



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
SEPTEMBER 18, 2012**

**DRAFT**

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

**MH-141**

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

Absent: Guerin, Stambough

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

2.1 Status of the University Writing Board [see 8.3 below] See notes under 9.3

## **III. ANNOUNCEMENTS**

- 3.1 (Dabirian) The announcement of our three candidates for the position of VPAA was emailed to the campus community Monday, 9-17-12. The bios of two men and one woman finalist were self-written. The website contains their respective CVs, interview schedules, and open forum feedback forms. Please save the dates and times for the various group meetings. Executive Committee will meet each candidate from 1:30 - 2:15 PM. in PLN-130 on the three respective dates.
1. September 21 Charles Wight
  2. September 24 Zulma Toro
  3. September 28 José Cruz
- 3.2 (Pasternack) Information was sent to Exec Committee via email regarding 2011-12 budget. The CSU appears underfunded relative to the UC system. The CSU Board of Trustees agenda item was changed from eliminating upper division general education unit requirements to an item that deals with degree programs requiring between 121 and 129 units. Campuses will need to report confirmation to the Chancellor's Office that such programs will be reduced to 120 units except in cases where considerations such as accreditation make reduction impossible. It was noted in the discussion that Departments should be more transparent about the number of units required for graduation. Pre-requisites can often increase the actual units a student needs to graduate.
- 3.3 (Matz) asked that she be released from liaison role to Graduate Education Committee because she has been asked by President García to serve on the ad hoc committee for the Campus Strategic Plan. Senator Matz continues her role as liaison to the Faculty Affairs Committee. Secretary Bonney agreed to serve as liaison to the Graduate Education Committee.

## **IV. APPROVAL OF MINUTES**

4.1 EC Minutes (Draft) 9-11-12 – approved as submitted.

## **V. CHAIR'S REPORT**

- Chair's Report #3 for Academic Senate will probably be sent after the 9-20-12 meeting since only one week has passed since the #2 report.
- Two faculty names were discussed as potential candidates for the ad hoc committee for the Campus Strategic Plan to be sent to President García. Our understanding is that this critical process will be completed by the end of fall 2012 semester.
- Dr. Jolene Koester will meet with Executive Committee from 12:00 – 1:00 PM on 10-2-12. As the hired outside consultant for the Campus Strategic Plan, Dr. Koester, retired President from Cal State Northridge, will be on campus October 2 and 3 to meet with multiple groups. There will be two town hall meetings giving members of the campus community the opportunity to give input.
- Academic Affairs Division is looking at \$300 Million savings in the following areas for 2012-13 and beyond:
  - Staff positions will remain open for 60 days \$500K;

- No new furniture, no new equipment \$620K;
- Elimination augmented travel \$350K;
- No overtime \$12K;
- Halting all renovations and construction \$500K;
- No equipment purchases \$116K;
- 20% reduction in assigned time for \$900K in savings;
- Report from PAB:
  - FTES on hold for 2013-14 – continued interest in metrics and directives
  - New streams of revenue via University Advancement
- How is “Academic Excellence” measured? Top two priorities for President García: 1) faculty hiring and retention; 2) academic student advising.
- The purchase of Western Law School property is nearing completion.
- Athletic stadium is in desperate need of repairs. Safety issues abound.
- Jerry Samuelson’s Celebration of Life will be held Saturday, 9-22-12, 10:00 AM in Meng Hall.
- Bedell traveled to Monterey with the OCDE from September 13-16. Excellent speakers during the conference – Jack O’Connell and Dan Waters.

## VI. STAFF REPORT

### 6.1 Committee Assignments

Faculty names were discussed for several standing committee vacancies. There was conversation to possibly incorporate into our Bylaws (UPS 100.001) a timeline for nominating faculty from each constituency when all faculty asked by the Executive Committee decline request to serve. This could be considered *friendly*.

