

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, September 22, 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 Kathy Hayden, LATAC Gabriela Sonntag, PAC
 Jorge Riquelme, SAC Carmen Nava, UCC Dick Montanari, ASCSU

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

Not Present: Valerie Callanan, NEAC; Karen Haynes, President

Staff: Marcia Woolf, Academic Senate Coordinator

I. Approval of Agenda

ADD: X. Committee Reports: BLP Report (following UCC)

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

II. Approval of Minutes of 9/15/04

CHANGE: VII. Provost's Report
4th paragraph, 3rd line: "...current enrollment target of ~~6,062~~ 6,072."
5th paragraph, 1st line: "...we are over 100 FTES short...."
6th paragraph, 1st line: "The presidents' systemwide mandated Enrollment Management Advisory Council...."

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

III. Chair's Report, Jackie Trischman

A. **Announcements:** Mary Elizabeth Stivers is looking into the question of better access to the P&T files, and FAC is asked to follow up with her on this matter.

ASI is unaware of any resources currently available to military spouses. SAC is asked to look in this matter further, and to determine whether faculty are in the notification loop when a student dies.

Trischman and Woolf met with staff Senator Janice Meliska, who will begin attending Senate meetings in October.

Both the Global Affairs and Senate offices have information concerning the 2006/07 International Programs Resident Director opportunities for faculty.

An election will start today for two seats on the P&T committee and one seat on the PLC.

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

B. Referrals to Committees:

GEC Proposal for Support of Second Language Learners at CSUSM
NEAC Faculty for Extended Studies Advisory Council
SAC Classrooms Accommodating Disabled Students

IV. Vice Chair's Report, Linda Holt: Holt will be providing updates from the UBC in future.

V. Secretary's Report, Rosario Diaz-Greenberg: No report.

VI. President's Report, Karen Haynes: The president is unable to attend today, and will be in Spain over the next two weeks. She has reserved 12:45 – 1:15 tomorrow to meet with the EC, if the EC wishes. A decision will be made later in the meeting.

VII. Provost's Report, Robert Sheath: A budget open forum is being held this afternoon at 2 p.m.

The Executive Council and UBC have met with the visiting Assistant Vice Chancellor for Budget Development for the CSU.

Our FTES as of yesterday was 5,827 (target is 5,913). This should be close to our final census date number, and leaves us around 80 FTES short, which must be made up in the Spring semester. In addition, our attrition rate from Fall to Spring is about 12%. While we have about 1,500 applications for Spring, the yield is typically around 40%. We are using many strategies to increase our FTES so that we do not fall short of our annual target, and we remain optimistic.

Sheath recommends that Bud Morris continue on the ABC to represent the College of Health & Human Services. Carmen Nava currently represents the faculty on ABC.

VIII. Statewide Senate Report, Dick Montanari: Montanari is serving on the ASCSU's Commission for Extended Studies, which meets four times a year.

IX. CFA Report, Janet Powell: ASI has asked the CFA to speak at tomorrow's rally. Faculty are invited to speak against the administration's decision concerning Michael Moore.

X. Committee Reports

APC: The committee is now fully seated and has met a second time. They are considering the credit by examination issue, and have asked the colleges to provide them with information concerning the processes and forms currently used. The matter of faculty credit should be included in this discussion.

The committee is also discussing unifying terms for the catalog which are currently used inconsistently among the colleges (such as "track," "concentration," and "major"). The "university hour" matter is also under consideration.

FAC: The committee is proposing some changes to the Library Temporary Faculty Evaluation Policy and will bring these to EC next week. Revisions to the Post Tenure Review Policy are also being discussed. FAC is also discussing the idea of pre-scheduling the reconciliation meetings for the P&T process. Finally, the committee is working on revisions to the CoAS Temporary Faculty Evaluation Policy.

