



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
NOVEMBER 6, 2012**

Approved 11-27-12

11:30 AM - 1:00 PM

MH-141

Present: Bedell, Bonney, Brusckke, Guerin, Matz, Pasternack, Randall, Walker

Absent: Dabirian, Stambough

I. CALL TO ORDER

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

II. URGENT BUSINESS

III. ANNOUNCEMENTS

- 3.1 (Pasternack) stated he learned that \$9M has been taken from Extended Education to supplement the budget.
- 3.2 (Randall) reported on the Athletics Director Search– the airport interviews went well. Four candidates will be visiting campus in the near future.
- 3.3 (Pasternack) Asked about the status of the Academic Calendar and the possibility of starting the spring term shortly after the start of the new year (thus moving the intersession term to May). Although there was conversation regarding this and a suggestion to survey faculty on this issue, no action was taken.

IV. ACTION MUSTS

- 4.1 New Course Proposals – COMM 462 + GEOG 489 [Source: Grad Ed Com]
Item was approved by Executive Committee for AS agenda 11-29-12.

The following seven (7) documents were discussed ad seriatim. There were minor changes on several documents that will be noted as “NB: change recommended by Executive Committee” at the bottom of the document. Specific changes will be carried by members on the A.S. floor.

Chair Bedell asked that these documents, including suggested editorial revisions, be sent to Academic Senators this week to give extra review time prior to sending out again with the A.S. 11-29-12 agenda.

- 4.2 [UPS 211.000](#) Responsibilities of Department and Department Chairs [Source: FAC] forward for AS 11-29-12
- 4.3 [UPS 100.700](#) Formation, Operation, and Discontinuation of University Institutes [4-24-78] [Source: PRBC]
- 4.4 [UPS 300.010](#) Final Grade Reporting [6-17-05] [Source: ASC]
- 4.5 [UPS 300.013](#) Late Add Policy [6-17-05] [Source: ASC] for discussion
- 4.6 [UPS 300.015](#) Repetition of Courses [9-27-04] New UPS XXX.XXX Grade Forgiveness [Source: ASC]
Executive Committee asked for ASC approval to maintain UPS 300.015 with revisions to original document, rather than to write a new UPS on Grade Forgiveness. NOTE: Approval received from ASC.
- 4.7 [UPS 270.103](#) Staffing of 500 Level Graduate Courses [4-19-06] [Source: FAC]
- 9.3 FROM New Business: Presidential Selection *Proposed New UPS* – Draft Document (ASD 12-136)

V. APPROVAL OF MINUTES

- 4.8 EC Minutes (Draft) 10-30-12 approved as corrected.

VI. CHAIR’S REPORT (Bedell)

Chair Bedell apologized to Senators Pasternack, Walker and Bonney for the “surprise” in asking them to move and speak to UPS 210.007 Appointment of Administrative Personnel at the 11-1-12 A.S. meeting. There will be a coordinated plan in place in the future.

- 6.1 Streamlining the process for New Course Proposals (NCPs) – we are moving proposals forward as they are received from the curricular committees. Graduate Education Committee is the only committee so far that has forwarded courses. UCC and GE Committee are pending receipt.

- 6.2 Academic Senate will be a part of the loop to notify impacted departments when NCPs and program proposals are transmitted and signed.
- 6.3 Provost/VPAA Murray will be honored by the University on 12-11-12. PAB will be cancelled on that date.
- 6.4 Both the course overlap (open hearings) findings as well as the Proposal for the BS/MS in Computer Engineering will be separate items on the 12-6-12 A.S. agenda.
- 6.5 Chair Bedell will be hosting Dr. José Cruz for dinner in Washington, D.C. on 11-13-12.

VII. STAFF REPORT (Miller)

- 7.1 New Academic Senate key chains are being ordered with new campus logo.
- 7.2 Five (5) faculty have been asked to serve on the ad hoc committee – University Writing Board to supplement the current Board members. Responses are pending.
- 7.3 Library space reports from the AA/AS Retreat 8-16-11 were requested (and forwarded) by Senator Nyaggah (CFA).
- 7.4 The forthcoming open hearing for the merger of two departments in the College of Education will be announced by the Academic Senate and held before Thanksgiving break. This item should be agendaized for the A.S. before the end of fall 2012.

