



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 11, 2012**

Approved 9-18-12

11:30 AM - 1:00 PM

MH-141

Present: Bedell, Bonney, Brusckke, Dabirian Guerin, Pasternack, Randall, Stambough, Walker

Absent: Matz

I. CALL TO ORDER

Chair Bedell called the meeting to order at 11:30 AM following the Convocation address by President García in Meng Hall from 10:00 – 11:00 AM.

II. URGENT BUSINESS

- 2.1 Board of Trustees Agenda Item for meeting of September 18-19: Committee on Education Policy is proposing a revision in Title V to decrease 9 units of upper division general education required toward graduation degree, as well as some changes in lower division general education requirements. There was much discussion regarding a violation of academic process and what plan of action CSUF should take. ASCSU as well as other Academic Senates from our sister campuses are sending resolutions to BOT to ask for postponement of this item to give time for appropriate process to take place.
- 2.2 University Learning Outcomes – on 9-13-12 A.S. agenda for a *time approximate*. Members agreed this item should be removed from this week's A.S. agenda in order to have a more thorough discussion later in the semester once the proposed ad hoc committee has had the opportunity to meet, work to reformat the endorsed ULOs, and be ready for further input from Academic Senators and the broader campus community. There was a discussion of possible members for this committee.
- 2.3 A revised A.S. agenda will be sent for 9-13-12 replacing the University Learning Outcomes with the Board of Trustees agenda item of reducing general education units.

III. ANNOUNCEMENTS

IV. APPROVAL OF MINUTES

- 4.1 EC Minutes (Draft) 8-28-12 – approved as submitted.
- 4.2 EC Minutes (Draft) 9-4-12 – approved as submitted.

V. CHAIR'S REPORT

VI. STAFF REPORT

- 6.1 Committee Assignments
Faculty names were discussed for several standing committee vacancies.

VII. LIAISON REPORTS

ASI Board of Directors [Bedell] T, 9-11-12 1:15 – 3:30 PM, TSU

The ASI Board of Directors met on Tuesday, September 11th. They heard a report on the proposed TSU expansion (NB: why they heard this is beyond me as the Fee Committee rejected the fee election last Friday). They heard several reports. The Intercultural Association has several events planned, e.g., Vietnamese Day, they also are doing leadership training. The Engineering student group reported that their advisor told them they needed to develop certain interpersonal skills and professional training and communication skills (NB: Ironic?). Elections Committee is working on how to increase voter turnout. Titan Task Force working on pride building events. Dr. Walk and a member of his team did an athletics report. It is a 9 million dollar enterprise with approximately 300 student athletics, and student gov't provides 2 million and student athletes raise 1 million. Major Universities joined our conference raising pressure on us to be more competitive hence we'll need to address our continued ability to "outperform their resources". The Board received a tutorial regarding how best to read financial statements. CSSA meets here this coming weekend and we received a briefing on

logistics, not program. ASI will be having a major voter registration drive and 9/20 is their hugely successful Block Party. I briefed them on the 9 unit GE proposal.

Extended Education Committee [Pasternack] M, 9-10-12 3:00-3:35 PM

Turnout was quite good with eight voting members in attendance together with three UEE staff as well as the Executive Committee liaison. Additionally, Bill Beam (on last year's Committee) attended, but he requested that we find a replacement for him.

The purpose of the meeting was to acquaint the Committee members with the functions of the Committee as well as the procedure to be used to evaluate non-credit programs (UPS 450.000). Relevant documents were sent out using Dropbox prior to the meeting and hard copies were also available at the meeting.

Harry Norman mentioned he had heard the first programs in CalState Online may begin summer 2013. He also mentioned that he believed new Executive Orders were being written to include one or more that will focus on international education, which will probably require review at the system level for future programs.

Barry Pasternack mentioned the PR problem that has arisen with programs accepting out-of-state students for spring term, but not accepting in-state students. He wondered if such students may be allowed to take some spring classes through open enrollment. Harry mentioned that there is a residency requirement that a masters student has to take 30 units in residency. Barry mentioned he would inquire at the upcoming ASCSU meeting as to whether this could be amended.

