



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
OCTOBER 9, 2012**

Approved 10-16-12

11:30 AM - 1:00 PM

MH-141

Present: Bedell, Bonney, Brusckhe, Dabirian Guerin, Matz, Pasternack, Randall, Stambough, Walker

Guests: Barrett, Bond, DeMaio, Ferrer, Armstrong

I. CALL TO ORDER

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

II. URGENT BUSINESS

2.1 Ad Hoc Committee for College of Education Merger of Two Departments

Chair Bedell read the section of UPS 100.605 pertaining to the appointment of ad hoc committee members. Consensus of the Executive Committee members was to add in the Chair's Report faculty who were asked and agreed to serve.

EXCERPT FROM UPS 100.605

The Academic Senate Executive Committee, in consultation with the VPAA and dean(s)/director(s) of the affected units, shall appoint an ad hoc committee to study the proposal. The committee shall include at least five faculty members (including representation from the units involved and from a college not involved in the proposed restructuring) and at least one student. The charge of the committee shall be to evaluate the proposed change and provide a report to the VPAA, the Academic Senate, the dean(s)/director(s), and the faculty/staff of the units involved. The ad hoc committee shall report its findings no later than six weeks following formation of the committee.

2.2 Review of two (2) University Policy Statements [request from President García]

UPS 210.007 and UPS 210.500 have been reviewed and revised by Senators Walker, Pasternack and Bonney in the timeframe since 9-18-12. See portion from 9-18-12 approved EC minutes. These changes were discussed by all members of Executive Committee and agreed these two documents are ready to be transmitted to President García for the "revision counter proposal". Follow-up will be needed between Chair Bedell and President García prior to documents being added to an Academic Senate agenda. This will honor the mid-October time commitment made by Chair Bedell to the President.

9-18-12 EC Approved Minutes

Chair Bedell gave some background on these two UPS documents sent from President Garcia and Interim VPAA Murray. With respect to balance and collegiality, both documents were reviewed separately by Executive Committee members. Consensus was to move forward with a counter proposal for each UPS. Three members from Executive Committee (Walker/Pasternack/Bonney) will meet and review the original UPS (Word documents) to create another version of track changes to be reviewed again by members of Executive Committee prior to discussing both document revisions with President Garcia.

1. [UPS 210.007](#) Appointment of Administrative Personnel [8-7-07]

A simple codification of this document is needed with a separation into two parts: 1) administrative, 2) academic. Track changes version to Academic Senate can be presented as a consultative process.

2. [UPS 210.500](#) Procedures: Search Committees for Administrative Personnel [7-11-11]

III. ANNOUNCEMENTS

3.1 (Guerin) Discussed the email sent from the Chancellor's Office on 10-4-12 to all 23 campuses regarding the CSU Trustees Appointment of Timothy P. White as 7th CSU Chancellor. Senator Guerin reported on the Search Committee's airport interview of finalists, and her high regard for Dr. White. He believes in "Shared Leadership", which gives equal responsibility to all involved. Chancellor White should be "onboard" by the end of December 2012.

3.2. There was discussion of the three final Provost/VPAA candidates who came for campus visits several weeks ago. Senator Dabirian, chair of the Search Committee, stated that a final recommendation letter has been delivered to President García who has stated she will appoint a new Provost next week. The process has been followed.

