

## MINUTES

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

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**Members Present:** Jackie Trischman, V. Chair      Glen Brodowsky, Secretary  
Richard Serpe, BLP/ASCSU      Ann Fiegen, FAC      Michael Schmidt, GEC  
Valerie Callanan, NEAC      Zulmara Cline, SAC      Carmen Nava, UCC

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

**Not Present:** Kathy Hayden, LATAC; Jack Leu, APC; Dick Montanari, Chair

**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 11/5/03** This item was postponed until next week.

**III. Chair's Report, Jackie Trischman**

**A. Announcements:** Montanari is attending statewide senate committee meetings in Long Beach. The Trustees are expected to name a president for CSUSM at their meeting next week.

The issue of an honors program was raised by ASI at last week's Senate meeting. This matter is on GEC's list of referrals.

The possibility of adding a second December Senate meeting was suggested at last week's Senate meeting. A decision about whether to add a second meeting will be made at or following the December 3 meeting. The second meeting would be held December 10. Commons 206 is not available on December 10, so some other venue would have to be identified.

The provost has been asked about the status of 2003/04 sabbaticals, and he will be providing information shortly.

The assigned time issue is being negotiated between CFA and the University administration, since it was determined to be a workload issue and not within the Senate's purview. Montanari was asked to sit in on these negotiations to assist in the discussions. A draft set of guidelines is being developed which will eventually be brought to the Senate for input. Powell noted that the draft is currently being reviewed by the statewide CFA office.

**B. Referrals to Committees:** None.

**IV. Vice Chair's Report, Jackie Trischman:** There have been no budget meetings lately to report on.

**V. Secretary's Report, Glen Brodowsky:** The following item has been forwarded to University administration for approval:

APC      Academic Calendar 04/05 – 05/06

**VI. President's Report, Roy McTarnaghan:** The Board of Trustees will interview the three presidential candidates next week, and an announcement should be expected on November 19. The Chancellor's Office has called 35-40 individuals on this campus to gather input on the candidates. They are looking for broad campus and community support for the individual who is chosen.

It is hoped the successful candidate will visit the campus immediately after the announcement is made to begin meeting with campus officers. Written briefs are being prepared to help bring the new president up to speed on many campus issues.

A paper regarding shared governance in general has been shared with Montanari, and may be shared with the full Senate in December. It concerns the challenges a campus faces when there is both a senate and a collective bargaining environment.

**VII. Provost's Report, Robert Sheath:** The CoAS Dean search committee has met and finalized drafting a job announcement, which will go out shortly.

The IITS Dean search committee's meeting was postponed due to the fires and presidential candidate visit, but they will meet soon.

The AVP for Enrollment Management Services search will probably be staggered to occur later than the two deans searches. A job announcement is being developed.

Concerning the 03/04 sabbaticals, Sheath indicated that only four of the eight faculty who received a "Recommended" score from the Professional Leave Committee were awarded sabbaticals; they were the top four ranked applicants in this category. Unfortunately, the other four faculty members were never notified that their sabbaticals were not awarded. Because of this communication oversight, the provost's office has decided to award the remaining four sabbaticals. Sabbaticals were also awarded to the three faculty who received "Highly Recommended" scores.

It was asked whether the Library might designate a wall to house portraits of the campus presidents. Sheath will confer with Reid and report back to the EC. (Reid subsequently responded that "There is space for the first 4 pictures in the niche on the wall on the east side of the elevator core and just to the right of the check out desk," visible from the third floor lobby entrance. Additional space has been designated for future presidential portraits.)

**VIII. Statewide Senate Report, Richard Serpe:** The ASCSU meets in plenary session this week, November 13-14. Standing committees are meeting today, November 12. As a first year senator, Serpe does not serve on a standing committee.

**IX. CFA Report, Janet Powell:** The assigned time issue was raised in the Senate last year, but was determined to be within the CFA's purview and so was moved to that arena. The CFA and administration have been negotiating a draft guideline which will be shared with the Senate soon for feedback. Faculty will be urged to consider how the proposed guidelines would impact their workload.

The CFA and ASI are sponsoring a lunch today in honor of Equity Week.

## **X. Committee Reports**

**APC:** The committee's written report was distributed. It included suggestions forwarded to the provost for the campus plan to improve degree completion. The provost noted that all suggestions but one were incorporated into the plan; the suggestion regarding financial aid was determined to be infeasible. In addition, six recommendations made by the EC were also incorporated into the plan, which is due to the Chancellor's Office November 14.

**FAC:** FAC and SAC have jointly considered the issue of the ombudsperson and agree that the issue should be tabled since there is no opportunity at this time to create a new position. Both committees agree that it is important that there be a regularly updated list of who to contact in case of a problem, and FAC is considering this issue.

Regarding the off-campus instruction issue, FAC has learned that the CBA does not address the issue of requiring faculty to teach off campus, nor has there been any arbitration regarding this. FAC will continue to address this issue and develop suggested guidelines. It was suggested that FAC interface with the Southwest Riverside advisory committee. It was noted that, due to the current budget situation, growth of the SWR program has been put on hold.

FAC is reviewing the CoAS draft policy on the evaluation of temporary faculty.

The 2004/05 Call for Proposals for University Professional Development Grants and Research, Scholarship, and Creative Activity Grants is being sent shortly by Worden electronically. The call will include a cautionary note since there is no indication of funding for these grants at this time.

FAC is currently compiling and summarizing results of the recent RTP survey.

