

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, October 13, 2004
KEL 5207
12 – 2 p.m.

Members Present: Jackie Trischman, Chair Linda Holt, V. Chair Rosario Diaz-Greenberg, Secty.
Gilbert Valadez, APC Marie Thomas, FAC Darel Engen, LATAC
Jorge Riquelme, SAC Carmen Nava, UCC Dick Montanari, ASCSU

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

Not Present: Staci Beavers, GEC; Valerie Callanan, NEAC; Karen Haynes, President; Patty Seleski, BLP; Gabriela Sonntag, PAC

Staff: Marcia Woolf, Academic Senate Coordinator

I. Approval of Agenda

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

II. Approval of Minutes of 10/6/04

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

III. Chair's Report, Jackie Trischman

A. Announcements: Trischman reported that she attended the statewide Chairs meeting last week, where a number of issues were discussed. There will be an election for a new faculty Trustee in the Spring; nominations are due December 10. All tenured faculty will receive information shortly. Also, a statewide Senate newsletter will begin circulating shortly, and will be distributed to all faculty via e-mail by the campus Senate offices. Campuses are being asked to put together a progress report on facilitating graduation; Trischman will ask the provost to lead this effort on our campus. It was also suggested that campuses meet with local community colleges to discuss the Lower Division Transfer Project. Concerning the recently passed bill requiring standard course numbering, the Chancellor's Office has determined that Course Articulation Numbers (CAN) will suffice but must be printed in the catalog along with our course numbers. Also, it is suggested that campus senates be prepared to evaluate themselves, in light of the current budget crisis; in particular, to look at a possible process for evaluation. Finally, other campuses reported seeing health related effects which may be tied to increased workload; this has become evident through data provided by campus Employee Assistance Programs.

The first faculty forum with the president has been changed to October 26 at 1:30 in Commons 206, rather than on October 22 as originally announced.

B. Referrals to Committees: None.

IV. Vice Chair's Report, Linda Holt: The UBC met on Friday and is working on the process for decision making concerning next year's budget.

V. Secretary's Report, Rosario Diaz-Greenberg: Highlights of the Senate meetings will now be printed in Tracks.

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

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VI. President's Report, Karen Haynes: The president is attending a systemwide meeting.

VII. Provost's Report, Robert Sheath: Searches: The search for a dean of Extended Studies has been launched, and it is expected that application review can begin in January. The next search will be for the dean of College of Education. It is hoped that both searches will be completed by the end of the Spring term, with potential July 1 start dates. Telephone interviews are being conducted for the VP-FAS position, to be followed by reference checks, and a recommendation to the president by the end of October. The consultant for the External Affairs VP search was on campus yesterday and met with several groups; she noted that this type of position is difficult to fill.

Budget: The UBC strategy will be similar to last year's. Division units will be asked to come up with plans for a 5% plus 2% plus 3% cut (total of 10%, which we may be facing). The committee will be looking at possible vertical cuts to services rather than an overall horizontal cut. The committee has also added a recovery strategy to the process. The Academic Affairs Budget Subcommittee will be reconstituted for this effort.

Enrollment: The campus enrollment management committees (PEMAC and EPAAG) have discussed how best to manage the low target of 6,072 for 2005/06. Given that we will be back on YRO, if enrollment in Summer '05 is similar to that of Summer '04, it will be necessary to close admissions in Spring '06. This will, in effect, mean that Southern California students will only be admitted in the Fall. Efforts continue to persuade the Chancellor's Office to allow us more growth.

It was noted that a group of items acted on by the Senate last year had not yet been responded to by the administration, but these have now been identified and responded to (except in the case of one, which is under a new revision process).

VIII. Statewide Senate Report, Dick Montanari: The ASCSU's first interim meetings of the year were held last week. Montanari has transferred from the Academic Affairs committee back to the Faculty Affairs committee. The majority of the FAC meeting was devoted to the Michael Moore matter, and Montanari was able to temper the discussions somewhat. Two resolutions are being proposed: one, a general resolution concerning academic freedom and first amendment rights; the other dealing specifically with the San Marcos campus. Montanari anticipates the latter is less likely to pass the full senate.

