

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, September 19, 2007
KEL 5207
12 – 2 p.m.

Members Present	Patty Seleski, Chair Rika Yoshii, APC Marshall Whittlesey, GEC Martha S-Holmes, SAC	Janet McDaniel, Vice Chair Kathleen Watson, BLP Radhika Ramamurthi, NEAC Olaf Hansen, UCC	Glen Brodowsky, Secty/ASCSU Betsy Read, FAC Gabriela Sonntag, PAC Dick Montanari, ASCSU
Ex Officio Present	Emily Cutrer, Provost; Judy Papenhausen, Nursing; Janet Powell, CFA		
Not Present	Joan Hanor, LATAAC		
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 9/12/07

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

III. Chair's Report, Patty Seleski

A. Announcements: Trustee Mehas has cancelled his visit to campus scheduled for September 20. Montanari noted that he will represent ASCSU at a September 21st meeting of the CSU Commission on the Extended University.

B. Referrals to Committees:

APC Graduate Writing Assessment Requirement policy revision
NEAC Senate Representation for School of Nursing
AA Task Force on structure – 3 senators

IV. Provost's Report, Emily Cutrer: The AA task force on academic structure will be composed of senators, members of the AALC, a representative from Institutional Planning, and at least one college dean. It is anticipated that they will meet during fall semester to consider various models and provide a report on options early in spring. Cutrer also reported that tomorrow is census day, and latest figures indicate a resident FTE of 7,363.28 (198 FTE or 2.77% over target). We have 108 non-resident students; about 70 are from other countries. We are currently at 54% of target for the year (summer through spring). Cutrer distributed a list of upcoming AA town hall meeting dates for fall. The first few will be for general discussions; the remaining will focus on specific topics, and input for these will be sought from the EC.

V. CFA Report, Janet Powell: There will be an all faculty meeting on September 26 with wine and cheese (4 – 5 p.m. in Commons 206). State and local issues will be discussed.

VI. Committee Reports

APC: The committee is revising the Definition of a Community Service Learning Course policy with input from CSL Director Darci Strother. Gerardo Gonzalez also met with APC concerning the Centers & Institutes policy and

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requested that the Senate move proposals quickly through the approval process so that they may be finalized this academic year. He will work to clarify the criteria for approval of new centers and institutes and also noted that it is difficult to convene a committee to review a center/institute every three years but that it is important these formal reviews take place regularly, especially since they were not conducted prior to his assuming the role of AVP for Research. There is a need to clarify the approval criteria. Watson noted that BLP plans to review the policy as well, and it was decided that APC and BLP's suggestions be vetted by the EC after which a decision will be made about whether it is necessary for the EC to meet with Gonzalez.

FAC: The committee plans to revisit in the spring the matter of non-availability of grant funds for pedagogical development for full professors, aside from a very small pool of money in the Faculty Center. A memo has gone out to all faculty concerning the new grievance procedure and hearing panel, and a memo will go out shortly to department chairs describing the election procedures for the panel.

LATAC: No report.

PAC: PAC is working on a reconciling the old PEP document and the new program review guidelines and hopes to bring a document forward soon. PAC is also considering annual assessment reports – including how to evaluate these as a senate committee, the university-wide view of the various program-level student learning outcomes, the kinds of assessments being proposed, and program funding requests – and will be making recommendations. PAC is concerned about the amount of work these represent and whether a Senate committee can provide the level of support programs need.

UCC: The committee has reviewed some course approvals from Physics and Computer Science, and is considering ways to split Spanish 202 into courses for native and non-native speakers. UCC also hopes to finish its work on the Special Major shortly, and will next discuss the new P form template from the Chancellor's Office.

VII. ASI Board Meeting Report Hansen attended the one-hour meeting which included committee reports, and discussions on insurance, the difficulty in filling committee seats, and the ASI Board's new Social Justice Officer position. Seleski noted that they were pleased to have faculty representation.

