

## MINUTES

Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, October 24, 2012  
12 – 2 p.m. ~ Kellogg 5207

---

<b>Voters Present</b>	Jackie Trischman, Chair Sue Thompson, APC Allison Carr, GEC Linda Shaw, PAC Glen Brodowsky, ASCSU	Vivienne Bennett, Vice Chair Staci Beavers, BLP Rong-Ji Chen, LATAC Yvonne Meulemans, SAC Ofer Meilich, ASCSU	Janet McDaniel, Secty. Carmen Nava, FAC Richelle Swan, NEAC Yi Sun, UCC
<b>Ex Officio Present</b>	Emily Cutrer, Provost; Don Barrett, CFA		
<b>Staff</b>	Marcia Woolf		

---

### I. Approval of agenda

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

### II. Approval of minutes of 10/17/2012 meeting

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

**III. Chair's report, Jackie Trischman:** Trischman welcomed Rong-Ji Chen representing LATAC and Richelle Swan representing NEAC and noted the importance of having committee representation in the EC meetings. Trischman met with Oberem and Jeffries to carefully review the WASC report; she thanked Beavers and Shaw for their efforts on the report. She also noted that she is following up on the Arts & Lectures ticketing issue and should have more information shortly. Referrals to committees were noted on the agenda.

**IV. Secretary's report, Janet McDaniel:** A written report was printed on the agenda.

**V. Provost's report, Emily Cutrer:** The provost provided highlights of the census report (posted as a meeting handout). Our headcount is 10,610; our resident FTE is 8,418 and non-resident is 195, for a total of 8613. (Our annual enrollment goal was 7770; we are higher than we had planned to be this fall.) Most of our numbers have gone up. Our largest increase is in first-time freshmen. We will be looking into a decrease in new graduate students enrolled (209 last year compared to 101 this year). Spring's challenge will be accommodating students with the resources we have. Strategies will include a smaller average unit load; likely 13 units to begin (excepting graduating seniors and active-study military), and then 17 units during the add-drop stage. To prevent closing some classes unnecessarily due to low enrollment, it was suggested that students be notified a week earlier about the increase in the cap. Cutrer also reported that at the recent University Budget Committee meeting, the group reviewed how the university met the anticipated shortfall this year by using one-time funds and also reviewed the multi-year budget model.

**VI. CFA report, Don Barrett:** Barrett noted that if Prop 32 passes, CFA will no longer be able to talk about legislative measures or lobby our representatives. It is important that union members help by participating in the phone bank and precinct walking.

### VII. Committee reports

**LATAC:** Chen reported that Ed Price (CSM) has been elected chair of the committee. This year, the committee will be working on Cal State Online, e-textbooks, revisiting the intellectual property policy, updating classroom technology including furniture, and a policy for the use of social media. Chen noted that the Chancellor's Office has said that Cal State Online (CSO) can be a way to prevent losing students to other states and private online universities. Concerns about CSO include the quality of teaching and learning, costs, distribution of revenues, and the course delivery system (Pearson). LATAC plans to build its knowledge base and capacity concerning the CSO initiative.

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

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

Trischman noted that CSO Executive Director Black will be meeting with CSU Senate chairs on December 6<sup>th</sup>. Barrett noted that CFA is also giving attention to CSO.

**APC:** The committee is working on a policy concerning the maximum number of units which can be taken during intersession. They are developing a table illustrating number of units based on total days in the intersession. The committee is also considering revision to the Credit by Challenge exam. A discussion ensued concerning the number of units which may be taken during intersession, how and why these may be restricted, and the role of advisors.

**FAC:** The committee is working on revisions to the RTP policy, a new CSM lecturer evaluation policy, and guidelines for department chair elections.

**UCC:** The committee is reviewing P forms for a Master of Public Health and a minor in Geospatial Studies. Concerning the writing requirement, the committee suggests 850 words per unit up to three units, and for three units or more 2500 words per course. GEC will work on this with UCC. The committee is also discussing the need for more information for their course reviews; some courses include a brief outline with the C form but no description of topics to be covered. GEC expressed a similar situation in their reviews. This issue may be resolved via the process of redesigning the C form, currently underway; it was suggested that examples of well prepared course outlines be provided on the curriculum website.

### VIII. Discussion items

**A. FAC University-wide Lecturer Evaluation policy** Nava noted that currently each college has its own policy, but it may be more efficient to have a university-wide policy, as we do for tenure-track faculty. College documents could then briefly capture pertinent specific qualifications. Trischman noted that one concern is that such a document be broad enough to encompass the current policies of all of the colleges.

**Motion #3** M/S/P\* (McDaniel)  
To charge FAC with the task of developing such a policy by the end of the year if possible.

**B. Preparation for Advancement visit to November Senate** Trischman requested that EC members consider the types of information desired from Advancement, and questions which might be put to Hoss at that meeting. BLP would like to see a breakdown of funds raised, whether gifts or faculty grants, and how incremental gifts are counted. It was suggested that we ask how our campus compares over time with CSUs in our same tier, both in terms of fundraising and staffing. Another suggestion was to ask about how fundraising priorities are set and how faculty may participate in that process. A question was also raised about the change in our athletics programming. Questions will be provided to Hoss in advance of the Senate meeting. Woolf offered to share with EC members similar Q&As from previous years. Brodowsky suggested that Advancement spend more time engaging with faculty.

**C. Meeting norms** McDaniel noted that from time to time a question comes up in a committee about expectations regarding committee participation. Both the Library and the School of Education have developed meeting norms which have proved helpful over the years. It was suggested that chairs share the document with their committees at the start of each year, and that the document be somehow made prominent/visible on a regular basis, such as by printing it on the agenda. EC members agreed that such a document might prove helpful for Senate committees and task forces. Meulemans volunteered to work with McDaniel on a draft document for EC and parliamentary review.

**IX. EC members' concerns & announcements** Brodowsky sent out an invitation to Trustee Cheyne's talk on November 6, requesting RSVPs.

Meeting adjourned at 1:30 p.m.  
Respectfully submitted by Marcia Woolf, Senate Coordinator

Approved by the Executive Committee \_\_\_\_\_  
Janet McDaniel, Secretary Date

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

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