

**ACADEMIC SENATE  
OF  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
February 4, 2009**

**Minutes**

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- Voters Present** Nicoleta Bateman, Vivienne Bennett, Mayra Besosa, Heidi Breuer, Glen Brodowsky, Rong-Ji Chen, David Chien, Charles De Leone, Darel Engen, Ann Fiegen, Jule Garcia, Olaf Hansen, Shaoyi He, Kit Herlihy, Michelle Holling, Linda Holt, Toni Hood, Eun Kang, Kimberley Knowles-Yanez, Jeffrey Kohles, Kara Kornher, Bill Kristan, Andre Kündgen, Minda Martin, Elizabeth Matthews, Janet McDaniel, Ofer Meilich, Leo Melena, Cynthia Chavez Metoyer, Yvonne Meulemans, Dick Montanari, Dreama Moon, Carmen Nava, Tejinder Neelon, Youwen Ouyang, Raj Pillai, Edward Price, K. Brooks Reid, Amanda Riley, Linda Shaw, Fernando Soriano, Patricia Stall, Martha Stoddard Holmes, Laurie Stowell, Jackie Trischman, Kathleen Watson, Jill Weight, Rika Yoshii
- Not Present** Bonnie Bade, Shelli Douglass, Grace McField, Reuben Mekenye, Sandy Parsons, Janet Powell, Garry Rolison, Darci Strother, Anibal Yanez-Chavez
- Ex-Officio Present** David Barsky – AVPAA-AP, Emily Cutrer – VPAA/Provost, Vicki Golich – Dean CoAS, Gerardo Gonzalez – AVPAA-R/Dean Grad. Studies, Karen Haynes – President, Jennifer Jeffries – AVPAA-PAR, Fritz Kreisler – CFA Pres., Wayne Veres – Dean IITS & CIO, Pat Worden – VPSA
- Parliamentarian** Beverlee Anderson
- Guests** Evelyn Andrews – Registrar, Denise Boren – Nursing, Matthew Ceppi – Pres. Chief of Staff/Dir.-IPA, Regina Eisenbach – Assoc. Dean CoBA, Dawn Formo – Assoc. Dean CoAS, Alexander Hoang – ASI Pres., Kristin Moss – CoAS, Graham Oberem – Assoc. Dean CoAS, Linda Scott – IITS, Gabriela Sonntag – PAC Co-Chair, Susan Starr – Int. Assoc. Dean Library
- Staff** Marcia Woolf
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**I. Approval of Agenda**

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

**II. Approval of Minutes of December 3, 2008**

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

**III. Chair's Report: Janet McDaniel** McDaniel welcomed back returning senators Bonnie Bade, Heidi Breuer, and Minda Martin, as well as new senator and LATAC chair Youwen Ouyang, new ASI senator Amanda Riley, and Denise Boren who is attending as Nursing liaison. McDaniel acknowledged the recent passing of Debbie Dale. She also reported that Maureen Fitzpatrick was injured but expected to fully recover. McDaniel further noted that she expects to blog more this semester and to use Café Café to update readers concerning meetings and processes; she invited questions and ideas for topics. A new series of AA town hall meetings is being developed and will be posted shortly.

**IV. Secretary's Report, Andre Kündgen:** No report.

\*Unanimous vote.

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

**V. President's Report, Karen Haynes:** Haynes welcomed the Senate back to the new semester and noted that she will give her address to the community tomorrow, February 5<sup>th</sup>. She will post on her webpage her remarks to the community as well as her presentation at last week's budget forum. There will be a second Diversity forum on February 16 in the Clarke Field House. She will also host a faculty forum on February 26. In March, there will be an all university meeting to continue discussions which came out of the Access to Excellence event held on campus last year. The WASC team is scheduled to visit the first week of April.

**VI. Provost's Report, Emily Cutrer:** Cutrer reported that yesterday's town hall on internationalizing the curriculum was very informative. A schedule of additional town hall meetings for spring will be available shortly on the Academic Affairs website. In January, a campuswide group worked for seven hours to review the information which came out of the Foundations of Excellence process; Barsky is preparing a final report. Based on McDaniel's suggestion, a town hall meeting will be devoted to discussing ways to assist students impacted by the economic downturn. AALC members and budget managers participated in a trial run of the three-year rolling plan budget process currently under development. Faculty are encouraged to sign up for an informal lunch with the provost. It was suggested that town hall meetings be recorded.

