

## MINUTES

Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, March 8, 2006  
KEL 5207  
12 – 2 p.m.

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<b>Members Present</b>	<b>Linda Holt, Chair</b> <b>Mohammad Oskoorouchi, APC</b> <b>Marshall Whittlesey, GEC</b> <b>Sharon Elise, UCC</b>	<b>Rosario Díaz-Greenberg, Secty.</b> <b>Kathleen Watson, BLP</b> <b>Gabriela Sonntag, PAC</b>	<b>Marie Thomas, FAC</b> <b>Andre Kundgen, SAC</b>
<b>Ex Officio Present</b>	<b>Karen Haynes, President; Judy Papenhausen, HHS; Janet Powell, CFA; Robert Sheath, Provost</b>		
<b>Not Present</b>	<b>Glen Brodowsky, NEAC; Dick Montanari, ASCSU; David Walker, LATAC; Gilbert Valadez, Vice Chair</b>		
<b>Guests</b>	<b>Gerardo Gonzalez, Int. Dean Graduate Studies</b>		
<b>Staff</b>	<b>Marcia Woolf, Academic Senate Coordinator</b>		

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### I. Approval of Agenda

- ADD:** III. Chair's Report      B. Referrals to Committee, GEC    GE Credit for AP Exams  
         XII. New Business        C. APC Standards and Goals for On-Line Education  
                                            D. GEC Transfer of Upper Division General Education (UDGE)

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

### II. Approval of Minutes of 3/1/06    A correction was made to the minutes.

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

### III. Chair's Report, Linda Holt

**A. Announcements:** Holt shared a memo from the administration sent in response to the recent PAC resolution on academic department assessment support. The memo commits funding and support for assessment.

**B. Referrals to Committees:** Holt explained that this issue concerns assignment of GE credit, but has never undergone GEC review. It is urgent due to the need to ensure accuracy in next year's catalog.

**GEC    GE Credit for AP Exams**

### IV. Vice Chair's Report, Gilbert Valadez: No report.

**V. Secretary's Report, Rosario Diaz-Greenberg:** The following items have been sent to the University administration:

EC      Resolution Concerning the Recent CSU Board of Trustees Decision to Augment  
         Compensation for Top Administrators  
FAC     Emeritus Policy

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

Legend: M = Moved      S = Seconded      D = Defeated      P = Passed      L = Lost      W = Withdrawn

**VI. President's Report, Karen Haynes:** Last weekend's annual gala was a success; a \$10,000 challenge grant yielded almost \$25,000 in matching funds, and another donor committed \$25,000 in scholarship funds. There was a fun ceremony yesterday to break ground for the Center for Children and Families. Last week, Haynes attended an annual cross-border meeting of presidents and rectors (from Tijuana); specific partnerships are being developed. Following the president's recent report to the community, San Marcos Unified School District Superintendent Edward Brand asked that Haynes give a brief presentation to superintendents from San Diego and Imperial Counties at a conference on March 10; this will help to improve our visibility and spread word about preparation and education partnerships we are involved in.

The chancellor has entered into an MOU with PIQE – Parent Institute for Quality Education – which works with elementary and middle school parents to ensure their children are successful in high school completion and college readiness. Ours is one of fifteen CSU campuses which will participate with this organization. For those families whose parents complete the training, we will provide their children with a CSUSM identification card with an assurance of admission if they complete high school college-ready and CSU-eligible.

Of over 100 applicants for the provost position, more than 65 were qualified, and several semi-finalists were interviewed off site last week. Six finalists will visit the campus the first two weeks in April.

**VII. Provost's Report, Robert Sheath:** Dennis Guseman has been designated to serve as the provost's representative on the Assigned Time Task Force; Montanari has been notified. Concerning the budget process, BLP's recommendations have been received and recommendations are expected shortly from the Academic Affairs budget subcommittee. Final division recommendations will be submitted to CUSP on March 13. The provost has received 50 RTP files for review: 4 two-year reviews, 22 four-year reviews, 15 for tenure and promotion, and 9 for promotion to full. At last week's sabbatical workshop, applicants were advised to be careful when applying for a full year's sabbatical due to the secondary implications involved (contingency on external funding, possible gap in CalPERS benefit timeline). It was suggested faculty instead apply for a six-month sabbatical and then request an extension. The University Hour Task Force met and will be sending out a survey shortly to determine potential uses of the hour in order to develop a matrix to optimize use of the hour. Finally, Sheath noted that Susan O'Connor is now at the front desk of Academic Affairs (Stella Ramos has moved to Extended Studies); Susan will also provide support to Tom Bennett.

