

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, October 27, 2004
KEL 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 Darel Engen, LATAC Gabriela Sonntag, PAC
 Jorge Riquelme, SAC Carmen Nava, UCC Dick Montanari, ASCSU

Ex Officio Present: Karen Haynes, President; Robert Sheath, Provost

Not Present: Valerie Callanan, NEAC; Rosario Diaz-Greenberg, Secty.; Janet Powell, CFA

Staff: Marcia Woolf, Academic Senate Coordinator

I. Approval of Agenda

ADD: **XII. A. UCC Minor in Cognitive Science (and reorder original A-C as B-D)**
 E. LATAC Fair Use Training Recommendation
 F. Emergency Preparedness

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

II. Approval of Minutes of 10/20/04

CHANGE: **VI. President’s Report, 1st paragraph, 1st line:** “On ~~November~~ October 28, the Board…”

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

III. Chair’s Report, Jackie Trischman

A. Announcements: The chair thanked Staci Beavers for coordinating the proposition debates, and noted that well over 100 students attended. It was a very professional event, and the speakers did a great job. Beavers thanked the president for her financial support and attendance at the event, and all others who attended or contributed.

Trustees Gowgani and Jackson plan to visit the campus on November 4, and will both meet with the EC in the President’s Board Room from 1 – 2 p.m. Trischman, Haynes and Yamout are also working to invite other trustees to the campus this year in hopes of gaining support for our growth needs.

Efforts are underway to arrange meetings with community college representatives to share information concerning the Lower Division Transfer Pattern Project. Four additional CSUSM programs (VPA, Anthropology, Nursing and Criminology & Justice Studies) have been invited to participate in the project.

The first of three faculty forums with the president was held yesterday and while attendance was sparse, the interaction was very good. Additional forums are planned in the Spring.

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Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn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

NEAC ACIP Representative
CBRA Evaluation Committee – two at large (relative experience highly desired)

In addition, the following referrals were added:

NEAC APC – one at large
LATAC Input for the CSU Library's Strategic Plan

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 item:

APC Definition of a Community Service Learning Course *Approved*

VI. President's Report, Karen Haynes: The recent faculty forum was one of 16 forums to be held by the president with various groups, as suggested by the transition team. Summary notes will be posted on the president's website. There will be an assessment late in the Spring concerning whether to continue these forums in future.

It is hoped that other trustees, in addition to Gowgani and Jackson, will visit the campus this year to hear our message concerning the need for more accelerated growth.

Dick Rush and Bill Stacy will be here to help celebrate our 15th anniversary on November 3. There will be a dinner for founding donors following an event to honor faculty and staff in their 15th year with the university. A president's report to the community is being scheduled for some time in February.

A special meeting of campus presidents to discuss enrollments will be held tomorrow morning preceding the Trustees' meeting to discuss the budget.

The Executive Council continues to meet to discuss ways to guide the UBC in its efforts, as well as to discuss fundraising priorities.

A letter was sent to the Chancellor requesting his approval of the student referendum on the child care fee, and the students were commended on an informative campaign and good voter turnout.

A naming opportunity for the new Business building is under discussion, and will be brought to the EC in due course for consideration on behalf of the Senate.

VII. Provost's Report, Robert Sheath: Enrollment: It is possible that we could make our target this year. In planning for next Fall, the CoAS has been asked for detail concerning what number could reasonably be accommodated.

Searches: The committees for the CoE and Extended Studies dean searches have received their charges and are drafting advertisements with an eye toward quantifiable criteria to facilitate the process. The VPFAS search committee expects to make a recommendation to the president shortly for an on-campus interview list, and may have a final recommendation by Thanksgiving.

Budget: A critical piece of the planning puzzle is knowing what amount is being carried forward from 03/04; this amount is in question due to complications of the move from Banner to CMS.

The provost is working with NCHCA to ensure community college participation in the LDTP project.

CLIMB held a successful first event this morning entitled "Crisis, Charisma and Character: Leadership through 9/11, the California Recall, and U.S. Presidential Elections," facilitated by CoBA Profs. Pillai and Kohles.

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VIII. Statewide Senate Report, Dick Montanari: The ASCSU meets in its second plenary session of the year next week.

IX. CFA Report, Janet Powell: Not present

X. Committee Reports

BLP: The committee has approved a Minor in Cognitive Science, and will recommend that a Masters in History be added to the UAMP. They are also reviewing the A form for a BS in Nursing, and considering the University Hour issue.

