

MINUTES

Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, March 17, 2004  
Commons 206  
12 – 2 p.m.

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**Members Present:** Dick Montanari, Chair      Jackie Trischman, V. Chair      Glen Brodowsky, Secretary  
Kit Herlihy, APC      Richard Serpe, BLP/ASCSU      Ann Fiegen, FAC  
Michael Schmidt, GEC      Judith Downie, LATAAC      Zulmara Cline, SAC  
Carmen Nava, UCC

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

**Not Present:** Valerie Callanan, NEAC; Karen Haynes, President

**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 2/25/04 and 3/10/04**

**CHANGE:** 2/25/04, XI. A. ~~UCC~~ EC Statement regarding Use of the Consent Calendar

**Motion #2**      M/S/P\*  
To approve the minutes of 2/25/04 as amended, and those of 3/10/04 as presented.

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

**A. Announcements:** Montanari distributed a report which shows the type of data which is provided annually to the Chancellor’s Office concerning the total number of units required in our degree programs. The information includes the number of programs that have been reduced to 120 units; reviewed and reduced, but not to 120 units; reviewed and not reduced; or not yet reviewed. The report includes only data, and no evaluative statements. The 120 figure has been suggested by the Chancellor’s Office as a means to improve time to degree, but is not a requirement for campuses.

A handout was distributed which contained a summary of changes to the campus’s Academic Master Plan, which is also provided annually to the Chancellor’s Office.

Montanari noted that an agreement has been signed concerning the faculty pay scale for summer session 2004. It represents a very collaborative effort and an excellent example of the CFA working collegially with the University administration. Despite some systemwide issues which stalled the process, we now have an official agreement which allows faculty to earn YRO rates for classes of 30 or more (classes are capped at 35 students); there is a reduction in faculty compensation for every student below 30, but the rate never drops below the Extended Studies rate.

Montanari distributed the agenda from last week’s budget summit in Long Beach, attended by campus presidents, senate chairs, and ASI presidents. The focus was on combined and local advocacy for the CSU. Groups such as unions, student groups, and administrators were encouraged to advocate for their campus within their districts; this is expected to be more effective than efforts at the state level.

*\*All motions were passed unanimously unless stated otherwise.*

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**B. Referrals to Committees:**

NEAC Academic Program Marketing Task Force – four faculty (CoAS, CoBA, CoE, Library)

FAC will provide an update concerning the issue of quality of education and increasing class sizes. Montanari will check with Leu concerning the issue of employing graduate assistants vs. lecturers as this relates to quality of instruction; the issue may require discussion and referral. Finally, Brodowsky noted that the ad hoc task force concerned with scheduling classes on Fridays and Saturdays has suspended its efforts since the issue seems to no longer be urgent; Brodowsky will forward to Sheath a paper he authored with Beverlee Anderson concerning this issue.

**IV. Vice Chair's Report, Jackie Trischman:** Weekly budget report – Serpe reported that the UBC met today and is back on track for open discussions concerning the budget process for next year. Unit budget presentations are currently being scheduled. There have been a number of delays in the process, but it is expected to move forward quickly now. It is unlikely that any permanent, unit employee's employment is at risk for 04/05. There will be a mid-year cut this year, but it is smaller than expected (\$402k) and will not be allocated to individual units. Serpe attributed the newly revived, open and inclusive proceedings to the provost's leadership, the president's support, and a collegial process.

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

FAC Range Elevation Policy for Temporary Faculty

**VI. President's Report, Karen Haynes:** The president is attending the Board of Trustees meeting.

**VII. Provost's Report, Robert Sheath:** Tentative approval has been given to go ahead with plans for the Social Sciences building.

Concerning searches, open forums are being held for the three CoAS dean candidates. A concern was expressed about the short notice for these forums. Efforts will be made to announce these as early as possible. The search committee for the IITS dean has interviewed six candidates and will finalize its list for on-campus interviews next week.

The summer session will be self support, which will allow us to offer more sections than would be possible under YRO (over 100 vs. 50 or fewer). Students will be charged the state rate (\$106/unit) rather than the self support rate (\$150/unit). A few issues remain outstanding, such as whether we can afford to operate learning assistance labs (math, writing center, language labs, etc.).

As a result of the decision to offer summer as self support, the FTES target of 5804 will be spread over fall 2004 and spring 2005, and not include summer 2004. Enrollment management will still be an issue, since fall applications have now reached almost 10,000 – a 25% increase over last year. Non-accommodation letters have been sent to Tier 4 applicants, and it appears that Tier 3 will also not be accommodated. Concern was expressed about turning away students and the need for a different strategy in the future for the CSU, such as guaranteeing enrollment at another campus. It was also suggested that the non-accommodation letters which have been sent via e-mail also be provided in hard copy for the sake of good will.

**VIII. Statewide Senate Report, Richard Serpe:** The ASCSU met in plenary session last week. Resolutions which were passed included (1) support for a CSU sustainability policy requiring that new CSU facilities or renovations be built to a "Leadership in Energy and Environmental Design" (LEED) Silver rating or higher (this resolution was championed by the CSSA, and impressively presented by our own Erik Roper); (2) support for an Assembly bill which removes the sunset clause from an earlier bill which created the California State University Center of Excellence in the Study of the Holocaust, Genocide, Human Rights and Tolerance, located at Chico; and (3) opposition to subjecting Teacher Credential candidates to graduate student fee increases, and proposing that post-baccalaureate Teacher Credential students be classified as undergraduates for fee purposes.

