

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, October 8, 2003
Commons 206
12 – 2 p.m.

Members Present: **Dick Montanari, Chair** **Glen Brodowsky, Secretary** **Jack Leu, APC**
Ann Fiegen, FAC **Patty Seleski, GEC** **Kathy Hayden, LATAAC** **Valerie**
Callanan, NEAC **Zulmara Cline, SAC**

Ex-Officio Present: **Roy McTarnaghan, Int. President**

Not Present: **Carmen Nava, UCC; Janet Powell, CFA; Richard Serpe, BLP/ASCSU; Robert Sheath, Provost; Jackie Trischman, V. Chair**

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

I. Approval of Agenda

MOVE: XII. B. NEAC Authority for NEAC to Appoint To follow Committee Reports

ADD: XII. E. GEC Required Information on Syllabi

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

II. Approval of Minutes of 10/1/03

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

III. Chair's Report, Dick Montanari

A. Announcements: The Senate office will be able to offer assigned time to the committees at the same level as last year, thanks to the provost's efforts to protect the Senate's budget. While the budget is not sufficient this year to fully support the assigned time, each of the College and Library deans has agreed to accept an amount less than that normally provided for a course release. As a result, one course release will be provided for each standing committee represented on EC, except for LATAAC and PAC. The Senate office will reimburse the Colleges and Library for an amount slightly less than the cost of a full course release. Montanari thanked the provost and deans for their efforts to support the Senate, and thanked the chairs for their hard work.

Montanari attended a Chairs meeting in Long Beach on October 2 (report forthcoming). At that meeting, the ASCSU asked campuses to consider making resolutions regarding the Patriot Act. A sample resolution was also provided by the ASCSU to support the 2004 bond act. There was also notice of an upcoming systemwide "best practices" conference to be held December 4-5 at LAX regarding the Time to Degree issue, with particular focus on the transfer student. Each campus may send up to twelve people. Callanan repeated her request that the provost provide information regarding CSUSM's time to degree statistics relative to other campuses.

B. Referrals to Committees: None.

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

V. Secretary's Report, Glen Brodowsky: *The following item has been forwarded to the University administration as an information item:*

EC Resolution to Endorse ASCSU Resolution AS-2621-03

VI. President's Report, Roy McTarnaghan: Three finalists have already been named for the presidency at Chico: Lois Muir – University of Montana; Paul Zing – Cal Poly SLO; and Karen Haynes – University of Houston at Victoria. It is expected that an announcement will be made at the November Board of Trustees meeting. It is expected that there will be two or three announcements regarding new presidents at that meeting, with CSUSM's among them.

The system presidents will meet in Long Beach October 13-14 and will discuss budgets and enrollments, and also the Academic Technology planning process. McTarnaghan expressed the opinion that the plan may not be strong enough, and suggested that an experimental process be conducted off-line initially. Time to degree and federal relations will also be discussed. We have been working with Duke Cunningham's staff in hopes of acquiring some planning money for our Nursing program. The Chancellor's Office has also committed some one-time funding over the next two years for the Nursing and Biotechnology programs. Community support is also being sought for the Nursing program.

VII. Provost's Report, Robert Sheath: No report.

VIII. Statewide Senate Report, Richard Serpe: No report.

IX. CFA Report, Janet Powell: No report.

X. Committee Reports

APC: The committee has received no additional comments or questions since the last Senate meeting, when the proposed 04/05 – 05/06 academic calendar was presented. The two unresolved issues are the Fall grade due dates and the possibility of scheduling 4-week courses in Summer; the committee will present its position on these issues at the November Senate meeting. Montanari asked that the committee convey this information to the EC member who raised these concerns.

The committee has considered the possibility of a M-W-F class schedule. The Chancellor's Office is encouraging more classroom usage on Fridays. Less than maximum classroom usage may affect requests for future buildings. The committee has determined that current scheduling is adequate to accommodate the next two years' FTES projections. In addition, in Spring '06, the new Business building will add capacity. Therefore, the committee has determined that there is no urgent need to move to a M-W-F schedule. However, it is asking Barsky's office to work with the Colleges to increase Friday classroom usage. Montanari suggested that it might be easier to introduce a M-W-F schedule to freshman classes. The committee will report to the Senate on this matter at a later date.

FAC: A new student evaluation form could be available as early as Fall '04. They have developed a set of questions for students, and will put this up on the Senate's Discussion Forum to solicit feedback. Some publicity will be necessary to ensure that broad feedback is achieved.

The Senate Office and FAC has sent a letter to the deans asking for information regarding how workload is reported for individual supervision (e.g., masters' theses, independent studies); this information will inform the committee as it develops a campuswide policy.

LATAC: The committee, which will hold its second meeting this week, is now fully seated except for the student members. Teresa Macklin will report to the committee on the CSU technology plan. Montanari suggested that LATAC may want a representative to serve on the campus technology committee which is formulating a response to the CSU technology plan.

