

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, September 3, 2003
Commons 206
12 – 1 p.m.

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

Ex-Officio Present: **Roy McTarnaghan, Int. President; Janet Powell, CFA; Robert Sheath, Provost**

Guest: **Don Barrett**

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

I. Approval of Agenda

ADD: New Business, E. Computer Intensive Requirement

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

II. Approval of Minutes of 5/7/03

Motion #2 M/S/P (multiple abstentions)
 To approve the minutes as presented

III. Chair's Report, Dick Montanari

A. Announcements: Five hours of budget meetings are scheduled over the course of the next two weeks to address the current year's budget.

B. Referrals to Committees:

 NEAC University Computing and Telecommunications Committee, 1 COBA 03/04
 Search committee for Dean of IITS, 3 tenured faculty, incl. at least one department chair
 Service Learning Advisory Committee, 1 COE 03-05 and 1 Library 03-05
 Search committee for Asst Vice President of Enrollment Management, 2 tenured faculty
 Instructionally Related Activities Committee, 1 at-large 03-05

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

V. Secretary's Report, Glen Brodowsky: The following items have been forwarded to University administration for approval, response, or information:

APC Definition of a Community Service Learning Course
 APC Extended Studies – Roles and Responsibilities
 AS Resolution regarding Application to Phi Kappa Phi
 FAC Instructions for Administering Student Evaluation of Course Instruction
 FAC Library Policy on the Evaluation of Temporary Faculty Unit Employees
 FAC Library RTP Standards
 NEAC Election Rules & Guidelines
 NEAC Faculty Constitution & Bylaws

The following items have been approved by the University administration:

- FAC Library Policy on the Evaluation of Temporary Faculty Unit Employees
 FAC Library RTP Standards

VI. President's Report, Roy McTarnaghan: McTarnaghan has met several times with Montanari, and has identified three key items which he hopes to address this term: (1) a review of academic policy language on "residency" and "credit by exam," (2) the issue of "time to degree," and (3) a campus response to the systemwide Academic Technology document. He noted that a campus report on the "time to degree" issue is due to the Chancellor by November 14. This item will be discussed with the Cabinet, Senate and ASI to develop a recommended plan for the campus. He also thanked the EC for the opportunity to meet with them.

VII. Provost's Report, Robert Sheath Report deferred to Senate.

VIII. Statewide Senate Report: Richard Serpe: The first statewide meeting is tomorrow, and Prop 54 is expected to be a major topic of discussion. Serpe will report to the faculty at large following the meeting via email. He also noted that Kathleen Kaiser (Chico) has been appointed faculty trustee.

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

X. New Business

A. Language Inadvertently Omitted from Univ. Policy on Centers & Institutes Montanari explained that the following language was inadvertently omitted from the recently approved University Policy on Centers and Institutes:

p. 3, section 5: f. Describe any needs for library collections and/or services.

-

Motion #3 M/S/P*

To approve insertion of the omitted language as an editorial correction

B. Rewording of Election Rules Language Montanari explained that there was concern expressed about possibly confusing language in the recently approved Election Rules. The following modification was proposed (p. 3, Guidelines for Election of Standing Committees, #4): "Election for Promotion and Tenure Committee member positions must be contested (at least two candidates per seat)."

Motion #4 M/S/P*

To approve modification of the language as an editorial correction

D. Role of the Parliamentarian (taken out of order for time certain) Barrett, who has served as Parliamentarian for five years, expressed his concern that Robert's Rules recommends that the parliamentarian not be a voting member of the body on which s/he serves to avoid conflict of interest. He recommended that the parliamentarian be located in close proximity to the chair in order to advise him or her during the meetings. He suggested the parliamentarian attend the Senate agenda setting meetings, and possibly be available to advise committees. He noted that he is no longer a voting member of the Senate, and that he would be willing to serve as parliamentarian during the fall semester only this year, if necessary. The EC briefly discussed these recommendations and the options available.

Motion #5 M/S/P*

To further discuss the issue in EC and draft a specific charge for NEAC to make a recommendation to the Senate prior to Spring regarding the role and selection of the parliamentarian

In light of this discussion, Callanan noted NEAC's proposed appointment of Don Barrett as interim Senate Parliamentarian for the Fall 2003 semester.

C. NEAC Recommendations Callanan provided a modified list of NEAC recommendations.

Name	Committee	Representing	Term
Cline, Zulmara	Faculty Awards Selection Committee	COE	03-04

Imara, Mtafiti	PAC	COAS	03-04
Kohles, Jeffrey	SAC	COBA	03-05
Necochea, Juan	PAC	COE	03-05
Ng, Karno	Student Fee Advisory Committee	At-large	03-05
Ruiz, Sonia	IRB	At-large	03-05
Tsay, Wenyuh	BLP	COBA	03-04
Valadez, Gilbert	APC	COE	03-05
Barrett, Don	Senate Parliamentarian		Fall 03

Motion #6 M/S/P*

To approve the NEAC recommendations and forward to Senate

- E. Computer Intensive Requirement** This item was postponed to next week's EC meeting.

The meeting was adjourned at 1 p.m.

The next meeting is scheduled for September 10, 2003, at 12 p.m.

Marcia Woolf, Academic Senate Coordinator

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

Date: _____