the workload issue will resume.

The CFA successfully negotiated with the provost and Robert Stakes (Extended Studies Dean) concerning faculty pay for summer session 2004. Chairs are encouraged to consider adjuncts who have been affected by the budget cuts when making hiring decisions for summer.

Many faculty, administrators and community members have joined the coalition to Save the CSU.

**X. ASI Report: Erik Roper** No report.

**XI. Committee Reports**

**APC:** No report.

**FAC:** A written report was provided. Fiagen encouraged senators to carefully review the information in the agenda packet concerning Student Evaluation of Instruction, which will be on the Senate's April 21 agenda for a first reading. Comments and questions should be addressed to FAC or the subcommittee members: Norman, Sonntag, Thomas, and Huber. Montanari also asked senators to read the information carefully in preparation for the discussion on April 21.

**LATAC:** The committee continues its efforts on intellectual property guidelines as well as an on-line fair use tutorial program.

**PAC:** No report.

**UCC:** A written report was provided.

**XII. Consent Calendar:**

**NEAC Recommendations**

Name	Committee	Representing	Term
Vicki Fabry	Innovation in Teaching Award Committee	Faculty at large	2004

**UCC Course and Program Change Proposals** Nava noted that a handout was available which listed three additional items for the consent calendar. In addition, item #64 (EDMX 532A) of the list contained in the agenda packet was deleted in today's EC meeting and should be struck from the list.

Curric. & Sched. No.	Course Prefix	Course Number	Course/Program Title	Form(s)	Type Action	Proposal Originator	Rec'd by Curr. & Sched.	C&S Sent to Senate	AS Sent to UCC	UCC Action	Action Date
19	BUS	304	Data Analysis	C-2	Change	Robert Aboolian	2/12/04	2/17/04	2/17/04	Approved	3/16/04
118	HTM	302	Foundations of Operations Management	C-2	Change	Robert Aboolian	2/12/04	2/17/04	2/17/04	Approved	3/16/04
121	HTM	305	Operations Management	C-2	Change	Robert Aboolian	2/12/04	2/17/04	2/17/04	Approved	3/16/04
130	LING	301B	Introduction to Linguistics	C	New	Jule Gomez de Garcia	3/15/04	3/16/04	3/16/04	Approved	3/23/04
153	LTWR	431	U.S. Environmental Literature	C	New	Lance Newman	4/22/03	11/17/03	11/17/03	Approved	3/16/04
166	MATH	480	Introduction to Optimization	C-2	Change	Andre Kundgen	4/3/03	11/17/03	11/17/03	Approved	3/23/04

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170	MUSC	304	Recording Techniques	C-2	Change	Bill Bradbury	3/15/04	3/16/04	3/16/04	Approved	3/23/04
172	PE	203	Physical Education for Elementary School Children	C-2	Change	Stephen Nichols	3/15/04	3/16/04	3/16/04	Approved	3/23/04
10	BIOL	E359	Biotech/Pharmaceutical Industry Labs	C	New	Betsy Read	3/15/04	3/16/04	3/16/04	Approved	4/6/04
103	HIST	P-Form	B.A. in History	P	Change	Anne Lombard	3/15/04	3/16/04	3/16/04	Approved	4/6/04
313	SSM	342	International Management in the Service Sector	D	Deletion	Kathleen Watson	3/24/04	4/6/04	4/6/04	Approved	4/6/04

**Motion #3** M/S/P (one abstention)  
To approve the Consent Calendar.

**XIII. Old Business** None.

**XIV. New Business**



**A. FAC Custom Course Materials Policy and Informational Flyer** Fiegen introduced this new policy describing the types of materials which may be developed for sale by the campus bookstore, as well as guidelines for the costs and profits associated with these materials. Questions were raised concerning how costs and markups are determined, as well as treatment of the profits; clarification concerning these topics was suggested. Additional questions and comments are to be directed to FAC.

**B. GEC Definition of Upper Division General Education** Schmidt introduced this resolution concerning the restriction of UDGE courses to three units. While there are only a few UDGE courses currently carrying four units thus far, the committee is concerned that if this trend continues students will have fewer options for fulfilling the CSU's 9-unit requirement and could be faced with scheduling difficulties in addition to the higher course fees. A senator suggested the GEC reconsider its resolution concerning courses outside the major. Additional questions and comments are to be directed to GEC.

