



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
OCTOBER 30, 2012**

*Approved 11-6-12*

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

**MH-141**

Present: Bedell, Bonney, Brusckke, Dabirian, Guerin, Matz, Walker

Absent: Pasternack, Randall, Stambough

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

2.1 Assessment Costs/Compensation [Bonney] will be covered in 9.2.

At the Assessment ad hoc committee meeting last Friday, 10-26-12, the subject of workload and the large task of assessment made this seem "urgent" at the time. It can be discussed under 9.2.

2.2 (Bedell) The A.S. has received a request for the Conflict-of-Interest Committee to meet in the near future. The C-O-I Committee has been inactive for several years, so five (5) faculty are *now* needed to serve according to UPS 610.000. Faculty will be asked and names will be confirmed on the Consent Calendar on a revised A.S. agenda for 11-1-12.

## **III. ANNOUNCEMENTS**

3.1 (Matz) The group working on the Strategic Plan met Friday, 10-26-12. From the Town Hall meeting of over 400 people working together on 10-12-12, as well as comments received through the Assessment Website (over 200+), there are four (4) proposed goals trimmed from the original document. The email community responses will be available on the website this week, and the proposed goals will be sent out to the university community the following week.

3.2 (Dabirian) The CalState Online program is compelling individual campuses to look at the need for an Intellectual Property policy as we move forward signing MOUs with faculty members, etc. Cal State Fullerton does *not* have a current policy after several failed attempts at revision some years ago. A Statewide Academic Senate resolution is coming, probably a first reading in early spring semester, that will list "good" Intellectual Property policies from various campuses. Senator Dabirian asked for 20 minutes at a future A.S. meeting to give an update on CalState Online. In preparation, he suggested Chair Bedell ask other A.S. chairs for their IP policy in order to incorporate this issue into that future discussion.

Some issues for discussion: allocations, revenues, self-support, recruiting students, faculty hired with/without intellectual property policy, undermining academic quality, future faculty recruitment.

3.3 (Brusckke)

- Felt strongly that Executive Committee needs to express strong support for all of our committee chairs who volunteer their time and energy to give service to the university. An official response memo should be written and shown to the university legal counsel in support of the Graduate Education Committee chair.
- Assessment ad hoc committee met last week. ASD 11-187 from 2011 document was circulated. PPR and UPS were discussed in relationship with assessment. Changes will be recommended.

## **IV. TIME CERTAIN**

## **V. APPROVAL OF MINUTES**

4.1 EC Minutes (Draft) 10-23-12 – approved as submitted.

## **VI. CHAIR'S REPORT (Bedell)**

We expect to receive the proposed New Program Proposal for a BS/MS in Computer Engineering before the end of the semester. The plan will be to deal with the course overlap issue in a time certain. If there is found to be "justifiable course overlap" (in agreement with Graduate Education Committee), a second time certain to approve the program proposal will be given on the same date.

## VII. STAFF REPORT

Catalog Galley 2013-2015 has been received for revisions to the Academic Senate portion. The portion from the past catalog was sent to members for their input prior to returning catalog revisions to Strategic Communications for Catalog 2013-2015.

## VIII. COMMITTEE LIAISON REPORTS

### ASI Board of Directors [Bedell] T, 10-30-12 1:15 – 3:30 PM, TSU

The ASI Board heard their quarterly report on the Children's Center and several ICC reports, which typically mentioned upcoming or past successful events, e.g., HSS ICC now has 24 clubs; COMM ICC is holding a dance and they have 10 clubs; Business ICC reported one of their club's faculty advisors won the national award for being best club advisor and they have 20 clubs, many of which have a career emphasis. The Board also received a report on their statewide organization's Strategic Plan which has 5 goals and 3 priorities.

### Campus Facilities and Beautification Committee [Bedell] F, 10-26-12 10:00 11:00 AM;

The Executive Committee had asked them about their role, if any, in having the Starbucks in the Pollak Gallery. History: there have been 3 Library space reports and the Committee had been briefed, etc., about all of them. Each had some version of a café, but not in the gallery [and this was in error; they previously had seen it as part of the Tschabrun report]. As it turns out, the gallery is the best place architecturally because of venting, so it was moved. The gallery (allegedly) is often used for long times as a storage space with no events. The donor is fine with the name being removed. Bottom line: many on the committee, including many of the faculty, thought this was micromanaging, not a macro issue.

Jay Bond discussed his priorities as asked. He sees the committee in both advising and advocacy roles. The former including such things as maintenance and cleanliness, sustainability and utilization and the latter including such things as Building IV (formerly the Law School; now ours), safety and accessibility and the athletics facility. We opened the meeting re. safety and the student accident reported in the TITAN where it was alleged she had no helmet, was riding on the wrong side and the car driver did not see her. This safety topic is important for us to keep "going".

### Curriculum Committee [Bruschke] F, 10-26-12 2:00 – 4:00 PM, MH-141

UCC reviewed 5 courses; 4 were returned for edits. There is strong support to send IT a list of items that *could be* incorporated on a webform version of the current paper NCP form. There was discussion regarding appropriateness of reviewing syllabi for the inclusion of required materials since syllabi should be part of other levels in the review process.