**VII. ASCSU Report, Brodowsky/Montanari:** The ASCSU met in committees and in plenary session last week and received information concerning the budget, the Collegiate Learning Assessment initiative, and the status of Cal Grants.

**VIII. CFA Report, Fritz Kreisler:** Kreisler reported that negotiations over this year's salary increases quickly reached impasse; CFA has proposed binding arbitration, but the CSU has yet to respond. The first wave of the new Post Promotion Increase (PPI) program is wrapping up now; FAC will be developing our PPI program for 09/10 based on input from the other campuses.

**IX. ASI Report, Amanda Riley:** The spring election process is starting for the election of new officers. ASI is accepting applications for the California Higher Education Student Summit (CHESS), a Sacramento lobbying effort.

**X. Committee Reports:** Written reports were provided for BLP, GEC, NEAC, and SAC. Senators were encouraged to watch for the upcoming referendum and to help get out the vote. The first referendum will allow for representation on Senate for faculty within Schools not within a College; a second referendum may be initiated later this spring.

**XI. Consent Calendar** A handout was provided.

**NEAC Recommendations**

**UCC Course & Program Change Proposals**

**Motion #3** M/S/P\*

To approve the Consent Calendar as presented.

**XII. Old Business**

**A. FAC CoAS Evaluation of Temporary Faculty** Trischman noted that changes since the first reading include language that electronic submission of PAF documentation is allowable. At I.G., line 74, add "shall sign Form B to document this evaluation." At IV.I., line 249, add "and to the PRC." Senators expressed concern about the language at lines 70-74, since it was seen as unnecessarily restricting the days available for evaluation; it was suggested that line 72 be changed to read, "prior to ~~the~~ a classroom visit." Concern was also expressed about the Form B requirement to submit a report to the department chair within five days, again seen as unnecessarily restrictive. Finally, there were concerns expressed about the use of e-mail notification and acknowledgement for Form B. The question was called.

\*Unanimous vote.

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**Motion #4** M/S/P (De Leone)  
To refer the policy back to committee.

**B. APC Administrative Course Drop Policy** Yoshii noted a change at line 21: “in ~~the~~ an online course....” The question was called.

**Motion #5** M/S/P (1 abstention)  
To approve the policy as amended.

### **XIII. New Business**

**A. APC Online Instruction Policy** Linda Scott introduced this item and acknowledged Kathy Norman’s leadership on this topic in APC last fall. The new policy is necessary to address issues related to this fast growing means of instruction. The policy includes language which will serve to protect faculty from last-minute assignments to teach online, and to ensure adequate time for the development and design of an online course. Senators expressed concern about: (1) the differences between face-to-face and online instruction and related student outcomes; (2) faculty assignment, which was determined by APC to be outside the scope of this policy; (3) the language of B.7. which seeks to ensure that faculty will have sufficient time for class development; (4) the language requiring inclusion of certain information on course syllabi; (5) the wording at lines 128-132; (6) the language at lines 97-98 requiring contact with IITS when repeating an online course offering; and (7) clarification of the actual time commitment for faculty and IITS in relation to the six weeks’ advance notice to IITS specified at lines 98-99. Additional comments were directed to Yoshii.

**B. EC Resolution on AA Structure Task Force Report** He noted that the task force presented its findings to the Senate at the December meeting, and acknowledge their good work. The EC now proposes a resolution in support of the report’s findings and encouraging policy development to effect the recommendations. A senator expressed concern about the library’s designation in the report as an “ancillary” unit. Additional comments were directed to McDaniel.

### **XIV. Senator’s Concerns & Announcements**

**ROTC Study Group Update** Barsky announced that input is currently being sought by the study group via e-mail, and a campuswide town hall meeting has been scheduled for this purpose on February 24. The study group expects to submit its report to the Executive Committee in mid-March.

Meeting adjourned at 2:50 p.m.

Prepared by Marcia Woolf, Academic Senate Coordinator

Approved by the Academic Senate \_\_\_\_\_

Andre Kündgen, Secretary

Date

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