

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, October 10, 2007
KEL 5207
12 – 2 p.m.

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

I. Approval of Agenda

ADD: IX. B. Discussion: Extended Studies – Proposed Name/Status Change – Cutrer

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

II. Approval of Minutes of 9/26/07 & 10/03/07

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

III. Chair's Report, Patty Seleski

A. Announcements: Faculty complaints about slow computer stations in the classrooms are being resolved; IITS indicated these were older computers and they are adding memory and hard drives. Weekly diagnostics will be run to ensure the issues are fully resolved. The Senate received its budget allocation and received an increase this year; officers will discuss how to use the funds (assigned time, copier, etc.). Seleski, Brodowsky, and Woolf attended a discussion session concerning FedEx/Kinko's, which seems to be trying to meet our needs. Problem areas include billing systems, quality control, and maintaining confidentiality. The Foundation expects to add a surcharge once they determine their costs for managing the service. Our Copy Center, which was self supporting, had been barely able to recuperate its costs, which in turn led to its closure. CSU Senate chairs met in San Francisco October 4th, but Seleski was unable to attend. Campus chairs are to submit short lists of top concerns which will be agendaized for future meetings (thus far, workload and decentralization appear to be common topics). Our campus may be a site for David Horowitz' terrorism awareness program during the week of October 22nd.

B. Referrals to Committees: None.

IV. Provost's Report, Emily Cutrer: A list of topics for upcoming town hall meetings has been distributed. The next town hall will center on guidelines and expectations for research, teaching, and service; junior faculty should be assured that the rules will not be changed mid-stream. The provosts' recent systemwide meeting focused on two main issues: Access to Excellence and remediation; concern has been expressed that an emphasis is being placed on access rather than excellence. Input is sought on the draft report and faculty are urged to send comments. The Academic Transformation Initiative is focused on using technology to increase access to education and to transform larger enrollment classes, particularly those with low pass rates. It will be suggested that funding for ACR 73 be placed on a future provosts' meeting agenda.

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

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

V. CFA Report, Janet Powell: No report.

VI. ASCSU Report: The systemwide extended university commission under Haynes' chairmanship is functioning very well, and faculty are encouraged to watch for the all for proposals and consider possible collaborative efforts with Extended Studies. Montanari will attend the Fiscal & Governmental Affairs committee meeting this Friday. Brodowsky will attend the Faculty Affairs committee meeting this Friday, and is serving on a systemwide task force to consider teaching evaluations and their use in evaluating faculty and quality of instruction. A question was raised concerning whether the evaluation forms are subject to IRB approval.

VII. Committee Reports

BLP: The committee expects to bring two CoBA P forms to the November Senate meeting.

GEC: Sharon Hamill is working with GEC on a document on student learning outcomes for the GE program. GEC is also working on Area E recertifications and a revision of the Language other than English Requirement policy.

NEAC: The committee has filled all standing committee seats except for the CoBA seat on GEC. Recommendations will be made shortly concerning the AA Task Force on structure. Candidates are still being sought for the AVP-PA search committee. NEAC has been considering modifying the Professional Leave Committee's charge to include review of the UPD/RCA grant applications each spring (the PLC currently reviews sabbatical leave applications in the fall). Concerns about this suggestion included: (1) members of the committee would not be able to apply for a grant during their two-year service on the committee, which would impact recruitment efforts; (2) there may be a second UPD/RCA call added in fall, which would render this suggestion less feasible; and (3) it may be possible to use sub-sets of PLC for these tasks.

SAC: The committee met with Gonzalez on September 13 to discuss our lottery grant process and possible models for improving this, but decided against trying to make any changes to the allocation process this year. Language will be added to the policy to clarify evaluation standards; this language is expected to represent a non-substantive change to the policy. SAC will also meet with Blanshan and Gomez de Garcia to discuss needed revisions to the Student Grievance Policy.

VIII. Old Business

IMAP Resolution – Unresolved Issues Seleski noted that a lot of good ideas have been expressed since the Senate meeting concerning this topic and ways to move the matter forward. This fall only: Hanor noted that Segoria has proposed that - for this fall only - he can determine which students have print-based needs during pre-enrollment and then inform affected faculty and IITS; if faculty do not order their textbooks on time, their dean will have authority to do so. Segoria would then determine which students have print-based needs during the January enrollment, period and again notify the affected faculty and IITS. Henceforth, our goal would be to increase the percentage of faculty who submit their bookstore orders in a timely manner (currently 4% of faculty). Montanari noted that Long Beach and other campuses are asking for an extension to the November 1 deadline; the Long Beach campus is focusing on informing faculty about not only the penalties which they might face, but also the anticipated growth in disabled student enrollment, and the benefits of conforming to early adoption deadlines. It was noted that there are numerous reasons why faculty are unable to meet ordering deadlines, including issues with the bookstore's ordering process itself. The question was raised of why we are not able to use the same process Segoria has suggested for this fall in the future, rather than requiring global conformance. Cutrer noted that our submission to the Chancellor's Office must include a statement about timely adoption of textbooks, a provision for timely adoption for late-hire faculty, plus several others items.

IX. New Business

A. FAC Temporary Faculty Award Guidelines Read noted some changes to the version printed in the agenda packet. These guidelines were drafted at the president's request. It was agreed that the final version will be shared with the Senate as an information item.

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

B. Discussion: Extended Studies' Proposed Name/Status Change Jackson has requested that the provost change the name of Extended Studies to Extended Learning and its status from an office to a college. Many of the CSU campuses designate their extended studies units as colleges. Jackson believes this will increase the credibility of the program, attract a stronger pool to teach, create stronger linkages with other colleges on campus, and increase revenue generation and enrollments. Other areas will benefit from this change as well through collaborations, and through increased enrollment via Open University and remedial education, for instance. Comments from EC members included: (1) that the process used for determining new colleges/schools should be applied consistently; (2) that this would create a stronger link to the university and would require close monitoring; (3) whether there would be a fiscal impact; (4) whether the college would have faculty; (5) that this be considered by the new task force on the future structure of Academic Affairs rather than acted on immediately; (6) that, if these changes are made, the Senate revisit the policy on Extended Studies to ensure the level of oversight or cooperation is appropriate; (7) whether there is a formal definition of "college;" (9) there will be a need to ensure that any informal agreements are formalized; and (9) that it would be best to consult the Senate prior to any announcement of a decision. EC members appreciated the opportunity to provide feedback on this matter. Cutrer noted in response that (1) the college designation would help us to attract high quality instructors, administrators, and staff; (2) the college would have no Unit 3 faculty; (3) the sooner the change is made, the sooner the unit can move forward with planning; and (4) there would be no cost implications to this change (the division is self supporting and, in fact, generates revenue for other areas on campus). The provost indicated that her inclination was to go ahead with name change and to give further consideration to the EC members' feedback concerning a college designation.

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

Approved: _____
Glen Brodowsky, Secretary 07/08

Date: _____

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

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