



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
JANUARY 24, 2012**

*Approved 1-31-12*

**11:30 AM - 1:00 PM**

**MH-141**

Present: Bedell, Dabirian, Fidalgo, Guerin, Pasternack, Randall, Stambough, Walk, Walicki, Walker  
Absent:

**I. CALL TO ORDER**

Chair Bedell called the meeting to order at 11:32 AM.

**II. URGENT BUSINESS**

- 2.1 Special Constituency Election – Administration, term ending May 2012  
The Academic Senate office staff will work with Elections Committee and IT to prepare for a special election ASAP to replace VP Hagan’s seat in the Administration constituency through May 2012, since Dr. Hagan will now sit on the Academic Senate as Interim President.
- 2.2 Standing Committee Replacement – FDCB – ECS Faculty  
An ECS faculty member will be asked to serve a term through May 2013.

**III. ANNOUNCEMENTS**

- 3.1 The spring sessions of the Power Up for Success in Online Learning boot camps are going very well. After some initial challenges in enrolling students in the fall, better timing of sessions for spring has resulted in good enrollments. We have over 100 students enrolled in workshops offered at both Irvine and Fullerton campuses this week. The next step in this Mission and Goals grants will be to link faculty and students to online materials for virtual access. It is hoped that the training of students in readiness for online instruction will become an ongoing activity and commitment for the campus.
- 3.2 (Guerin/Pasternack/Fidalgo) Shared an overview of last week’s ASCSU meetings. An important note is that there is an enhanced (adequate) baseline budget for the ASCSU, which funds at least two (2) statewide senators per campus. The Chancellor’s interaction with faculty when he came to talk to the ASCSU was collegial. Various committees are grappling with how to proceed with their frustrations toward top down decision making in the Chancellor’s Office. Two senators resigned from the ASCSU.  
  
Ruth Black gave a presentation re Cal State Online to ASCSU. Ms. Black will be meeting with various groups on our campus M, 1-30-12. Executive Committee plans to meet that day from 3:00-4:00 PM.

**IV. APPROVAL OF MINUTES – moved to 1-31-12 agenda**

- 4.1 EC Minutes (Draft 12-13-11)

**V. TIMES CERTAIN**

**11:45 AM – Noon**

**Topic: Classroom Renovations**

**Discussant: Lisa Kopecky, Assistant Vice President – Academic Operation & Finance**

Chair Bedell welcomed Ms. Kopecky who gave an update on classroom refurbishment that began in 2010. A PowerPoint overview presented efforts of a 12 member working group from a cross-section of the campus community.

Top 5 realities influencing efforts:

- ✓ Tighter fire code constraints
- ✓ Growing demand for more seats in classrooms
- ✓ Instructional facility quality is declining
- ✓ Limited \$\$ resources available
- ✓ User requirements, skills & interests vary widely

To date, renovated/refreshed 15 of 189 general use rooms and 11 of 130 college allocated/dept specific classrooms. Capacity reviews have been completed for 32 rooms with overall seats gained of 195.

Refurbishments strive to:

- ✓ Meet fire code requirements
- ✓ Meet accessibility requirements
- ✓ Maximize capacity
- ✓ Preserve to extent possible student flow and work space
- ✓ Have layouts approved by all group members (with additional input from respective colleges) – with final approval given by the Fire Marshall.

The cost for each standard refresh can range from \$29K-\$42K. Refresh could involve repairs, painting walls/ceilings, new flooring, removal of smart cabinets and outdated screens, install new smart lectern, document camera and non-glare projector and new seating.

The work group's goals are to:

- Establish guidelines for refurbishing/renovating to streamline efforts
- With ongoing input from faculty, identify sustainable instructional innovations that can be incorporated or improvements that can be made
- Prioritize room schedule for future planning
- Maximize refresh schedule to minimize cost and inconvenience

Ms. Kopecky discussed the possibility of working beyond summer and intersession, and asked for the Executive Committee input.

It was agreed by all this project is much needed. Some ideas were discussed and noted by Ms. Kopecky to share with work group:

- Specialized training will be needed for faculty once rooms are completed
- Physical Plant workers need to understand impact of the noise and disruption surrounding classroom work areas
- Would rather have one transition for a specific time frame rather than intermittent transitions
- Tentative list of classrooms to be refurbished needs to be made public prior to work beginning
- Communicate with faculty throughout process.