- 3.3 (Dabirian) President García has asked VP Dabirian to co-chair a working committee with Dean Della Volpe to collect data (to catalog and inventory) on **high impact practices** on campus. This task should involve several key campus employees to begin the process of working on the committee's charge and determining who should be involved. Student Academic Life Committee, along with deans, associate deans and department chairs, and Ed Sullivan (Institutional Research/Analytical Studies) will be included in the inventory process as well as identifying next steps in the process. NSSE (National Survey of Student Engagement) data will definitely play a part. Executive Committee, as well as Academic Senate, will be kept informed of this special ad hoc committee's activities and findings. This is a current trend across the U.S. Senator Walker volunteered to help with the project because he is involved in high impact practices in the Department of Biological Sciences within the College of Natural Science and Mathematics.
- 3.4 (Matz) Encouraged members to attend the Town Hall meeting on Friday, 10-12-12 from 9:00-Noon in the TSU to give input on the Campus Strategic Plan. Speakers for the morning will be President Garcia welcoming participants and Dr. Jolene Koester, Emeriti President of CSU Northridge, and committee co-chairs Dr. Robert Mead and Dr. Jenny Faust. Round-table groups will be formed for discussions. Table tent cards will help guide collaborative discussion noting definitions of goals, objectives, and strategies. VP Dabirian has made available an iPad and laptop at each table for note-taking and group submission to a newly created website for the Strategic Plan available to the campus. Reducing the current 25 goals to identifying 6-8 maximum goals will be the main focus for this first Town Hall meeting. The next step will be to prioritize the goals, resulting in ranking to no more than 8. The Strategic Plan Steering Committee will review the work done on 10-12-12. Objectives and strategies will be formulated from the results of the Town Hall to support the goals. There will also be a website containing the Strategic Plan information and a comment area so that everyone will feel included in the process. The next few months will be devoted to gathering information from the campus at large.

IV. TIME CERTAIN

12:30 – 1:00 PM

Topic: Campus Safety Issues

Discussants: Dennis DeMaio, Chief of Police - CSUF

Jay Bond, Associate Vice President for Facilities Planning and Management

Bill Barrett, Interim Vice President Administration and Finance/CFO

Phil Armstrong, Chair - Campus Facilities and Beautification Committee

Joe Ferrer, Director – Parking and Transportation Services

Chair Bedell welcomed the group and asked for their perspectives on ongoing traffic congestion in and around campus. A general conversation ensued regarding many campus safety issues and concerns.

Jay Bond gave an overview of the campus planning, oversight and design specifics with CollegeTown moving forward with the City of Fullerton but at least two years away from Nutwood being closed to traffic. There is a difference in CSUF property vs. city jurisdiction, although City of Fullerton is receptive to concerns of the campus. Signs at intersections are enforceable, such as the one which faces motorists turning from Commonwealth onto Nutwood. It reads, "Turning Vehicles MUST Yield to Pedestrians."

Chief DeMaio gave accident statistics and stated there are more accidents inside the new (Eastside) parking structure than to/from structure. All agreed that many of the safety issues stem from both drivers and pedestrians behaving inattentively. Bushes/landscaping in and around Folino Drive parking structure have been trimmed but vision is a persisting problem. Xeriscaping is the next step to alleviate any visual obstructions. A motorcycle officer was put in place for a few weeks at the start of fall 2012 semester. The visual presence of a police vehicle tends to modify behavior. Chief DeMaio committed to high visibility patrols at specific locations during heaviest traffic times on campus.

Mr. Ferrer stated that a process of survey and assessment of intersections is to begin this semester. The most congested time of day is 4:15 through 5:00 PM. U-turns are legal on Folino which contributes to traffic problems. There was a study conducted last year for circulation patterns with recommendations made. Consideration was given to adding a stopbar for cars exiting parking structure, but this would potentially add other problems such as backing up the pedestrian cross walk. Traffic counts were done at 7 locations to check traffic volumes. Traffic flow and incidents are problematic throughout campus; however, the current study focus is Folino Drive. A walkway is being constructed for pedestrian safety around the campus residence halls on the campus traffic road (within sight of 57 Fwy) outlet to Associated Road. This is a very dangerous area for pedestrians. There also was comment about the difficulty of turning left from Lot E onto the campus traffic road because shrubbery obscures the view of oncoming traffic. There was discussion regarding difficulties

associated with exiting the parking lot behind College Park onto Langsdorf Drive because of parked cars on both sides of the street and blocking the view of oncoming cars.

Bike and skateboard traffic was discussed. The Campus Bicycle Committee received a “forgiveness program” grant, which will begin spring 2013 for student bicycle safety roadway training, education, etc.

Executive Committee members were in favor of the following actions:

- More aggressive ticketing for both drivers and pedestrian violators to help deter future offenders
- Follow-up with City of Fullerton to:
 - ✓ Recommend “NO RIGHT TURN ON RED” at all intersections on Nutwood and Commonwealth
 - ✓ Synchronized traffic lights for better flow of traffic
- Education program and/or public announcements that there will be increased campus police presence (signs, Daily Titan, etc.)
- Increased bike and skateboard patrols
- Tickets will be issued for safety violations
- Pruning shrubbery that obscures vision

Chief DeMaio stated that motorcycle police are not available at this time; however, it is a proposal for future consideration.