PAC: No report.

UCC: No report.

XII. New Business

B. NEAC Authority for NEAC to Appoint NEAC is seeking authority to appoint in order to fill post-election committee vacancies in a timely manner. For instance, several vacancies are now being filled on the Professional Leave Committee, whose work will be completed before the Senate is able to vote on the appointments. After a brief discussion, it was determined that – under these circumstances – the Executive Committee could act on the Senate's behalf and approve the appointments, and then seek Senate ratification at the next Senate meeting. NEAC will draft an amendment to the constitutional

language regarding its duties in order to clarify its charge with relationship to the different types of committee vacancies it fills.

As a result of this discussion, the EC decided to take action on today's NEAC recommendations, out of order.

A. NEAC Recommendations Callanan made an addition to the list in the agenda.

Name	Committee	Representing	Term
Laurie Stowell	Professional Leave Committee	CoE	03-04
Cherie O'Boyle	Search – Dean IITS	At large	N/A
Kristine Diekman	Search – Dean IITS	At large	N/A
Oliver Berghof	Search – Dean IITS	At large	N/A
Kit Herlihy	Professional Leave Committee	Library	03-04
Anibal Yanez-Chavez	Professional Leave Committee	CoAS – SS	03-05

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

To approve these NEAC recommendations on behalf of the Senate.

Name	Committee	Representing	Term
Bonnie Bade	IRA	CoAS	03-05
E. A. Schwartz	Academic Senate	CoAS	03-04

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

To approve these NEAC recommendations and forward to the Senate for approval.

XI. Old Business

A. Dean of Graduate Studies & Associate VP for Research and International Programs Position A handout was distributed which contained a draft resolution based on agreements made in EC last week. Due to the provost's absence, the EC agreed to postpone the item until next week. Montanari asked that the EC send any comments regarding the resolution to him via e-mail. Seleski noted that this is a personnel matter which should be held in confidence.

B. Senate Representation on EPAAG (Enrollment Planning Administrative Advisory Group) A handout was distributed concerning the background for this discussion. The EC discussed the need for the representative to have a connection to the Senate or a Senate committee, and the need for timely and accurate enrollment data for departments. Montanari has been attending the bi-monthly meetings, and other EC members offered to attend in his stead from time to time as needed.

Motion #5 M/S/P* (Brodowsky)

That the Academic Senate CSUSM request full membership and participation on the EPAAG committee to provide faculty/senate representation for matters relating to enrollment management. Decisions and actions taken by EPAAG may impact instructional quality and pedagogy as well as faculty duties and responsibilities. The Senate Chair or his/her designee from the Executive Committee will serve as the faculty representative on EPAAG.

C. Advice from EC on ASCSU Resolution regarding Multiple Subjects Montanari has acquired a report from the Interim Task Force on Integrated Teacher Preparation Programs which addresses the formation of regions, which will be sent electronically to the EC for comment to Serpe. It was suggested that Serpe also seek input from Peggy Kelly in CoE, and Bob Yamashita and Vivienne Bennett in CoAS (our campus experts in this area). Due to Serpe's absence, further discussion on the item was postponed until next week.

D. ASCSU Resolution regarding Reopener Bargaining The parties have now resumed bargaining.

Motion #6 M/S/P* (Brodowsky)

To table this item.

XII. New Business

C. EC Issues Scheduling Brodowsky has developed a list of topics which have been raised by the EC at its retreat, by the provost or by the president. Also listed are divisions which could provide an annual update to the EC and/or Senate. Some items are already being addressed at the committee level. The EC members were asked to review the list to determine those items perceived as appropriate for a presentation to the EC. Additions and deletions to the list were also requested. This will allow for the scheduling of the issues and appropriate guests for future EC meetings.

Discussion turned to the need for the presentations to leave time for questions and answers and allow for interaction, rather than a general information presentation.

Athletics was added to the list.

D. FAC Range Elevation Policy for Temporary Faculty FAC was asked to clarify the policy language under "Criteria," and presented its draft policy. The EC debated several portions of the proposed language, in particular the vagueness of the language regarding "...evidence of significant contributions to the broader mission of the University." The EC's comments will be relayed back to the committee for consideration.

E. GEC Syllabus Requirements The committee wishes to consider development – in conjunction with possibly APC or UCC – of a limited list of material which must be included on a syllabus. It was suggested that a list of statements used by faculty on their syllabi which may be useful to colleagues also be gathered. The EC agreed that this item should be taken up by GEC in conjunction with UCC.

Motion #7 M/S/P* (Cline)

To refer the matter of syllabus requirements to GEC and UCC to consider jointly.

The EC was asked to consider a faculty member's request that the EC take up the issue of e-mail harassment of faculty by students. This item will be discussed at the next EC meeting.

The meeting was adjourned at 2:05 p.m.

The next meeting is scheduled for October 15, 2003, at 12 p.m.

Marcia Woolf, Academic Senate Coordinator

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

DATE: _____