

## MINUTES

Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, November 17, 2004  
KEL 5207  
12 – 2 p.m.

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**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, LATAAC      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; Gabriela Sonntag, PAC

**Staff:** Marcia Woolf, Academic Senate Coordinator

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### I. Approval of Agenda

**ADD: XII. New Business, D. Lecturer Facilities**

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

### II. Approval of Minutes of 11/10/04

**CHANGE:**      **X. Committee Reports, GEC, 2<sup>nd</sup> line:** "...that the ~~UPGE~~ UDGE course...."

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

### III. Chair's Report, Jackie Trischman

**A. Announcements:** At this week's Cabinet meeting, the following items were discussed: (1) Honorary degrees – Two nominations have been received thus far; additional nominations should be sent to Miriam Schustack; degrees are awarded by the system. (2) Information concerning various types of assessments performed on campus will be collected into a spreadsheet which will include timelines and other pertinent information. (3) The results of the transition team survey are being used in a process to redefine our strategic goals. The next step of this dynamic process will likely be to invite feedback from the campus community. (4) Bonnie Biggs has assumed the role of Tribal Liaison for the campus, and is planning visits and action items for interaction with the area tribes. (5) A budget update. (6) Robert Stakes made a presentation on UTEP AWARE (University of Texas, El Paso) – a leadership institute program which takes individuals from all over campus to form a cohort which learns about all facets of the university, to improve relations and understanding.

Nava announced that the Library and Faculty Center will be hosting a training session on EndNote.

Suggestions provided to the Space Committee by BLP have been useful in discussions concerning development of a general fund for mandatory office moves, and design of office spaces.

#### **B. Referrals to Committees:**

NEAC    EHOS Advisory Committee

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

Legend: M = Moved      S = Seconded      D = Defeated      P = Passed      L = Lost      W = Withdrawn

**IV. Vice Chair's Report, Linda Holt:** No report.

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

**VI. President's Report, Karen Haynes:** Unable to attend.

**VII. Provost's Report, Robert Sheath:** Searches: The search committee for the VP-FAS position expects to make its recommendation to the president this afternoon. The CoE dean advertisement is still being fine tuned, but the Extended Studies dean ad has gone to The Chronicle.

He met with BLP and engaged in a lively discussion concerning the College of Health & Human Services.

The UTEP AWARE program presented in Cabinet is a very successful program. Any effort to get people in various divisions to better understand each other can only help communications and collegiality.

**VIII. Statewide Senate Report, Dick Montanari:** In last week's ASCSU FAC meeting, there was a presentation about an effort to develop a systemwide database of faculty expertise. CMS was also discussed, and the consensus was to drop the effort to try to stop it since the majority of campuses are now implementing it. Another issue discussed was that of background checks for speakers, which some risk management offices are requesting. Other issues included use of graduate teaching assistants, and off-campus speakers.

Montanari then provided an overview of the presentations made at last week's plenary session (John Vasconcellos on a statewide trust-building program; David Spence on the quality impact of budget cuts; Chancellor Reed on a system marketing push), as well as the resolutions discussed (teacher credential fee, lecturer representation on campus senates, reaffirmation of academic freedom, academic freedom for students, voluntary community service learning requirement, flexibility in completion of the general education package prior to upper division transfer, quality of teaching in extended university, and commendation for campuses' voter registration drives). Full minutes of the meeting will be distributed via e-mail once available.

**X. Committee Report - LATAC (taken out of order):** The committee has been discussing the issue of which staff should undergo Copyright/Fair Use training. They plan to recommend that all staff who deal with copyrighted materials in the course of their work should undergo training. It was suggested this information be added to job descriptions. The committee suggests a legal review of this recommendation.

**IX. CFA Report, Janet Powell:** The CFA has received a draft legal opinion on the Moore issue, and the final opinion will be shared with the EC. They are pleased to see that the Handbook of Election Issues has been revised.

