



ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
NOVEMBER 8, 2011

Approved 11-15-11

11:30 AM - 1:00 PM

MH-141

Present: Bedell, Dabirian, Fidalgo, Guerin, Pasternack, Randall, Stambough, Walicki, Walk, Walker
Guests: Briggs, Fitch, Hagan, van der Pol, Witmer

I. CALL TO ORDER

Chair Bedell called the meeting to order at 11:30 AM.

II. URGENT BUSINESS

2.1 (Guerin) Responded to 11-7-11 LA Times article regarding difficulty recruiting CSU presidents in the present fiscal era.

III. ANNOUNCEMENTS

3.1 (Walicki) Will give a talk at the Fullerton Public Library – 6:30 PM tonight (11-8-11) regarding his recent experiences with Buddhism in Nepal, India, and Tibet.

IV. APPROVAL OF MINUTES

M/S/P (Pasternack/Walk) Three sets of minutes were approved as submitted.

- 4.1 Executive Committee Minutes (Draft) 10-18-11
- 4.2 Executive Committee Minutes (Draft) 10-25-11
- 4.3 Executive Committee Minutes (Draft) 11-1-11

V. TIME CERTAIN

11:30 AM – 12:00 PM

Topic: Campus Facilities: Maintenance & Construction
Discussants: Willie Hagan, VP – Administration & Finance/CFO
Willem van der Pol, Director of Campus Facilities

VP Hagan addressed the concerns of the Executive Committee regarding campus deferred maintenance and the lack of maintenance in general. Lengthy discussions centered around the difficult choices of where to spend the insufficient funds set aside and other monies collected from division heads for specific projects that require attention now and in the near future. Emergency and safety situations are not negotiable; however, high priority items and trade-offs will need to be decided in a collaborative and collegial manner. The enormous needs throughout the campus are well documented, and deterioration of the 39-year average age of campus buildings will not improve without essential updates to the infrastructure. A plan put together by campus administrators will be presented to PRBC for faculty, staff and division head input. The detailed proposal plan will ask PRBC for restoration of custodial support and also for funding for maintenance projects.

The December budget update from the Governor may include further budget cuts (\$100M system-wide). The obligation from the CSU to assist with our deferred maintenance cannot be counted on since there is a \$1.6B (billion) system-wide deferred maintenance budget deficit.

The following fact sheet was distributed by Mr. van der Pol. Physical Plant is the area most affected in a hiring freeze period due to high numbers of employees who cannot be replaced (retire/separate).

OPERATIONS MAINTENANCE FACT SHEET

	91/92	03/04	10/11	Increase over 91/92
General Fund	113	229	295	161%
Consumer Price Index	100	145	167	67%
Full Time Equivalent Students	17,000	23,000	28,000	65%

Gross Sq. Ft.	1.572	2.065	2.4000	53%
Physical Plant Baseline	5.6	6.5	8.6	54%
Physical Plant Baseline/Gross Sq. Ft.	3.56	3.15	3.58	-0.5%
Physical Plant Baseline/General Fund	5.0%	2.8%	2.9%	-42%
Physical Plant Full Time Equivalent	146.5	130	140	-4%
Gross Sq. Ft./ Full Time Equivalent	10,733	15,946	17,500	65%
Baseline/Full Time Equivalent Students	\$329	\$283	\$307	-6.7%

There is a budget reserve plan; i.e., dollars freed up with ending projects and old debts paid off may help *some* with available funds; but the need for deferred maintenance and vicious cycle (i.e. old maintenance is now causing urgent problems) is overwhelming. Our university mission is vital and real, as is the revenue aspect of our mission. The legislators in Sacramento are clearly struggling with budget priorities, and our campus cannot count on a fiscal turnaround in the near future. A more feasible plan will be to continue working with student leaders from ASI to “plan for the future”, as well as asking our fellow campus community members to continue to make reasonable sacrifices as we lay out priorities and strategies in a collegial process.

12:15 PM

Topic: Communications – One Semester Experiment – Poynter Institute
Presenters: William Briggs, Dean-College of Communications
Diane Witmer- Department of Communications

Chair Bedell welcomed guests from Communications Dept/College as well as invited alternate Executive Committee members from Summer 2011. It was agreed by all that our [UPS 411.104](#) Policy on Online Instruction [11-8-06] needs to be updated.

A 13 page mid-term (draft) report was prepared and distributed by Dr. Witmer regarding COMM 101 Writing for the Mass Media – Pilot Program: Hybrid Course Offering in Partnership with Poynter Institute in fall 2011. This is a one-semester experiment using Poynter materials in both a lab and online setting. Students reviews were mixed for this mid-term report (online experience, workload, attitudes, learning), but the SOQs at the end of fall semester will, hopefully, reflect overall satisfaction. This class will be repeated in future semesters without Poynter involvement. Communications faculty will continue the hybrid model with complete control over course content and teaching methods. This has been a valuable learning experience and collaboration, resulting in an ongoing relationship with the non-profit Poynter Institute – a premiere, well-respected and innovative online journalism and media trainer.

Questions and comments were exchanged by Executive Committee members and guests.

- Encouraged some class sections to be traditionally taught in spring 2012.
- Students must be informed they are taking a hybrid course before registering for it.
- (Randall) offered perspective of “Power Up” program (Education/Communications collaboration).
- Circulate information to other colleges/departments/faculty regarding lessons learned working with outside vendors; i.e., issues to be identified:
 - Hybrid format.
 - Disconnect between lab and lecture.
 - Communicate regularly with faculty teaching same course.
 - Classes closely monitored for benefit of students and faculty.
 - Methods to move innovation forward
 - Succession planning in place; using outside vendor as a resource vs. delivery method.

