



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
JANUARY 28, 2014**

Approved 2-4-14

11:30 AM - 1:00 PM

MH-141

Present: Bonney, Dabirian, Fontaine, Jarvis, Pasternack, Stambough, Walicki, Walk, Walker

Absent: Bedell, Guerin

I. CALL TO ORDER

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

II. URGENT BUSINESS

III. ANNOUNCEMENTS

3.1 Review Carnegie Classification Application

Chair Walker invited comments from EC members who received this information last week. Several members of EC are part of the group reviewing the document.

3.2 A Town Hall meeting has been scheduled next Tuesday, 2-4-14, 10:00-12:00 noon in the TSU for an update from the Strategic Plan Implementation Task Force leaders. EC members agreed to hold the weekly EC meeting from 12:00-1:00 PM.

3.3 Senator Pasternack gave a brief update on activities at the CSU Academic Senate January 22-24, 2014.

3.4 Dean Puri will lead an Irvine Campus Task Force to work with a hired consultant to develop alternative visions for the south county campus. A faculty member will be asked to serve on this task force.

IV. APPROVAL OF MINUTES

5.1 EC Minutes (Draft) 12-17-13

M/S/P (Bonney/Walk) minutes of 12-17-13 were approved as submitted.

V. CHAIR'S REPORT (Walker)

- AVPAP Nwosu sent an email 1-14-14 to help alleviate confusion and clarify and align language printed in the registration guide regarding the final exam schedule for online classes. Registration guide states online final exams should be completed by Sunday (day 2) of finals week, but does not differentiate between exams that can be completed at the students' discretion (i.e. take-home type exam) versus those scheduled in a 2-hour block like a "normal" exam.
- It is important to respond quickly and appropriately in support of faculty when various issues arise. Academic Standards Committee will be asked to review the areas of double-counting within majors and minors programs to determine if a formalized policy is needed. Currently only minors are addressed within a CSUF policy. CSUF focuses on cross-disciplinary units of double-counting. Students would not receive two bachelors degrees; rather students would receive one bachelor degree with two majors.
- Two candidates have been hired for the position of Associate Vice President of HRDI – Lisa Sanchez and Perrin Reid. Perrin Reid will be working with faculty. The position of AVP of Labor Relations has been put on hold for now. Note: EC members requested Chair Walker ask VP Gentles for a division reporting structure (org chart).
- New awards program from Human Resources, Diversity & Inclusion has been announced. Chair Walker stated he believes more awards will give increased opportunities for recognition.
- There is continuing consternation regarding
 - department chair elections.
 - academic freedom issues – use of instructional materials, including accessibility and accommodation issues.
- Faculty names are needed to serve on AACU team for a summer workshop being put together by Provost Cruz and Chair Walker
- Asked Provost about submitting a proposal for an Academic Senate baseline budget to include travel monies and management of release time given for Exec Com, general and standing committee service, and payments to part-time Senator.
- The 2-6-14 A.S. meeting will focus on the topic of student fees with some introductions of new administrators who have begun spring semester.

VI. PROVOST REPORT – 12:30 – 12:45 PM Introduction: AVP Academic Programs Dr. Peter Nwosu
Provost Cruz introduced Dr. Nwosu on this 10th day of his arrival at CSUF. Dr. Nwosu reported on the positive interaction and collaborative spirit among his Academic Programs *team* and capable campus leadership. He began his career in CSU system and is glad to be back.

Provost Cruz answered the following questions from EC members:

- Intersession update. A committee will be charged to assess all aspects of our intersession program. This effort will provide guidance in moving forward.
- Faculty hiring. Numbers are positive for offers extended; however, updated information will be available following the Council of Deans meeting this week. Data will be forthcoming regarding hires of 1st, 2nd, 3rd choices, etc. in order to inform the process for next round of hiring. 133 new faculty hires over 2 year period is a rolling plan.
- Visiting professors. There is a CSU cap on visiting professors across 23 campuses. Cal State Fullerton may be underutilizing this option. Provost Cruz agreed to follow-up and report back to Exec Com.

