

## MINUTES

Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, October 15, 2003  
Commons 206  
12 – 2 p.m.

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

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

**Not Present:** Roy McTarnaghan, Int. President; Richard Serpe, BLP/ASCSU

**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 10/8/03**

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

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

**A. Announcements:** Please review the list provided last week by Brodowsky and notify the Senate office of those items perceived as priorities for the EC this year.

The three finalists for the presidency will be coming to campus shortly and will each meet with the EC for about 45 minutes. A schedule should be announced shortly.

Barsky is composing a list of members for the campus team which will attend the statewide Time to Degree conference in early December; the Senate chair will be one of the members. The Chancellor's Office is focusing on this issue in hopes of preventing the State legislature from taking some action to shorten the time to degree.

The topic of priority registration for seniors was raised; Montanari will request information from Barsky, and this will be added to a future EC meeting agenda.

Brodowsky raised the issue of classroom use on Fridays. He has drafted a plan for marketing a Friday-only class schedule for certain required classes, which he distributed to the EC members. Leu noted that APC also considered a M/W, T/Tr, W/F schedule, and that Barsky will be discussing increasing the number of Friday classes with the colleges. Montanari asked that the EC review Brodowsky's draft in anticipation of discussing this topic further at a future EC meeting.

**B. Referrals to Committees:**

GEC/UCC      Syllabus Requirements  
NEAC      Draft possible changes to constitution re NEAC's charge

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

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

**VI. President's Report, Roy McTarnaghan:** No report (hosting visitor Alan Smith, University of Southern Queensland).

**VII. Provost's Report, Robert Sheath:** The finalists for the CSUSM presidency have been announced: Karen Haynes, University of Houston – Victoria; Dennis L. Hefner, SUNY – Fredonia, and Ephraim Smith, CSU Fullerton. Campus visits are scheduled for November 5-7.

The Chancellor's Office has committed \$200,000 for each of the next two years for development of the Nursing and Bio-Technology programs.

The president has notified the campus of the possibility of an additional mid-year 5% budget reduction. Budget cuts this year to date add up to slightly over 10%, and include a \$3.2 million cut to Academic Affairs alone. An additional 5% cut will mean another \$2 million cut from the combined Academic and Student Affairs division. It will be very difficult to manage an additional cut, and will probably result in reduced services. The University Budget Committee will begin looking at ways to manage an additional cut. From this point forward, all hiring must be approved by the president.

Sheath noted that the campus is following the Supplemental Report Language, and has added as much as it could to instruction, and suspended implementation of the CMS Student module (a savings of about \$4.144 million).

The dean searches are getting underway. It is hoped that candidates for the CoAS position would visit campus by the end of February or early March. The IITS dean candidates would visit shortly thereafter. The Enrollment Services search is also moving forward.

**VIII. Statewide Senate Report, Richard Serpe:** Montanari read Serpe's written report: "Due to my illness last week, I was unable to have any conversations about the legislation pending for the November Plenary. I am scheduling a meeting with Peggy Kelly, Bob Yamashita and Vivienne Bennett to discuss issues and concerns over the Regionalization Plan. I have received a very detailed and complete set of comments in writing from Bob Yamashita that will be very helpful in getting some of our concerns on the public record."

**IX. CFA Report, Janet Powell:** There will be a Celebration of Equity Week on October 29 from 11:30 a.m. – 1:30 p.m., with speakers, music, and food. Powell asked the EC members to let her know of any topics of interest. Montanari requested updates on bargaining (golden handshake, SSIs, FERP, etc.). Seleski requested a status update on pending legislation. Please send any other requests to Powell.

## **X. Committee Reports**

**BLP:** Montanari read Serpe's written report: "Tom Bennett is the new Co-Chair of BLP. He will be responsible for attending the University Planning Committee and the Academic Blueprint Committee. I will continue to represent BLP at EC and on the University Budget Committee and the Academic Affairs Budget Committee.

"BLP is working on the Sociology Department's Degree Changes and expects to complete our recommendations today.

"David Barsky has developed a BLP Resource Guide which provided the members of BLP with a clear set of materials detailing BLP's responsibilities and processes. We will be going over this Guide today.

"BLP has been working on gaining knowledge about the CSU Budget Allocation Process and will continue that discussion today.

"Terry Allison the University Planning Officer will begin to present the 03-04 University Budget Allocation to the BLP at our next meeting and then sometime in early November, Tom Bennett and Terry Allison will make a presentation on the University Planning Process."

**GEC:** A subcommittee is being formed to consider issues related to writing, and in particular how the campus reports its success in ensuring that students complete the GEAR. Several people have stepped forward (none from CoE or CoBA) for this five-person subcommittee. Recommendations will be presented to EC for further deliberation.

The committee continues its recertifications of GE packages from CoAS programs for upper division general education credit. It is also considering requests for GE certification for some lower division courses.

Seleski will meet with Nava to discuss how to proceed with the syllabus requirements charge.

**NEAC:** The committee is considering the parliamentary issues and expects to have a recommendation for EC next week.

**SAC:** The committee is working on an Academic Honesty Policy and gathering information for this. The Student Research Competition has been announced and there may be further publicity initiated by Worden's office.

## **XI. Old Business**

**A. Dean of Graduate Studies & Associate VP for Research and International Programs Position** Several friendly amendments were offered to the draft resolution contained in the agenda packet, and the EC accepted the amended version. The resolution will be presented as an information item to the Senate in November.

**B. Advice from EC on ASCSU Resolution Regarding Multiple Subjects** Serpe has indicated that he is receiving input from campus experts on this topic.

**C. SAC Student Grievance Policy** Suggestions by the EC included (1) clarifying the definition section of the Policy page; (2) changes to the composition of the committee; and (3) clarifying the steps for seeking redress. A revised version will be e-mailed to EC members for review and any additional comment. A final version will be provided to the EC next week. The policy will then be presented at the November Senate meeting as a first reading item. Montanari thanked the members of SAC for their efforts.

## **XII. New Business**

**A. EC Resolution Regarding the 2004 Bond Issue** The sample resolution contained in the agenda packet was provided to campus senate chairs, and has been endorsed by the Chancellor's Office. Sheath noted that the bond would fund the Social Sciences building and the Craven renovation.

**Motion #3** M/S/P\* (Brodowsky)

To amend the sample resolution to include the name of the CSUSM Academic Senate and forward to the Senate in November for a first reading.

**B. EC Resolution Endorsing 2003/04 Supplemental Report Language** A resolution which was passed by the San Luis Obispo campus senate could provide a model for a similar CSUSM resolution. Montanari noted that Richard West – Vice Chancellor for Business and Finance – has noted the distinction between control language, which is legislated, and supplemental language, which could be characterized as guidance. Montanari also noted that our campus seems to be honoring the supplemental language, at least to date. The EC discussed the ramifications of passing such a resolution, and how it might be worded to reflect the notion that budget decisions have been and should continue to be guided by the SRL. Montanari will draft a resolution for the EC's consideration next week.

**C. E-Mail Harassment of Faculty** This issue has been raised by a faculty member. Sheath noted that IITS has also raised a concern about this issue. The EC discussed whether developing a policy would be effective.

**Motion #4** M/S/P\* (Cline)

To refer the matter to LATAC for fact-finding and possible recommendations.

The meeting was adjourned at 1:52 p.m.

The next meeting is scheduled for October 22, 2003, at 12 p.m.

Marcia Woolf, Academic Senate Coordinator

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

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