### General Education Committee [Bonney] F, 10-26-12 2:00-4:00, MH-141

The GE Committee reviewed four courses, passing two (ASAM 101 and LING 102), tabling another (CPRL 333) and sending the fourth (PSYC 325) back for revisions. Both CPRL 333 and PSYC present issues about the way in which NCPs and syllabi move through the system. In both instances the proposers had been asked to make modifications and the courses had been sent through the college curriculum committee a second time where both were approved. Yet the version of CPRL 333 posted on TITANIUM by Academic Programs was the original unedited version, and the correspondence required for PSYC 325, receipt of which had delayed the Dean's signature for two months, was not attached. [I subsequently located the correct version of CPRL 333 in the files at the H&SS Dean's office and the email by which that document was forwarded to Academic Programs and the GE Committee has received the correct material.] The committee also discussed the draft PPR and hopes to conclude the preliminary draft at the 9 November meeting. Finally the committee reviewed and approved a form the chair had created to be sent to departments with courses up for recertification in this cycle. Departments will be asked to identify both the departmental learning goals and the GE Learning goals and the assessment strategies for both as well as specify how the course fulfills the GE Writing Requirement.

### Assessment – ad hoc Committee [Bruschke] F, 10-26-12 4:00-5:00, MH-141

#### Assessment Ad Hoc Committee [Bruschke] F, 10-26-12

At its first meeting, Gerald Patton was elected chair of this ad hoc committee. A vote was taken to recommend creation of a faculty committee, its composition and function to be hammered out at the next meeting, Friday, 11-2-12. It will include language the GE Committee adopted 2 years ago, spelling out the overall mission and purpose of assessment, as well as language borrowed from the SFSU approach, with a strong eye to ensuring faculty control over the entire process.

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## IX. UNFINISHED BUSINESS

- 9.1 Report Back AA/AS Retreat, M, 8-20-12 – Event Review/Recommendations – Continued [Walker]  
Not discussed.

- 9.2 January 2013 AA/AS Retreat – Assessment of Student Learning: Date? Structure?  
Assessment has been the topic of record; however a number of issues --, lack of adequate time to plan prior to a January event, associated expenses, lack of a mutually agreeable date, and additional other complexities argue against an assessment retreat in January. In addition the new Provost/VPAA José Cruz will begin his appointment 12-3-12, and it seems advisable to allow him some time to settle in before such an event.. That said, it is clear that a major issue is the long-term expense of doing assessment in a reasonable way.

There was discussion of replacing the AA/AS Retreat with a needed joint Executive Committee and President's Advisory Board. No final decisions were made.

- 9.3 Simplifying New Course Approval Process – Update  
All members agreed the NCP form needs to be revised through simplification and the elimination of duplication. In addition converting to an entirely online process seems advisable.. The Academic Senate is approving new course proposals as they are approved by the respective curriculum committee. An ad hoc group will be formed to look at documents and forms involved in the NCP process. Report back to Executive Committee 12-1-12 and to the A.S. February 1, 2013. Among the issues discussed were the following:
- Look at course approval process as it is, who is involved
  - Determine what needs to be on form
  - Work with IT to populate the online form
  - Peer review process that should include colleagues from the curriculum committees in the conversation
  - Everyone agrees that faculty should be able to propose a new course
  - Need online check list for the process each step of the way
  - Paper flow needs improvement
  - Who are people who move the paper?
  - UPS 300.004 Policy on Course Outlines covers the syllabi. Links to specific requirements are required: 1) academic integrity; 2) students' rights to accommodations for documented special needs; 3) emergency information. Peer review process that should include colleagues in conversation.

## X. NEW BUSINESS

- 10.1 University Writing Board – Supplemental Faculty  
Responding to an inquiry from Associate Dean, Sheryl Fontaine, HSS department chairs recommended faculty to serve on the expanded University Writing Board. Executive Committee will forward (via email) their recommendations from this list of faculty names to Chair Bedell. ASI representatives are also needed. Sam Morales will be asked to recommend several students to serve on this Board.

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The following items will be moved to the next Executive Committee agenda.

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## IX UNFINISHED BUSINESS

- 9.1 Report Back AA/AS Retreat, M, 8-20-12 – Event Review/Recommendations – Continued [Walker]  
Not discussed.
- 9.4 Presidential Selection *Proposed New UPS* – Draft Document (ASD 12-136) Revisited
- 9.5 Action Items from Statements-of-Opinion - Continued (ASD 12-96) [All University Election Results 2012]

## X. NEW BUSINESS

- 10.1 [UPS 211.000](#) Responsibilities of Departments and Department Chairs [Source: FAC]
- 10.2 [UPS 100.700](#) Formation, Operation, and Discontinuation of University Institutes [4-24-78] [Source: PRBC]
- 10.3 UPS 300.010 Final Grade Reporting [6-17-05] [Source: ASC]
- 10.4 UPS 300.013 Late Add Policy [6-17-05] [Source: ASC]
- 10.5 UPS 300.015 Repetition of Courses [9-27-04] New UPS XXX.XXX Grade Forgiveness [Source: ASC]
- 10.6 New UPS re Visiting Scholars from U.S. [Rev. [UPS 108.000](#) Visiting Scholars from Abroad, effective 5-11-12]

## XI. ADJOURNMENT

The meeting adjourned at 1:08 PM.