

MINUTES

Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, April 14, 2004  
Commons 206  
12 – 2 p.m.

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**Members Present:** Dick Montanari, Chair      Jackie Trischman, V. Chair  
Jack Leu, APC      Ann Fiegen, FAC      Patty Seleski, GEC  
Judith Downie, LATAC      Zulmara Cline, SAC      Carmen Nava, UCC

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

**Not Present:** Glen Brodowsky, Secretary; Valerie Callanan, NEAC; Richard Serpe, BLP/ASCSU

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

**I. Approval of Agenda**

**ADD: XII. New Business      B. APC Policy on Graduate Requirements, and  
C. NEAC Recommendations**

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

**II. Approval of Minutes of 4/7/04**

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

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

**A. Announcements:** Montanari noted that the polls for the Spring election will close April 14 at 10 p.m.

In response to the ongoing budget crisis, the four college and library deans have agreed to subsidize the Senate's operating budget by \$2,500 each (a total of \$10,000) to support the release time allocation for 2004/05. This will allow the Senate to again provide one course release each for the chairs of APC, BLP, FAC, GEC, NEAC, SAC and UCC, and four course releases for the Senate chair. A discussion ensued concerning the need for faculty to report their service efforts accurately on the FAD, whether or not they receive a course release. It was noted that faculty may not take the course release to which they are entitled, to prevent a negative impact to their department. It was also noted that it is difficult to convince others to chair committees, when there is inadequate or no compensation available for this effort.

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

**IV. Vice Chair's Report, Jackie Trischman:** The University Budget Committee met on Saturday, April 10, from 9 a.m. to 3 p.m. to hear presentations from the various campus divisions concerning their activities and budgets, and how 5% and 7% cuts would affect them. A significant amount of detail was presented, and it was a very worthwhile session. The committee will meet again on April 21 to determine how cuts will be made. The Cabinet has agreed not to make cuts to permanent positions.

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

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Concerning the Senate Parliamentarian, Don Barrett has agreed to resume his role and to serve out the second of his two year term next year, following his return from sabbatical. Beverlee Anderson will continue as the interim parliamentarian through the end of the semester.

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

**VI. President's Report, Karen Haynes:** The first of three open forums was held this morning.

The transition team is conducting a web survey which concludes today, and has received 430 responses thus far. An external group will analyze the results and provide feedback.

The ASI is struggling with a reduced budget as a result of lower admissions, which is threatening the Early Learning Center. The organization is considering a referendum to increase fees.

**VII. Provost's Report, Robert Sheath:** Sheath will be attending a systemwide meeting of provosts on April 15, and the main topic will be campus methods for coping with the budget cuts.

Concerning the searches underway, candidates for the Dean of IITS will be on campus April 14 – 20. Visits by candidates for the AVP of Enrollment Management Services will begin soon.

On April 26, there will be a Level 4 meeting of managers and directors within the new division of Academic and Student Affairs to gather feedback concerning the year-old merge and discuss ways to improve processes.

An EC member requested information concerning the funds used for salaries of overlapping outgoing deans and incoming interim deans. Sheath explained that interim or incoming deans are paid by the college. Outgoing deans who retreat to a faculty position are typically placed on the faculty pay scale (paid by the college), based on recommendations from a PRC and years of service to CSUSM. During the year of transition, they may also receive an additional salary for a one-year MPP assignment (paid by Academic Affairs).

**VIII. Statewide Senate Report:** No report.

**IX. CFA Report, Janet Powell:** Powell noted that Diehr presented a chart to the Senate at its April 7 meeting illustrating faculty and MPP resources systemwide in 2002 and 2003. The increase in the numbers and salaries of MPPs at CSUSM is disturbing, in light of the budget crisis and the lack of COLAs for faculty. Thirty-two MPPs (40%) received raises this year, averaging 9.3% (ranging from \$1500 to \$18,228 annually). Powell noted that these actions preceded the current administration, and that some of these appear to be well justified. CFA is considering ways to address its concerns and will meet on April 15 to determine what if any action should be taken. Faculty input is sought to help inform these discussions. It was noted that sacrifices should be shared equally in this budget crisis. CFA was asked to keep the faculty and EC posted concerning this matter.

**XI. Committee Reports**

**GEC:** A call has gone out to the CoAS for a new GE Coordinator; however, all faculty are welcome to consider this position. The compensation has been reduced due to a perception that the position requires less time and effort than previously thought. The GEAR sub-committee has a plan for assessing the GEAR (Graduate Writing Assessment Requirement), but is first determining cost and feasibility. Montanari offered to share information with GEC concerning David Spence's efforts to institute a systemwide "common core" of requirements to facilitate community college transfers.

