

## MINUTES

Executive Committee of the Academic Senate  
CALIFORNIA STATE UNIVERSITY SAN MARCOS  
Wednesday, November 7, 2012  
12 – 12:50 p.m. ~ Commons 206

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<b>Voters Present</b>	Jackie Trischman, Chair Staci Beavers, BLP Linda Shaw, PAC Glen Brodowsky, ASCSU	Vivienne Bennett, Vice Chair Carmen Nava, FAC Yvonne Meulemans, SAC Ofer Meilich, ASCSU	Janet McDaniel, Secty. Carmen Mitchell, NEAC Yi Sun, UCC
<b>Ex Officio Present</b>	Don Barrett, CFA; Emily Cutrer, Provost		
<b>Parliamentarian</b>	Beverlee Anderson		
<b>Not Represented</b>	APC, GEC, LATAAC		
<b>Staff</b>	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 10/31/2012 meeting

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

**III. Chair's report, Jackie Trischman:** Trischman welcomed Carmen Mitchell, attending for NEAC. Trischman met with Derrick Crawford and they agreed to put together a task force to discuss how best to codify the campus commitment to academic freedom; members will include representatives from APC, PAC, and CFA, as well as an administrator from Academic Affairs; depending on the faculty selected, the chair or designee will also serve and will be determined in such a fashion to ensure broad college participation. Other CSUs report that WASC is interested in seeing attention to academic freedom, so it will be important for our campus to develop a policy. It was noted that the ASCSU has developed such a policy, and our campus has Intellectual Freedom Principles.

At yesterday's AALC meeting, Institutional Planning & Analysis reported that their NESSE surveys which target seniors have been less successful since going electronic; a higher response rate was achieved using targeted mailings. IPA will be asking for some faculty to serve on a task force to determine how best to administer the surveys, as well as to gather feedback on how faculty might want to use the data. Representatives from Senate committees will likely serve on this task force.

An Extended Learning task force is studying the summer 2012 intersession and looking at ways to improve the process; they are seeking input and will likely contact department chairs. Associate Deans are now being included in planning for the intersessions. They note that online courses have been more successful and they will be encouraging development of these by offering learning communities for faculty.

President Haynes will host a faculty forum on November 15 during University Hour in Commons 206. The Math department is hosting an event for retiring faculty member K. Brooks Reid on November 15 from 11am - 3pm in the Library Reading Room.

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

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

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

V. **CFA report, Don Barrett:** In today's Senate meeting, Barrett will ask the president about plans to complete the equity pay increase process started a couple of years ago.

VI. **Committee reports** None.

VII. **Consent Calendar Item**

**UCC Course & Program Change Proposals**

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

To forward the list of proposals to today's Senate Consent Calendar.

VIII. **Discussion items**

A. **FAC CSM RTP policy** Nava noted that FAC had no reservations concerning the policy.

**Motion #4** M/S/P\*

To forward this item to today's Senate agenda for discussion.

B. **FAC University RTP policy revision** Nava noted that this revision adds the traditional checklist as a requirement. It also relocates and provides more detail for the required memorandum of request for action. These two changes codify best practices for our process.

**Motion #4** M/S/P\*

To forward this item to today's Senate agenda for discussion.

C. **Meeting norms for Senate-related work** McDaniel met with Meulemans and Melanie Chu to talk about developing meeting norms based on existing Library and SoE documents. This draft which was developed has been reviewed by Parliamentarian Anderson, who said it would be appropriate to incorporate within the Standing Rules. The intent is for all groups operating under the Senate to be made aware of the norms from the start. Anderson noted that issues thought to require discipline should be referred to the Senate chair, since only the Senate as a whole may take disciplinary action. It was agreed that the draft document would be provided to the Senate today as an information item. EC will review the document again next week. Additional comments to McDaniel.

D. **University Advancement at today's Senate** Trischman noted that the University Advancement item has been postponed to the December 5<sup>th</sup> Senate meeting.

IX. **EC members' concerns & announcements** Beavers indicated that BLP is having difficulty reaching consensus on a meeting time for spring; Trischman suggested using a Doodle poll to ascertain members' teaching/meeting schedules. Nava noted that FAC plans to recommend that the Department Chair selection process used last spring be adopted as the permanent process.

Meeting adjourned at 12:50 p.m.

Respectfully submitted by Marcia Woolf, Senate Coordinator

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

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