

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, March 24, 2004
Commons 206
12 – 2 p.m.

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

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

Not Present: Kathy Hayden, LATAC

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 3/17/04

CHANGE: VII. Provost's Report, 3rd paragraph, 3rd line: "...to operate ~~support~~ learning assistance labs...."

CHANGE: VII. Provost's Report, 4th paragraph, 3rd line: "...applications have now reached almost 10,000...."

Motion #2 M/S/P (two abstentions)
To approve the minutes of 3/17/04 as amended.

III. Chair's Report, Dick Montanari

A. Announcements: Montanari distributed a memo from Haynes transmitting a response from Linda Leiter to the two March Senate resolutions concerning parking. He asked that the EC members review the information for discussion at a future EC meeting. Montanari applauded the accommodations being made in response to the move of staff from the Rancheros facility to campus, and commented on the collaborative and cooperative nature of the effort.

B. Referrals to Committees: None.

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

V. Secretary's Report, Glen Brodowsky: The following items have been approved by the University administration. Brodowsky thanked the president and provost for their prompt response.

APC Academic Calendars for 2004/05 and 2005/06
FAC Range Elevation Policy for Temporary Faculty

The secretary also transmitted two reports on academic scheduling using data from the YRO committee to the provost.

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

VI. President's Report, Karen Haynes: Efforts are underway to name an interim Vice President for Finance and Administration. Sheath has been asked to chair the search committee for this position, which will have two faculty members.

An offer was made and declined for the position of Assistant Vice President for Human Resources. Holly Perez has been asked to remain serving as the interim AVP through May 1. We will be re-advertising this position shortly.

The staffing needs for the President's Office are being reviewed, and an internal search will be conducted for the position of Executive Assistant to the President (Administrator II). The additional funding needed for this reclassified position will come from salary savings this year and the likely phasing out of a half-time position within the office.

VII. Provost's Report, Robert Sheath: A decision has been made to accommodate all Tier 1 and Tier 2 students, and Tier 3 transfer students only. Non-accommodation letters have been sent to Tier 4 applicants. Tier 3 first-time freshman applicants will be advised to notify us if CSUSM is their preferred school; if possible, efforts will be made to accommodate them.

Lists of on-campus interviewees for the AVP of Enrollment Management and Dean of IITS positions are expected be finalized this week. Interviews will be conducted in mid- to late April.

Efforts are being made to schedule a UBC meeting; however, this is proving difficult.

An annual report is to be made to the Senate in the spring of each year concerning the Academic Blueprint. This will be scheduled as a time certain for the April 21 Senate meeting; materials will be provided to Senators for their review prior to the meeting to reduce presentation time to a brief overview and allow for a Q&A period.

Questions were raised concerning e-mails sent recently concerning changes to the approval process for travel. Sheath was unaware of the matter and offered to look into it and respond shortly.

It was suggested that the president and provost try to arrange for air time on KPBS Radio to talk about CSUSM, since this would provide an opportunity to introduce our new president and spread information concerning the campus to the broader San Diego region.

A question was raised concerning the status of the Social Science building. This building will include all Social Sciences and associated laboratories, including some centers and institutes. The Chancellor's Office has given the go ahead to begin planning. Stivers and Decker will convene a committee to discuss plans. It is expected to appear on the next bond issue, two years from now. This could mean construction would begin in 2007, with completion in 2009. The Humanities and Biotechnology/Health & Human Services buildings will follow.

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

X. Strategic Planning/WASC Update (Taken out of order for a time certain.) Terry Allison provided an update concerning planning for the upcoming re-accreditation process. A handbook outlining WASC's new process is available on line at <http://www.wascweb.org/senior/>. The process requires an institutional proposal and two visits staged 12-18 months apart. The first, preparatory review visit will occur during spring 2007, followed by an "educational effectiveness" site visit 12-18 months later.

The institutional proposal, due October 15, 2004, will address desired outcomes of the self-study process. The Educational Effectiveness and University Planning Councils have been working closely to develop this proposal. Thus far, two research questions have been identified: (1) "How effective has Cal State San Marcos been since the 2000 re-accreditation visit in developing and implementing an academic vision for the campus?" and (2) How successful has Cal State San Marcos in developing and implementing comprehensive assessment of student learning?" Feedback is currently being sought regarding a third question for in-depth investigation. Allison noted that a key player missing from these discussions is the chair of PAC, who has only recently been named.

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

Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn

Allison then presented an update on strategic planning for the campus. He explained that a December 2003 document on campus goals and objectives was modified to respond to a call for proposals for a Title IIIA grant. The modified version states the campus' academic, management and fiscal goals and objectives in measurable terms. These were developed with input from the campus divisions. There will be another round of forums to gather additional feedback. It is expected that budgetary planning will continue to follow these goals and objectives. Montanari noted that these will also serve to guide the individual units in developing their own plans in support of the University's goals.

