



**ACADEMIC SENATE
MINUTES
MAY 8, 2014**

ASD 14-113

Approved 8-28-14

11:30 AM - 1:00 PM

Pollak Library North 130

Present: Armstrong, Balderas, Basil, Bedell, Bonney, Botsford, Bruschke, Buck, Carroll, Chavis, Cruz, Dabirian, Filowitz, Fitch, Fontaine, García, Gradilla, Hassan, Jones, Kanel, Knutson Miller, Lartey, Mead, Myck-Wayne, Pasternack, Perez, Puri, Randall, Rhoten, Rodriguez, Smith, Stang, Stein, Walk, Walker, Watson, Westgate, Yang

Absent: Evanow, Fidalgo, Guerin, Jarvis, Matz, Michalopoulos, Navarro, Rhodes, Walicki, Weismuller

I. CALL TO ORDER

Chair Walker called the meeting to order at 11:34 AM.

II. URGENT BUSINESS

(Fitch) A serious issue has arisen for history students, and probably many other students, who need to use the Library for research. "Stacks" have been unavailable, which is a major concern, especially for our graduate history students. Senator Fitch made a request that the Library put up on its Website (paging books area) a list of university libraries with which we have reciprocal lending privileges. It would make an enormous difference for students to help keep up with their research activities.

Provost Cruz stated he will contact the Librarian immediately to accomplish this ASAP.

(Fitch) Brought up a continuing problem for students who need to be seen by our Counseling Services staff within a reasonable amount of time. The end of every semester brings with it students in crisis. Senator Botsford, CAPS faculty member, spoke to the issue of faculty and staff needing to know the *unwritten policy* (not on the Website) that if faculty and staff walk to the Counseling Center with a student in crisis they should be seen immediately. Senator Kanel informed the body that individual liaisons were offered intensive training last summer from various campus departments sponsored by the Institute Senator Bedell suggested augmenting staff at this time of the semester. Provost Cruz stated he will discuss this matter with VP Eanes and possible ways to promote a campus-wide effort to communicate this important information to both faculty and staff who often have better understanding and relationships with individuals who may need mental health services.

ADDED AGENDA ITEM – Faculty Award

President García came to the podium and kept the audience guessing for a short while as she read through the accomplishments of this year's awardee of "The Carol Barnes Excellence in Teaching Award". Dr. Lynda Randall was announced the recipient of this prestigious award and was invited to the podium to receive recognition. She was presented the A.S. keychain and sustainable green bag, along with a "forthcoming" check. Former award winners in attendance were invited for a group photograph. Senator Botsford spoke to the body regarding an unwritten policy is that if a faculty member walks a student over to the Counseling Center, they should be seen.

III. ANNOUNCEMENTS

- 3.1 (Dabirian) The required password change deadline is May 15th. Every member of the campus community needs to change their passwords. Thanks to everyone who has done so, and department chairs who have facilitated in the process. Senator Dabirian asked that departments continue to communicate with part-time faculty who still need to comply.
- 3.2 (Walker) Announced a problem with Drop Box this week. Trouble-shooting is ongoing at this time.
- 3.3 (Buck) Announced the Fullerton Public Library will host three members of the CSUF Geology Department on Tuesday, 5-13-14. There will be an explanation of the beginning of the universe.
- 3.4 (Gentles) VP Gentles distributed an 8½" X 5½" informational card regarding Title IX Report Card – a guide to reporting. Human Resources, Diversity & Inclusion, in conjunction with University Counsel, is beginning an awareness and training campaign on our CSU Title IX – discrimination and sexual misconduct. Education sessions will be available for faculty, staff, and students involving what to do when Expanding touch points for giving opportunity for anyone to reach out if they are in distress when discrimination and/or sexual harassment has occurred. Representation and access for getting help is across campus within six divisions and may expand within college areas in the future. The campus community will continue to hear more from HRDI about this very important topic.