**SAC:** A lengthy discussion was held regarding a senator's suggestion (forwarded to the EC via e-mail) to modify the Academic Honesty Policy which had a first reading at the April 7 Senate meeting. The EC recommended against modifying the document and asked SAC to advise the senator that he may bring a written motion for an amendment to the second reading on April 21.

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Another discussion took place concerning the idea of uniform guidelines for imposing sanctions for violations of academic honesty. It was suggested that SAC request information from Poullard concerning this, and then decide whether to modify the policy prior to the second reading, or possibly develop a separate document concerning sanctions.

## **XI. Old Business**

**A. FAC Student Evaluation of Instruction: Motions for Senate** Two motions are proposed for a first reading on April 21: (1) that the proposed instrument be adopted as the official instrument and be reviewed for efficacy after three years, and (2) that inclusion of the student ratings on the five core items in the instrument be required for WPAFs.

An argument was raised that the instrument be adopted on a three year trial basis initially, to ensure that it is evaluated after a time without the possibility that it could become the official document by default. Fiegen noted that the sub-committee believes that three years of data are needed to adequately evaluate the instrument, so any evaluation should be conducted in the fourth year. The sub-committee is also concerned that the instrument may not be adequately accepted if it is viewed as experimental, and believes there should be a permanent change. There was a lengthy discussion concerning issues surrounding the permanence of the instrument, a schedule and the logistics for reviewing it, and the basis for determining its efficacy.

**Motion #3** M/S/P (Seleski) (one abstention)

To forward to the Senate on April 21 the following resolutions: That the instrument for student evaluation of course instruction developed by the FAC subcommittee be adopted on a trial basis for three years, during which time it will both serve as the official instrument for student evaluation at CSUSM and it will be reviewed; and, that on receipt of a review after three years, the Senate will vote to confirm or modify the document.

The second resolution concerning evaluations used for personnel decisions was then discussed. A concern was expressed about how faculty will know which information is required to include in their WPAF, and how the optional formative information may be included. Suggestions were raised concerning clarifications to the rationale section, as well as the resolution language.

**Motion #4** M/S/P (one opposed)

To forward to the Senate on April 21 the following resolution: That, in keeping with the requirements that faculty who teach shall be formally evaluated on a regular basis and shall include student evaluation materials in their WPAFs, student ratings on the five core items in the new instrument for student evaluation of course instruction are required in files compiled for periodic review and personnel decisions (retention, tenure and promotion).

Fiegen will forward the revised rationale language to the EC for its review.

## **XII. New Business**

**B. APC Policy on Graduate Requirements (taken out of order)** Leu distributed a document concerning graduation requirements for the EC's review. Input from the EC members was requested. The matter will be considered as old business at the April 21 EC meeting

**A. EC Senate Meeting Time** Trischman explained that David Barsky has raised the issue of changing the Senate meeting time to better coincide with class meeting times. She presented a draft resolution calling for a Senate start time of 1 p.m., and ending time of approximately 2:50 p.m.

**Motion #5** M/S/P\* (Trischman)

To forward the resolution to the Senate on April 21 for a first reading.

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**C. NEAC Recommendations**

| <b>Name</b>     | <b>Committee</b>                                                    | <b>Representing</b> | <b>Term</b> |
|-----------------|---------------------------------------------------------------------|---------------------|-------------|
| Gerry Gonzalez  | Foundation Board - Grants Subcommittee ( <i>Board selects one</i> ) | At-large            | 03-05       |
| Bianca Mothe    | Foundation Board - Grants Subcommittee ( <i>Board selects one</i> ) | At-large            | 03-05       |
| Jocelyn Ahlers  | Ad-hoc Academic Programs Marketing Task Force                       | CoAS                |             |
| Glen Brodowsky  | Ad-hoc Academic Programs Marketing Task Force                       | CoBA                |             |
| Melanie Chu     | Ad-hoc Academic Programs Marketing Task Force                       | Library             |             |
| Alice Quicho    | Ad-hoc Academic Programs Marketing Task Force                       | CoE                 |             |
| Bonnie Bade     | Ad-hoc Advisory Committee – Arts & Lecture Series                   | CoAS                | 04-05       |
| Fran Chadwick   | Ad-hoc Advisory Committee – Arts & Lecture Series                   | CoE                 | 04-05       |
| Melanie Chu     | Ad-hoc Advisory Committee – Arts & Lecture Series                   | Library             | 04-05       |
| Jack Leu        | Ad-hoc Advisory Committee – Arts & Lecture Series                   | CoBA                | 04-05       |
| Karen Schaffman | Ad-hoc Advisory Committee – Arts & Lecture Series                   | CoAS- VPA           | 04-05       |

**Motion #6** M/S/P\*

To forward the recommendations for the April 21 Senate Consent Calendar.

The meeting was adjourned at 2:05 p.m.  
The next meeting is scheduled for April 21, 2004, at 12 p.m.  
Marcia Woolf, Academic Senate Coordinator

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

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

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