

**ACADEMIC SENATE
OF
CALIFORNIA STATE UNIVERSITY SAN MARCOS
October 1, 2003**

Minutes

Present	Jocelyn Ahlers, Wayne Aitken, Kristin Bates, Tom Bennett, Vivienne Bennett, Mayra Besosa, Bonnie Biggs, Jackie Borin, Glen Brodowsky, Susie Lan Cassel, Fran Chadwick, David Chien, Zulmara Cline, Charles De Leone, Rosario Diaz-Greenberg, George Diehr, Ann Fiegen, Merryl Goldberg, Jule Gómez de García, Rocio Guillen, Kathy Hayden, Kara Kornher, Andre Kundgen, Jack Leu, Janet McDaniel, Ofer Meilich, Yvonne Meulemans, Dick Montanari, Dreama Moon, Carmen Nava, Tejinder Neelon, Troy Nielson, Graham Oberem, Youwen Ouyang, Raj Pillai, Amber Puha, K. Brooks Reid, Lorri Santamaría, Michael Schmidt, Patty Seleski, Richard Serpe, Laurie Stowell, Jackie Trischman, Kathleen Watson, Jill Weigt, Marshall Whittlesey, Shaun-inn Wu, Michael Yee, Yuan Yuan
Not Present	Veronica Añover, Jayant Ghiara, Sharon Hamill, Linda Holt, Soheila Jorjani, Mary Thomas Keim, Juan Necochea, Brian Norris, Jill Pellettieri, Rika Yoshii
Ex-Officio Present	Terry Allison – Univ. Planning Officer, Don Barrett – Parliamentarian, David Barsky – AVP-AP, Dennis Guseman – Dean CoBA, Roy McTarnaghan – Int. President, Vicki Golich – Int. Dean CoAS, Teresa Macklin – Int. Dean IITS, Francine Martinez – VP-SA, Marion Reid – Dean Library, Robert Sheath – Provost, Robert Stakes – Dean Extended Studies, Mary Elizabeth Stivers – AVP-AR, Pat Worden – Int. Dean Grad. Studies & AVP-RIP
Guests	Ranjeeta Ghiara – Assoc. Dean CoAS, Michael McDuffie – Assoc. Dean CoAS, Richard Riehl – AVP – Enrollment Mgmt.
Staff	Marcia Woolf, Academic Senate Coordinator

I. Approval of Agenda

DELETE: XIV. New Business, C. Resolution Endorsing ASCSU's Resolution regarding Reopener Bargaining

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

II. Approval of Minutes: 9/3/03

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

III. Chair's Report: Dick Montanari

A. Announcements: The Senate Office received twenty-one sabbatical leave applications, which were due yesterday.

The Faculty Awards Committee is formulating its recommendation to the president for this year's Brakebill award. An announcement should be made shortly.

Flyers announcing the timeline for this year's Student Research Competition were made available.

Montanari will attend a systemwide meeting of campus Senate chairs October 2-3 in Long Beach.

B. Referrals to Committees:

- APC Review of the Computer Intensive Requirement (CIR)
 Review of Credit by Exam Policy
 Identify APC Issues Related to Class Size Issue
- FAC Royalty Distribution of Bookstore Materials
- NEAC University Computing and Telecommunications Committee, 1 COBA 03/04
 Search comm.. for Dean – IITS, 3 tenured faculty, incl. at least one dept. chair
 Service Learning Advisory Committee, 1 COE 03-05 and 1 Library 03-05
 Search comm.. for Asst. VP of Enrollment Management, 2 tenured faculty
 Instructionally Related Activities Committee, 1 at-large 03-05
 Development of a System for Appointing a Parliamentarian
 Appointment of a Parliamentarian for Spring 2004
 Three at-large faculty nominees for Foundation Board (03/04)

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

V. Secretary's Report: Glen Brodowsky No report.

VI. President's Report: Roy McTarnaghan In March of 2004, there will be a ballot amendment for a capital outlay measure which includes two items for CSUSM: a new Social Sciences building (\$30 million) and funds for renovation of Craven Hall (\$6-7 million). A four-member campus team is being identified to help inform the local community regarding the measure. Sheath added that this is part of our multi-year capital outlay plan which will also include buildings for Humanities and Health & Human Services/Science 3.

Each campus has been asked to comment on an Academic Technology plan. Reid is coordinating a visit by a learning technology expert from the University of Southern Queensland, who will meet with several groups on campus.

VII. Provost's Report: Robert Sheath There are discussions currently underway regarding providing some faculty/staff restricted parking spaces in Lot N for use by personnel in the new buildings. Golich added that Knoblock indicated she is preparing a presentation for Garcia to take to Cabinet regarding the parking situation. Parking staff has noted impaction Monday – Thursday between 8 a.m. – 12 p.m. Knoblock asked that Parking Services be notified (x7500) if students are seen using current faculty/staff spaces.