IV. APPROVAL OF MINUTES Moved to next meeting

5.1 ~~ASD 14-103 Academic Senate Minutes 5-1-14 (Draft)~~

V. CONSENT CALENDAR

M/S (Stang/Dabirian) There was no need to approve the Consent Calendar.

(Hassan) Requested ASD 14-88 be pulled from the Consent Calendar and added to next week's meeting.

(Bonney) Motion to move this item to the *last* item of New Business on this agenda

5.1 ASD 14-88 [UPS 210.000](#) Faculty Personnel & Procedures + Memo [Source: FAC] – MOVED TO NEW BUSINESS

VI. CHAIR'S REPORT (Chair Walker)

Reported on a recent ASI event that students hosted to honor students who serve on various student and university committees – such as A.S. standing committees. Ms. Carmen Herrera received the Titan Advocate of the Year Award 2013-14. She has served on our GE Committee and was an active student participant at the AA/AS Retreat on general education. It was a pleasure to see one of our outstanding students receive this special service award.

VII. PROVOST UPDATE (Cruz)

Provost Cruz thanked all who have attended the many on campus interviews for the many positions available. The ongoing interviews for HSS Dean will take place this week. Later today an announcement will be made that Dean Shari McMahan will be named the new Deputy Provost. – joining He thanked members of the search committee for a job well-done, and he looks forward to working closely with Dr. McMahan in the Division of Academic Affairs on the many campus-wide initiatives.

VIII. STATEWIDE ACADEMIC SENATE REPORT (Pasternack)

(Pasternack) The Plenary meetings are scheduled next week, so the Statewide Senators will not be present at the CSUF Marathon and Electoral meetings on Thursday, 5-15-14.

Senator Steve Stambough has recently resigned from the ASCSU and will need to be replaced.

Chair Walker announced that an election will take place at the Marathon meeting 5-15-14. All full-time Unit 3 faculty members on the Academic Senate will vote in this special election to elect a full-time Unit 3 faculty member to replace Steve Stambough.

IX. ASI REPORT (Smith)

Senator Smith gave his final ASI report for this year as Chair of the ASI Board of Directors. Late in May ASI will be encouraging students to attend open forums regarding hiring architects for the TSU expansion project. All night study is currently in progress where the TSU is open 24/7 to support students.

Chair Walker asked the body to Senator Smith was given a

X. CFA REPORT (Hassan)

Senator Hassan gave a positive report on CFA activities at both statewide and local levels:

- 1) CFA bargaining team has given an extensive salary proposal to the administration, which, hopefully, will be looked upon favorably.
- 2) CFA is asking faculty to send emails to Governor Brown to increase the funding from his committed 5% to 8%.

At the local level, HRDI has reached out to our CFA Board, and there have been constructive sessions to reconcile our issues.

XI. UNFINISHED BUSINESS

11.1 ASD 14-79 [UPS 211.100](#) Appointment of Department Chairs & Vice Chairs [3-25-08] [Source: FAC]

Chair Walker spoke to this unfinished business item from 5-1-14.

Executive Committee, in light of suggestions made 5-1-14, is bringing added language to this document for consideration.

EC proposed language under II. Procedures on lines 23-26 to add second paragraph here that reads:

"The procedures herein apply when selecting program coordinators or heads/directors of schools or divisions who have responsibilities that include the evaluation of personnel and separate from the department personnel committee evaluate and make recommendations regarding retention, tenure and promotion of department faculty."

This additional language would apply to coordinators that don't have the full duties as department chairs; however, this is something that can be decided upon at a department level rather than taking it to the Presidential level.

EC suggested clarification language:

Line 153, II. Procedures: E. Election Procedures, 2. Enfranchisement.

Proposed: All part-time temporary faculty shall have a vote proportionate to the total number of weighted teaching units assigned in the current and previous semester divided by 30 rounded up to the nearest 10th. So a full load would be 15 units for a semester so 100% load would be "1". By using weighted teaching units assigned, faculty assigned advising duties would count as part of their workload rather than strictly the number of courses taught.