**12:30 PM**

**Topic:** [UPS 320.020](#) University Writing Requirements [6-24-05]  
EWP + Upper Division Writing Course

**Discussants:** Heping Zhao, Graduate Writing Assessment Requirement Coordinator  
Sheryl Fontaine, Chair  
Department of English and Comparative Literatures  
Ed Trotter, Acting Associate Vice President – Undergraduate Programs

Chair Bedell welcomed guests, Drs. Trotter, Fontaine, and Zhao to discuss the issues related to the passing of two mandatory student graduation requirements: 1) EWP; 2) Upper Division Writing Course.

In the 1970s, CSU Board of Trustees created an Executive Order over concerns of academic standards. Every graduating student should demonstrate proficiency in English, either by testing or taking a specific writing course. Fullerton is one of three CSUs that continue to require students to pass both EWP test and an upper division writing course. There was a great deal of discussion about the pass-rate data of the exam and the rationale for requiring both the exam and the course. According to a recent analysis, the exam may just confirm what we already know—that students' whose first language is not English are significantly less likely to pass the EWP than students whose first language is English. Given our shared goal to graduate students who are competent writers, we need to review:

- the integration of writing into general education courses
- accountability for teaching discipline-specific writing within departments
- ways in which online courses include a writing component
- ways in which the curriculum can help ESL students to learn writing skills *throughout* their college career
- the correlation between upper division writing courses and EWP pass rates

This topic will need to continue during a future Executive Committee meeting.

## VI. CHAIR'S REPORT (Bedell)

Attended my first Presidential Administrative Board (PAB) meeting on M, 1-23-12. There was no time for further discussion.

## VII. STAFF REPORT (information below was communicated via email)

The First Full-Time Staff Election began Monday, 1-23-12 at 7:00 AM and will end Tuesday, 1-24-12 at 4:00 PM. There are four (4) candidates running for the two (2) A.S. seats. Results should be announced to the campus community after 4:00 PM today. The two new F-T Staff Senators will be seated for the Thursday, 1-26-12 Academic Senate meeting.

## VIII. LIAISON REPORTS

**Academic Standards Committee** [Walk] F, 12-16-11 1:00 – 2:00 PM **Meeting Cancelled**

**University Advancement Committee** [Walk] W, 12-14-11, 9:00- 10:00 AM

VP Hillman reported event honoring President Gordon was a success - raising over \$100,000. Results of UAC survey on alumni relationship administered at November FDC meeting were difficult to interpret because responses could not be connected to individual clickers and hence individual campus units and individuals, a fact not known in advance. While a good overall campus picture was obtained, the results lack specific connections to colleges and departments. One result was a low likelihood of using the Alumni Association to find departmental alums, with some members of the committee connecting this to fear of sharing data bases. VP Hillman reported that a common content management system is being rolled out that will help departments prepare newsletters (half are not doing them). Department chairs who took the survey appeared to be interested in next steps for generating new alumni activity. A discussion of the next step for the committee ensued. The group agreed that a follow up with expressing interest but needing support is in order. Additionally, having Academic Affairs require departments to report their activities in their annual reports as part of assessment would also be helpful. The committee will request a copy of instructions for departmental and college annual reports to see whether and how requests for alumni relations, newsletters, advisory boards will be made for current year.

**Items will be moved to next Executive Committee agenda.**

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## IX. UNFINISHED BUSINESS

- 9.1 AA/AS Retreat 1-17-11 Follow-up
- 9.2 1-4-12 Emergency Executive Committee Meeting
- 9.3 Academic Calendar (Pasternack)

## X. NEW BUSINESS

- 10.1 [UPS 320.020](#) University Writing Requirements [6-24-05] EWP + Upper Division Writing Course (TC) (to continue under "Unfinished Business")
- 10.2 Proposed Bylaw Revision –BL 96-2 re Student Engagement and Success [Source: SALC]
- 10.3 Resolution (draft) in Support of Student Demonstrations (follow-up from A.S. 12-15-11)
- 10.4 Strengthen Faculty Voice on Academic Senate (follow-up from A.S. 12-15-11)
- 10.5 [UPS 108.000](#) Visiting Scholars & Other Formal Delegations of Visitors from Abroad: Procedures for Invitations & Consideration for Hosting [Source: IEC]
- 10.6 GE Committee – Assessment and Recertification, Etc. [A.S. TC [10-13-11](#): GE Update]
- 10.7 PAB/AS Executive Committee Retreat – Spring 2012 (?)
- 10.8 Streamlining RTP Process
- 10.9 Election Results – Statements-of-Opinion
- 10.10 Update Mission and Goals
- 10.11 Statement on Professional Ethics

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## XI. ADJOURNMENT

Meeting adjourned at 1:15 PM.