## VII. COMMITTEE LIAISON REPORTS

### ASI Board of Directors [Bedell] T, 9-18-12 1:15 – 3:30 PM, TSU

Members discussed various issues including refunding fees to campus organizations which paid for participation at *Discoverfest*. It was determined not to refund but not to charge for future events. Voter registration continues; ASI Banquet on 4/26 or 4/28. ASI Block Party on 11/2; NSM student group planning a 3/13 Science Symposium and NSM ICC’s adding new clubs. We heard a report from the Director of the Children’s Center and the impact of (stricter) federal regulations on scholarships for their attendees. The Audit Committee is done; ASI revenue up because enrollment is up....N.B. I am concerned that being flushed with cash is enhancing revenue allocations or could lead that way, and I do not see some encouraging restraint given spring 2013 drop in enrollment, etc.

### University Curriculum Committee [Bruschke] F, 9-14-12 2:00-4:00 PM

Only 3 returning members of the committee were present; Riccardo de Los Rios was elected chair with Pam Oliver to serve as secretary. There are 10 courses to review for the fall; readers were assigned to each. The criminal justice course that should have been reviewed last spring will be reviewed first this fall (although it's not entirely clear whether it had been withdrawn). It appears all courses will be reviewed this fall. E. Trotter reviewed the committee functions.

### General Education Committee [Bonney] F, 9-14-12 2:00 -4:00 PM

Although the immediate danger has passed, much of the discussion at the committee's opening meeting was devoted to the challenges raised by the proposed action to eliminate upper division GE. This provided Ed Trotter with the opportunity to review the history of GE generally in the system and particularly at CSUF, a helpful exercise for the new people on the committee. The members of the committee agreed with Nancy Fitch's observation that the PPR of the GE Program scheduled for this year provides an excellent opportunity to make the case for the program (as no one thinks the entire enterprise is secure) and the upper division units more specifically. The committee, in addition to reviewing a fairly small number of new GE Courses (perhaps seven?) this fall, will focus on recertification, concentrating this year on the core competencies of category A. Affected departments will be notified to expect a questionnaire that looks mostly like the questions already incorporated into the NCP around 15 February. There also was discussion about the assessment of GE, toward which some steps were taken last year, and this exchange prompted the heartfelt comments by several members of the committee that they feel overwhelmed. There is strong sentiment that this particular duty be passed either to a committee on assessment or on a committee strictly for GE Assessment. The committee seems to be falling slowly but inexorably farther behind on this responsibility. Finally, when it came time to allocate work, the members agreed to end the practice of a first reading on a course followed by a second reading at a subsequent meeting followed by assignment to a consent calendar.

Committee members agreed they would act on a course when it first came up for review unless they concluded there were so many issues they needed to continue discussion. This act alone may address some of the deepest concerns of those seeking review of the course approval process on campus. Committee members seemed to agree that course proponents needed swift action on their proposals. Committee concluded by agreeing to reschedule meetings. Committee will not meet on September 28 or October 12 but will meet on October 5. Committee also will not meet on 25 January but will meet on 3 May.

GE Annual Report 2011-12 is forthcoming.

**Graduate Education Committee** [Matz] F, 9-14-12 2:00 -4:00 PM

Chair Penny Weismuller led the first meeting of 2012-13 with introductions for new and returning members as well as guests. Dr. Fink volunteered to record minutes. Urgent Business was considered from ECS. Committee will investigate course overlap in proposal for Computer Engineering integrated BS/MS. Committee members were assigned teams to review proposals and new courses. The graduate education writing requirement needs to be revisited since the EWP was removed from UPS 320.020. 20 out of 50 CSUF graduate programs used the EWP to meet the Title V writing requirement.

T. Rizkallah announced that departments are encouraged to submit a 1-page application to the Assessment Institute to be eligible for recognition for its progress in assessment, along with a cash award. This is an annual event coordinated by Gerald Patton.

The next Graduate Education Committee meeting is scheduled for F, 9-21-12.