#### **X. Committee Reports**

**APC:** The committee has revised the language of the policy on graduation requirements and will be bringing it to the EC shortly. A resolution and revised policy and procedure concerning credit by exam were distributed. In order to put this item on the December Senate agenda, it must be approved by the EC on December 1. Trischman asked that comments/concerns be broadcast via e-mail between now and that meeting.

**FAC:** The emeritus policy has been revised since the first reading based on comments received, and may generate some debate at the second reading. Trischman noted that FAC may wish to consider that other campuses include language regarding adjuncts in their emeritus faculty policies. FAC has been working with Pat Worden on this year's call for the UPD/RSCA grants; Worden will make model applications available on her website. The committee has also been discussing the research misconduct policy, and has received CoBA's RTP policy for review. There has been discussion about inclusion of reviews in a WPAF and some inconsistency in the language of the university RTP policy, as well as about the evaluation procedure for temporary faculty as described in the CBA. It was noted that the CFA and administration have been discussing the interpretation of the CBA language as it relates to student evaluations and temporary faculty.

**NEAC:** No report.

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

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

**PAC:** The committee is continuing its review of four programs, and considering revisions to the PEP.

**SAC:** The committee is working on revisions to policies and will be bringing those to the EC shortly.

**UCC:** The committee is reviewing the Mass Media program proposal, as well as potential changes to a CoBA option, and will soon review the Nursing proposal. A question has arisen regarding the interface between UCC and the Graduate Studies Council for evaluation of graduate courses and programs. It was suggested that the Council might be structured as a sub-committee of UCC. The council is comprised of all graduate coordinators and Pat Worden. Trischman will discuss the matter with Worden, and it will likely be agendaized at a later date.

**XI. Old Business**

**A. SAC Disabled Students Issues** There was a discussion about how to proceed, based on the information gathered thus far. Trischman noted that the goal is to provide feedback to those in a position to make any necessary changes to the facilities offered, and to understand the challenges from the faculty viewpoint. With regard to emergency preparedness, a campus plan is currently being developed (including a provision for “floor marshals”) and feedback concerning disabled students would be welcomed from the Senate. Trischman asked that SAC prepare a list of recommendations based on the information the committee has gathered. Trischman will discuss with Segoria the issue of room scheduling and will report back to SAC. It was suggested that maps of wheelchair routes would be helpful. There was concern expressed about how items are budgeted for and funded within DSS, and a question asked about whether DSS has an advisory council.

**B. Policing Issues** A draft resolution was distributed. Trischman solicited input concerning interactions with police. Responses suggest a possible “attitude” problem, and it is not clear that this feedback is reaching the police department. There were also responses concerning very positive interactions with police. The resolution suggests formation of a community oversight body. Trischman asked that comments be provided, with the goal of finalizing the resolution at the next EC meeting, and bringing it to the Senate for action on December 1. It was noted that the ASI has also developed a resolution. EC members discussed the language of the Senate resolution and various options for defining the problem and possible solutions, as well as coordinating language with the ASI.

**XII. New Business**

**A. ASI Resolution Concerning Academic Advising** An ASI resolution requesting additional support for advising was distributed. The Chancellor’s Office will carry this resolution to the legislature on ASI’s behalf.

**B. Communication Between Senate and Departments** It has been requested that Senate committees copy the deans’ offices when sending a request to department chairs to gather information, and to be sensitive to department chair workload when assigning deadlines. A standard communication scheme is advised for these types of communications. Trischman suggested a task force be formed for this purpose. Holt will lead this task force and will call for volunteers from the colleges.

**C. CSU Handbook of Election Issues** The newly revised handbook was provided as an agenda attachment. Significant changes were made to the section on speakers. It was suggested that the President be encouraged to make some public comment acknowledging the changes.

**D. Lecturer Facilities** This item was postponed to the December 1 meeting.

The meeting was adjourned at 2:05 p.m.  
The next meeting will be held December 1 at 12 p.m. in COM 206  
Marcia Woolf, Academic Senate Coordinator

APPROVED: \_\_\_\_\_  
Rosario Diaz-Greenberg, Secretary 04/05

DATE: \_\_\_\_\_