**C. Proposal: Center for Leadership Innovation & Mentorship Building (CLIMB)** A concern was raised about use of the term "leadership," and a brief discussion followed about the appropriateness of the term. A concern was also raised about how Center proposers address the issue of Evaluation, and it was suggested that the proposers of this Center include specific ways to demonstrate its success, including its progress toward becoming self supporting. Additional questions and comments are to be directed to the Center's proposers.

**D. APC Policy on Master's Theses/Project Committee Composition** Leu introduced this new policy which proposes separate committee compositions for thesis and project committees. A question was raised regarding the means for documenting the Graduate Studies Dean's approval of alternative committee membership. Additional questions and comments are to be directed to APC.

**E. Proposal: Center on Border Pedagogy** Questions were raised concerning sources of funding for Center activities, and the need for such a Center. The Center will receive funding through grants and event participation fees. The Center structure will allow the campus to seek additional types of grants. The plans for coordinating efforts with a proposed new Department of Border Studies were discussed, as well as the possibility of cooperative agreements with foreign organizations. The proposers were encouraged to take into account comments made under item C above concerning the evaluation component of their proposal. Additional questions and comments are to be directed to the Center's proposers.

**F. UCC Elementary Subject Matter Preparation Certificate (ESMPC)** Suggestions for the catalog copy included: (1) specifying the CSET for multiple subjects, since there are several CSET exams; and (2) adding a statement to the effect that students will still be required to take and pass the CSET. A concern was also expressed about the uncertainty of the popularity of this program, the impact it may have on departments, and the

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lack of attention which has been given to planning and budgeting for this impact. Additional questions and comments are to be directed to UCC.

**G. GEC Revised UDGE Forms** Schmidt noted that the GEC is not proposing a change in criteria for approval of UDGE courses, but rather a clarification of the forms used. It is hoped the new forms will better capture the information the GEC requires for its deliberations. The forms may require modification depending upon the Senate's decision regarding the three-versus-four-units issue. It was noted that the committee had changed the word "can present knowledge" to "should present knowledge" in the second paragraph of the definitions section of each of the forms. Questions and comments are to be directed to GEC.

**H. SAC Academic Honesty Policy** Cline noted that the administrative responsibilities section of the draft revised policy was amended by the EC to read "The Dean of Students shall provide a report each semester to the Executive Committee of the Academic Senate to include aggregated data for that semester which includes the number and type of cases reported and the disciplinary actions taken." Poullard has advised SAC that laws prohibit sharing of individual information concerning student offenses and sanctions. Comments and suggestions included: (1) need for guidelines for institutional sanctions based on number of violations, (2) need for guidelines for faculty in administering sanctions to ensure consistency among faculty, (3) concern about faculty being placed in a position of having to defend their actions when students file an appeal, (4) lack of information coming back to faculty from the Dean of Students' office concerning action taken as a result of a report of dishonesty, (5) seeking feedback from the Student Grade Appeals Committee, and (6) need for guidance for faculty concerning how to deal with violations and feedback from the Dean of Students office. Additional questions and comments are to be directed to SAC.

**I. EC Meeting Schedule for 2004/05** Montanari noted that the schedule mimics that used this year except for the addition of a second December meeting of the Executive Committee. Questions and comments are to be directed to the EC.

**XV. Information Items**

**A. FAC Student Evaluation of Instruction Instrument** Resolutions with respect to this item will be available at the April 21 Senate meeting. Senators were asked to review the information in the agenda packet carefully prior to that meeting.

**B. SAC Student Grade Appeals Policy** Cline noted that the policy calls for annual input from the SGAC, currently chaired by Richard Karas. Karas has provided feedback concerning the policy and suggested changes, which were approved by the EC on behalf of the Senate. The primary change was added guidance for students in preparing their claims.

**C. EC Parking Resolutions: Administrative Response** Haynes explained that, since the responses were written, it has been decided that the move of employees from the Rancheros facility will be postponed until after final exams. On behalf of the Senate, Montanari thanked the president and provost for their quick action on this item, and there was a round of applause.

**D. NEAC Parliamentarian Recommendation** Montanari noted that this item will likely appear on a referendum next academic year, and that the proposed NEAC guidelines will be followed on an interim basis until then.

Meeting adjourned at 3 p.m.

The next Senate meeting is scheduled for April 21, 2004, from 1:15 – 3 p.m.

Marcia Woolf, Academic Senate Coordinator

APPROVED: \_\_\_\_\_

Glen H. Brodowsky, Secretary 03/04

DATE: \_\_\_\_\_

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