

MINUTES

Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, September 1, 2004  
Commons 206  
12 – 12:50 p.m.

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**Members Present:** Jackie Trischman, Chair      Linda Holt, V. Chair      Rosario Diaz-Greenberg, Secty.  
Gilbert Valadez, APC      Patty Seleski, BLP      Marie Thomas, FAC  
Staci Beavers, GEC      Kathy Hayden, LATAAC      Valerie Callanan, NEAC  
Gabriela Sonntag, PAC      Carmen Nava, UCC      Dick Montanari, ASCSU

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

**Not Present:** Karen Haynes, President

**Guests:** Manal Yamout, ASI

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

**I. Approval of Agenda**

**ADD: X. New Business, E. Senate Forums: “Why Elections Matter”**

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

**II. Approval of Minutes of 5/5/04**

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

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

**A. Announcements:** Bud Morris’ seat on the ABC will be assumed by the chair of UCC, Carmen Nava.

**B. Referrals to Committees:**

FAC      RTP Policy, re disagreement meetings with P&T committees  
NEAC      Election: CoAS Senator, ASCSU Senator  
Committee appointments      *see attached*

**IV. Vice Chair’s Report, Linda Holt:** No report.

**V. Secretary’s Report, Rosario Diaz-Greenberg:** The University administration has responded to the following Senate items:

FAC      RTP Calendar 2004/05      *Approved*  
FAC      Student Evaluation of Course Instruction      *Approved with remarks*  
FAC      Customized Book Policy      *Revised and sent to President for approval*

**VI. President’s Report, Karen Haynes:** Attending systemwide meeting.

*\*All motions were passed unanimously unless stated otherwise.*

**VII. Provost's Report, Robert Sheath:** An EC member asked the provost about faculty input on a recently approved Endowed Positions Policy. Sheath noted that it was assumed that members of the Provost's Council, which worked on the policy, sought input from their constituencies. Since several EC members indicated they were not aware of the policy, it was agreed to refer the matter to FAC for review and comment.

The provost deferred his report to the full Senate meeting.

**VIII. Statewide Senate Report, Dick Montanari:** A plenary session will be held September 9-10, 2004. Montanari, who has served on the ASCSU Faculty Affairs Committee for five years has now been assigned to the Academic Affairs Committee. He urged that a replacement for Serpe (was CSUSM's other ASCSU senator, currently an MPP) be elected soon to ensure full representation.

**IX. CFA Report, Janet Powell:** Report deferred to full Senate meeting.

**X. Committee Reports** Committee chairs reported their Fall meeting times and locations:

**APC:** Mondays, 1-2 p.m., in KEL 3013  
**BLP:** Wednesdays, 3-5 p.m., in UH 458  
**FAC:** Thursdays, 10-11:30 a.m., in UH 458  
**GEC:** Tuesdays, 1-2:30 p.m., in CRA 6201  
**LATAC:** alt. Wednesdays, 11a.m.-12 p.m.  
**NEAC** alt. Wednesdays, 2:15-3:15 p.m., in KEL 3013  
**PAC:** alt. Wednesdays, 9:30-11 a.m., in KEL 3013  
**SAC:** no representative present; initial meeting scheduled for 9/10/04, 10-11:30 a.m., in KEL 3010  
**UCC:** Mondays, 11 a.m.-1 p.m., in KEL 2413

Gabriela Sonntag noted that the Chancellor's Office has requested an accountability report by October 15. PAC is working with Bettina Huber to collect the required information from departments concerning assessment instruments and learning outcomes.

Trischman noted that Montanari is currently the only CoBA representative serving on the EC. On those occasions when he is unable to attend an EC meeting, an effort will be made to find a CoBA representative for that date. She also noted that while SAC has yet to name a chair, the CoBA representative on SAC has stated that he is unable to chair and attend EC meetings.

## **XII. New Business**

**A. Number of Faculty on Search Committee for Director of University Budget Office** The Senate has been asked to name "one or two" faculty to serve on a search committee for Director of the University Budget Office. After a brief discussion, it was determined that one BLP member and one at-large member selected by NEAC shall be named. A referral was made to NEAC to provide these names as soon as possible.