Remaining meetings in the fall will be on 10/22, 11/26, and 12/10 from 3:00 to 4:00 PM

Faculty Affairs Committee [Matz] F, 9-7-12 10:00 AM -12:00 PM

FAC met with a quorum, and Laura Lohman was elected chair for 2012-13. Brent Foster's annual report was reviewed. Dr. Faust reported on the task force established to address online education, which could potentially impact UPS 411.104 signed by President Hagan 5-17-12. Task Force will give a report at the A.S. 10-25-12. Other UPS documents the committee will review this year for currency/relevancy:

- UPS 240.100 Sexual Harassment Policy [2-15-05]
- UPS 240.200 Policy on Amorous or Sexual Relationships Between Faculty, Staff and Students [9-19-94]
- UPS 210.050 Personnel Policy for Full-Time Temporary Faculty [6-16-04]
- UPS 210.060 Personnel Policy for Part-Time Lecturers [1-10-00]
- UPS 210.000 Faculty Personnel Policy and Procedures [6-20-11]
- UPS 211.000 Responsibilities of Departments and Department Chairs [2-18-05]

Faculty Development Center Board [Guerin] T, 9-4-12 2:30-4:00 PM

FDCB members heard a report by Jenny Faust on the various entities funding faculty development on campus and her desire to bring the services together in one location or to coordinate them more closely to improve services for faculty.

Information Technology Committee [Randall] F, 9-7-12 10:00-11:00 AM

Amir Dabirian announced the availability of Adobe Master Suite for all faculty at no cost and for students at the cost of \$50.

All new videos developed for Lynda.com are now being captioned.

Moodle stats: 26,000 unique logins to Titanium on the second day, and 70,000 total logins. Average unique login is over 20,000 per day.

iAuthor is Apple software that allows a person to author a multimedia textbook, and then publish it to iTunes to generate revenue. Publishers are also working with authors to create content. However, this content only runs on iPads and iPhones (iOS devices). But they are being sold at lower prices, and focus heavily on K-12.

Action Item: The committee approved a motion to rescind the UPS on email policy.

N.B. There is only a system-wide email policy – ASD 03-69 Proposed New UPS was *not* signed by President Hagan 5-25-12.

International Education Committee [Dabirian] W, 9-5-12 11:00-12:00

Harry Norman talked about reorganization of the International Education and Exchange, which has moved from Student Affairs to Academic Affairs. A new entity, funded with UEE dollars, has been formed - entitled *International Student Recruitment*. It is a consolidation of all international education on campus. Two MPPs and two staff and a few others were hired for this new office.

There is a problem recruiting and admitting graduate students with some individual programs and departments not giving enough time to have immigration status timely for admission.

Harry recommends putting together a guideline for distribution to all departments.

Harry's office will create the guideline and IE Committee will endorse and send to Graduate Education Committee for their endorsement.

Lay Tuan Tan discussed the study aboard student learning object. Agenda item for next IEC meeting will be discussion /brainstorming how to achieve academic and program goals.

International Education Week is scheduled for November 13 – 15. - Theme is *Student Success Stories*.

Library Committee [Dabirian] M, 9-10-12 1:00-2:00 PM

Elected Danny Kim as committee chair for 2012-13. Meetings will be on the 2nd Monday of every month (10/8, 11/5, and 12/10) fall 2012. Veteran's Day (2nd Monday) creates a change to 11/5 meeting.

Richard talked about the Library interaction with the committee. The database topic will be discussed next meeting.

Planning, Resource, & Budget Committee [Walker] F, 9-10-12 12:30-2:30 PM, PLS-299

Announcements:

Provost Murray announced that CSUF is right on target with regard to the FTES for the fall semester to annualize at 105%.

Opening Remarks:

Dr. Mead gave us an introduction to the committee and the committee introduced themselves. President Garcia gave an update regarding the budget process and concerns regarding the budget for the CSU system and CSUF. There is enough one-time money to get through this year, but if the trigger cuts occur along with the health care increase \$4 million the budget situation will be unpleasant. In addition, if the proposition passes we may also face cuts if the trustees roll back tuition to 11-12 levels that the legislature has proposed for the CSU to obtain more funding. President Garcia thanked the present and past chair of PRBC for their work on the strategic plan. The strategic planning process will be moving forward with a facilitator, Jolene Koester, President Emeritus of CSU Northridge. The process will begin immediately and Associate Vice President Faust and Dr. Mead will be co-chairing a reconstituted strategic planning steering committee.