**VIII. Statewide Senate Report:** Both senators are attending ASCSU meetings.

**IX. CFA Report, Janet Powell:** Powell reported that CFA President John Travis advised that local bargaining on parking is not possible at this time due to the current collective bargaining process, but may be something to consider at a later time. There is a multi-union rally scheduled for tomorrow; 100 faculty members have signed a petition asked President Haynes to relay a message to Long Beach that faculty want a fair contract.

#### **X. Brief Committee Updates**

**APC:** The committee has completed work on the "unifying terms" issue, and chose the terms "concentration" and "option." The one exception is CoBA's GBM track which is a "sub-option." A separate concurrent post-baccalaureate credit form will be developed. APC will not pursue the item entitled "Procedures/Deadlines for Course/Program proposals." The committee will be making a recommendation concerning renewal of the Credit Certificate Policy.

**FAC:** The committee continues to evaluate grant applications and work on the Research in Misconduct Policy.

**LATAC:** No report.

**PAC:** An external reviewer for Computer Science visited last week and was impressed with the campus, the faculty, and how helpful people were. A reviewer for Literature and Writing will visit April 18-19, and a reviewer for Chemistry/Biochemistry will visit April 27-28. An external reviewer is being sought for Psychology. The committee has been developing Graduate Studies program review guidelines. The committee has also been working on specifying sources for the data in the data notebooks, which are reviewed by the departments and external reviewers.

**UCC:** A written report was provided. Elise reiterated the excessive workload the committee is dealing with.

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

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## **XII. New Business**

**A. Senate Chair Workload Survey Results** EC members requested that all information submitted be shared with the committee, rather than just averages. Concern was expressed about possible under and over reporting, lack of complete information, and the difficulty of gauging preparation time including time spent on e-mails. We will revisit the matter next week with full data and an eye toward making a recommendation to the administration concerning changes to the release time pattern. Holt noted that one three-unit course release corresponds to one semester, nine hours per week, or one year, four and a half hours per week. Time spent on chair work in excess of release time provided should be reported on the Assigned Time report.

**B. Pedagogical Impact of Large Class Sizes** Oskoorouchi noted that this item originated in EC in September of 2004. A task force was formed and charged with making a recommendation, but never reported back to the EC. The issues now are whether to pursue the issue and how to ensure that further task force charges are fulfilled. Holt suggested that conveners be named when task forces are formed. Concerning large class sizes, EC members discussed (1) what the research shows, (2) impact on faculty workload, and (3) impact on student services as a result of less interaction in the classroom. EC members also discussed the feasibility and benefit of reassigning this task at this stage. It was suggested that, rather than study the impact, any effort be directed to devising a step-wise plan to alleviate large classes which could be incorporated into the strategic plan. It was noted that in some cases external funding makes smaller class sizes possible. The EC agreed to strike the item from APC's list of referrals. EC members were invited to consider this topic and, if desired, to make a motion regarding it next week.

**C. APC Standards and Goals for On-Line Education** APC has invited the chair of a task force on on-line instruction to visit the committee. Oskoorouchi indicated that APC believes LATAC should also be involved in this task to review the technical aspects, and FAC to review the faculty issues. Sheath noted that last year a subcommittee of the UCTC was charged with looking at on-line education from the perspective of facilitating graduation: are there bottleneck courses which could be offered on line? This subcommittee's report will be shared with APC once available. One concern is faculty workload when great numbers of students sign up for an on-line course.

**D. GEC Transfer of UDGE** Whittlesey provided a handout describing a draft proposal to permit transfer of a single upper division GE course, as a courtesy to students. Concern was expressed about the course approval/course equivalency process. Feedback from EC members was invited.

## **XI. Old Business**

**A. Graduate Programs Issues** As interim Dean of Graduate Studies, Gonzalez co-chairs the Graduate Studies Council (GSC) made up of faculty coordinators from graduate programs. The EC and Gonzalez discussed the need to address the growing area of graduate programs with regard to curricular review, budget and long range planning, and assessment. Options include creation of a Senate standing committee for this purpose. How would this committee interact with the GSC? Concerns include (1) increasing activity in this area, (2) expertise of the committees involved, (3) overburdening the GSC, (4) assuring adequate representation on whatever entity engages in review, and (5) the need to enumerate the issues related to graduate programs. Gonzalez will discuss these issues with the GSC.

The meeting was adjourned at 2:03 p.m.  
Marcia Woolf, Academic Senate Coordinator

APPROVED: \_\_\_\_\_  
Rosario Diaz-Greenberg, Secretary 05/06

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

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