

## MINUTES

Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, October 31, 2012  
12 – 2 p.m. ~ Kellogg 5207

<b>Voters Present</b>	Jackie Trischman, Chair Sue Thompson, APC Allison Carr, GEC Yvonne Meulemans, SAC	Vivienne Bennett, Vice Chair Staci Beavers, BLP Ana Hernandez, NEAC Glen Brodowsky, ASCSU	Janet McDaniel, Secty. Carmen Nava, FAC Linda Shaw, PAC Ofer Meilich, ASCSU
<b>Ex Officio Present</b>	Don Barrett, CFA		
<b>Not Represented</b>	Emily Cutrer, Provost; LATAC; UCC		
<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 10/24/2012 meeting

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

**III. Chair's report, Jackie Trischman:** Ana Hernandez was welcomed to EC, representing NEAC. Trischman met with Provost Cutrer and discussed the Arts & Lectures ticketing issue briefly; the provost assured Trischman that there is no effort to move the A&L program to a self-support and away from an academic support program. Trischman also discussed this issue with AVP-FA Powell, who will be discussing it further with the VPA faculty; some college-specific issues related to the ticket sale process are being handled by CHABSS Associate Dean Seleski. Trischman also discussed this issue with Scott Gross, who is very amenable to altering the system to better accommodate faculty/student needs. Trischman also discussed the unit cap proposal for spring 2013 with the provost, who has heard from others who had concerns similar to those expressed by EC members. As a result, after an initial period with a cap of 13 units per students, there is a proposal circulating to change the limit in mid-December from 13 to 17 units. Powell has provided Trischman with two new Executive Orders calling for policies concerning field trips and internships, including information on ways to limit risk and the university's liability exposure. These two E.O.s were referred to SAC for policy development. An issue has come up concerning use of professional development funds. Powell has asked the Senate to develop guidelines for the use of these funds. This item was referred to FAC. Finally, Trischman noted the referrals printed on the agenda.

**IV. Provost's report, Emily Cutrer:** Unable to attend.

**V. CFA report, Don Barrett:** Barrett urged EC members to volunteer for phone banks or precinct walks to support Prop 30 and help to defeat Prop 32. Direct contact with prospective voters has been shown to make a big difference.

### VI. Committee reports

**BLP:** The committee is reviewing a variety of P forms, all for self-support programs except one (a minor in Geospatial Studies). Beavers noted that UCC's program reviews necessarily take longer than BLP's since UCC reviews the individual course proposals. BLP is also reviewing A forms for a Bachelor's in Theater, for an MS in Kinesiology, and for a Master's in Communicative Science Disorders. In the case of A forms (with A standing for "abstract"), BLP's task is to give a recommendation to the provost regarding whether the proposed program should be added to the University

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Academic Master Plan; if successful, the department will eventually be invited to submit a P (for "program") form which is submitted for approval to the Chancellor's Office; if approved, the program may be launched by the campus. The LAMP task force is meeting and reporting to BLP. Each unit's three-year rolling plan is due to Academic Resources today; BLP will review these with AALC in a couple of weeks and make a recommendation to the Provost. Beavers has urged that the plans be made public. The development of these rolling plans provides an opportunity for deans in consultation with faculty to arrive at a vision for their college for the coming years.

**GEC:** The committee agrees with UCC's proposals concerning the writing requirement and will be working with UCC on a draft policy for EC review. The committee is looking into how PeopleSoft may be used to enforce the 60-unit requirement for enrolling in UDGE courses. They will also be revising the GE forms to incorporate the new lower division GE Learning Outcomes (GELOs) approved by the Senate last year. The committee is also discussing a possible modification to the structure of UDGE. GEC will be presenting the GE philosophy statement to the Senate for approval, since it did not make it to the Senate last year. An EC member noted the recent decision by the Dean's Office in CHABSS to raise the enrollment cap for UDGE courses in mid-size departments; this was greeted with some concern by EC members, especially with respect to departments' need for flexibility in reaching targets while balancing pedagogical concerns.