This group of administrators will be invited to return the end of November to report back to Executive Committee for an update.

V. APPROVAL OF MINUTES **Moved to Next Meeting**

5.1 EC Minutes (Draft) 9-25-12

5.2 EC Minutes (Draft) 10-2-12

VI. CHAIR’S REPORT

VII. STAFF REPORT

VIII. COMMITTEE LIAISON REPORTS

ASI Board of Directors [Bedell] T, 10-9-12 1:15 – 3:30 PM, TSU

Students have “commissioned” a video about students’ experiences with advisement on this campus. Dr. Lea Jarnagin indicated that it was to be a broad based view meaning that advisement takes place in a variety of settings. The Interfraternity Council now has 7 national fraternities with approximately 200 new members this semester. They will be hosting a sausage toss for a fundraiser. The group working on elections for campus positions is working to increase the candidate pool and will be targeting residence halls and honor societies. There is an alcohol awareness week program where participants will be given glasses that impair their vision like a Long Island Ice Tea would and then they bowl “under the influence”. The students are not sponsoring a VP debate for the Ryan/Biden event this week. To increase school spirit, they are doing more tail gates and the next one is a Hawaiian food theme before a soccer game. Hillel is back in the ICA and 3 more intercultural groups are likely to join the ICA. There will be a rally against hate and an emphasis for students to see that life begins at the end of your comfort zone. A program on Controlled By My Culture is also planned. The Irvine campus student group plans most of its activities between 3 and 7 PM; they do films, Pizza with the Dean and Assoc. Dean, they plan a fall food drive and are looking to get a swipe machine so they can do assessment studies on program attendees. Mecha Coopertiva, an umbrella organization with 15 subgroups, is focusing on October Latino Heritage month. Several events planned. Mr. Sanchez gave a budget instruction lecture about reserves, how they come about and minimum requirements, ASI budgeting assumes a 1% enrollment growth over the next 5 years and Fred assured them they are in good shape until 2016. They approved purchase of a new safe and fireproof file cabinet for mandated record keeping.

Faculty Affairs Committee [Matz] F, 10-5-12 10:00-12:00, LH-804

Continued discussion of UPS 211.000 Responsibilities of Departments and Department Chairs – changes made and policy will be forwarded to the Academic Senate Executive Committee for review.

Hearty discussion of UPS 261.000 Emeritus Status – we had a lively discussion of the present policy, then three emeriti professors were guest speakers and discussed their perspectives and experiences. No decisions were made; however, we were given many areas for consideration. We will continue our discussion at the next meeting. Areas to review are: present process for submission; who nominates; who has the authority to alter the procedure. Other areas of discussion are: should this be just for faculty? What about lecturers? Should there be a separate policy for staff and administrators who do not have retreat rights as a faculty?

Next meeting discussions: UPS 240.200 Amorous or Sexual Relationships. Next meeting is scheduled for 10-19-12.

Faculty Development Center Com [Guerin] T, 10-2-12 2:30 – 4:00 PM

FDC Board will be sending Executive Committee a request to update their functions in the Bylaws so that they match the functions listed in UPS 102.001. (The UPS was updated last spring.). The committee reviewed the functions and discussed ideas on new ways to implement them. At this time, no funding has been allocated for international travel grants for faculty this year.

