

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, September 29, 2004
Kellogg Library 5207
12 – 2 p.m.

Members Present:	Jackie Trischman, Chair	Linda Holt, V. Chair	
	Gilbert Valadez, APC	Patty Seleski, BLP	Marie Thomas, FAC
	Staci Beavers, GEC	Kathy Hayden, LATAC	Valerie Callanan, NEAC
	Gabriela Sonntag, PAC	Jorge Riquelme, SAC	Carmen Nava, UCC
	Dick Montanari, ASCSU		
Ex Officio Present:	Janet Powell, CFA		
Not Present:	Rosario Diaz-Greenberg, Secty.; Karen Haynes, President; Robert Sheath, Provost		
Guests:	Chuck Allen and Teresa Macklin (IITS)		
Staff:	Marcia Woolf, Academic Senate Coordinator		

I. Approval of Agenda

ADD: XII. C. American Democracy Project
D. Standing Committee Minutes

CHANGE: XIII. Executive Session, to XI. Old Business (to be discussed last)

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

II. Approval of Minutes of 9/22/04

CHANGE: VII. Provost’s Report, 2nd paragraph:
“...met with the visiting Assistant Vice Chancellor of Finance for Budget Development for the CSU.”

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

III. Chair’s Report, Jackie Trischman

A. Announcements: The ASI has asked for a faculty liaison for their meetings, and none of the SAC members are able to serve in this capacity. The EC agreed that the seat should be opened up to Senators. Woolf will send out a call. The group meets biweekly on Friday from 3-5 p.m.

Montanari noted that he must leave the EC meetings early frequently to attend to child care issues; it was suggested that matters with critical need for CoBA input be moved up on the agenda to accommodate his schedule.

One of the bills signed by the governor September 28 was a common course numbering bill, which applies to CSU, UC and the CCCs. It was suggested that a shadow numbering system might be used to facilitate the articulation process.

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

Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn

B. Referrals to Committees:

- FAC Access to P&T Files
- SAC Resources for Military Spouses, and Notification Process for Student Deaths
- SAC Student Services Related to New Programs

IV. Vice Chair's Report, Linda Holt: The UBC will be meeting the second Friday of each month at 9 a.m.

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

- FAC Custom Course Materials *Approved*

VI. President's Report, Karen Haynes: The president is out of the country.

VII. Provost's Report, Robert Sheath: The provost did not attend.

VIII. Statewide Senate Report, Dick Montanari: Final versions of minutes and resolutions from the last ASCSU plenary session will be distributed once they are available.

IX. CFA Report, Janet Powell: Report deferred to the Old Business item.

X. Committee Reports

BLP: The committee's meeting time for Fall has been changed to Mondays from 2:30 – 4:30 p.m. The committee has begun reviewing A forms, and expects to have the Cognitive Science review completed in time for the October Senate meeting. The committee is also reviewing budget documents and space issues.

On another topic, Seleski met with the Student Grievance Committee chair and learned that the new policy is unclear as to the parties responsible for notification. SAC was directed to gather comments such as this concerning the new policy throughout the year, with an eye toward proposing a revision in 05/06.

GEC: The committee still has vacant seats for CoBA and CoE. A minor change has been made to the UDGE forms passed last year: a check box was added for existing courses not currently satisfying UDGE and not undergoing a change. The updated forms are now on the web. Senators will also be notified of the change. The committee hopes to complete work in the next two weeks on those programs still in the recertification process. Academic Programs is working on a master document of all UDGE courses, to be posted on the GE website this week; it will likely require corrections. The committee is also completing its work on the syllabus guidelines, and will forward the draft next to UCC, and then on to APC. Also, the New York Times Knowledge Network program is set to begin October 11 for a one-month trial run, and the Faculty Center will be offering a workshop for faculty on use of this program. Finally, the committee will be revisiting the CCR issue and welcomes comments.

NEAC: The Senate's on-line Fall election poll closes this afternoon at 3 p.m. Thus far, 124 people have voted for the two PTC seats and one PLC seat. Responses have been received to NEAC calls for other committees; however, seats remain open on GEC and PAC. Concerning the vacant ASCSU seat, one person has stepped forward, and they are in the FERP. NEAC will issue another call for this seat so that an election may be held. An EC member encouraged NEAC to remember to include the CoE in any calls which specify department chairs. Also, NEAC is looking for a new meeting time.

SAC: Riquelme distributed a printout of the Student Affairs "Judicial Affairs" website, which was presented to the committee by Poullard. Poullard indicated that any changes to current practice concerning confidentiality in student discipline matters would require a change to systemwide directive E.O. 628. Members of the EC noted that what has been sought (as a provision for inclusion in the new Academic Honesty Policy) is an annual report of aggregate statistics concerning reported violations and outcomes, and not information about individual cases. SAC will revisit this matter with Poullard.

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With regard to the issue of incentives for student participation on committees, SAC is inclined to meet with ASI to discuss ways to improve student involvement and attendance. Concerning faculty attendance at graduation, numerous obstacles have been identified, including multiple ceremonies and celebrations, conflict with grade due dates, remote location, etc. The committee is also working on disabled student concerns. An EC member requested that SAC attempt to ensure that orientation dates for Spring are set and publicized early so that faculty can plan to attend. Trischman noted that faculty representation is needed on the EPAAG, and that SAC may be asked to provide a representative.

XII. New Business

B. LATAAC Demonstration of Fair Use Training (*taken out of order for time certain*) Hayden distributed a memorandum addressed to Provost Sheath from LACAC Chair Bonnie Biggs dated May 6, 2002, which makes recommendations concerning this training. Macklin presented a history of the issue, and Allen presented information concerning the web-based training, which is to be made available in multiple formats depending upon the user's accessibility status. A video version was demonstrated, and the EC members commended Allen and Macklin for their efforts and suggested there may be interest in the product on other campuses. The EC invited Allen and Macklin to make a similar presentation to the Senate in November. EC members were invited to test the training themselves and provide feedback. Some questions remain concerning monitoring and enforcement of the training requirement, and it was suggested that this responsibility may rest with the Academic Resources office. LATAAC will provide a recommendation in this regard to the EC.

A. FAC Library Temporary Faculty Evaluation Policy Thomas explained that the three additions proposed represent clarifications or corrections to the policy which the Library deemed necessary based on their experience with the policy over the past year. Following a brief discussion, the EC agreed that this revision should be presented as a Consent Calendar item at the October Senate meeting.

C. American Democracy Project Beavers distributed some information about this AASCU initiative, along with a proposed resolution of support and three-year budget. It was suggested that it was important that we pursue civic engagement without requiring a specific civics course. The project would require the efforts of a coordinator. Suggestions were made for modifications to the draft resolution. This matter will be discussed again next week.

D. Standing Committee Minutes EC members discussed the possibility of making minutes of the standing committees available on-line, via the Senate website. Committees were asked to contact Woolf who will provide instructions for uploading minutes to the website.

XI. Old Business

A. Michael Moore Issue Nava noted that the president, who had been unable to attend EC meetings the past two weeks, made time for a special 30-minute meeting with EC members on September 23. At that meeting, Trischman asked the president to present her sense of the events to date, and EC member asked questions. EC members appreciated the president's effort to meet with them, and her candor in discussing the matter.

The EC then discussed, off the record, how best to proceed.

The meeting was adjourned at 2:10 p.m.
The next meeting will be held October 6 at 12 p.m. in COM 206
Marcia Woolf, Academic Senate Coordinator

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

DATE: _____

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