**LATAC:** No report.

**PAC:** No report.

**UCC:** The committee continues to process proposal forms.

The committee is seeking the EC's guidance. Regarding the manner in which curricular proposals are brought to the Senate, the committee has suggested that there are three options: (1) to use the current practice, that of bringing most course changes and some new course proposals via the Consent Calendar, and most program changes and new proposals as New Business; (2) to bring everything to the Senate via the Consent Calendar; and (3) to use the current approach, but rely upon the committee's judgment as to when items normally slated for the Consent Calendar should be vetted as New Business. It was noted that there is no written requirement regarding the method used, nor is it within UCC's charge to present programs to the Senate.

The EC then discussed this issue. It was suggested that the Senate should defer to the judgment of the standing committees who put strenuous effort into their reviews, unless there is some extraordinary aspect. It was argued that the Senate should not defer to the committees, since the curriculum is too important to forego the full Senate's consideration. It was suggested that the comments and questions raised on the Senate floor, which have often been fully investigated by the committee, could be avoided if Senators were made privy to the committee's deliberations prior to Senate meetings; it would also be more collegial to pose questions to the committee rather than raise them on the Senate floor. It was argued that occasionally things get past the committees which are problematic. It was noted that, despite the time and effort devoted by the Senate, virtually every program is eventually approved.

It was also noted that, if the Consent Calendar option is used, individual items may always be pulled from the Calendar if there is a concern which needs to be addressed. It was also suggested that advance notice to the Senate about items coming up at the next meeting might help to expedite the process. It was further suggested that the college curriculum committees be relied upon to publicize items under consideration, so that questions and concerns are raised prior to the items reaching the Senate. It was noted that there is an on-line curriculum tracker on the Academic Programs website which is updated on a daily basis. Finally, it was noted that the UCC is aggressively lobbied by faculty to take proposals out of order, but the committee prefers to consider proposals in the order submitted.

This matter will be agendized for a future EC meeting

**BLP:** (Agenda item added by request.) The committee is confused about the process being used this year, and is concerned about when the "full information" model will be implemented. Sheath noted that the process was suspended only temporarily for the potential mid-year cut and will be implemented for the 04/05 budget discussions; it was determined that only larger budget items should be reviewed for the mid-year process.

## **XI. Old Business**

**A. 5/6 Day Instructional Schedule: Task Force Composition:** Brodowsky distributed a memorandum outlining a proposed goal, list of tasks, and composition for the new task force:

**Goal:** To investigate the feasibility, benefits, and drawbacks of increasing class offerings on Fridays and, perhaps, Saturdays.

**Tasks:** (1) Searching the literature; (2) benchmarking of comparable institutions' policies, successes, and failures; (3) collecting and analyzing data already available on campus; and (4) formulating recommendations for the campus.

**Composition:** Brodowsky/Chair, faculty representatives from FAC and SAC, staff from Academic Programs and Student Affairs, one student from ASI. It was suggested that a faculty representative be added from APC. There was no opposition to the proposal.

The provost was asked to name the staff members; the committees will appoint their representatives; the Senate Office will request a student member from ASI. It is hoped that the committee will be fully seated within two weeks.

It was agreed that the task force should provide its specific recommendations to the EC by mid-March 2004, for presentation to the Senate in early April. Implementation could then be slated for Spring 2005.

**B. SAC Student Grievance Policy** Cline distributed a final draft of the policy, which incorporates all comments received to date.

**Motion #2** M/S/P\* (Serpe)  
To forward the policy to the Senate in December.

## XII. New Business

**A. Senate Committees: Representation and Service** Callanan was not present for this NEAC item, but had raised the question of whether representation from every unit is necessary on every committee. Nava described a situation in UCC where the faculty member of the committee is unable to attend the meetings, but expects to participate at a distance. The UCC believes that its members must be present at its meetings to participate effectively. A discussion ensued about alternative models for staffing committees, such as limiting standing committee membership to senators, and about the problem of faculty who serve on committees on paper only. It was decided to continue this discussion at the next EC meeting.

**B. Blueprint Revisions and Update** Sheath distributed a PowerPoint presentation. Changes proposed since the Blueprint was put in place last spring include: (1) readjusting projections based on flat enrollments for 03/04 and 04/05, and assume same growth thereafter; (2) changing projections to incorporate Fall 02 vs. Fall 01 systemwide enrollment data; (3) using full-year FTES targets; and (4) adjusting for new information on implementation dates (e.g., Criminology and Justice Studies, which is still under review by the Chancellor's Office and is therefore delayed). Sheath noted that, based on the latest systemwide data, interest in Computer Science is declining and interest in Arts is increasing. Adjustments to the Blueprint will be made throughout the year, and a presentation on its status will be made to the full Senate in the Spring.

Concern was expressed by EC members regarding resources needed for the Mass Media program. Sheath noted that repeated requests have been made of the Communications department for its resource needs, but there has been no reply to date. He also noted that the new Library has facilities which will help to meet some of the program's needs, but added that these facilities are not dedicated to the Mass Media program.

Sheath continued his presentation, noting that less than half of new faculty and new students are associated with the new degree programs, illustrating that we are targeting much of our growth to our existing degrees.

A consultant has been engaged for the Biotechnology/Biochemistry programs, and a preliminary consultant was engaged briefly for the Nursing program. A Nursing summit was held which was very successful. That program may be implemented as early as Fall 2006; in the meantime, a one-year nursing refresher program is being offered through Extended Studies for nurses reentering that field, and the program has been very popular.

Several biotechnology summits have been held, and informational meetings are planned for environmental sciences, speech therapy, and information systems. Speech therapy will be offered through the College of Education.

NCHEA workshops are planned to bring together community college faculty and CSUSM champions for the Criminology & Justice Studies, PE & Kinesiology, Biochemistry, Mass Media, and Biotechnology programs.

The meeting was adjourned at 2:05 p.m.  
The next meeting is scheduled for November 19, 2003, at 12 p.m.  
Marcia Woolf, Academic Senate Coordinator

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

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