GEC: The committee has almost finished its recertification work. It has also completed its work on the syllabus guidelines, which will next go to UCC and APC. GEC will give a final review before bringing these to the Senate. The committee is also giving critical consideration to the CCR and will be seeking input from majors and the faculty at large. It was recommended that the GEC look into a new test being developed by ETS with SUNY and the CSU to evaluate computer and information competencies. Beavers noted that unfilled committee seats are impacting the committee's efforts.

PAC: The committee's CoAS seat remains open (upcoming reviews include Chemistry, Economics, Psychology, Spanish, and VPA). The committee will be making recommendations concerning its charge, membership, and release time status which it deems necessary to meet its objectives. The committee has also been gathering information for the Chancellor's Office concerning total units for degree and assessment efforts. Finally, they are considering providing substantive responses to programs, and whether these responses should be public. EC members suggested the process and policy be reviewed and clarified, perhaps by a task force under APC, and that more careful consideration be given to the timelines by the offices involved.

SAC: Orientation has been scheduled for January 11th and 13th, and possibly the 7th, if necessary; this information is now available on the web. Concerning notification of student deaths, Poullard shared with SAC a memo which his office directs to multiple departments including appropriate faculty members. Poullard also provided SAC with a report of misconduct cases for 2003-04, but noted that not all cases of academic misconduct are reported to his office.

A lengthy discussion ensued concerning classroom accommodations for disabled students. Despite meeting codes, some rooms remain less desirable for one reason or another, some have furniture removed after the start of the semester, and not all TVs are equipped with closed-captioning decoders. The provost noted that additional permanent funding has been provided to the Disabled Student Services office to ensure accommodation issues are addressed. It was noted that not all disabled students register with DSS, and that tracking them and their classroom needs is a complicated issue, as is monitoring the status of classrooms on an ongoing basis. Knowing which classrooms are particularly accommodating would be helpful for scheduling purposes, particularly in cohort or sequential course situations.

The committee is also working on adding Student Services issues to the A form.

XII. New Business (taken out of order)

A. UCC Minor in Cognitive Science The catalog copy for this minor was distributed, and discussion of the item was postponed to the November 3 meeting. It is anticipated that this item will appear on the November Senate agenda for a first reading.

B. Renomination of Faculty Trustee Kathy Kaiser The EC discussed a request our campus has received to pass a resolution to renominate Kathy Kaiser. It was agreed Trischman would draft a resolution for the EC's review.

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C. FAC Emeritus Faculty Policy Revision FAC is suggesting changes to the policy to more closely reflect actual practice. There was discussion concerning the desirability of retaining a timeline, as well as the nature of the title and process. Several additional suggestions were made by EC members.

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

To forward the policy revision as amended to the full Senate next week.

XI. Old Business

A. Resolution Concerning Minor Policy Revisions Holt presented this item which was revised based on comments made last week.

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

To forward the resolution to the full Senate next week.

B. Parking Letter EC members suggested changes to the draft letter provided. Trischman asked that additional suggestions be sent via e-mail to all EC members. A revised draft will be prepared for next week’s meeting.

XII. New Business (resumed)

D. Discussion Item – Trustee Gowgani Visit on November 4 The EC discussed possible discussion items to raise next week to encourage Trustee Gowgani’s support of our request for accelerated growth. The president noted that the Executive Council will discuss capacity/demand issues with the Trustee, and it is envisioned that the Senate would raise complementary issues in addition to the obvious. Suggestions included impact on the colleges, the Academic Blueprint, specific “economy of scale” examples, and efforts to increase student access. It will be important to demonstrate that the faculty and the administration are working closely together to meet the challenges faced by the campus, and to dispel the perception that one is at odds with the other. Members were asked to share additional ideas over the next week via e-mail.

E. LATACFair Use Training Recommendation A handout was provided describing LATAAC’s recommendation that legal counsel review the tutorial, and that HREO monitor compliance. A suggestion was made for a wording change.

Motion #5 M/S/P* (LATAAC)

To forward the amended recommendation to the full Senate next week.

F. Emergency Preparedness An inquiry was made concerning the roles and responsibilities of faculty in the event of an emergency. A brief procedure was drafted, and this was handed out to EC members. A task force has been formed to discuss the best way to disseminate this information and whether training or drills are needed (members include Carmen Nava, Mary Elizabeth Stivers, Terry Allison, and Regina Frasca). Suggestions included (1) including a lockdown strategy for responding to shootings or similar emergencies, (2) periodic drills, and (3) developing a brief video to be shown to classes at the start of each semester which demonstrates procedures.

The meeting was adjourned at 2 p.m.
The next meeting will be held November 3 at 12 p.m. in COM 206
Marcia Woolf, Academic Senate Coordinator

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

DATE: _____

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