

MINUTES

**Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, September 10, 2003
Commons 206
12 – 2 p.m.**

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

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

Not Present: **Valerie Callanan, NEAC; Jack Leu, APC**

Guest: **David Barsky (for APC)**

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 9/3/03

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

III. Chair's Report, Dick Montanari

A. Announcements: David Barsky will be attending today for Jack Leu, APC Chair, who is unable to attend. The EC discussed the importance of having a faculty member represent the committee on EC, and the need for faculty who serve on committees to be responsible members and representatives.

Kathy Kaiser, newly appointed Faculty Trustee (Sociology, CSU Chico), and Bob Cherny, ASCSU Chair (History, SFSU), are currently scheduling campus visits. The EC will discuss whether and when to invite Kaiser and/or Cherny to CSU San Marcos at its next meeting. If invited, they may meet with the EC, conduct an open forum, and meet with students and administrators.

A new "Discussion Forum" feature has been added to the Senate's website to facilitate discussion of Senate items. The forum is for use by all members of the campus community.

Barsky noted that the issue of event scheduling priorities was raised last year, and that his office is planning to revise its priority guidelines by November 14. This item was referred to FAC this year; FAC will invite Barsky's staff to meet with FAC on this topic.

B. Referrals to Committees: None.

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

V. Secretary's Report, Glen Brodowsky: A list of issues and related key personnel is being developed to ensure that the EC schedules and addresses the many priority items which have been raised for the EC to consider this year. It will also ensure that the EC hears from each of the key campus divisions over the course of the year. The list will be presented at an upcoming EC meeting.

VI. President's Report, Roy McTarnaghan: No report, but noted he is looking forward to working with the EC on the "Time to Degree" and "Credit by Exam" agenda items.

VII. Provost's Report, Robert Sheath: Sheath will be meeting with the college deans at 1:30 this date to discuss enrollment issues.

A meeting is scheduled for September 30 between Sheath, Golich, Dora Knoblock and Robert Williams (Parking Services) to discuss the parking situation. Unfortunately, the meeting could not be scheduled sooner.

There have been email exchanges between Sheath and Marti Gray (Foundation) regarding the non-availability of espresso drinks at the coffee cart on Founder's Plaza. The cart operator, Steve Macintosh, started to lose money last year when Starbucks opened its store in the nearby Campus Marketplace shopping center. Also, Starbucks has been selected to operate the new Library's Kellogg Café, scheduled to open in January. As a result, Macintosh has decided to stop serving espresso drinks, even in the interim, due to the need for additional staff and equipment, and the lack of profit. A written statement to this effect by Gray was circulated. It was suggested that Starbucks be targeted by campus fundraisers.

An EC member expressed concern about faculty involvement in decision processes impacting faculty life on campus, about community and local business' perceptions regarding the campus, and about the manner in which the Foundation responded to the concerns raised. It was suggested Gray be invited to address the EC's concerns regarding the Foundation's business operations. A question was asked about the status of the Foundation's advisory committee.

It was also suggested by an EC member that faculty representatives be invited to address the EC, instead of or along with key administrators, as topics come up for discussion.

An EC member noted that the Senate should better instruct faculty who serve on committees regarding how to represent the faculty, and that automatic reappointments should be discouraged. Finally, it was suggested that an electronic forum be established whereby faculty could access brief bulleted updates from faculty representatives serving on campus committees, as an alternative to e-mailed reports.

The Collegial Governance Task Force report issued last spring recommended open office hours for academic administrators. Information about such access is being collected for each of the units and will be published soon.

The University Budget Committee is scheduled to meet September 11th, 18th, and 25th to discuss the 03/04 budget and make a recommendation to the president. There are three faculty representatives on the UBC.

Sheath also repeated his request that the EC examine the position of the interim Dean of Graduate Studies and AVP of Research and International Programs.

The grand opening of the new Kellogg Library has been scheduled for March 12. Many events are being scheduled to celebrate the opening.

We are currently at a headcount of 7600, and an overall FTES of 5850 for fall. Our annualized FTES is predicted to be 6200. Our target has been reduced to 6110. There will be careful attention paid to spring enrollments to try to meet the reduced target. McTarnaghan has communicated with the Chancellor regarding a need for flexibility due to our addition of student housing and increased student unit loads, which should improve time to degree.

