

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, November 19, 2003
Commons 206
12 – 2 p.m.

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 **Kathy Hayden, LATAC** **Zulmara Cline, SAC**
 Carmen Nava, UCC

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

Not Present: **Valerie Callanan, NEAC**

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

I. Approval of Agenda

ADD: XII. New Business, E. Referral to APC, Summer Schedule Assessment

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

II. Approval of Minutes of 11/5/03

CHANGE: IX. CFA Report, 2nd ¶: "...Extended Studies ~~this year~~ since YRO was implemented..."

Motion #2 M/S/P*
 To approve the minutes of 11/5/03 as amended.

Approval of Minutes of 11/12/03

CHANGE: VII. Provost's Report, 5th ¶, 1st line: "It was ~~suggested that~~ asked whether the Library might..."

CHANGE: X. Committee Reports, UCC, 2nd ¶: "The committee is seeking the EC's guidance. Regarding the manner... committee has ~~determined~~ suggested that..." Also, strike the 2nd sentence of that paragraph. 4th ¶, 7th line: "...faculty to ~~push through~~ take proposals out of order, but the committee ~~only prefers to~~ considers proposals...."

Motion #3 M/S/P (one abstention)
 To approve the minutes of 11/12/03 as amended.

III. Chair's Report, Dick Montanari

A. Announcements: The GEC is being provided support for faculty participation in a March conference.

The order of registration is first, those small groups mandated by statute or by executive order to receive priority registration; second, graduating seniors; third, seniors; and fourth, freshmen. If seniors do not register within their scheduled time, they are then competing with others for courses. There was discussion regarding which students are included in the first group, and whether the order of registration is different depending upon the semester. Additional information will be sought to continue this discussion.

B. Referrals to Committees:

NEAC Periodic Review Committee (Stakes) – 2 or more faculty recommendations

XII. New Business (taken out of order)

E. Referral to APC – Summer Schedule Assessment It was suggested that no effort be made by APC until the status and extent of the 2004 summer session is known.

Motion #4 M/S/P* (Brodowsky)
To refer to APC the matter of assessing the summer schedule.

IV. Vice Chair’s Report, Jackie Trischman: The University Budget Committee meets tomorrow, and may meet again on Friday if necessary.

V. Secretary’s Report, Glen Brodowsky: No report.

VI. President’s Report, Roy McTarnaghan: Attending systemwide meeting.

VII. Provost’s Report, Robert Sheath: The UBC will be considering whether there are services which can be curtailed or reduced, which may affect personnel.

The recruitment ad for the CoAS Dean has been submitted to The Chronicle of Higher Education and has already been posted electronically. The deadline for submission is January 20, 2004. It is anticipated that candidates will visit campus around the end of February or beginning of March.

The IITS Dean ad should be out shortly, and that search will follow closely the CoAS Dean search, with candidates visiting mid to late March.

The search for the AVP Enrollment Management Services will follow the IITS Dean search. All three searches should be concluded by the end of the Spring semester.

The interim CoE Dean position may be filled by a full or associate professor. If an associate professor, s/he should have management experience. Time spent by faculty in an MPP appointment does not count towards faculty service. Effort has been made and will continue to inform faculty about the retreat process under such circumstances.

It was suggested that the resolution of the sabbatical issue be broadcast by the provost to all tenured faculty, since inaccurate rumors continue to circulate.

The ASART met with five individuals from CSU Long Beach to discuss the ASART’s theme this year: access and quality for students in these difficult fiscal times. The visitors shared information about budget and strategic planning efforts on their campus, and stressed the importance of trust and open communication, support from the president for an open process, and broad communication.

The “time to degree” reports submitted by our campus to the Chancellor’s Office reveal that, based on the latest retention rate statistics, the freshman rate has jumped from 60-62% to over 70% from last year to this year. These rates should be further improved by the addition of campus housing and other retention efforts recently put into place. (The system average is 78%.) In addition, it appears that our campus is ahead of the system in its time to degree completion rate.

VIII. Statewide Senate Report, Richard Serpe: Eleven resolutions were considered at the recent statewide ASCSU meeting. An e-mail is forthcoming which will summarize each of the resolutions and provide links to the text of each. Three of the resolutions are scheduled for discussion in today’s EC meeting: one regarding the Supplemental Report Language, one dealing with the Patriot Act, and one concerning enrollment, budget and educational access and quality. Montanari asked that EC members consider whether any of the other eight resolutions warrant consideration by our local Senate. Serpe requested feedback regarding his summarized report.