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

**Student Academic Life Committee** [Guerin] T, 9-4-12 9:00-10:00 AM

Paul Levesque was elected chair and Debra Cote elected Vice Chair. Three students should be appointed in the near future by ASI. Functions of the SALC were reviewed. BL 96-2 was approved to add "F" to functions (NSSE review data), which will become updated BL 12-2. Annual report from 2011-12 was also reviewed. Ed Sullivan will be invited to discuss the NSSE Pilot Survey. Future fall meetings will be held 9/18, 10/2, 10/16, 11/6, 12/4.

**University Advancement Committee** [Walker] W, 9-11-12 9:00-10:00 AM MEETING CANCELLED

## VIII. UNFINISHED BUSINESS

- 8.1 Members on Task Force re Assessment of Student Learning  
Nomination of Faculty members who have agreed to serve on this ad hoc committee is an item on the A.S. agenda under Consent Calendar 9-20-12. All colleges are represented for a broad base to give feedback and insight on assessment.
- 8.2 AA/AS Retreat, M, 8-20-12 – Event Review/Recommendations – Continued  
Members discussed how to proceed on the AA/AS Retreat topic of Academic Advising. Several Executive Committee members agreed to work as a small group with representatives from Student Affairs and Academic Affairs to review reports received from breakout groups and work toward needed metrics and benchmarks to achieve outcomes and links to graduation and student success. Vice Chair Walker will lead this activity and report back to Executive Committee in the next month.
- 8.3 Simplifying New Course Approval Process  
Chair Bedell sent an email to the three curriculum committee chairs (UCC, GE, Grad Ed), deans and department chairs asking for feedback.

## IX. NEW BUSINESS

- 9.1 Reaffirmation (?) of *Learning is Preeminent* – University Mission & Goals [see [2-28-12 EC Minutes](#)]  
CSUF Mission & Goals statement has been essentially unchanged over the past 18 years. There was consensus to add this item to the to the A.S. agenda 9-20-12 for an "open conversation" as it relates to ILOs and the Campus Strategic Plan.
- 9.2 Revised Faculty Affairs Committee Functions – BL 11-22 [[UPS 100.001](#) A.S. Bylaws]  
BL 11-22 will be referred to Faculty Affairs Committee for possible resuscitation of some of the committee's functions that were removed in 2011. Another item returned to FAC is UPS 261.000 Emeriti Policy.
- 9.3 [UPS 320.020](#) University Writing Requirements [5-25-12] re Writing Board Composition  
Faculty names were discussed for a committee to review this document. Senators Matz and Bedell will ask several other faculty who have expertise with student writing in their curriculum to collaborate on

possible revisions. Colleges of Business and Communications are known to assist students who lack strong writing skills. Review of Board membership is needed as per UPS 320.020. Upper division writing requirement for graduation needs attention within the document. The ad hoc committee could obtain guidance from the [8-7-12 Executive Committee minutes](#) - *time certain* as well as a motion from the 5-17-12 A.S. Marathon meeting regarding UPS 320.020.

- 9.4 Revised [UPS 420.103](#) Protection of Human Participants [7-7-06] [Source: IRB]  
Members discussed the document forwarded by Dr. Ron Oliver on behalf of Institutional Review Board. The document needs further attention by committee to remove notes throughout prior to sending to Academic Senate for approval. Some Executive Committee members agreed that numbering of the UPS should be in the 600 Index numbers (vs. 400).
- 9.5 Review of two (2) University Policy Statements [request from President García]  
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 García.
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]

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

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## IX. NEW BUSINESS

- 9.6 Presidential Selection *Proposed New UPS*
- 9.7 Action Items from Statements-of-Opinion (ASD 12-96) [All University Election Results 2012]
- 9.8 New UPS re Visiting Scholars from U.S. [Rev. UPS 108.000 Visiting Scholars from Abroad, effective 5-11-12]

## X. ADJOURNMENT

Meeting adjourned at 1:00 PM.