



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
MARCH 12, 2013**

*Approved 3-26-13*

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

**MH-141**

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

Absent: Guerin

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

- 2.1 Resolution for Strategic Plan Regarding Classroom & Infrastructure  
To be proposed as part of the Strategic Plan road map, and subsequent to the Town Hall meetings where the campus community was heard, Executive Committee members collectively drafted a document to be presented and approved, at the *added* Academic Senate meeting on 3-14-13. M/S/P (Bonney/Walker) motion to approve document and forward to added meeting of A.S. 3-14-13. ASD 13-33 Resolution in Support of Student Learning Language in Strategic Plan is drafted on behalf of the faculty who feel strongly that strategies need to be in place to maintain student learning, which includes active recruitment of tenure-track faculty.  
VOTE by voting members of Executive Committee unanimously approved resolution and recommended that it be forwarded to the A.S. The three ASCSU independently affirmed support of this resolution [Guerin/Pasternack/Stambough].
- 2.2 Resolution Supporting Return of EWP for Select Graduate Programs [ASD 13-28] [Source: Exec Com]  
After discussion over many weeks with involved participants, Executive Committee members agreed this resolution is ready for the 3-14-13 A.S. agenda. Line 14: add word "strongly" encouraged to identify courses..."
- 2.3 Search Committee – VP Human Resources, Equity and Inclusion – Spring 2013 [3 faculty needed]  
Three faculty who were confirmed to serve on the earlier search committee for Associate VP of HR, have agreed to continue to serve on this new Vice President position search.
- 2.4 Search Committee – VP Administration and Finance/Chief Financial Officer [3 faculty needed]  
Three faculty will be asked to serve on this search committee.
- 2.5 Quad Issues  
Senator Brusckhe reported from his perspective on his individual meeting with Police Chief DeMaio regarding various policies for campus as well as CSU directives and policies.

## **III. ANNOUNCEMENTS**

- 3.1 (Walker) Reported that he will chair the next Information Technology Committee meeting on 4/12/13 for Chair Chuck Grieb.
- 3.2 (Bonney) Reported on the committee's work to date on streamlining the new course proposal process. The principle for streamlining is for each college to approve its own curriculum. The new online form has been simplified and will consist of a single cover page and a sample syllabus.. New course proposals will be submitted to the college curriculum committee and if approved forwarded to the dean for his/her signature. Courses approved at the college level will be forwarded to Academic Programs where the Associate Vice President will publish the list of approved courses twice a year as the UPS prescribes. A course so approved would be sent to the UCC only in the event of a challenge again following the procedures in the UPS documents. Faculty wishing to have a course approved for GE would first get the course approved through the regular process and then submit the course with a change of course form to the GE Committee which would review the course only for the issue of conformity to GE Learning Goals The UCC would continue to review and approve new programs, and Grad Ed would fulfill those same functions for the Graduate Degrees.

The course proposal system will be completely online to allow tracking of the course at every stage of the process. There will be a one-page instruction sheet to accompany the course proposal

Challenges to curriculum overlap will need to be addressed prior to approval. UPS 411.104 will need to be revised to incorporate language for the new process.

#### IV. CONSENT CALENDAR

M/S/P (Walker/Matz) Consent Calendar was approved. 4.1 thru 4.4 will be forwarded to A.S. Consent Calendar on 3-14-13.

- 4.1 New Course Proposals, Graduate, Spring 2013 [Source: Grad Ed Com] [MKTG 450; MKTG 485; EDEL 446K; EDEL 541K; KNEW 481; NURS 518; NURS 520; MSW 571; MSW 572; HIST 429C; POSC 504]
- 4.2 Proposed Minor in Vietnamese [Source: PRBC]
- 4.3 Proposed Minor in Chinese [Source: PRBC]
- 4.4 ASD 13-32 Resolution in Support of Restructuring Academic Senate Membership – a *first reading* item on A.S.

#### V. APPROVAL OF MINUTES

- 5.1 EC Minutes (Draft) 2-26-13  
M/S/P (Dabirian/Matz) 2-26-13 draft minutes were approved as submitted.

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

Academic Senate Chair's Report #8 will be sent electronically. One report will cover several meeting dates.

#### VII. STAFF REPORT (Miller)

- 7.1 General Committees of FPC, FRC, and PLC are almost complete for the Consent Calendar. "Senate Nominees" need to be on the 3-21-13 A.S. agenda. Petitions will be available for faculty who may want to run for the *terms ending* positions.
- 7.2 Outstanding Professor Committee has been asked to review faculty awards UPS 293.000 (Barnes Teaching Award) and UPS 294.000 (Shields Scholarly and Creative Award) to look at other 3 awards to maintain files for several years.

