

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, April 7, 2004
Commons 206
12 – 1 p.m.

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

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

Guests: Mary Elizabeth Stivers

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 3/24/04

Motion #2 M/S/P*
To approve the minutes of 3/24/04 as presented.

III. Chair's Report, Dick Montanari

A. Announcements: Seleski noted that the GEC has accepted the amendment suggested at the EC's March 24 meeting concerning a wording change in the Definitions sections of the proposed revised UDCG forms.

Mary Elizabeth Stivers announced that there were several mistakes made in the issuance of last summer's faculty SSIs. Efforts are underway to correct the errors. Stivers had initially decided to send the pay increase letters to faculty only after all of the errors were corrected. While most of the errors have now been corrected, some have not. Despite this, pay letters will be going out over the next couple of weeks to faculty. Those faculty whose increases are still in question will also receive a note stating that the increase amount is being corrected, and noting the correct figure. Montanari noted that the EC advises that, in the future, it would be helpful to notify faculty early in the process to allay faculty concerns.

B. Referrals to Committees: None.

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

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

VI. President's Report, Karen Haynes: Report deferred to Senate meeting.

VII. Provost's Report, Robert Sheath: Sheath responded to a question raised at the March 24 meeting concerning e-mails which were distributed regarding authority for travel approval. He noted that the approval process put in place in December 2003 by interim president McTarnaghan has not changed. Remainder of report deferred to Senate meeting.

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

Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn

VIII. Statewide Senate Report, Richard Serpe: Montanari noted that an interim ASCSU meeting was held last week, along with a campus senate chairs meeting. A brief report will be prepared.

IX. CFA Report, Janet Powell: Report deferred to Senate meeting.

XI. Committee Reports

APC: The committee expects to have language for the EC's review next week concerning the majors/minors graduation requirements and transcript guidelines. Seleski suggested APC invite an advisor to review these documents. Leu also noted that the committee is considering a policy framework for the "credit by exam" issue, but will not have a document ready this semester.

FAC: The committee continues to review the UPD/RSCA grant applications, with e-mail participation from Pat Worden who is recovering from a knee injury. In addition, the committee requests that the RTP calendar for 2004/05 be placed on the Senate's consent calendar for April 21.

LATAC: Report deferred to Senate meeting.

UCC: The committee has additions to the items agendaized for today's Senate consent calendar.

XI. Old Business

A. SAC Academic Honesty Policy Cline noted that the policy has been modified to include the amendment suggested in EC on March 24. A friendly amendment was offered and accepted to change the language at lines 102-104 to read "The Dean of Students shall provide a report each semester ~~to~~ for the Executive Committee of the Academic Senate, to include aggregated data for that semester which includes the number and type of cases reported and the disciplinary actions taken."

Motion #3 M/S/P*

To forward the policy as amended for a first reading at today's Senate meeting.

B. EC Meeting Schedule for 2004/05 It was suggested that an additional Executive Committee meeting be scheduled in December, following the last Fall Senate meeting. David Barsky has raised a concern about the Senate meeting time conflicting with class meeting times. It was decided that a poll will be taken at the last Senate meeting this year to determine whether a change in meeting time is necessary.

Motion #4 M/S/P* (Brodowsky)

To add a December 8, 2004, EC meeting to the schedule, to forward the amended calendar to the Senate today for a first reading, and to poll the Senators on May 5 concerning meeting times.

C. FAC Student Evaluation of Instruction The subcommittee has modified the forms based on input from the EC and other groups. FAC intends to put forward to the Senate two motions: (1) that the Senate adopt the new form and plan to evaluate its efficacy in three years, and (2) that inclusion in the WPAF of the summative information be required and that formative information be optional. Because the motions were not available in final form, the EC discussed how best to present the matter to the Senate. The EC agreed to place this matter on today's Senate agenda as an information item, and on the April 21 Senate agenda as a first reading item.

XII. New Business

A. EC Parking Resolutions: Administrative Response Haynes noted that, since the response was written, a decision was made to postpone the move of the staff from Rancheros until mid-May, following final exams. EC members agreed that the response addressed their concerns, and thanked the president for her efforts in resolving the critical issues. The response will be shared with the Senate today as an information item.

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

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B. NEAC Recommendations The committee recommends Vicki Fabry for the Innovation in Teaching Award Committee.

Motion #5 M/S/P*

To forward the recommendation to today's Senate consent calendar.

C. UCC Course & Program Change Proposals Nava distributed a list of three additional course changes for review. It was noted that Bill Bradbury's name was misspelled on the list contained in the agenda. Hayden requested that item 64 (EDMX 532A) be removed from the list pending research into the reason for the course deletion.

Motion #6 M/S/P*

To forward the Course & Program Change Proposals as amended to today's Senate consent calendar.

D. UCC Elementary Subject Matter Preparation Certificate Nava noted that the committee's written report to the Senate includes a section describing their deliberations on this item. It was suggested that the catalog copy be modified to explain to students that they must still take and pass the CSET, and that the certificate program is not a requirement of the CTC.

Motion #7 M/S/P*

To forward the item to the Senate today for a first reading.

E. FAC RTP Calendar for 2004/05 The timetable is prepared each year in consultation with the Academic Resources office. The committee requested that it be placed on the Senate's 4/21 consent calendar.

Motion #8 M/S/P*

To forward the item to the Senate's 4/21/04 consent calendar.

Montanari distributed an e-mail from Terry Allison which was provided in response to an EC member's concern about lack of notice of the recent strategic planning forums. The e-mail indicated that the notice was sent via "In the Loop" and a *Tracks* announcement from Rick Moore. Allison noted that, in the future, more advance notice will be provided.

Due to the lengthy Senate agenda, it was suggested, and Montanari concurred, that the chair ask Senators to limit their discussion of today's agenda items.

The meeting was adjourned at 1 p.m.

The next meeting is scheduled for April 14, 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.*

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