**B. ASI Proposal for a "University Hour"** Yamout introduced this item on behalf of ASI. The ASI is proposing designation of a University hour to be observed five days per week, during which no classes are scheduled to allow for committee meetings and student programming. It is hoped that activities thus scheduled will help students to feel more engaged, and thereby improve retention. After consultation with Academic Programs, the hour under consideration is 1-2 p.m. Certain classes and labs could be exempted, as necessary. She noted that some other CSU campuses have instituted such an hour. The matter was referred to APC, and the ASI rep for APC will provide statistics and background information to that committee.

**C. Resolution concerning ASI Voter Registration** Yamout distributed a draft resolution concerning faculty participation in an ASI voter registration drive the week of October 15-22. A PowerPoint presentation is planned for today's full Senate meeting. It is hoped that faculty will use class time to encourage students to register and vote, by distributing and collecting registration cards, and briefly discussing the importance of voting. It is hoped that

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voter registration will eventually become incorporated into the school registration process, so that ASI may focus on non-partisan education and encouragement to vote.

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

To forward this item to today's Senate meeting for a first reading.

**D. Pedagogical Impact Study** Trischman noted that the increases in some class sizes resulting from our current budget restraints may have impacted workload and quality of education. While the workload issue is within CFA's purview, the quality of education issue falls to the Senate. She suggested that we begin to address the issue by determining what impact these changes have had by surveying the departments. After a brief discussion, it was determined that a task force should be formed consisting of representatives from APC, FAC, and UCC, with an eye toward ensuring representation from each of the three colleges (adding another at-large member, as needed). In addition, it was suggested that Bettina Huber (Institutional Research) and Joanne Pederson (First Year Programs) be invited to join the task force. It was decided not to include a CFA representative on this task force, in order to clearly maintain a separation of the workload and quality issues. Trischman will draft a charge and e-mail it to the EC for review.

**E. Senate Forums: "Why Elections Matter"** This item was withdrawn by the proposer.

The meeting was adjourned at 12 p.m.  
The next meeting will be held September 8 at 12 p.m. in Commons 206  
Marcia Woolf, Academic Senate Coordinator

APPROVED: \_\_\_\_\_  
Rosario Diaz-Greenberg, Secretary 04/05

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

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### NEAC Referrals – September 1, 2004

Committee	Representing	Term
Senator (was Nichols)	CoAS	04-06
Senator (was Martinez)	CoE	04/05
ASCSU Senator (was Serpe)	Faculty At Large	04-06
APC	CoBA	04-06
FAC	CoBA	04/05
GEC	CoAS-Hum/FA	04-06
GEC	CoBA	04-06
NEAC	CoBA	04-06
PAC	CoAS	04-06
PTC	At Large	04/05
PTC	CoAS-M&S	04-06
Search – Director, Admissions	At Large	
Search – Director, Admissions	At Large	
Search – Director, Financial Aid & Scholarship	At Large	
Search – Director, Financial Aid & Scholarship	At Large	
Search – Director, Univ. Budget Office	At Large	
Search – Director, Univ. Budget Office	BLP	
Search – Vice President, External Affairs	At Large	
Search – Vice President, External Affairs	At Large	
Student Fee Advisory Committee	At Large	04-06
Student Grade Appeals Committee	At Large	04/05
Student Grade Appeals Committee	At Large	04-06
Student Grade Appeals Committee	At Large	04-06
Student Grade Appeals Committee - ALT	At Large	04/05
Student Grade Appeals Committee - ALT	At Large	04-06
Student Grade Appeals Committee - ALT	At Large	04-06
Univ. Computing & Telecom. Committee	CoAS	04-06
Univ. Computing & Telecom. Committee	CoBA	04-06
University Global Affairs Committee	CoAS	04-06
University Global Affairs Committee	CoBA	04-06
University Global Affairs Committee	Library	04-06
University Student Union Advisory Board	At Large	04-06

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