

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, September 8, 2004
Kellogg Library 5207
12 – 2 p.m.

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 Darel Engen, LATAAC Valerie Callanan, NEAC
Gabriela Sonntag, PAC Carmen Nava, UCC

Not Present: Karen Haynes, President; Dick Montanari, ASCSU; Janet Powell, CFA; Robert Sheath, Provost

Staff: Marcia Woolf, Academic Senate Coordinator

I. Approval of Agenda

ADD: XII. New Business: **D. Student Grievance Committee Issue**
 E. Election Information
 F. Medical Response Issue

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

II. Approval of Minutes of 9/1/04

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

III. Chair's Report, Jackie Trischman

A. Announcements: Trischman noted that the president and provost are attending the North County American Indian Education Council's "Prez to the Rez" luncheon meeting today, and Montanari is preparing to attend tomorrow's ASCSU meeting in Long Beach.

B. Referrals to Committees:

APC ASI Proposal for a "University Hour"
NEAC Faculty Advising Role Advisory Council – 1 CoAS-SS
 Search Committee, Vice President for External Affairs – 2 at large

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:

GEC Revised UDGE Forms BB, CC and DD *Approved*
GEC Resolution on Definition of Upper Division Education *Accepted*
SAC Student Grade Appeals Policy *Approved*

VI. President's Report, Karen Haynes: No report.

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

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

VIII. Statewide Senate Report, Dick Montanari: No report.

IX. CFA Report, Janet Powell: No report.

X. Committee Reports

APC: This committee will meet for the first time on September 13.

FAC: This committee held its first meeting and went through its list of tasks. The committee has been asked by the Library to review and modify the policy concerning the evaluation of temporary faculty.

LATAC: This committee held its first meeting today and reviewed its list of tasks. Efforts continue on the Intellectual Property guidelines; Chuck Allen has completed a training program for Fair Use which the committee will review; and the Emeritus Policy will also be reviewed. Information concerning an upcoming technology upgrade on campus is expected to be available in October.

PAC: PAC is finishing up program reviews for the BA in Communication, and the Bachelor/Master's in Business. Work is also nearing completion on Sociology and the Master of Sociological Practices, as well as Bachelor/Master's in Biology. Upcoming reviews include History, Literature & Writing, Math, and Political Science. Questions were raised concerning formal feedback from PAC to the departments, and management of timelines for a process which depends upon input from multiple offices, and significant effort from chairs who receive no assigned time for this purpose. The EC agreed that a letter expressing these concerns should be drafted to the administration. Trischman will prepare this draft for the EC's review.

UCC: This committee will meet for the first time on September 13.

XI. Old Business

A. Pedagogical Impact Study Task Force The EC reviewed a draft charge prepared by Trischman. Following a brief discussion, the charge was modified to read:

Task Force to Study the Pedagogical Impact of Increasing Class Size

Task Force Charge: To collect information from departments about the pedagogical impact of increases in class sizes over the past 4 years. Develop a recommendation for next steps based on the significance of these impacts. Present the recommendation to the Executive Committee by December 8, 2004.

Make-up of Task Force: 1) One representative from each of the following Senate Standing Committees: FAC, APC, UCC 2) Bettina Huber, Director of Analytic Studies; 3) Joanne Pederson, Director of First Year Programs; 4) One representative of each College without representation by standing committee representatives, selected by NEAC; and 5) One adjunct faculty member selected by NEAC.

NEAC was charged with selection of faculty members other than those from the standing committees.

XII. New Business

A. NEAC Policy Concerning P&T Committee Elections Trischman noted that the current Election Rules indicate that P&T Committee seat elections be contested, but that committee seat replacements may be appointed by NEAC; this discrepancy will be addressed by NEAC and a revision of the Rules brought to the EC. In the meantime,

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there are two unfilled seats on the P&T Committee, and NEAC has received only one volunteer for each of these seats. The EC discussed the possibility of including all tenured faculty on the Spring ballots to ensure a contested election and a fully seated committee. The issue of non-contested elections for PRCs was also raised, and referred to FAC to explore. Concern was expressed regarding access to the files and ways to improve this.

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

To refer to NEAC consideration of including all full professors on the Spring P&T Committee ballot.

It was agreed that Trischman will explore with the provost the issue of access to the P&T files.

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

That NEAC attempt to hold a contested election for the two vacant P&T Committee seats and, if unsuccessful, the seats will remain unfilled this year.

B. NEAC Faculty Service & Voting While on Leave Policy Trischman noted that the officers discovered some ambiguous language in the Faculty Service & Voting While on Leave Policy as regards the use of the word "term." The issue came up when a question was raised about a faculty member's service on Senate who then goes on sabbatical leave. It was suggested that the term be narrowly defined in order to minimize the need for replacements. The need for continuity, and for members who can serve their full terms was deemed important, and it was suggested that NEAC include language it its calls to encourage this. The EC agreed to refer the policy to NEAC for clarification.

C. Systemwide Lower-Division Transfer Patterns by Major Title 5 has been modified to allow for some systemwide requirements in an effort to reduce the number of units taken and speed time to degree. Faculty from each of 26 high-enrollment baccalaureate majors will meet systemwide to agree upon a core transfer pattern of 45-60 units per major. Campuses will have an opportunity to add additional courses to meet local requirements, up to 60-70 total units. Students who fulfill a particular campus' requirements will be guaranteed admission with junior status. Our campus will soon name representatives to serve on the systemwide task force for this effort. The first round of meetings will be held by mid-December. It is anticipated the program will go into effect next year.

D. Student Grievance Committee Issue A student filed a grievance against the History department last spring. The Student Grievance Committee heard and acted on the grievance without the required consultation with the department, which learned of the grievance some time this past summer. The chair has cited the need for a speedy resolution as the reason for the committee's actions. It is unknown whether there are other similar cases. Trischman will contact the chair and report back to EC next week.

E. Election Forums An EC member raised the issue of the need for resources to make available public interest events, such as election debates. The EC members agreed that the University should offer such public interest events as a service to both the campus and broader communities. The group also discussed the difficulty in coordinating and conducting events, and the lack of a centralized office to assist in this task. Dealing with issues such as parking, risk management, scheduling, etc., can become so onerous as to dissuade faculty from attempting to host conferences and similar types of events. The EC agreed that it would be desirable to streamline the process and identify funds to support such events. It was suggested that the EC meet with External Affairs and faculty members who have attempted to coordinate events. It was also suggested that centralized funding for events be identified. Trischman will discuss these issues with the president, as well as the possibility of hosting an election-related event.

F. Medical Response Issue On a recent Friday afternoon, a faculty member who suffered a spider bite on campus began to experience some reactions. It took nearly two hours to get the situation resolved, since staff and Public Safety did not know immediately how to respond. The faculty member was eventually treated by a facility in San Marcos with which the University contracts for on-the-job injuries. It was agreed that at least all administrative coordinators and Public Safety staff should be made aware of the procedures and reminded of them from time to time. Trischman will discuss the issue with Risk Management and Mary Elizabeth Stivers and send a letter on behalf of the Senate.

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An EC member asked whether there had been any administrative response or plan developed in response to the Senate's request last year for better campus communication in times of emergency (this discussion stemmed from the October 2003 fires). The EC will request this information from the president and provost at an upcoming EC meeting.

The meeting was adjourned at 1:50 p.m.
The next meeting will be held September 15 at 12 p.m. in KEL 5207
Marcia Woolf, Academic Senate Coordinator

APPROVED: _____
Rosario Diaz-Greenberg, Secretary 04/05

DATE: _____

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