Following the *time certain* session, Executive Committee members discussed how to move forward on revisions to [UPS 103.005](#) World Wide Web Policy [4-4-07]. This UPS will be forwarded Information Technology Committee to begin work this semester.

VI. CHAIR’S REPORT (Bedell)

- Open hearings for campus smoking policy –EC members were asked for suggested times in December.
- Proposed Bylaw change from Campus Facilities & Beautification Com to include sustainability is on the A.S. agenda 11-10-11.
- Honorary Doctorates – EC members were asked to forward possible suggestions.
- Office Hours Policy – Brent Foster will need all suggestions for the next Faculty Affairs Committee meeting 11-18-11.

VII. STAFF REPORT

No report.

VIII. LIAISON REPORTS

Associated Students, Inc. BOD [Dabirian] T, 11-1-11 1:00 – 3:30 PM **No report**

Campus Facilities & Beautification Committee [Bedell] F, 11-4-11 10:00 – 11:00 AM, CP-925

- The Committee will ask the ExCom to explore ways to continue discussions about sustainability that would cover issues not in the CF&B charge;
- The agenda is filling up and likely the Committee will go to 2 meetings/month next semester; including but not limited to bike paths, Quad paths, maintenance and cleanliness;
- Expect some recommendation regarding the Master Plan, especially the 35k #;
- Urgent business covered the “mess” the campus is in re. breakdowns, etc., I am to report back to them after ExCom meeting re. same subject;
- We continued our discussion regarding use of space in the library and use of quiet space by students. Discussion and recommendation to follow.

Curriculum Committee [Guerin] F, 11-4-11, 12:00-2:00 PM **Meeting Cancelled**

Faculty Development Center Board [Walker] M, 11-1-11, 2:30-3:45 PM

The primary discussion centered on whether faculty student creative awards were research awards and whether there was a faculty development piece associated with them. The Board will work on making sure that the faculty development activities associated with the faculty student awards are a centerpiece.

There were also short discussions regarding the Service and Author awards. There are a number of grants for the board to review at this point. The Board continues work on UPS 102.001.

Graduate Education Committee [Walker] F, 11-4-11, 2:00-4:00 PM, MH-141

The committee saw presentations on the MA in Liberal Studies and MS in Statistics programs. Committee saw no major problems with either proposal and made minor suggestions to improve both proposals and ensure they meet UPS requirements. There was also some unrest during the discussion of the MA in Liberal Studies regarding wording of the proposal from the College of Education (Karen Ivers, Associate Dean, Education) and that certain stakeholders apparently weren't notified of this meeting in a timely manner and made suggestions we follow our procedures (Mitch Avilla, Associate Dean HSS).

Information Technology Committee [Walker for Randall] F, 11-4-11, 10:00-11:00 AM, PLS-299

The committee had a discussion regarding problems with moodle/titanium and solutions. The committee will be surveying current moodle/titanium users to identify issues and changes that need to be made. Vice President Dabirian is aware of the issues and is working on it. He plans on using the committee as a test group to look at items they are considering rolling out or changing (e.g. a different gradebook) prior to making updates on the production server. VP Dabirian also gave a review of his tech-day presentation and IT priorities for this year.

2 Reports International Education Committee [Randall] W, 11-2-11, 11:00-12:00, MH-141

Lay Tuan Tan and Mikyong Kim-Goh provided a recap of the International Education Forum, which was a very successful event.

The committee discussed proposed changes to UPS 108.000, Procedures for Visiting Scholars.

Upcoming business: Recruitment of foreign students and recruitment of CSUF students for study abroad programs. How can the IEC help?

International Education Committee [Randall] W, 10-12-11, 11:00-12:00, MH-141

Mikyong Kim-Goh gave a brief update on the international education forum scheduled for 11-1-11.

Lay Tuan Tan showed the committee the world tab on the new CSUF website and asked the committee if they know of native speakers who could translate messages on the website.

The committee had a lengthy discussion of UPS 320.102, the International Education Policy. The goal is to streamline the process for study abroad program approvals.

Items will be moved to next Executive Committee agenda.

IX. UNFINISHED BUSINESS

- 9.1 Assigned Time
- 9.2 Staff Serving on Academic Senate [Dabirian]

X. NEW BUSINESS

- 10.1 Resolution Recommending EC Explore Formation of a Sustainability Committee [Source: CF&B]
- 10.2 Office Hours Policy – New Draft (ASD 09-47 Rev.) [Source: FAC]
- 10.3 GE Committee – Assessment and Recertification, Etc. [A.S. TC 10-13-11: GE Update]
- 10.4 UPS 320.010 University Writing Requirements [6-24-05] EWP + Upper Division Writing Course
- 10.5 Goals and Priorities for Academic Senate 2010-11
(Review 2009-10 Goals-Priorities and bring your top goals/priorities for next year to meeting)
- 10.6 PAB/AS Executive Committee Retreat – Spring 2012 (?)
- 10.7 Streamlining RTP Process
- 10.8 Election Results – Statements-of-Opinion
- ~~10.9 403(b) Perez-Linggi [Fidalgo] Removed from future agendas [per Fidalgo]~~
- 10.10 Update Mission and Goals
- 10.11 Statement on Professional Ethics

XI. ADJOURNMENT

Meeting adjourned at 1:10 PM.

Executive Committee meetings through fall 2011:

November 15	November 29	December 6	December 13
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