VIII. Statewide Senate Report, Richard Serpe: The first plenary session was held last week. An e-mail update with links to the resolutions passed will go out to all faculty following each plenary session. Resolutions which were passed included one which will impact the way this campus has planned to handle the multiple subjects major. An additional first reading item would also have impact in this area. After some discussion, Montanari asked that the EC members review the pertinent documents once available in order to make a committee referral next week, if necessary.

A resolution was passed in opposition to Prop 54, another called for the CSU to resume bargaining with CFA, and another called for the CSU to maintain the number of tenure track faculty hires statewide.

The statewide budget was discussed, and Richard West and Chancellor Reed spoke about impacts on the CSU this year, and next year's proposal which includes requests for growth money. Faculty workload was also discussed.

IX. CFA Report, Janet Powell: The usual labor-management meeting was not held this month, but is expected to be held

in October. CFA has elected a new President who hails from the Humboldt campus.

X. Committee Reports

APC: Barsky reported that APC has begun meeting and is discussing a new academic calendar, beginning with Summer 2004. A proposed calendar will be coming to EC shortly, in time for the October Senate meeting. It was suggested that an assessment be conducted to determine the workability of the summer schedule.

FAC: Fiegen reported that the committee will be meeting in UH 449. She also announced that the inability of faculty to find parking spaces resulted last week in a few classes being cancelled. FAC is considering the post-tenure review policy and will be addressing, at least, the requirement of an annual review. A question was asked about FAC's assessment of the new student evaluation tool and possible timing of implementing a revised tool; Fiegen will look into this matter and respond later.

LATAC: Hayden noted that Woolf is working to fill student and staff vacancies on LATAC. LATAC will be addressing all of the referrals presented at the retreat: Intellectual Property, Fair Use Guidelines, and the Emeritus Faculty Policy. LATAC also wishes to continue to be advised about the campus' progress in acquiring bibliographic management software, as recommended last year. LATAC will be meeting the second Tuesday of each month (December, only if needed) this semester, and will resume this schedule in February.

The matter of IITS not supporting grant-purchased computers older than three years was raised, due to a current campuswide computer emergency linked to such a Macintosh computer. It was stressed that Bill Ward has always worked with the faculty who use such computers, but that there is a general sense among others that these faculty are not complying with campus policy. It was noted that such support comes at a significant cost. The matter will be placed on the agenda of an upcoming EC meeting, and may be referred to LATAC to explore possible options.

PAC: No representative present.

UCC: Nava reported that 220-230 curriculum proposals have already been received for review – close to the total reviewed last year. Several other large proposals are expected soon.

XI. Old Business

A. Senate Parliamentary Policies and Procedures Trischman reviewed a document she drafted in response to the issues raised last week by Don Barrett, Senate Parliamentarian. The document included a series of motions which address these issues. It was suggested that language be added (1) regarding the Parliamentarian's role in hearing appeals from Senators who take issue with a ruling by the chair, (2) to modify the position requirements, and (3) concerning NEAC's role in soliciting nominations. A revised document will be brought back to EC next week.

B. Appointing a Parliamentarian for Spring 04 and AY 04/05 This item will be postponed until item A above is resolved.

XII. New Business

A. Computer Intensive Requirement A GEC resolution recommending the Computer Intensive Requirement be abolished was referred back to EC at the end of last spring. GEC asserts that the matter is outside of their purview, and that the individual degree programs should identify the skills level necessary and ensure their courses provide those skills. There was discussion regarding the disposition of both the resolution and the requirement. A motion was offered and amended.

Motion #3 M/S/P* (Serpe)
To refer the CIR to APC for review

Motion #4 M/S/P* (Serpe)
To table the GEC's May 7, 2003, CIR Resolution

B. Proposition 54 Campus senates have been asked to consider endorsing the ASCSU's resolution regarding Prop 54, passed during last week's plenary session. The text of the proposition was distributed. The EC was asked to review the resolution for discussion at next week's meeting.

Due to the time, the remaining agenda items were postponed until the next EC meeting.

Powell asked that questions regarding item F, Impact of Budget-Induced Increases of Class Size on Quality of Instruction, be e-mailed to her or George Diehr, since she is unable to attend next week's EC meeting.

The meeting was adjourned at 2 p.m.
The next meeting is scheduled for September 17, 2003, at 12 p.m.
Marcia Woolf, Academic Senate Coordinator

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

Date: _____