VIII. COMMITTEE LIAISON REPORTS

ASI Board of Directors [Bedell] T, 11-6-12 1:15 – 3:30 PM, TSU

Various club associations reported on their past and future activities; an Irvine report was postponed. They allocated up to 3k for Snow Day, 12/6/12; monies were allocated to veterans to attend a national convention; they received an opening presentation on increasing community engagement (I subsequently suggested they check NSSEE(?) data); they approved some changes to their policy on Reserves. They endorsed the Strategic Plan of CSSA.

At a special meeting, they moved to establish a TSU Expansion Fund and designated \$1,000,000 from Unrestricted Reserves to it and also for second floor remodeling; (N.B=they know the fee committee rejected a referendum for a fee increase vote so it appears they(the staff) still are moving forward with expansion sans a fee increase; I asked if this money could enter the campus budget if 30 failed and was told no)they also approved a Resolution in opposition to the 3 new fees coming up on the BOT Agenda.

Assessment Ad Hoc Committee [Bruschke] F, 11-2-12

Assessment ad hoc committee largely came to agreement on a series of proposed changes, most of which are substantially equivalent to what I circulated 2 weeks ago. Committee will meet again F, 11-9-12 and anticipates wrapping it up with a set of documents to forward to the Academic Senate. Three (3) separate UPS documents will contain suggest revisions regarding assessment.

Extended Education Committee [Pasternack] M, 11-5-12, 3:00 - 3:45 PM

Members were asked if they had any issues with UPS 100.001 Academic Senate Bylaws (BL 11-6 EEC Composition; BL 11-19 EEC functions) and no one expressed any concerns. Previously electronically approved certificate programs were ratified. The majority of the meeting time revolved around the impact of the calendar on intersession. It was reported that the length of the intersession would be cut to three weeks in 2014 and 2015.

Liaison Pasternack shared with the EEC members the Statement-of-Opinion results (2009) dealing with moving to a trimester and asked if the Committee would like Exec. to explore the possibility of moving the intersession term to May and starting the spring term shortly after the new year. Dean Harry Norman reported that one concern with doing this is the time given faculty to submit grades and the time that may be needed to identify disqualified students and to give adequate advising. Liaison Pasternack responded that other campuses seem to be able to do this and by moving the intersession term to May would enable our students to get a jump on finding jobs.

Liaison Pasternack asked Dean Norman what the impact of the budget situation has been on UEE funds. Norman reported that \$9 million has been taken from his accounts by the campus. Some of this money was earmarked for renovations to the Western States Law School building, and it is unclear at this time what this impact will be. Dean Norman also reported on the enrollment in the Professional Business Completion degree program which is being run through CalState Online. It was reported there has been attrition in the enrollments and, in some cases, the students had already taken the classes. As a result, the two classes currently being offered have enrollments of 13 and 15 students, and are financial drain on UEE. It is recognized that in the future the cohort will have to begin with a much larger starting class. Dean Norman mentioned that CalState Online may be waiving their fee for the time being.

Faculty Affairs Committee [Matz] F, 11-2-12 10:00 12:15, MH-141

UPS 270.103 Staffing of 500-level Graduate Courses was discussed and no substantive changes were made to the draft that was unanimously approved and forwarded to the AS Executive Committee.

UPS 240.200 Policy on Amorous or Sexual Relationships between Faculty, Staff and Students was discussed. The committee reviewed questions regarding how it differs from Executive Orders 927 and 1074. A subcommittee will examine these EOs and make revisions and provide an updated draft for the next FAC meeting.

UPS 261.000 Emeritus Status was discussed and clarified language of lecturer eligibility for emeritus as well as years of full-time requirements. Motion was made that full-time lecturers must have at least 15 years of full-time employment. FAC will continue discussion at the next meeting.

UPS 210.000 Faculty Personnel Policy and Procedures is being discussed in areas that are unclear. Discussion is ongoing.

The next meeting will continue discussion on UPS 240.200; 261.000 and 210.000.

Committee adjourned after 2 ¼ hours.