IX. New Business (*taken out of order for time certain*)

A. LATAC/FAC IMAP Resolution Segoria and Scott joined the meeting for this discussion concerning the need for faculty to make known their textbook choices early enough so that accommodations may be made for disabled students. Read noted that the language of the draft resolution is based on a Sonoma State resolution, and much discussion has taken place in LATAC's subcommittee concerning how strong to make the language. Segoria noted that a lawsuit at Fullerton (timely availability of classroom materials) and State adoption of a federal law (Sec. 508/E.O. 926 – accessibility) is driving much of the specific language of these resolutions across the system, and that other campuses are also struggling with the prescriptive nature of the language.

Segoria noted that the Office of Civil Rights, in the Fullerton resolution agreement, specified that textbooks must be fully available on the first day of classes, and wants a campus to have redundant systems in place. Time is needed to acquire a copy of the proper edition, and check the conversion for correctness. It can take 3-6 months to convert a text into Braille format. Converting to PDF can take several weeks to a month. A 900-page book costs around \$10k to convert. A systemwide list of already converted texts is available (CAN system). With newly admitted students DSS may not know until July or August that a disabled student requires converted course materials. These students may add classes during the "add/drop" period. We currently have about 12-15 students that require this type of accommodation. The students must self identify, and the campus must make reasonable accommodations.

EC comments and concerns included: 1) the impact on a professor's ability to be spontaneous, especially with "other course materials;" 2) allowing other than pedagogical issues to drive academics; 3) implementing a blanket policy when so few classes are ultimately affected; 4) the difficulty for faculty in meeting an April order deadline; 5) how time consuming the task of textbook selection is for some faculty members; 6) that it would be better for the language to elicit cooperation rather than threaten; 7) that this presents a workload issue for department chairs; 8) how this issue is impacted by the wide use of part-time faculty; 9) why the onus is not on the publishers; 10) whether mid-semester changes to materials would require the "approval" of affected students; 11) whether CFA has been contacted since some of these issues require discussion at the statewide level; 12) in mid-April, many faculty do not know which courses they will be

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teaching in the fall; 13) use of language such as, “if you know you will have a student” rather than requiring that all faculty meet the deadline; and 14) the need to keep pressure on the publishers to provide alternative formats.

Scott noted that Academic Technology Services provides training (including how to create an accessible syllabus), resources (special scanners, captioning of video), and services (accessibility of web and hard course materials).

Seleski remarked that CSUSM faculty are dedicated to ensuring the accessibility of course materials, and that the population of special needs students may expand due to the number of injured veterans returning from Iraq. Stoddard Holmes added that these students add to our rich diversity which is a major commitment of the campus, and it will be important to ensure that the policy that is put in place does not provoke the faculty to resent rather than welcome them. Segoria commented that he regards highly and appreciates the support of the faculty.

VIII. Old Business (*agenda resumed*)

Fed Ex Kinko’s Seleski noted that Gonzalez mentioned to the Cabinet that he has also received input from faculty on issues/problems related to Kinko’s and is passing those along to Gray and Hoss. Watson noted that Gray has referred her to Roger Stein in the Foundation. There will be a campuswide information session for users on October 4; faculty are encouraged to attend and voice their concerns. Watson is unable to attend but asked that the EC be represented.

IX. New Business

B. Senate Committee on Faculty Research & Development The EC has asked NEAC to consider creation of a committee dedicated to faculty grants (in part, to take the UPD/RSC load off of FAC in the spring), and that would also consider support for faculty for research and development in general. EC members noted that: 1) this is an opportune time to address the topic of faculty research since this matter is under consideration at the systemwide level; 2) it would be helpful to address how to do research in the context of faculty workload; 3) support for research and development exists in disparate areas on campus and perhaps those areas could be represented on a campus task force or committee; 4) such a committee could make recommendations to the Office of Research; 5) we need to learn about related efforts by the Faculty Center; 6) a committee to take on grant application review could be created, similar to the Professional Leave Committee (rather than a new Senate standing committee); 7) the charge of the Graduate Studies Committee should be considered as well. Seleski asked Woolf to send EC members a link to the full statement of the provosts concerning the role of research. This topic will again be agendized for a future meeting.

The meeting was adjourned at 1:50 p.m.
Marcia Woolf, Academic Senate Coordinator

APPROVED: _____
Glen Brodowsky, Secretary 07/08

DATE: _____

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