

MINUTES

**Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, February 11, 2004
Commons 206
11:30 a.m. – 1 p.m.**

Members Present: Dick Montanari, Chair Jack Leu, APC Patty Seleski, GEC Zulmara Cline, SAC	Jackie Trischman, V. Chair Richard Serpe, BLP/ASCSU Judith Downie, LATAC Carmen Nava, UCC	Glen Brodowsky, Secretary Ann Fiegen, FAC Valerie Callanan, NEAC
--	--	--

Ex-Officio Present: Karen Haynes, President; Janet Powell, CFA; Robert Sheath, Provost

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 2/4/04

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

III. Chair's Report, Dick Montanari

A. Announcements: Montanari will attend a campus chairs' meeting and interim ASCSU meeting in Sacramento on February 12 and 13.

B. Referrals to Committees: None.

IV. Vice Chair's Report, Jackie Trischman: No budget forums are scheduled as yet.

V. Secretary's Report, Glen Brodowsky: The following item has been forwarded to University administration for approval:

SAC Student Grievance Policy

VI. President's Report, Karen Haynes: Haynes reported that she has been warmly welcomed and has enjoyed meeting hundreds of members of the campus community in her first eight days as president. She plans to be accessible and to make opportunities to listen before making any major plans or changes.

VII. Provost's Report, Robert Sheath: The CoAS dean search committee has reviewed applications and presented a telephone interview list to the provost, which he has accepted. Telephone interviews will be scheduled beginning next week.

The IITS dean search which closed February 10 now has 52 applicants. The Enrollment Management AVP search now has 21 applicants, but closes later.

The Cabinet met on Monday for four hours to discuss the budget. They plan to meet again in two weeks to finalize their discussions, and then move the process along. Included in their discussions are plans to address continuing budget shortfalls in FY 05/06. It is hoped that both the UBC and Academic Affairs budget committees will meet shortly after the Cabinet has finalized their discussions. The president indicated that she is initially focusing on principles and strategies with regard to the budget. She also noted that the CSU system has scheduled a March 9-10 budget summit of the presidents.

The task force which recently met to discuss the upcoming summer session has recommended that summer be entirely self support. Student fees and faculty compensation issues have yet to be worked out. Worden is attending the Academic Council (systemwide provosts) today on Sheath's behalf, and this topic is on the agenda. The FTES target of 5844 will then have to be met in two semesters, which should pose no difficulty for us. Financial aid would still be available to students in summer session.

A concern was raised about staffing changes in Enrollment Services. Sheath indicated that there have been some efforts made to streamline services, but that no major changes are planned. If there are continuing concerns, Sheath should be advised; Francine Martinez may be asked to meet with the EC to discuss, if necessary.

It was suggested that the planning efforts for the new Health & Human Services program be publicized periodically. Montanari suggested that scheduled reports be added to the Senate agenda for this purpose. Interim director Bud Morris will be invited to report at an upcoming Senate meeting. Sheath suggested the first topic be the status of the Title III grant application.

VIII. Statewide Senate Report, Richard Serpe: No report.

IX. CFA Report, Janet Powell: There is a meeting tomorrow, and a report will be provided next week.

X. Committee Reports

BLP: The committee meets weekly starting today and plans to address the VPA Minors and the Elementary Subjects proposal. The sponsors of the Border & Regional Studies proposal have withdrawn the proposal from BLP and will instead follow the traditional steps for approval.

GEC: The committee continues to discuss the issue of how many units a GE course should be, and is considering feedback it has been receiving from faculty. The committee believes the policy issue should be resolved before any action is taken. They hope to bring a resolution to the EC shortly.

The GWAR subcommittee is getting closer to making a recommendation to the GEC for Senate consideration.

NEAC: The committee continues to debate issues related to faculty service on committees. A revision of the informal communiqué provided to EC members last week will be sent out to the EC electronically for input prior to February 17. They will then draft a resolution to bring to the EC.

SAC: The committee recommends waiting until after the March election to put out the call for lottery grant proposals, since funding is so uncertain. This will give faculty about six weeks to prepare proposals, if funding becomes available. It was suggested that an announcement to all faculty be made regarding the current status of the lottery grant program. The EC suggested that Dr. Worden be asked to prepare and disseminate the announcement, if necessary.

The Student Fee Increase Committee meets tomorrow and will discuss (1) a fee for a study abroad in Spain program, (2) an increase in student orientation fees, (3) an increase in Extended Studies fees being phased in this summer (range up to \$150 per unit).

The committee met with Richard Karas, chair of the Student Grade Appeals Committee to discuss suggested revisions to the Student Grade Appeals Policy.