Graduate Education Committee [Bonney] F, 11-2-12 2:00-4:00 PM

The Graduate Education Committee had a peaceful meeting during which they approved six courses and returned four to the proposers for changes. They also returned two proposed concentrations for changes. In addition members discussed possible changes to UPS 410.106, in particular increasing from nine to twelve the number of units of undergraduate work that may be included in classifying a student and UPS 411.601 to expand the availability of Credit/No Credit for internships and other comparable fieldwork.

Information Technology Committee [Dabirian for Randall] F, 11-2-12 10:00-11:00 AM, PLS-299

ITC continued discussion regarding Student Opinion Questionnaires (SOQ) and some of the faculty concerns of moving toward a totally online process spring 2013. Some Department Personnel Standards (documents) will need to be revised. When *all* SOQs are administered in the same way, most of the issues go away. Decisions are needed re: 1) dates to be administered; 2) time (duration) and location (class?) to be administered; 3) student participation rates; 4) distribution; 5) notification to students (through portal); 6) Course identification/Student identification.

J. Faust discussed issues re UPS 103.005 World Wide Web Policy (4-4-07).

Library Committee [Dabirian] M, 11-5-12 1:00-2:00 PM

The main agenda item was Starbucks coming to the Library in the near future. Chair, Dr. Danny Kim, asked me to give the chronology of the process and decision for the coffee shop to be housed in the Library. Frank Mumford (Director-Auxiliary Services Corp) stated that approval has been received from all levels to move forward, and monies are being invested in the project design right now. Librarian, Jie Tien, gave an excellent presentation on programming which has been going on for the past two years using the Salz-Pollak Gallery. Head Librarian, Richard Pollard, also discussed the Gallery's under-utilization over the past few years.

The committee was very positive, especially the student representatives, about the new Starbucks. Faculty members appreciated the programming but wanted additional alternatives to continue the type of programming in the Gallery/Library. Liaison Dabirian suggested formation of a subcommittee to work on an alternate plan to house the programming. The consensus was to move forward with Starbucks and have the subcommittee find alternative plans.

Planning, Resource, & Budget Committee [Walker] F, 11-2-12 12:30-2:30 PM, PLS-299

Paul Deland was elected as vice-chair for 2012-13 and will serve as PRBC chair 2013-14.

There was discussion of the importance of getting new people involved in committees and ensuring that new faculty are engaged in the leadership of the university.

There was discussion of what PRBC should be doing with the next few meetings since there is so much budget uncertainty. We reviewed previous approaches for division presentations and the committee agreed that the traditional presentations would not be useful until the release of Governor Brown's January budget.

The division heads have developed sets of goals for their units for the President. They will present these to PRBC on December 7. The traditional presentations about budget will be done later in the year.

November 16 will be used for program reviews. The program approval process is confusing and clearly problematic. It is unclear when budget estimates need to be done. The committee will review the program approval process.

Student Academic Life Committee [Guerin] T, 11-6-12 9:00-10:00 AM

At this point in time, the committee is holding off on asking that the NSSE be included in annual reports pending what we find out about Amir's project. Amir is charged with figuring out how to document student engagement in high-impact practices. Committee members are reviewing college plans on increasing student engagement. They will review at the next meeting on Dec. 4th.

IX. UNFINISHED BUSINESS

- 9.1 Report Back AA/AS Retreat, M, 8-20-12 – Event Review/Recommendations re Academic Advisement – Continued [Walker]
A future meeting is needed with the subgroup prior to EC discussion.
- 9.2 January 2013 AA/AS Retreat – Assessment of Student Learning: Date? Structure?
The Executive Committee revisited the discussion from last meeting to possibly *not* schedule the retreat in January, but to, perhaps, propose a meeting with the President and President's Advisory Board. Executive Committee members asked that if a meeting is proposed, it should be with members of President García's cabinet, which include vice presidents; however, no final decision has been made.
- 9.3 Presidential Selection *Proposed New UPS* – Draft Document (ASD 12-136) Revisited
This item will go forward to the A.S. agenda 11-29-12 (see above).
- 9.4 Action Items from Statements-of-Opinion - Continued (ASD 12-96) [All University Election Results 2012]
Members commented on the S-O-O below.
 - #1 and #2 statements were part of the larger online discussion. Most agreed that training would be optimum, but financing the training is the issue.
 - Follow-up with Dr. Faust (Associate VPAA) re status of eFellow Program [see [EC Minutes 8-7-12](#)] for faculty Online Teaching/Learning Program to encourage production of new online courses.
 - #3 was not discussed.
 - #4 streamlining the curricular process has begun. NCPs are being forwarded to A.S. as approved by UCC, GE Committee and Graduate Education Committee, rather than grouping all at the end of each semester. The NCP form, originating from Academic Programs, will be reviewed by a subcommittee with the intention to remove unnecessary duplication of requested information in the overall process, and moving to online PDF form fill. IT technician will be assigned to this project this semester. Chair Bedell has requested input (expectations) from college deans and department chairs.
 - #5 Follow-up with Senator Dabirian (IT) regarding what is involved in changing the process to allow early registration to students with the fewest number of units to graduation.