Debate.

(Buck) Line 18, last sentence in first paragraph: *friendly* amendment to revise working as follows: "While the President is responsible for the appointment of a Chair, he/she should make every effort to ~~select a person who is acceptable to the Department~~ respect the recommendation of the Department.

M/S (Buck/Fitch) Line 134 dept preferences can be ignored only for the most compelling reasons. Determined by the body to be *friendly*. No second is needed.

(Buck) Line 10, first sentence should be removed to focus on the responsibility and role of a department chair. Considered to be *friendly*.

(Buck) For future consideration of this document – UPS 211.100.

Pg. 2, Section D.3. paragraph is not clear, confusing, incoherent, conflicts with items before and after. Should be removed from document – could even be a separate document; however, no amendment is being proposed at this time.

Chair Walker reported that the committee working on this document recognized this is a larger issue than could be tackled in this revision to document. Document will be revisited next year.

(Bruschke) Commented for future consideration that his department grappled with this part of UPS 211.100. **Senator Bruschke strongly suggested UPS 211.100 be reviewed and revised 2014-15.**

(Buck) Remove random capitalizations throughout this document.

M/S (Hassan/Bruschke) Line 67-68 Motion to change language in the last sentence to align with CBA. It would read: "Such candidates shall normally hold the rank of tenured or tenure-track faculty."

CBA reads: Department chairs shall normally be selected from the list of tenured or probationary faculty employees recommended by the department for the assignment. CBA uses "probationary faculty" in place of tenure-track.

Debate.

Senator Hassan withdrew the motion.

(Balderas) commented that this document disenfranchises staff members who work closer with chair than part-time faculty.

Chair Walker stated that due to the contract language and the charge at hand, only Unit 3 faculty are enfranchised to vote for department chair and vice chair. Although not a part of a department's recommendation, the deans are given latitude to receive input from other stakeholders in the department as part of generating their recommendation to the president.

Senator Hassan also spoke to this comment. A request has been made to the CFA bargaining team to allow other union colleagues an enfranchisement role in the process to elect department chairs and vice chairs; however, the CBA at this time is very clear that only faculty are enfranchised.

There was further discussion on length of time a part-time faculty member should be part of a department before being allowed to vote; however, there were no motions involved with the discussion.

Chair Walker turned the gavel over to Vice Chair Bonney to continue the meeting.

Back to the main motion to approve document ASD 14-79 UPS 211.100.

VOTE (By Voice) ASD 14-79 UPS 211.100 was approved unanimously.

XII. NEW BUSINESS

12.1 ASD 14-76 PRBC Revised Bylaws from [UPS 100.001](#) [Source: PRBC]

M/S/P (Mead/Fitch) Motion to approve this major *rewrite* of the PRBC bylaw. It is now aligned with the rest of the bylaws, succinct, and feasible. Much of what was removed from this bylaw was added to revised UPS 100.201 (see next item 12.2).

VOTE (by Voice) ASD 14-76 PRBC Revised Bylaw was approved unanimously.

The word *principal* versus *principle* will be reviewed and report back to A.S. on the proper use of the word in UPS 100.001

12.2 ASD 14-78 [UPS 100.201](#) Revised Planning and Budgeting Process [Source: PRBC]

M/S/P (Mead/Fitch) Motion to approve ASD 14-78 Revised UPS 100.201. The original document was very long with itemized steps to be taken. The functionality of the process outlined in UPS 100.201 did not work with the reality of the annual CA legislative process. Many of the bylaw functions itemized in a.-j. were moved into UPS 100.201, with the intent to capture the spirit and broad-range of PRBC duties that may be contextual or contingent upon situations in a given budget year, legislative process, and whatever else may happen in the CA political process. PRBC maintains responsibilities and expands abilities to broadly conduct business in a collegial process rather than by a step-by-step process.

Senator Fitch emphasized CA government made it pretty impossible to meet the deadlines in the document prior to these revisions. This revised document maintains the spirit without the confining structure of deadlines.