#### VIII. COMMITTEE LIAISON REPORTS

ASI Board of Directors [Stambough] T, 3-12-13 1:15 – 3:30 PM, TSU No Report

Extended Education Committee [Pasternack] M, 3-11-13 3:00 – 4:00 PM, CP

Karen McKinley gave an update on the summer and intersession sessions. Highlights of the meeting included:

- 90% of students took self-support classes last summer with a head count of 7336.
- There are a small number of graduate summer classes taught under state support (e.g. business, nursing, Cal State Teach, and education). A total of 351 students registered last summer in such classes.
- Early Start classes are offered through self-support in the summer.
- Session E (10 week session) is typically used for internships, independent study, and nursing courses.
- Approximately 85% of students taking summer classes are juniors or seniors. Classes in the morning, evening, or online are the most popular and tend to be where UEE schedules the classes.
- The prohibition against faculty teaching more than 6 units in the summer can be overridden by the Dean and AVPAA.
- In Intersession 2013 approximately 100 classes were offered with a total head count of 2030. For both Intersession 2014 and 2015 there will only be one 4 week term which will have an online component in the course. This is due to the desire not to hold graduation over Memorial Day weekend. This will happen between 40% and 60% of the years.
- International students who are admitted in the fall can take summer classes through open-university.
- There is a limit on a student taking no more than 16 units in the summer, but Karen was unclear as to the enforcement mechanism.
- There was a discussion of the upcoming campus No Smoking Policy and what should be done to inform students who are coming over as exchange students. UEE has not developed a plan for informing such students yet, but realizes that this is something that must be done. It seems that a unified campus approach is the best way to address the issue. The ALP (American Language Program) already discusses this in their orientation program.

- Liaison Pasternack gave an explanation as to the delay in the campus survey on moving Intersession to May. He also referenced the CSU plan to ban tobacco products on all campuses, as well as the upcoming new Executive Order on Extension and the fact that CalState Online will be able to promote state support programs.

**General Education Committee** [Bonney] M, 3-8-13 2:00 – 4:00 PM, MH-141  
For lack of a quorum the GE Committee did not meet on 8 March 2013.

**International Education Committee** [Dabirian] W, 3-6-13, 11:00 AM - 12:00 PM, MH-141

The majority of the meeting was spent on urgent revisions to UPS 320.102, which address findings of the International Programs Operations audit and Executive Order 795. It is critical for document to be approved by the Academic Senate by April 2013. Document will be forwarded to A.S. agenda 3-14-13 under Consent Calendar.

**Library Committee** [Walker for Dabirian] M, 3-11-13 1:00-2:00 PM

There was a short discussion regarding the Starbucks. It seems that there are ongoing discussions regarding having student art displayed in the coffee shop. In addition, there is a second area in the PLS that they are considering as a display area.

There was also some discussion of a stock database called Bloomberg (if you're thinking of the mayor of New York, you should be). It costs \$2,000 per month and although it might be a good thing for students in the business school and some faculty, it may be too expensive. Discussion on this will continue to explore various ways the database could be obtained (e.g. Sharing license agreements with other CSU's, donors etc.).

## IX. UNFINISHED BUSINESS

- 9.1 [Statements of Opinion](#) for All University Elections, Spring 2013 [BL 12-4 states to A.S. by 3-20-12]  
[15 minute time limit]

The Bylaw covering Statements of Opinion was changed spring 2012, to wording that the Executive Committee *may* prepare one or more S-O-O. Members agreed to send the following statement for A.S. discussion and approval 3-14-13:

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*Should the university move the term currently known as Intersession to the end of the spring semester?*

*This term would run from late April through the end of May. The spring semester then would begin in early January and end it in late April. This change would not affect the summer school schedule.*

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- 9.2 [UPS 293.000](#) The Carol Barnes Excellence in Teaching Award [1-4-13] [Source: Exec Com]  
E.C. members agreed to add language to include part-time faculty for the Barnes Teaching Award. (Pasternack) Line 27: add "curriculum vitae". This document will be placed under New Business on A.S. agenda 3-14-13.

## X. NEW BUSINESS

- 10.1 ASD 13-29 [UPS 320.102](#) International Education Policy – Revised [Source: IEC]  
Senator Rhodes, chair of International Education Committee, asked that this document be approved by the A.S. ASAP. Language revisions meet compliance with CSU audit of International Programs Operations and Executive Order 795. Item will be added to the 3-14-13 A.S. agenda under Consent Calendar.
- 10.2 ASD 13-25 Final Report – Academic Student Advising [from AA/AS Retreat 8-20-12]  
Item will be given a *Time Approximate* on A.S. agenda 3-21-13.
- 10.3 [UPS 300.017](#) Incomplete Authorized (I) and Incomplete Charged (IC) [11-8-06] [Source: ASC]  
Document will moved to A.S. agenda 3-14-13 under Consent Calendar.
- 10.4 [UPS 300.050](#) Recognition of Superior Student Performance [4-17-00] [Source: ASC]  
Document will moved to A.S. agenda 3-14-13 under Consent Calendar.
- 10.5 [UPS 261.000](#) Proposed Faculty Emeritus Policy [Source: FAC]  
Document was discussed, and members agreed to move it to A.S. agenda 3-14-13 under New Business.

## XI. ADJOURNMENT

Meeting adjourned at 1:05 PM.