There was an extended discussion of the positives and negatives regarding the CalState Online program as presently configured -- administered through UEE.

There was a suggestion to ask Analytical Studies(Ed Sullivan) for data for under-represented minorities as recipients of Pell Grants.

- 1) The University should develop a comprehensive program for assessing the readiness for students intending to take online courses.
(1=strongly disagree; 2=disagree; 3=neutral; 4=agree; 5=strongly agree)

FULL-TIME ELECTORATE RESPONSES	
68 (12%)	Strongly Disagree
60 (11%)	Disagree
104 (19%)	Neutral
159 (29%)	Agree
127 (23%)	Strongly Agree

PART-TIME FACULTY RESPONSES	
3 (7%)	Strongly Disagree
3 (7%)	Disagree
3 (7%)	Neutral
14 (33%)	Agree
19 (45%)	Strongly Agree

FULL-TIME STAFF RESPONSES	
12 (5%)	Strongly Disagree
50 (20%)	Disagree
51 (21%)	Neutral
83 (34%)	Agree
38 (16%)	Strongly Agree

- 2) The University should develop a comprehensive program for providing additional training for faculty intending to teach online courses.
(1=strongly disagree; 2=disagree; 3=neutral; 4=agree; 5=strongly agree)

FULL-TIME ELECTORATE RESPONSES	
46 (8%)	Strongly Disagree
29 (5%)	Disagree
59 (11%)	Neutral
205 (37%)	Agree
182 (33%)	Strongly Agree

PART-TIME FACULTY RESPONSES	
3 (7%)	Strongly Disagree
4 (10%)	Disagree
1 (2%)	Neutral
19 (45%)	Agree
15 (36%)	Strongly Agree

FULL-TIME STAFF RESPONSES	
11 (5%)	Strongly Disagree
11 (5%)	Disagree
29 (12%)	Neutral
99 (41%)	Agree
83 (34%)	Strongly Agree

- 3) Resources should be made available to develop optional common interdisciplinary, intellectual themes for the nine (9) units of required upper division General Education.
(1=strongly disagree; 2=disagree; 3=neutral; 4=agree; 5=strongly agree)

FULL-TIME ELECTORATE RESPONSES	
65 (12%)	Strongly Disagree
65 (12%)	Disagree
176 (32%)	Neutral
122 (22%)	Agree
77 (14%)	Strongly Agree

PART-TIME FACULTY RESPONSES	
4 (10%)	Strongly Disagree
3 (7%)	Disagree
14 (33%)	Neutral
14 (33%)	Agree
6 (14%)	Strongly Agree

FULL-TIME STAFF RESPONSES	
6 (2%)	Strongly Disagree
32 (13%)	Disagree
88 (36%)	Neutral
75 (31%)	Agree
25 (10%)	Strongly Agree

- 4) Current curricular approval process requires completing an extensive and very detailed proposal form that needs to be approved by curriculum committees at department, college and University levels (GE, Graduate Education or University Curriculum committees). This process should be streamlined.
(1=strongly disagree; 2=disagree; 3=neutral; 4=agree; 5=strongly agree)

FULL-TIME ELECTORATE RESPONSES	
42 (8%)	Strongly Disagree
58 (10%)	Disagree
48 (9%)	Neutral
165 (30%)	Agree
204 (37%)	Strongly Agree

PART-TIME FACULTY RESPONSES	
2 (5%)	Strongly Disagree
1 (2%)	Disagree
9 (21%)	Neutral
17 (40%)	Agree
12 (29%)	Strongly Agree