Reid reported that the Foundation has contracted with Starbucks to operate the Kellogg Café. The Foundation is also working with Steve Macintosh (coffee cart operator) to ensure that a variety of products are available which are unique to his operation, including fruit smoothies, and organic & free trade coffees. He has chosen not to sell specialty, labor-intensive coffees.

Sheath reported that, as we approach the census date, we have a student head count of 7708, and an annualized FTES of 5900 (our target is 6110). The Chancellor's office has granted permission for CSUSM to declare impaction for freshman and for the College of Business Administration; this enrollment management tool will only be used next year if absolutely necessary. Riehl explained that projected numbers of freshman will have to be reduced from 950 to 800 to meet the no-growth requirement. It is anticipated that applications for Fall 2004 will be up significantly, which will then necessitate a change in criteria for admission. Freshman applicants for Fall 2004 will be asked to submit SAT and ACT scores. Huber is analyzing ways to use these scores without negative impact on the racial and ethnic diversity of incoming freshman.

Search committees are nearly formed for the Deans of Arts & Sciences and IITS, as well as Associate VP for Enrollment Management Services. It is hoped that these searches will be underway very soon.

The University Budget Committee has met several times to discuss the 03/04 budget, and today made a recommendation to the President. Divisions should receive their allocations by the end of the week. Sheath noted that it was a very collegial process.

The Academic Blueprint Committee has revised its estimates based on revised enrollment targets, and some degrees

may be delayed. Workshops may be developed for some of the upcoming degrees.

The Academic & Student Affairs Round Table met for the first time, and the group will focus this year on access and quality in these times.

VIII. Library Report: Marion Reid The Fire Marshall is here today and will return again in two weeks. It is hoped that any concerns identified today will be addressed prior to her return. It is also hoped that critical punch list items will be addressed during this same period to allow for occupation of the building in mid-October, and that furnishings can be delivered around October 20.

The location of the interim Library outpost for the week of January 12 has been changed to Craven Hall 4307.

The Grand Opening Day is scheduled for Friday, March 5, kicked off by a ribbon-cutting ceremony at noon. The campus community and public are invited, and activities will continue until 5 p.m. and include tours, musicians, and an Arts & Lectures lecture.

IX. ASCSU Report: Richard Serpe No report.

X. CFA Report: George Diehr A successful all-faculty meeting was held on September 23, attended by over 30 people. David Bradfield, CSUDH chapter president, attended. Issues discussed included the Supplemental Report Language, the recall, and Prop 54.

Notices were sent to about 35 faculty who may be eligible for SSIs. About a third have responded, and some have received them or are in process. It appears the campus administration is meeting its obligation to provide SSIs. Diehr noted that FMIs do not count against eligibility for SSIs.

The parties plan to resume reopener bargaining and will meet October 27 and November 5. The “golden handshake” which would provide two years of service credit and two years of age credit will again be discussed.

XI. ASI Report: No representative present.

XII. Committee Reports:

APC: The committee has been working on an academic calendar for 04/05 – 05/06.

FAC: The committee’s written report was made available. Fiegen noted a correction to the report, that “faculty do not see a need for a change” in the current post-tenure review policy.

LATAC: The committee’s written report was made available. Hayden added that Chuck Allen will be joining the committee from IITS.

PAC: No representative present.

UCC: The committee’s written report was made available. Nava indicated that Kathleen Watson will be joining UCC from CoBA. A vacancy still exists for a CoAS-Math & Science member.

XIII. Consent Calendar: The following items were presented to the Senate for a single vote of approval without discussion, and came moved and seconded from committee.

A. NEAC Recommendations: Several supplements were made to the recommendations listed in the Senate agenda.

Name	Committee	Representing	Term
Shaun-Inn Wu	BLP	CoAS	03-04
Marshall Whittlesey	GEC	CoAS M&S	03-05
Shaoyi He	LATAC	CoBA	03-05

Yvonne Meulemans	Faculty Awards Selection Comm.	Library	03-04
Reuben Mekenye	Student Grade Grievance Comm.	At large	03-05
Marcos Martinez	Student Grade Grievance Comm.	At large, alternate	03-05
Ofer Meilich	Univ. Computing & Telecom. Comm.	CoBA	03-04
John Halcon	Service Learning Advisory Comm.	CoE	03-05
Jeffrey Kohles	Faculty Awards Selection Comm.	CoBA	03-04
Ernest Wendt	Faculty Awards Selection Comm.	Lecturers	03-04
Gary Oddou	PAC	CoBA	03-05
Kathleen Watson	UCC	CoBA	03-05
Richard Hwang	Faculty Center Advisory Board	CoBA	03-04
Ernest Wendt	FAC	Adjunct	03-04
Garry Rolison	Search – AVP Enrollment Mgmt.	At large	N/A
Don Barrett	Search – AVP Enrollment Mgmt.	At large	N/A
Grace McField	PAC	CoE	03-05
Ricardo Fierro	Professional Leave Committee	At large	03-05
Patricia Stall	IRB	CoE	03-05
Elizabeth Garza	IRB	CoE	03-04
Janet Powell	Academic Senate	CoE	03-04

Motion #3 M/S/P*

To approve the NEAC recommendations.

