

## MINUTES

**Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, February 4, 2004  
Commons 206  
12 – 1 p.m.**

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**Members Present:**    **Dick Montanari, Chair**                      **Jackie Trischman, V. Chair**  
                                  **Jack Leu, APC**    **Ann Fiegen, FAC**                      **Kathy Hayden, LATAC** **Valerie Callanan,**  
                                  **NEAC**    **Zulmara Cline, SAC**                      **Carmen Nava, UCC**

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

**Not Present:**                      **Glen Brodowsky, Secretary; Karen Haynes, President; Patty Seleski, GEC;**  
                                  **Richard Serpe, BLP/ASCSU**

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

**I.        Approval of Agenda**

CHANGE:                      XII. Old Business: Change item C to item A, item A to B, and item B to C

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

**II.       Approval of Minutes of 1/28/04**

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

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

**A.       Announcements:** Marion Reid has invited EC members to tour the Library on February 11 from 1:15 to 3 p.m.

Stephen Garcia and his staff were invited to meet with the Senate today to address the parking issue, but have declined due to prior commitments and illness. They have asked to meet with the Senate in March instead. The EC discussed and decided to develop a list of questions (e-mail to mwoolf@csusm.edu) to send them, and then invite the group to meet as soon as possible with the EC. The information thus gathered could then be shared with the Senate. It was suggested the questions include an issue raised earlier by CoAS concerning parking for faculty and staff in SCI-2 and Arts.

Terry Allison is planning two forums on February 13 to discuss the latest developments in the strategic planning process. It was noted that the College of Arts and Sciences is holding a meeting during the proposed forum times. Allison will be notified of this conflict.

Erik Roper has contacted Montanari about a proposed ASI resolution which calls for adding as a graduation requirement a course on the human impact on the environment. Montanari will discuss with him the process for requesting the addition of a course, and the nature of the ASI and faculty's rights and responsibilities concerning the curriculum.

The Faculty Awards Committee is currently reviewing the Wang nominees' dossiers and will be forwarding a recommendation to the president shortly.

**B.       Referrals to Committees:** None.

**IV.      Vice Chair's Report, Jackie Trischman:** The UBC issued a campus-wide communication via e-mail today, which the provost will discuss in his report.

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

**VI. President's Report, Karen Haynes:** No report.

**VII. Provost's Report, Robert Sheath:** A report on items other than the budget was deferred to his Senate report. Concerning the budget, the UBC is moving forward with the information in its memo to the campus concerning the 04/05 budget; however, it is understood that these numbers may change significantly depending on the outcome of the March bond issue and the May budget revise.

Progress on campus 04/05 budget discussions has been stalled due to a lack of notice to collective bargaining units, which is required prior to publicly discussing possible impacts of budget cuts on members of those units. The Chancellor's Office has specifically advised not to proceed with discussions until these "meet and confer" requirements have been met, and has directed that each campus must handle this process individually. It is anticipated that once this process is complete, budget discussions will continue with the UBC, UPC and Cabinet. Reserves have been established which should help to mitigate expected cuts.

The anticipated 03/04 mid-year cut may be favorably reduced for our campus due to our successfully meeting the revised mid-year target enrollment, if this is a factor used by the Chancellor's Office in determining mid-year cuts.

Montanari noted that there is approximately \$11.5 billion from bonds which may become available to the state from the prior administration, pending court action. This could help to offset a failure of the \$15 billion bond in March. He also noted that there is no attempt to withhold information; rather, the process has been plagued by changing targets and projections, and the unfortunate stall due to the "meet and confer" requirement.

Cline asked about funding for lottery grants for 2004/05. While there is no information about funding yet, it was determined that SAC should proceed with a call for proposals, and include a statement concerning the program's contingency on available funds.

**VIII. Statewide Senate Report, Richard Serpe:** Montanari reported that the ASCSU has asked the campus Senates to consider a resolution, which will be presented to the EC on 2/11. Montanari will attend a campus chairs' meeting on February 12 and an interim ASCSU meeting on February 13, both in Sacramento.

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

## **X. Committee Reports**

**APC:** The committee is currently working on three items: (1) a policy on the composition of masters thesis and project committees; (2) the 04-06 academic calendars, with additional data from Fall '03 concerning grade submissions and impact on students; and (3) a proposed policy on the overlap of majors and minors. A concern was raised concerning the final exam schedule, which scheduled M-W course exams on Saturday. This schedule was perceived by many to be problematic. APC will discuss the possibility of a survey to gather input on this topic.

Montanari noted that there is also an effort to clarify the president and faculty's rights and responsibilities concerning academic calendar development. It is hoped that the new president will be willing to maintain the campus' traditional process for calendar approval.

**FAC:** The committee will soon begin its review of the UPD/RSCA grant applications.

**LATAC:** The committee will meet next week for the first time this semester.

**UCC:** A list of additional Course & Program Change Proposals for the consent calendar was handed out. The committee is concerned about BLP's progress on approving a certificate program (ESMPC) and a group of VPA minors; it is hoped that BLP and the Senate can expedite their reviews of these to ensure inclusion in the upcoming catalog. Montanari will discuss the matter with Serpe and Barsky.

## **XI. New Business**

Callanan handed out a communiqué to the EC requesting feedback on a number of issues and ideas related to **faculty participation on Senate committees**. The committee believes that evaluation of committee service is a FAC issue. Comments

should be e-mailed to vcallana@csusm.edu.

**A. NEAC Recommendations** Montanari noted that the consent calendar includes the appointment of a parliamentarian, which is a departure from tradition. There were no objections to this.

**Motion #3** M/S/P\*

To approve the recommendations and forward to today's Senate consent calendar.

**B. UCC Course & Program Change Proposals**

**Motion #4** M/S/P\*

To approve the Course & Program Change Proposals as amended.

## **XII. Old Business**

**A. FAC Student Evaluation of Instruction Instrument** Fiegen thanked the EC for their input on the draft instrument. The subcommittee is seeking direction from the EC concerning vetting the form with faculty units and PRCs. The form would be provided to faculty with a cover letter which would outline how the form fits into the evaluation process. It was suggested that the subcommittee develop a Q&A sheet outlining the EC's comments and the subcommittee's response. FAC will bring this to EC next week. The EC expressed its appreciation to the subcommittee for its hard work.

**B. UCC Statement regarding Use of the Consent Calendar** The committee has reviewed the draft statement which attempts to describe the current practice. The committee suggests adding a statement concerning trusting the standing committees to do their work, and to use their best judgment to decide which items are appropriate for the consent calendar and which items should undergo full Senate review. Montanari invited additional comments from the EC, and will revise the draft to include the UCC's and any other expressed concerns. The EC will then consider how best to formalize the statement

**C. Resolution on Chancellor Reed and the Trustee Appointment Process: Seeking Responsible Communication** The EC considered the draft resolution provided at the last EC meeting. There was discussion concerning (1) the late timing of the resolution and what will be served by passing the resolution at this time, (2) the importance of not ignoring the Chancellor's actions, and (3) the possibility of modifying the document so that it does not specifically address the Meisenhelder matter.

**Motion #5** M/S/P (Leu) (one abstention)

To forward the resolution to today's Senate agenda for a first reading.

The meeting was adjourned at 1:10 p.m.

The next meeting is scheduled for February 11, 2004, at 12 p.m.

Marcia Woolf, Academic Senate Coordinator

APPROVED: \_\_\_\_\_  
Glen H. Brodowsky, Secretary 03/04

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