FULL-TIME STAFF RESPONSES	
11 (5%)	Strongly Disagree
27 (11%)	Disagree
63 (26%)	Neutral
92 (38%)	Agree
41 (17%)	Strongly Agree

- 5) Priority registration shall be given to students based on the percentage of units they have left until graduation in the degree major instead of the present policy of priority given in terms of number of units already completed. Note that this would not affect students who are registering under the current special priority rules (such as ASI leadership, athletes, President's Scholars, Disabled Students).
(1=strongly disagree; 2=disagree; 3=neutral; 4=agree; 5=strongly agree)

FULL-TIME ELECTORATE RESPONSES	
30 (5%)	Strongly Disagree
31 (6%)	Disagree
122 (22%)	Neutral
200 (36%)	Agree
128 (23%)	Strongly Agree

PART-TIME FACULTY RESPONSES	
4 (10%)	Strongly Disagree
1 (2%)	Disagree
5 (12%)	Neutral
17 (40%)	Agree
13 (31%)	Strongly Agree

FULL-TIME STAFF RESPONSES	
19 (8%)	Strongly Disagree
22 (9%)	Disagree
42 (17%)	Neutral
90 (37%)	Agree
60 (25%)	Strongly Agree

THE FOLLOWING EXCERPT IS FROM THE EXECUTIVE COMMITTEE 9-25-12 APPROVED MINUTES.

- 9.1 Action Items from Statements-of-Opinion (ASD 12-96) [All University Election Results 2012]
Further review of these S-O-O, some members suggested some items could be referred to appropriate standing committees for their review and input.

1) The University should develop a comprehensive program for assessing the readiness for students intending to take online courses.

FT: 29% agree; 23% strongly agree

Comment: Senator Randall is working with a group of faculty and administrators having received a Mission & Goals grant to conduct comprehensive trainings of students last year with anticipation of moving to fully online trainings in the future. The University also has a site license for SmarterMeasure, an assessment of readiness for online learning. Perhaps by February 2013, this topic could be revisited. This could be an important advising tool.

2) The University should develop a comprehensive program for providing additional training for faculty intending to teach online courses.

FT: 37% agree; 33% strongly agree

Comment from Senator Brusckke: Teaching a massive online course could be good for the FTES of an individual department, but might be bad for the university overall. The financial advantages can push the use of online where it's not appropriate, like for borderline students.

Comment from Senator Randall: She is currently working with Dr. Jenny Faust on a project to develop a taxonomy of technology and pedagogy skills for teaching online. We are also developing a rubric to assess faculty readiness. Dr. Bedell asked that we schedule a time certain at the start of spring semester to report out on this project.

3) Resources should be made available to develop optional common interdisciplinary, intellectual themes for the nine (9) units of required upper division General Education.

FT: 32% neutral [12% strongly disagree; 12% disagree; 22% agree; 14% strongly agree]

Comment: Suggestion to refer to GE Committee for input.

4) Current curricular approval process requires completing an extensive and very detailed proposal form that needs to be approved by curriculum committees at department, college and University levels (GE, Graduate Education or University Curriculum committees). This process should be streamlined.

FT: 30% agree; 37% strongly agree

Executive Committee has begun “streamlining” conversations with curriculum committee chairs as well as department chairs and deans.

5) Priority registration shall be given to students based on the percentage of units they have left until graduation in the degree major instead of the present policy of priority given in terms of number of units already completed. Note that this would not affect students who are registering under the current special priority rules (such as ASI leadership, athletes, President’s Scholars, Disabled Students).

FT: 36% agree; 23% strongly agree

This positive response indicates further study. Senator Dabirian will find out the cost of changing the current system *from* allowing super seniors priority registration. He will have follow-up conversations with Provost/VPAA (Murray) as well as Assistant VP for Enrollment Services (Dority).

X. NEW BUSINESS

- 10.1 New UPS re Visiting Scholars from U.S. [Rev. [UPS 108.000](#) Visiting Scholars from Abroad, effective 5-11-12]
Item will be forwarded to Faculty Affairs Committee for review.

X. ADJOURNMENT

The meeting adjourned at 1:15 PM.