Another EC member raised the issue of quality vs. quantity with regard to the writing requirement and our need to address content vs. word count, especially in the case of transfer students who have little or no experience writing papers. One suggestion was to require students to view an online video describing plagiarism and the qualities that make up an original academic paper. This matter was referred to GEC for discussion about some kind of required writing orientation/module and a recommendation to the EC.

**NEAC:** The committee, in addition to issuing calls for volunteers for vacant committee seats and making recommendations to the Senate therefor, is looking into the selection of faculty members to serve on the LAMP task force, since concern has been expressed about the process in one of the colleges. An EC member asked that NEAC look into the process in each of the colleges, since there could be cause for concern in more than one case. NEAC is also developing draft guidelines for committee appointments of faculty generally, and in which instances it is appropriate to go through NEAC. Nava expressed concern that the unfilled CEHHS seat on FAC is hampering that committee's efforts. There was discussion about asking NEAC to go beyond sending out emails to recruit a COEHHS member for FAC and NEAC was asked to take other measures.

**PAC:** The committee has met with external reviewers for the Sociology and Criminology & Justice Studies programs. They are also working on the BS in Nursing which is complicated because of the need to incorporate the requirements of its accrediting agency.

**SAC:** The committee has been discussing with ASI a request by the administration to modify the Student Course Grade Appeal (SCGA) policy to include minimum qualifications for students assigned to the SCGA committee. The ASI has no specific qualifications for students to serve on this committee currently, though minimum qualifications have been specified for certain other committees. The Student Grievance policy specifies that students serving on that committee be "in good academic standing." SAC will discuss further at their next meeting. A related issue is that students filing grade appeals often fail to complete the informal process before filing their formal appeal. An EC member suggested that students may be skipping the informal process in order to save time/meet the deadline. The current chair of the SCGA committee hopes to develop an online submission system which will include gateway questions requiring the completion of the informal steps leading up to the formal appeal filing. The Dean of Students' office is usually where students seek advice about grade appeals, so ensuring the staff there are familiar with the requirements of the policy is critical.

**FAC:** (This report was added to the agenda by consent of the membership.) Nava raised the issue of submitting to the Senate changes to the university RTP policy in stages rather than all at once. Trischman noted that it is often advisable to seek Senate approval on non-controversial changes separately to ensure progress on at least those changes (and not holding them hostage to ongoing deliberations concerning more substantive matters). Further, while approval by the Senate typically triggers submission of a policy to the administration for approval, there is nothing to preclude a policy from being held back until all changes have been approved by the Senate. Nor is there anything to preclude the Senate from submitting a policy to the administration for approval more than once in an academic year. These matters should be determined by the circumstances.

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**VII. Consent Calendar Item**

**NEAC Recommendations** A list of recommendations was printed on the agenda.

**Motion #3** M/S/P\* (McDaniel)

To forward the recommendations to the November Senate Consent Calendar.

**VIII. Discussion items**

**A. APC Maximum Units in Intersession policy** Thompson noted that 350 students enrolled in intersession last winter, and that 90% of them would have been impacted by this proposed policy. Comments and suggestions included: (1) to define the parts of the included table with accurately worded column headings; (2) that the academic calendar should be designed to ensure a sufficient number of days to allow for a four-unit course; (3) to specify how this would apply to online courses; (4) the policy should not ultimately prove discouraging to students; (5) that the policy should be written as advice to both students and faculty; and (6) we could first determine a minimum length for intersession and then state that a student may only enroll for whatever maximum number of units could be taught in that length of time. Woolf will provide APC with the earlier approved Calendar Assumptions document developed by APC.

**B. University Advancement at November Senate meeting** Trischman asked EC members to be thinking about things we would like to hear about from Neal Hoss.

**IX. EC members' concerns & announcements** None.

Meeting adjourned at 2 p.m.  
Respectfully submitted by Marcia Woolf, Senate Coordinator

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

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