IX. CFA Report, Janet Powell: The CFA is contacting local legislators as part of the "Save the CSU" campaign.

Concerning the SSI salary adjustments grievance, a Level I meeting was held last week, and the administration has indicated that the adjustments were calculated in accordance with a directive issued some time ago by the Chancellor's Office. A response is forthcoming from Stivers' office, and it is likely the matter will go to Level II (systemwide). Other campuses are involved in similar grievances. It may be some time before the issue is resolved.

The issue was again raised concerning the lack of timely written notices to faculty concerning their salaries, a notice mandated by the CBA. Powell indicated that CFA will discuss pursuing this issue.

XI. Committee Reports

BLP: The committee has reconsidered the Elementary Subject Matter Preparation Certificate (ESMPC) in two separate discussions since its original approval some weeks ago. The committee has determined that it has received no additional information which would justify a change in its position, so its earlier approval will stand. The committee, however, advises the EC that the program change process does not include a requirement to demonstrate need or the size of the issues, and that it may be appropriate to refer the matter for consideration. Montanari noted that the ESMPC, having been approved by BLP and UCC, will now come to the EC at its next meeting for possible Senate action.

XIII. New Business

A. FAC Student Evaluation of Instruction (Taken out of order for a time certain.) Fiegen introduced Huber and Sonntag, members of the FAC subcommittee charged with developing a new evaluation instrument. Handouts included an overview of the subcommittee process and the proposed form, the draft form, a mock summary report for RTP committees, and a draft set of proposed Senate motions. The subcommittee has now met with the colleges and gathered feedback on the form and how it will be used. As a result, a form with both summative and formative items is proposed to be used for a three-year trial period followed by an evaluation.

The discussion which followed included the suggestion that the materials be provided to senators for review prior to a first reading, and that a brief introduction be provided to allow adequate time for discussion. It was also suggested that senators be informed about the proposed final format of both the evaluation form and summary report. A question was raised concerning the decision to omit certain currently used questions concerning the type of course and the student's reason for taking the course, since this information has been deemed valuable by some reviewers. Montanari suggested the motions be divided, and the EC review both the motions and other documents on April 7 in anticipation of moving these to the Senate agenda for a first reading on that date. Montanari asked EC members to forward additional comments to Fiegen, Sonntag or Huber. Secretary Brodowsky, on behalf of the EC, thanked the members of the subcommittee for their hard work on this matter.

XI. Committee Reports (continued)

GEC: A question concerning "a language other than English" in the language requirement has surfaced, mostly because of articulation reasons.

NEAC: Callanan noted that a number of Senate Committee seats on the spring ballot still have no candidates, and she asked EC members to encourage their colleagues to run for a seat. In addition, the PTC seats either

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

Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn

have one or no candidates, and these must be contested. Finally, there is only one candidate for Vice Chair/Chair Elect and one candidate for Secretary.

Sheath noted that two faculty will be needed for the VPFA search committee.

SAC: Richard Karas and David Barsky have confirmed that the language of the draft revised Student Grade Appeals Policy recently moved onto the April 7 Senate agenda is indeed aligned with Executive Order 792. No further amendments are necessary.

XII. Old Business

A. GEC Changes in UDCGE Forms Seleski described changes which had been made to the forms since the EC last reviewed them. She also noted that the resolution scheduled for a first reading at the next Senate meeting may, if passed, require a modification to the portion of the forms which states that UDCGE courses are limited to three units. A friendly amendment was offered to change "can" to "should" in the second paragraph of the definition sections of the forms.

Motion #4 M/S/P*

To forward the forms to the April Senate agenda for a first reading, subject to upon the committee's acceptance of the friendly amendment.

B. SAC Academic Honesty Policy Montanari noted that Poullard had been invited to meet with the EC but had declined. Brodowsky distributed a suggested amendment modifying the language at #3 under the Administrative Responsibilities heading to include a provision for an annual report by the Dean of Students to the Executive Committee. In this way, the faculty will be able to monitor this aspect of the academic process.

Motion #5 M/S/P* (Brodowsky)

To replace the language at lines 91-92 of the draft with "The Dean of Students shall report each semester to the Executive Committee of the Academic Senate aggregated data for that semester which includes the number and type of cases reported and the disciplinary actions taken."

Additional editorial suggestions were made by members of the EC.

C. EC Meeting Schedule for 2004/05 Montanari handed out a message from David Barsky concerning a possible modification to the Senate meeting time for 2004/05.

Due to lack of time, this item and the remaining agenda items were postponed to the April 7 EC meeting.

The meeting was adjourned at 2:08 p.m.
The next meeting is scheduled for April 7, 2004, at 12 p.m.
Marcia Woolf, Academic Senate Coordinator

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

DATE: _____

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

Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn