

## MINUTES

**Executive Committee of the Academic Senate**  
**CALIFORNIA STATE UNIVERSITY SAN MARCOS**  
**Wednesday, September 17, 2003**  
**Commons 206**  
**12 – 2 p.m.**

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**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**    **Judith Downie, LATAAC**                      **Valerie Callanan, NEAC**  
                                  **Zulmara Cline, SAC**    **Carmen Nava, UCC**

**Ex-Officio Present:**    **Robert Sheath, Provost**

**Not Present:**            **Kathy Hayden, LATAAC; Roy McTarnaghan, Int. President; Janet Powell, CFA**

**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 9/10/03**

**CHANGE:**            VII. Provost's Report, 5<sup>th</sup> paragraph: "...along with key administrators, as topics..."

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

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

**A.        Announcements:** The Senate Office is exploring the possibility of offering a location on the Senate website so that faculty who serve on university committees may publish updates regarding their committee's activities.

**B.        Referrals to Committees:**

                                 APC        Review of the CIR

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

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

**VI.      President's Report, Roy McTarnaghan:** Attending the Board of Trustees' meeting.

**VII.     Provost's Report, Robert Sheath:** The Board of Trustees is discussing the current budget difficulties. The State may be facing an \$8-12 billion shortfall next fiscal year; the CSU's portion may be \$200-400 million. Presidents may be asked to begin making contingency plans for additional cuts next year. Our own budget committee is working on a recommendation to the President in light of this information.

A request for volunteers has gone out for the campus Angel program, which was part of the recommendations of the First Year Studies subcommittee of the realignment task force. In an effort to increase first year retention rates, the program was implemented last year on a trial basis. Student volunteers call all first year students after classes are underway to see how they are doing and offer guidance. It was determined that staff and administrators are in a better position to help these students, and this year staff volunteers have been sought. To date, 54 volunteers have stepped forward to call the 900 freshman – a 17-1 ratio. A training session is being offered to the volunteers prior to the first call, and a second call is planned for mid-term.

An announcement is likely to go out tomorrow regarding spring enrollment. We will be accepting only upper division transfer students from our three feeder community colleges (400-500). This is necessary in order to limit enrollment enough to meet our target of 6110.

A question was raised regarding tuition for undocumented alien students. It was explained that any student who is a graduate of a California high school or community college is entitled to pay resident tuition rates. Such students may also be eligible for Cal grants and some other types of aid/grants/scholarships, but not Federal financial aid or assistance.

Sheath asked the EC to consider the matter of the interim appointment of Worden as Dean of Graduate Studies and Associate Vice President for Research and International Programs. An administrative appointments policy includes language which states that the President, in consultation with the EC and Human Resources director or designee, may decide to make an appointment without a search. The EC requested the position description and agreed to put this matter on an upcoming agenda. Sheath noted that searches have typically been conducted in such cases, but that Worden has done a fine job in the position. He also noted that the campus is conducting several other important searches currently.

**VIII. Statewide Senate Report, Richard Serpe:** Once the Statewide Senate office publishes the final versions of the resolutions passed last week, an e-mailed report of the plenary session, including links to the resolutions, will go out to faculty.

**IX. CFA Report, Janet Powell:** No report.

#### **X. Committee Reports**

**BLP:** The committee is now fully seated and will be meeting this semester on Wednesdays from 4 – 5:30 p.m. Barsky has provided a packet of information for BLP's consideration. The first meeting will be held September 24. It is hoped that another committee member will step forward to serve on the University Planning Council and Blueprint Committee, as the chair's designee.

**GEC:** The committee, which meets Monday afternoons, is now reviewing course proposals for GE credit. It is also finalizing a process to complete last year's review of recertification of departmental GE packages which was put on hold last spring due to the "pilot campus" discussions. A subcommittee will probably be formed to address the GEAR report, so that other pertinent constituencies may be involved.

**NEAC:** The committee will meet as needed on Thursdays from 11:30 a.m. – 1 p.m., and has made a series of appointments:

BLP	COAS 03-04	Shaun-inn Wu, CS
Faculty Awards Sel. Comm.	Library 03-04	Yvonne Meulemans
GEC	COAS M&S 03-05	Marshall Whittlesey, Math
LATAC	COBA 03-05	Shaoyi He
PAC	COBA 03-05	Gary Oddou
Service Learning Advisory Committee	COE 03-05	John Halcon
Student Grade Grievance Committee	at-large 03-05	Reuben Mekenye, History
Student Grade Grievance Committee (alternate)	at-large 03-05	Marcos Martinez, VPA
Univ. Computing & Telecom. Committee	COBA 03-04	Ofer Meilich

The committee will be reviewing responses from CoBA to a NEAC call tomorrow. The committee has received no volunteers thus far for the search committees for the Dean of IITS and AVP Enrollment Management, and no adjunct faculty have come forth for FAC.

The issue of whether NEAC is authorized to appoint was raised, and will be discussed again next week.

**SAC:** The committee, which meets alternate Thursday mornings, is bringing back a Student Grievance Policy which was unfinished business started last year. Comments from last year's EC have now been incorporated.

The committee plans to address all items on its list except for that of use of student social security numbers, since that matter is now regulated by Federal law and is handled by another entity on campus, and requires no action by SAC.

The committee is discussing a Student Honesty policy. There was significant discussion regarding our current interpretation of FERPA requirements, and it was suggested that SAC explore other institutions/organizations' interpretations,

and may need to work with APC and Mary Elizabeth Stivers in drafting the policy. The CSU's legal counsel should also be consulted. Individual EC members requested the policy include clear guidance for faculty and zero tolerance of plagiarism.

## XI. Old Business

**A. Senate Parliamentary Policies and Procedures, and Appointing a Parliamentarian for Spring 04 and AY 04/05** Trischman moved to endorse the seven motions contained in the agenda attachment as a group. Two friendly amendments were offered:

1. Add language to the second sentence of motion #4 as follows: "The parliamentarian should attend the agenda setting meeting and also attend the EC meeting just prior to the full Senate meetings."

2. Remove the question mark following the heading of #7.

**Motion #3** M/S/P\* (Trischman)  
To accept the attached motions as amended.

**Motion #4** M/S/P\* (Trischman)  
To refer to NEAC the development of a procedure for appointment of a parliamentarian based on Motion #3 above, and appointment of a parliamentarian for spring '04.

## B. Proposition 54

**Motion #5** M/S/P\* (Seleski)  
To endorse the ASCSU's September resolution opposing Proposition 54.

Montanari will bring to EC next week a draft resolution endorsing the ASCSU's resolution.

## XII. New Business

**A. Time to Degree & Credit by Exam Issues** Montanari distributed a copy of a memo from President Tarnaghan outlining his requests regarding these items. A discussion ensued regarding credit by exam. It was suggested that issues to be considered include credits currently available, ensuring that credits are made available to students who meet requirements, desirability of expanding the program, and a means to reward the faculty and unit offering the credit.

**Motion #6** M/S/P\* (Trischman)  
To refer the Credit by Exam issue to APC.

Montanari noted that the list of plan strategies contained in David Spence's December 5, 2002, memo could form the basis for the Time to Degree discussion. Sheath offered to share the draft recommendations of the Provost's council. This item will be placed on next week's agenda for a time certain discussion.

**B. Impact of Budget-Induced Increases of Class Size on Quality of Instruction** Montanari noted that while workload is not within the Senate's purview, quality of instruction is. He suggested that the EC may wish to do some sort of analysis to determine whether there is indeed any impact, and if so, make a resolution. Existing literature should be consulted. The EC agreed the matter should be considered, and referred to committee.

Sheath noted that there have been two informal meetings held in response to the related grievance. The administration was asked to provide data from the College of Arts & Sciences, which it has done at a cost to CFA of \$500. There has been no response to date from CFA.

Comments included concern about the campus continuing to promote its small class sizes on the new website, the issue of faculty evaluation of instruction as a FAC issue in addition to possible APC issues, and a need for guidelines regarding adding students to classes.

**Motion #7** M/S/P (Fiegen) (one abstention)  
To refer the issue to APC and FAC, which will outline the specific issues each will address and present to EC.

**C. Impact of Parking Problems on Instruction Effectiveness** Issues identified included the need to determine whether there is indeed an impact, and whether there is a need to gather information from the faculty to make that determination. Concern was also expressed regarding the lack of disabled parking for faculty and staff, which is currently being addressed, the impact on adjuncts due to their irregular hours, the use by students of the faculty/staff lot, and the impact of the impending move back to campus by FAS staff. It was also suggested that curb parking be allowed during the first part of the semester, when the problem seems at its worst.

Parking Services staff will be invited to meet with the EC. It was suggested that the visit be narrowly focused on the specific issues, including a brief financial overview and plans to resolve the current and future problems, as well as the prohibition of street parking by the City of San Marcos.

**F. Campus Visit by Kaiser and Cherny** (taken out of order) Montanari will work with Sheath to come up with a set of possible dates for a visit. The dates will be presented to the EC shortly, and the EC may then decide whether and when to invite Kaiser and Cherny.

**G. Student Grievance Policy** (taken out of order) Cline distributed a draft policy regarding student grievances. She will e-mail a list of the changes made to the previous draft presented to EC in 02/03. There is currently no policy on student grievances in place; however, the catalog has contained a statement which directs students to the Dean of Students' office.

**D. ASCSU Resolution and Agenda Item regarding Multiple Subjects** This item was postponed due to lack of time.

**E. Assessment of Academic Calendar** This item was postponed due to lack of time.

The EC discussed ways to make their meetings more efficient, including limiting comments, starting on time whether all members are present or not, and possibly limiting the number of pro and con remarks on a topic.

The meeting was adjourned at 2 p.m.

The next meeting is scheduled for September 24, 2003, at 12 p.m.

Marcia Woolf, Academic Senate Coordinator

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

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