Puha notified senators of the urgent need for the following members for the Professional Leave Committee: CoAS-Social Science, Library, and CoE. Laurie Stowell indicated that she has volunteered for the CoE seat.

XIV. Old Business None.

XV. New Business

A. APC Academic Calendar 04/05 – 05/06 (1st reading)

Montanari noted that the item comes moved and seconded from APC, and without recommendation from the EC. He noted that the calendar is based on the norms and definitions adopted by the Chancellor's Executive Council, and is based on a 12-week period which may include two 6-week schedules. Leu noted that the calendar may be subject to change once a campus President has been named, and the HR schedules for the covered time periods are known.

Comments and concerns expressed included (1) synchronization with other local colleges/universities; (2) the timing of spring break; and (3) the need to provide 73 academic instructional days per semester. The discussion was interrupted for a time certain item.

XVI. Discussion Items (taken out of order for time certain)

A. Time to Degree McTamaghan noted that a request came from the Chancellor's Office in late May, with a response due date of November 14, concerning campus and system strategies and barriers to improving time to degree. Input is sought from the faculty as well as the ASI in order to formulate a campus response.

Sheath noted that the Provost's Council has discussed this topic and devised a draft list of suggestions which could form the basis of further discussion, and noted that broad input is sought. Please send comments to Sheath within the next three weeks via e-mail (rsheath@csusm.edu). Suggestions offered included surveying students at semester end regarding courses they plan to take in the following semester, improving the pre-requisite tracking component of the Banner system, and routinizing timing of course offerings to assist student planning.

B. Mid-Semester On-Line Evaluation Martinez noted that notices have gone out to faculty regarding this process, which was expanded last year to include all freshmen as well as the SSS/EOP student population. Martinez asked that faculty check their e-mail and data portals to determine whether there is a link notifying them that they have an evaluation to complete. The process is now conducted entirely on line, and allows the advisors to collect data on students from multiple instructors to determine whether there is evidence of need for intervention. In addition, the entire freshman

class is being contacted by phone to learn whether they perceive any need for assistance.

XV. New Business

A. APC Academic Calendar 04/05 – 05/06 (continued) Additional comments/concerns raised included the timing of the submission of Fall semester grades, and the lack of provision for four or eight week sessions during Summer.

Barsky noted that Chancellor's Office guidelines for calendar building provide for a maximum of three academic workdays following the end of final exams. In cases where the campus is closed, one or more of those three workdays may be moved to January, which is why the grade due date sometimes falls in December and sometimes in January.

Leu noted that APC based its decisions first on what is best for students, and then on whether any programs would be adversely affected by the 6/12 schedule. The College of Education, which has specific need for an 8-week course period due to its cohort based program, will be provided the flexibility to offer the 8-week courses during summer.

B. Resolution Endorsing ASCSU's Resolution Opposing Prop 54 (1st reading, waiver requested)

Trischman introduced this item, which comes moved and seconded by EC. Serpe noted that the resolution was considered by three standing committees of the ASCSU, and includes a rationale which provides supporting historical information. A senator objected to the use of Senate time for consideration of a political resolution.

Motion #4 M/S/P (2 opposed)

To waive the rules for a 1st reading.

A vote was then taken by a show of hands on whether to adopt the resolution.

Motion #5 M/S/P (2 opposed, 5 abstentions)

To adopt the resolution as written.

XVII. Special Presentation

Strategic Planning Allison introduced this item, noting that the campus is applying for a federal grant which could provide us with up to \$395,000 per year over a five year period to strengthen one or several aspects of our institution (funding for this federal program is expected to be cut back for 2004). The grant proposal, due February 27, requires that we undergo a SWOT analysis (look at institutional strengths and weaknesses, opportunities and threats) and that we create a comprehensive development plan for the university. More information about the grant is available on the president's website.

Allison added that, to the extent possible, we want to use planning efforts already underway, and will link the budget with planning at each step. There are plans to coordinate various planning and assessment efforts so that work is not duplicative and perhaps conflicting. Allison also noted that we are being asked increasingly to adopt performance measures, to make them public, to report on our progress, and to analyze how we can continue to improve.

The three planning councils began this new strategic planning process on August 29, and on September 29, Senate Chair Montanari led a small working group (Marie Thomas, Suzanne Green, Susan Mitchell, David Barsky) to refine our SWOT analysis and to recommend goal statements to the University Planning Council.

Montanari then presented a PowerPoint presentation entitled Planning Council Meeting – September 29, 2003: Strategic Planning Task Force. The presentation included a preliminary goal statement. The presentation will be made available on the Senate's website. Comments are invited and should be directed to Terry Allison (tallison@csusm.edu).

Meeting adjourned at 3:10 p.m.

The next Senate meeting is scheduled for November 5, 2003, from 1 – 1:30 p.m.

Marcia Woolf, Academic Senate Coordinator

APPROVED: _____
Glen H. Brodowsky, Secretary 03/04

DATE: _____