Another topic was the impact of campus Risk Management offices on academic programs, such as service learning and field trips. Sheath acknowledged that there has recently been evidence of a lack of collaboration between the academic and administrative houses on this topic at the systemwide level.

Another issue of concern which was raised was that, on some campuses, administrators are moved into MPP positions on an interim basis and then left there indefinitely, year after year, without a search for a permanent employee. It was noted that our campus administration has committed to ensuring that searches will be conducted for MPP positions, except in rare cases.

IX. CFA Report, Janet Powell: The all campus meeting held yesterday was attended by 20-25 faculty members. Bargaining priorities were discussed for the full contract renegotiation. Language will be proposed which makes the language of the agreement more enforceable. There will be an assembly this weekend in Sacramento, and four members from San Marcos will attend. The CFA and ASI continue to plan a forum in response to the Michael Moore issue, and expect to focus on free speech and academic freedom issues.

X. Committee Reports

BLP: Not present.

GEC: Not present.

NEAC: Report deferred to next week's meeting.

SAC: Two student members have been designated by ASI for SAC, and one attended yesterday's meeting. Information was circulated to the EC concerning the ASI's process for recruiting students for committees and then

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monitoring their participation through an evaluation form which is completed by the committee chair. Also, John Segoria was invited to attend a SAC meeting to discuss issues related to ensuring accommodations for disabled students. Segoria is also concerned about emergency preparedness for disabled students, and an ADA website printout was circulated concerning this topic. Finally, concerning the matter of an annual aggregate report of student disciplinary actions taken by the Dean of Students' office, an EC member noted that this request is not personal and would be asked no matter what individual serves as dean. Trischman will discuss the request with Poullard.

UCC: (Report added by request.) It is noted that the Constitution needs to be updated to correct the title of the AVP for Enrollment Management Services. The new AVP-EMS, Karl Beeler, has not attended any UCC meetings this year. Sheath noted that his involvement is important. Trischman will contact him.

XI. Old Business

A. FAC Course Evaluation Instructions – Revision Huber will include with the instructions each year an addendum explaining to faculty any changes to the form. Because the changes to the instructions are so minor, action was postponed to allow for the following discussion.

XII. New Business

A. Process for Minor Policy Revisions Trischman noted that other campus senates meet more frequently than ours in order to address the many policy revisions that take place. It was suggested that an alternative might be for the EC to e-mail revisions to the Senate for comment, and based on the response, either act on the Senate's behalf or postpone so that the Senate may discuss at its next regular meeting. When revisions are deemed to be both time sensitive, the EC may act on the Senate's behalf, and then inform the Senate at the next meeting. It was agreed that Trischman and Holt will draft a resolution concerning the alternative method.

Motion #4 M/S/P* (Diaz-Greenberg)
To act on item XI. A. on behalf of the full Senate.

Motion #5 M/S/P*
To approve the revisions to the Course Evaluation Instructions as proposed by FAC and advise the Senate at its November meeting.

B. BLP Space Principles A handout was distributed of a memo from BLP to Trischman concerning guidance for space planning. It includes provision for private offices for all tenure track faculty, and private and lockable space for every adjunct member and department office. These suggestions are made to facilitate planning for the Craven renovation and other campus moves. Sheath noted that the new modular units, which are becoming standard in new spaces, include multiple lockable spaces. Trischman will forward the document to the campus Space Committee.

C. Parking Overcrowded faculty/staff lots remain a problem, and a Senator has requested the new campus administration respond to this issue. Suggestions included ensuring that parking in Lot E is enforced by analyzing stickers issued, issuing annual stickers, researching strategies used on other campuses, and conducting a count of stickers issued vs. spaces available. Sheath noted that the Executive Council is also considering the problem. It was agreed that Parking Services has done a great job of expanding spots and ensuring compliance. Trischman will prepare a list of questions for Parking Services for discussion at next week's meeting.

The meeting was adjourned at 1:35 p.m.
The next meeting will be held October 20 at 12 p.m. in KEL 5207
Marcia Woolf, Academic Senate Coordinator

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

DATE: _____

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