LATAC: Teresa Macklin and Chuck Allen will visit EC next week to demonstrate the web-based Fair Use & Copyright training which has been developed. In the next month or so, the committee will bring a proposal concerning an Intellectual Property policy.

PAC: No report.

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

Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn

UCC: Academic Programs has added a Curriculum Proposal Tracking feature to its website, so that proposals and status information may be viewed on line. Proposals are scanned, so signatures and other notations are visible. Feedback and recommendations are sought this year to make the website even more effective.

Nava noted that the Faculty Center is conducting a sabbatical leave workshop on September 24, and hopes to make this an annual workshop.

BLP: The committee's meeting time for Fall has been changed to Mondays from 2:30 – 4:30 p.m.

XI. Old Business

A. Michael Moore Issue Sheath explained that, following last week's EC meeting, he went over the CSU election handbook by phone with CSU counsel. He then read, categorized, and tallied all of the 106 pieces of input received thus far on the matter. All of this was done in order to fully brief the president prior to the special Executive Council meeting which had been called for 4 p.m. The Council then met for 2.5 hours to discuss the matter. He stressed that there was no effort to mislead the EC, and that a good faith effort was made to fully examine all aspects of the issue.

It was noted that Moore's agent contacted the campus originally, and that a letter of offer was eventually sent to Moore's agent. Because we were advised that state funds could not be used for this purpose (unless balance could be ensured), the administration requested that the visit be delayed until following the election. Moore objected to this request. No contract was cancelled, nor did one ever exist. Subsequently, it was learned that income from student fees are also considered state funds, which further complicated the matter.

There was discussion about the intent of the law, the definition of "partisan," and the nature of the requirement for balance. In addition, the EC expressed concern about the process used and the future of such efforts on campus. Sheath noted that the Executive Council acknowledges it should have consulted with the Arts & Lectures committee and with ASI prior to making a decision.

It was agreed that the EC will meet with the president tomorrow to discuss the process and ways it might be improved in future. The EC also agreed to draft two letters: one to the president with regard to the communication issues, and one to the public regarding the faculty interest in teaching and learning, and Arts & Lectures' role. The public letter will be submitted to the press for release on Monday, September 27, and will be written from the EC. The Senate will be asked to ratify the letter at its October meeting.

XII. New Business

A. Emergency Communications This matter was raised in reaction to the communication problems experienced during the fires of October 2003. Sheath indicated that efforts are and have been underway to address emergency communications, even prior to the fires. A task force is expected to present a proposal in October.

B. Arts & Lectures Guiding Principles The Arts & Lectures committee asks that the EC discuss how to ensure this document is vetted through the full Senate.

Motion #3 M/S/P* (Diaz-Greenberg)
To send the principles directly to the Senate for consideration.

The committee will be asked to add a brief descriptive paragraph to the document regarding the charge of the committee.

C. Proposition Debates (with ASI) The ASI is sponsoring a cook-out and voter registration drive on October 7. The Senate and ASI are co-sponsoring a cook-out and debates scheduled for October 21. Beavers distributed a list of propositions which may be fodder for the October 21 debates. The President's Office is willing to assist with the coordination of this event. Funding will also be requested. Speakers are needed for the debates; the Senate Office will send out a call for speakers.

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D. Student Services Related to New Programs Trischman e-mailed the EC in this regard. The staff with lower division advising roles are anxious to meet with program initiators early in the process so that they may more effectively advise students. Seleski noted that A forms are now being sent to all constituents, including advising. The EC agreed to refer this matter to SAC. SAC will explore with Student Services what is needed, and then discuss as a committee the best strategy for arranging meetings (who arranges and when held). It was noted that the Library would also benefit from face to face meetings with program initiators, and that Student Services should also be made aware of the curriculum tracking on the web.

The meeting was adjourned at 1:50 p.m.
The next meeting will be held September 29 at 12 p.m. in KEL 5207
Marcia Woolf, Academic Senate Coordinator

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

DATE: _____

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