General Education Committee [Bonney] F, 10-5-12 2:00 -4:00 PM

1. Craig McConnell discussed the assessment issues facing the committee.
 - a. He has met with the dean H&SS regarding the assessment of areas C2 and C4.
 - (1) Assessment of C4, the Origins of History, can be handled satisfactorily by the history department's existing assessment plan.
 - (2) With respect to C2 Craig will meet with the Chairs at their biweekly meeting about bringing courses together for purposes of assessment.
 - ii. He has tried to contact the dean in the arts concerning C1 but not made contact so far.
 - iii. For area A there is a pilot program and the departments involved have all the materials they need for a full assessment this year.
 - iv. Craig has been in touch with Sheryl Fontaine who is in charge of the writing part of A2 and they are discussing how to assess. He has not heard back from the dean of Communications regarding the assessment of oral communication.
 - b. Regarding PPR there is a self-study document and Craig will have it on TITANIUM by 19th Oct for discussion 26 October.
 - i. Hope to divide into parts some close to finish.
 - ii. Other parts get sent out to subcommittees
 - iii. Reasonable to set site visit for February or March.
 - iv. Gerald has requested update as to where we are.
 - v. They will discuss at a future meeting the visit should look like and whom the committee should invite from outside.
 - c. Carryover courses: LING 102, PSYCH 325, CPRL 333 AND ASAM 101. The latter two will appear on the consent calendar for the 26 October meeting.
 - d. At that same October meeting the committee will discuss the draft recertification document Craig is preparing to send out to departments.
2. Course Review: Committee approved CHIC 325, 338 and LBST 323 subject to minor revisions.
3. Enhancement of course review process.
 - a. Retain front page of NCP and table but eliminate the rest of the form so have two-page form and sample syllabus.
 - b. Redesign the table so three columns: learning goal, how meet and how assess.
 - c. Post sample documents correctly prepared on the website.
 - d. All documents should be submitted electronically. This would allow committees to do review electronically using track changes and one would thereby create a review history for the course proposal.

Information Technology Committee [Randall] F, 10-5-12 10:00 – 11:00 AM

The university will be moving forward with a fully online SOQ process. The goal is to save money, time, and paper. Faculty discussed concern over the time frame in which the surveys will be administered, and a desire for faculty to have some control over the process. There were many concerns expressed.

International Education Committee [Walker for Dabirian] W, 10-3-12 11:00-12:00, MH-141

Members discussed how to stimulate faculty to develop more short-term study abroad programs. Such programs can be very economical and can provide study abroad opportunities for student late in their career who may not have time for a semester or full year abroad. One idea was to look for funding to provide incentives for faculty to develop such programs (I thought of the Mission and Goals Initiative, if it still exists). Although the economy is down, the ASI/IRA fund is flush and looking for new programs to fund.

Internships & Service Learning Committee [Stambough] W, 10-3-12 9:00-10:00 AM NO REPORT

Library Committee [Dabirian] M, 10-8-12 1:00-2:00 Meeting Cancelled

Planning, Resource, & Budget Committee [Walker] M, 10-8-12 12:30-2:30, PLS-299

Mike DeMars resigned as vice-chair because of personal reasons. At this point PRBC does not have a vice-chair at this point in the semester. This also means there is not a chair-elect for next year. Dr. Mead will continue working to find a vice-chair for 2013-14.

The committee discussed the meeting schedule for fall semester. The presentations by division heads won't be informative until after the November election. Depending on the workload for the committee, there may be some PRBC meetings cancelled.

UPS 100.600 (Establishing Departments) and UPS 100.700 (Centers and Institutes) have been revised by the committee and will be passed on to Senate Executive Committee.

Bill Barrett gave a short update on the budget situation, it was still very depressing and the CSU budget situation depends on the results of the November election.

There was also a short discussion regarding the Town Hall meeting and the roll of the PRBC in the continued strategic planning process.

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

IX. UNFINISHED BUSINESS

- 9.1 January 2013 AA/AS Retreat – Assessment of Student Learning: Date? Structure?
- 9.2 Simplifying New Course Approval Process - Update
- 9.3 Presidential Selection *Proposed New UPS* – Draft Document (ASD 12-136) Revisited
- 9.4 Action Items from Statements-of-Opinion - Continued (ASD 12-96) [All University Election Results 2012]

X. NEW BUSINESS

- 10.1 New Course Proposal: CHIC 500 [Source: Grad Ed Com]
- 10.2 Athletics Advisory Council Bylaws – Suggested Revision to Membership
- 10.3 New UPS re Visiting Scholars from U.S. [Rev. UPS 108.000 Visiting Scholars from Abroad, effective 5-11-12]
- 10.4 UPS 211.000 Responsibilities of Departments and Department Chairs [Source: FAC]

XI. ADJOURNMENT

Meeting adjourned at 1:10 PM.