Chair Walker identified a needed correction starting on Line 17, #3) PRBC reviews. Item 3) b. *PRBC completes online CSUF Budget Basics training* should be made # 3) as a separate item. There will be a new 4) listing a. b. c (removal of b.).

He also added that reporting and financial data information, etc. are actually in the A.S. Bylaws (UPS 100.001), which belong to the Academic Senate. UPS 100.201 (policy statement) actually belongs to both the President and Academic Senate. When the President signs this revised document, it means that the content is a binding agreement between the President and A.S. This approved revised UPS 100.201 will facilitate PRBC carrying out its responsibilities.

(Bruschke) stated the body should think of this revised document as an attempt to codify what has been current practice and to make it more efficient. He encouraged the body to maintain a close connection to PRBC to be sure it is functioning as intended, and if needed, to revisit both the bylaws and UPS 100.201 for possible substantive revisions in the future.

Chair Walker wholeheartedly agreed and stated this should be the case each time a bylaw and/or UPS document is revised.

VOTE (by Voice) Motion to approve ASD 14-78 Revised UPS 100.201 was approved unanimously.

Chair Walker thanked Senators Mead, Knutson Miller, Dabirian, Bonney, and Cruz who worked as an ad hoc committee on this 7-month project, along with all PRBC members.

12.3 ASD 13-167 Proposed New UPS 210.070 Evaluation of Temporary Faculty [Source: FAC]
FIRST READING 12-12-13 – Returned to FAC

M/S (Bonney/Lartey) Motion to approve revised UPS 210.070, which is returning to this body from Faculty Affairs Committee. FAC consideration was given to points raised in the first reading item of ASD 13-167 on 12-12-13 along with solicited comments from faculty through Executive Committee. Senator Bonney walked through revisions to document that attempt to address concerns and to provide a fair system to evaluate temporary faculty while maintaining consistency and alignment with the Collective Bargaining Agreement. She gave a complete overview with definitions and highlights of revisions made to document.

(Bruschke) expressed his approval of this excellent template (14 pages) for how to address difficult issues where smart people can disagree, and yet codify a process that impacts many people. The same template should be applied to all our policies.

Senator Hassan spoke to reasons to replace Faculty Personnel Committee with Faculty Hearing Committee (panel) to review appeals relating to range elevation decisions (began early 1990s) so as not to overly burden FPC. [Section C, page 7, Range Elevation Evaluation Process.]

(Kanel) Line 280 *friendly* amendment – sentence will read: “The ~~Faculty Personnel Committee (FPC)~~ Faculty Hearing Committee shall review all range elevation decisions for which an appeal was filed, based on this policy and any approved College and Department policies on range elevation.”

Pasternack questioned using Faculty Hearing Panel that deals with grievances.

VOTE (by Voice) Motion to approve ASD 13-167 Revised UPS 210.070 was approved without dissent. 1 abstention.

Items 12.4 through 12.9 will be moved to next agenda, 5-15-14.

- 12.4 ASD 14-83 [UPS 210.050](#) Personnel Policy for Full-Time Temporary Faculty [6-16-04] [Source: FAC]
- 12.5 ASD 14-106 Rescission of UPS 210.060 Personnel Policy for Part-Time Lecturers [1-10-00] [Source: EC]
- 12.6 ASD 13-158 rev. 3-21-14 Proposed New UPS – Challenge by Examinations [Source: ASC]
- 12.7 ASD 14-82 [UPS 100.700](#) Formation, Operation & Discontinuance of University Institutes and Centers [4-29-13] [Source: PRBC]
- 12.8 ASD 14-85 Resolution – Policy Audit [Source: EC]
- 12.9 ASD 14-84 Resolution – Double-Counting in Major, Minors & General Education [Source: EC]

XIII. ADJOURNMENT

M/S/P (Pasternack/Stang) Meeting adjourned at 12:58 PM.