Chancellor Reed spoke to the ASCSU concerning the budget and the new governor. He indicated that the legislature is tired of the difficulties between the Chancellor’s Office and the faculty, staff and student organizations, and strongly suggests that all organizations cooperate when dealing with the legislature and governor’s office.

There is some possibility of a mid-year budget cut. A substantial cut is also possible next year. Concern was expressed about Schwarzenegger’s auditor appointee, Donna Arduin, in light of severe education budget cuts she implemented in Florida

and New York.

IX. CFA Report, Janet Powell: CFA has agreed to extend the contract for one year. Questions were raised about the FERP process and SSIs in the interim, as well as a faculty pay schedule for special sessions; Powell will report back with information on these items.

X. Committee Reports (The agenda incorrectly listed the same committee reports last week. As a result, the chair invited reports from all committees wishing to report.)

BLP: The committee is reviewing a series of VPA minors, and will begin reviewing the Biotechnology program. The UPC has asked the committee to respond regarding priority issues related to budget cut structures.

GEC: The committee has sent e-mails to UCC and the chair of the department of Sociology to ask about the change in the number of units in some of their courses which could count for GE credit. Forms were not submitted to GEC for approval for those courses which were moving from three to four units. The Sociology program had been advised by AVP-AP Barsky not to submit the forms to GEC, since it was not changing the nature of the material covered in these courses; there was no intent to avoid a GEC review. It was suggested the review could take place outside of the current Senate approval process. Montanari suggested that GEC, UCC and the Sociology program jointly decide the most appropriate way to handle this matter, in light of the second reading scheduled for the December Senate meeting.

UCC: The committee is scheduling additional meeting times to address the Sociology/GEC issue and to complete its review of items slated for a first reading in December. A bulletin detailing the committee's deliberations regarding the Sociology program has been sent to all Senators and posted on the Senate's web site.

A brief discussion ensued regarding the deadlines imposed by catalog preparation, and whether a catalog published on the internet could take the place of a paper catalog, in order to alleviate committees' workload difficulties.

SAC: The committee continues to work on a Student Honesty Policy, and will be bringing a draft policy to EC in early Spring. It was suggested the committee consider the feasibility of eliminating the Notes feature of Windows 2003 for students, which greatly simplifies downloading and reformatting of web content while removing source codes.

XI. Old Business

A. NEAC Senate Committees: Representation and Service The issues identified are (1) ways to encourage people to fulfill their committee duties once appointed/elected, and to volunteer for vacant seats; (2) whether/how to evaluate committee service and where to direct the evaluation; (3) whether the representation structure should be revisited, given the number of committees and the number of faculty available to serve; and (4) whether to develop a mechanism for unseating committee members. Woolf will e-mail an issues list to the EC for its review; a referral will be made at the December 3 EC meeting.

XII. New Business

A. FAC Tabling of Ombudsperson Issue

Motion #5 M/S/P (Trischman) (one abstention)
To split the "Ombudsperson" issue into two issues: (1) the ombudsperson issue, and (2) generating a list of issues and where one goes to resolve those issues.

Motion #6 M/S/P* (Trischman)
To accept FAC's recommendation to no longer pursue the ombudsperson issue this year due to budget concerns, but to revisit the issue on an annual basis.

Motion #7 M/S/P* (Trischman)
To refer to FAC and SAC completion of an issues list as it relates to faculty and students, respectively.

Several comments and suggestions were made regarding a draft issues list which was distributed; additional comments should be directed to FAC and SAC, respectively.

B. UCC To Consent Calendar, or Not to Consent Calendar; That is the Question Montanari offered to draft a statement or standing rule to provide a springboard for further discussion. The EC agreed.

C. Recent Personnel Title Changes Seleski raised this topic at the August retreat due to concern expressed by colleagues regarding several personnel changes which occurred over the summer, and whether these changes had costs associated with them, or were used to enhance salaries in a time of no salary increases, or might be creating a top-heavy administrative structure. Sheath noted that title changes within Academic and Student Affairs involved no salary increases, and that the number of MPPs has been reduced. Concern was also expressed about whether appropriate search processes were used, and whether individuals selected under these circumstances are the best qualified for their positions.

Motion #8 M/S/P* (Leu)
To refer to BLP the collection of data regarding the administrative appointments made during the summer of 2003.

D. FAC Range Elevation Policy Postponed.

XIII. Discussion Items

A. Three Draft ASCSU Resolutions from November Plenary Session The EC was asked to review the resolutions and provide advice to the chair at next week's meeting.

The meeting was adjourned at 2:05 p.m.
The next meeting is scheduled for December 3, 2003, at 12 p.m.
Marcia Woolf, Academic Senate Coordinator

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

DATE: _____