Overview of PRBC Functions via PowerPoint – Budget 101

Business:

UPS 100.700 Formation and Operation of University Research Institutes and Centers - needs revision. There is a lack of clarity in the definition of center and institute. Do centers and/or institutes have to be research based? How are these decisions made and does the UPS only cover research centers and institutes? A small subcommittee will be working on the document and will report back to PRBC after meeting with Provost Murray and Dr. Gerald Patton.

VIII. UNFINISHED BUSINESS

- 8.1 Task Force re Assessment Follow-up [see 8.5 below]
Members agreed to add the *Charge* to the (Task Force) Ad Hoc Committee to the A.S. agenda 9-13-12. This is in response to the WASC Action Letter of 7-3-12.
- 8.2 AA/AS Retreat, M, 8-20-12 – Event Review/Recommendations – Continued
Item will be moved to next agenda.

IX. NEW BUSINESS

- 9.1 Search Committees ([UPS 210.007](#) Appointment of Administrative Personnel – 3 faculty needed)
 - 9.1.1 Internal Auditor – three faculty will be invited to serve. Names should be on A.S. Consent Calendar 9-20-12.
 - 9.1.2 Associate/Assistant VP for Human Resources – three faculty will be invited to serve. Names will be on A.S. Consent Calendar 9-20-12.
- 9.2 Committee Annual Reports 2011-12 – Disposition
The Academic Senate is still missing three reports from A/Y 2011-12. They have been given ASD numbers for historical purposes. Each standing committee was sent the previous year's annual report to know what items of business, if any, are pending for current year's committee business. The three delinquent committees (chairs) will be asked again for the 2011-12 report.
- 9.3 Goals and Priorities for Academic Senate 2012-13
The following items were discussed:

- Campus Strategic Plan in place so we know budget priorities
- Faculty recruitment and retention
- A.S. partnering with Academic Affairs on WASC issues
- Class staffing targets
- Determine definition – *learning is preeminent*

9.4 Simplifying New Course Approval Process

There was discussion on how to begin this task. Members agreed that asking the three curriculum committees (Curriculum, GE and Graduate Education) to give input should be a first step. Items below were discussed to, *inter alia*, help IT put together 1) a timeline projection and 2) a workflow document that included all the essential steps:

- What are bottlenecks in the current process at each level: 1) department; 2) college; 3) university
- What is the common process each committee goes through?
- How can initial writing of a new course proposal be accurate and complete?
- Consider necessity of each item on the form to ensure all boxes on form are necessary.
- What steps could be eliminated while ensuring academic quality is maintained?
- What exact paperwork is needed for each step in process – without duplication?
- Consider an online orientation for committee members to appropriate UPS
- Maintain a current and accurate website for process

9.8 Revised Faculty Affairs Committee Functions – BL 11-22 [[UPS 100.001](#) A.S. Bylaws]

Members agreed the functions of FAC need to be reviewed to consider including many of the functions removed in 2011 (see ASD 10-178). **Item will be referred to Faculty Affairs Committee.**

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

VIII. NEW BUSINESS

- 9.5 Reaffirmation (?) of *Learning is Preeminent* – University Mission & Goals [see [2-28-12 EC Minutes](#)]
- 9.6 Review of two (2) University Policy Statements [request from President García]
1. [UPS 210.007](#) Appointment of Administrative Personnel [8-7-07]
 2. [UPS 210.500](#) Procedures: Search Committees for Administrative Personnel [7-11-11]
- 9.7 Revised [UPS 420.103](#) Protection of Human Participants [7-7-06] [Source: IRB]
- 9.8 Discussion above.
- 9.9 [UPS 320.020](#) University Writing Requirements [5-25-12] re Writing Board Composition
- 9.10 Presidential Selection *Proposed New UPS*
- 9.11 Action Items from Statements-of-Opinion (ASD 12-96) [All University Election Results 2012]
- 9.12 New UPS re Visiting Scholars from U.S. [Rev. UPS 108.000 Visiting Scholars from Abroad, effective 5-11-12]

IX. ADJOURNMENT

Meeting adjourned at 1:10 PM.