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First reading items included resolutions concerning (1) the need for open discussions regarding the fate of the Master Plan for Higher Education, and the declining level of state funding; (2) an undergraduate fee policy which holds that students should be paying 25% of the marginal cost of education, with increases to this amount over an eight-year period; (3) a statement concerning the need for a systemwide core campus-specific transfer pattern; (4) definition of excess units; (5) a recommendation concerning the allocation of graduate fee differentials; (6) a statement concerning academic freedom in light of the Patriot Act; (7) a statement concerning maintaining/assessing the quality of classes taught by extended university; and (8) a response to SB 1785 which calls for a clear transfer policy and requires the CSU campuses to accept community college courses.

Finally, a report is forthcoming from a graduate task force which asserts that the CSU is responsible for the bulk of California graduate education and has been under funded and under recognized.

**IX. CFA Report, Janet Powell:** CFA is very pleased with the cooperation and collaboration between the parties which negotiated the summer session pay issues. Concerning the SSI under/overpayments issue, the CFA has been working with Academic Resources to identify all affected faculty, and has filed a grievance which is expected to go to Level II (systemwide). Faculty who suspect they may be impacted have been asked to contact CFA. Powell will provide weekly updates.

#### **X. Committee Reports**

**APC:** Herlihy reported that the committee is reviewing the overlap of majors and minors, and has discovered that certificates have not been worked into the transcript program. The committee expects to have a policy drafted for review this semester.

**FAC:** Fiegen reported that the committee continues its review of the UPD/RSCA grants. The student evaluation task force has completed its round of meetings with the colleges.

**LATAC:** Downie reported that the deadline for the Library's Journal Assessment Project was extended due to some technical problems; results will be available shortly. Concerning the grade due date issue recently discussed in the Senate, IITS has expressed concern that there will be no IITS staff available to assist faculty during winter break if they run into difficulty with the grade posting system. The committee has reviewed a draft Fair Use on-line tutorial and made some suggestions including a self-test option; the final tutorial will be made ADA compliant and will be secured through WebCT. IITS will work with HR on issues of administration and tracking of completion. Finally, the committee has reviewed CSU Chico's intellectual property website and is working with that campus to adapt aspects of that site for a CSUSM IP website, which will also include a posting of the ASCSU's 2003 report on IP.

Concerning the grade due date issue discussed in Senate, Brodowsky noted that he heard that the 26 students referred to which had their financial aid revoked were students who had received two or more failing grades. He also stated his displeasure about the characterization of faculty as uncaring and unwilling to assist students.

**UCC:** Nava reported that the committee continues its review of courses, and may be bringing before the Senate the ESMPC, following additional discussions with BLP. The committee also reviewed a Minor in Cognitive Science, but has now received an updated version which must be reviewed. Also under review is an updated proposal for a B.S. in Biotechnology. The committee may also receive a proposal for Mass Communication. Nava noted that committee work has been impacted by the temporary loss of three members who are also serving on PTC, which is now meeting.

#### **XI. Old Business**

**A. FAC Custom Course Materials Policy and Informational Flyer** Fiegen noted that no comments have been received since the discussion in last week's EC meeting.

**Motion #3** M/S/P (one opposed)

To approve the flyer and policy and forward to the Senate for a first reading.

*\*All motions were passed unanimously unless stated otherwise.*

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**B. NEAC Composition of Ad Hoc Arts & Lectures Advisory Committee** This item was postponed to the March 24 meeting.

**XII. New Business**

**A. SAC Student Grade Appeals Policy** Cline explained that the current, two year old policy provides the opportunity for the Student Grade Appeals Committee to provide feedback to SAC concerning the policy language. Chair Richard Karas, on behalf of the SGAC, has suggested that the policy more specifically and clearly guide the students in preparing their cases. SGAC also recommends changing permissive language (“may”) to more prescriptive language (“should”) throughout, also to guide students and avoid confusion. EC members concurred with the suggested changes.

Montanari noted that the policy allows the EC to make changes without the need for full Senate review.

**Motion #4** M/S/P (one abstention)  
To approve the policy revisions and forward to the Senate as an information item.

**B. SAC Academic Honesty Policy** Cline noted that the EC, when reviewing an earlier draft, recommended that the Dean of Students provide semester reports in aggregate concerning the disposition of academic honesty cases. Jonathan Poullard has indicated to SAC that he is opposed to this suggestion for a number of reasons, and would be willing to explain his position to the EC. The EC members agreed to invite Poullard to their next meeting. Additional comments are to be sent to SAC.

A brief discussion ensued concerning interaction between the faculty and Dean of Students office, and the need for improved communications and understanding.

**C. Meeting Schedule for 2004/05** A draft schedule has been prepared by the Senate office which is based on the schedule used this year. Comments concerning the draft schedule should be directed to the Senate office.

**D. Response to 3/8/04 Tracks Article** Serpe indicated that several faculty have expressed concern about a perceived lack of understanding on the part of the parking services staff, along with a need to acknowledge faculty work times and ensure that the campus community understands the many complex issues involved in the parking problem. Montanari and Serpe will co-draft an open letter from the Senate to the campus community for publication in Tracks. The draft will be reviewed and finalized by the EC.

**E. FAC RTP Survey Report** Following the May 2002 adoption of the revised RTP policy, FAC conducted a survey of reviewers and reviewees in spring 2003. The results of that survey were summarized into a report which was distributed to the EC. A major suggestion which came out of the survey was the need for clarification of the term “item,” which FAC responds to in the report. Fiegen commended Janet McDaniel and Glen Brodowsky for their work in developing the survey, and Marie Thomas for her efforts in compiling the results and drafting the report. The EC discussed possible next steps for disseminating this information, including adding it as an information item for the Senate’s April meeting. The EC will also discuss any additional action to be taken.

The meeting was adjourned at 2:05 p.m.  
The next meeting is scheduled for March 24, 2004, at 12 p.m.  
Marcia Woolf, Academic Senate Coordinator

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

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

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