It was requested that the university administration expedite its review of the Student Grievance Policy due to a time-sensitive student grievance. Sheath indicated he would ensure an expedited review. NEAC will issue a call once the policy is approved.

XI. Old Business

A. EC Parking Issues Q&A A draft list of questions was distributed. Montanari asked that EC members e-mail their feedback and any additional questions to him (montanri@csusm.edu) or Woolf (mwoolf@csusm.edu) by February 16 so that he may forward them to Stephen Garcia with an invitation to attend the 2/18 or 2/25 EC meeting. It was suggested that the upcoming SBRI move to campus be added to the list of concerns (about 23 additional staff).

B. FAC Student Evaluation of Instruction Instrument The subcommittee hopes to take the draft instrument to the colleges as soon as possible to gather feedback. It was suggested that the subcommittee provide the PTC with a mock report so that as they review actual files, they may determine the usefulness of the information and offer feedback to the

subcommittee. It was suggested that the PTC guidelines be modified to state that results of formative items be included in narrative, if deemed necessary, rather than included in the WPAF as an item.

It is hoped that a revised instrument will be approved this semester for use beginning next Fall.

C. UCC Statement regarding Use of the Consent Calendar This item was postponed until the 2/18 EC meeting.

D. Discussion Items

1. Improving the Campus Communication Network The draft memo originally distributed on January 28 was again handed out and input was requested. A suggestion was offered to add a report component to the request, with suggestions or recommendations for future efforts. Additional comments should be e-mailed to either Montanari or Woolf. A revision will be provided to the EC next week for a final review.

2. ASCSU Resolution on Faculty Role in Academic Restructuring & Program Discontinuance Serpe provided a background for this resolution, passed in November by the ASCSU, which resolves that faculty should have a role in discussions concerning academic restructuring and program discontinuance. The EC discussed and opted to develop a separate campus resolution to address this issue, which will acknowledge local issues. Serpe will draft a resolution for the EC's review on 2/18. It was agreed that the resolution should be jointly proposed by the BLP and APP committees.

3. ASCSU Resolution regarding Enrollment, Budget and Educational Quality in the CSU Serpe provided a background for this resolution, passed in November by the ASCSU. The EC decided the information concerning the inadequacy of funding from State revenues and student fees and the reason for the shortfall should be shared broadly with the faculty. The EC decided to share the ASCSU resolution with senators at the March meeting, along with instructions for accessing the two attachments.

4. ASCSU Resolution concerning Budget Accountability Act Serpe again provided a background for this resolution supporting Prop 56. Because the Senate will not meet again until after the March election, the EC decided to act on the Senate's behalf. Montanari will draft a brief resolution for the EC's review on 2/18.

XII. New Business

A. SAC Academic Honesty Policy Cline introduced this item, which the committee has been considering for some time. SAC has drafted a policy which includes the original 1995 policy, which is basically a list of definitions, and added language on faculty, student, and administrative responsibilities. Poullard has advised SAC that E.O. 628 prevents the sharing of student information concerning academic dishonesty. This also prevents him from notifying professors of the outcome of such charges. It was suggested he report in the aggregate at the end of each semester. He has also suggested that his office could maintain a database of repeat offenders, which would rely on professors reporting offenses.

SAC recommends that all professors include a statement concerning academic honesty in their syllabi. Seleski noted that GEC plans to include this recommendation in its guidelines regarding syllabi content.

SAC also discussed developing guidelines for faculty to use when they encounter an act of dishonesty, including grading guidelines. Consistency of treatment has been identified as a serious issue, since most grievances and grade appeals result from a perception of unfair or inequitable treatment. The EC suggested that SAC provide possible models to use.

The committee has learned that many freshman students simply do not understand what constitutes plagiarism. The Library has developed a web-based tutorial for students which outlines plagiarism, and has considered offering workshops to freshman students. It was suggested that SAC expand the information in the policy concerning library resources to more specifically identify those resources.

It was suggested that the idea of student responsibility for knowing and understanding what constitutes academic dishonesty be placed more prominently in the policy, and that possible ramifications also be prominently placed. Additional suggestions included requiring that students sign a document stating they have read the policy, and strengthening the language in the catalog. There was also discussion about the importance of ensuring that faculty and Student Affairs staff understand and maintain their roles in these matters.

B. Employment of Graduate Assistants and Teaching Associates This item was postponed until the 2/18 EC

meeting.

The EC adjourned at 1 p.m. for a tour of the new Kellogg Library building.

The meeting was adjourned at 1 p.m.

The next meeting is scheduled for February 18, 2004, at 12 p.m.

Marcia Woolf, Academic Senate Coordinator

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

DATE: _____