VII. STAFF REPORT (Miller)

- 7.1 Outstanding Professor Committee members are currently reviewing eight (8) faculty files submitted for the L. Donald Shields Award (UPS 294.000).
- 7.2 The call for nominations for The Carol Barnes Excellence in Teaching Award was sent to faculty 1-13-14, listing the deadline for nominations on Monday, 2-10-14, 5:00 PM. A nomination reminder will be sent next week. Applications will be due from nominated faculty by 3-3-14 (first Monday in March per UPS 293.000).
- 7.3 The call for nominations for the Outstanding Professor Award (UPS 290.000) was emailed to the CSUF faculty on Tuesday, 1-21-13. OPA files are due Monday, March 10, 2014 at 5:00 PM.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board of Directors [Walker] T, 1-21-14 1:15 – 3:30 PM, TSU -207
The ASI spring concert planning is underway and a *save the date* will be on Instagram. The ICC's are planning their big events for spring. Arts week will be April 12 – 19. Also are involved in outreach and trying new ideas to get students involved (e.g. club vouchers for dues etc.). There was discussion of two documents. First they approved revision of their elections bylaw. The changes were primarily to the timeline of elections. The second was a proposal by CSSA to change the way CSSA receives funds. A \$2 fee that students could opt-out of if they didn't want to was discussed. The fee would be paid twice a year. This is a gigantic increase in funding for CSSA and ASI leaders had a spirited discussion. The mid-year budget report was good. They are on target to come in at about 95% of what the budgeted. There will be more programs related to safe-space and student ally training.
ASI Board of Directors [Walker] T, 1-28-14 1:15 – 3:30 PM, TSU -207 No Report.
- 8.2 Assessment & Educational Effectiveness Com [Walker for Stambough] W, 1-22-14 1:00 – 2:15 PM, MH-141
The committee met and reviewed comments from the document's first reading at the A.S. meeting 12-12-13 and those comments collected online. AECC members agreed to minor revisions to the document that will be sent to Executive Committee. The most important, in my opinion, is the addition of a statement that this policy shall govern the development and implementation of assessment procedures on our campus.
- 8.3 Academic Standards Committee [Walker for Walk] F, 1-24-14 1:00 – 2:00 PM MH-166
ASC members reviewed the comments on the Challenge Exam Policy from information provided by the CSUF department chairs as well as CSU campus academic senate chairs. ASC Chair Filowitz will be editing the policy for review by ASC members. There was also a discussion on the Final Exam Policy and how it can be modified for online courses. Members went through the issues associated with the policy and exam scheduling. The committee, like much of campus, has concerns about academic dishonesty and online exams. There was suggestion and discussion of a proctored examination center on campus (e.g. Coastline College has them <http://www.coastline.edu/students/distance-learning/>) and difficulties getting ProctorU set up and paid for. Frustration regarding the current policy in the registration guide was evident and issues associated with the registration guide policy (exams for online courses must be completed by the second day of finals week which is Sunday) have 'encouraged' violation of our policy and some instructors of online courses are giving exams on the Friday afternoon prior to final exam week. Dr. Filowitz will draft language for committee review, and members will investigate practices within their respective college.
- 8.4 Campus Facilities & Beautification Committee [Jarvis] F, 1-24-14 Meeting Cancelled

- 8.5 University Curriculum Committee [Jarvis/Walker for Bedell] F, 1-24-14 12:00 – 2:00 PM MH-141
The committee was introduced to Dr. Peter Nwosu, AVP Academic programs. UCC has been charged with updating and revising our policies associated with independent studies, student-to-student tutorials, etc. The beginning of the meeting was very informative as it became clear that across colleges and departments 499 courses are used in varying ways and that not all faculty receive workload as part of engaging in independent studies or other supervision courses. Also discussed were problems associated with student-to-student tutorials and Unit 11 ASE Instructional Student Assistants. Phil Lee (FAR staff) distributed a handout developed by Dr. Faust on what the differences should be. Members spent time discussing the need for Academic Senate involvement with independent study policies and potential problems relative to ISAs being represented employees. Committee members will gather information from their respective colleges on the breadth of approaches and methods. There is thought of writing distinct UPS documents for courses associated with projects, theses etc. in order to clarify expectations and simplify departments ability to offer these courses. We will have to have UCC collaborate with Internships & Service Learning Committee (ISLC) if they work on a policy for internship courses that is in a similar vein.
- 8.6 General Education Committee [Walker for Bonney] F, 1-24-14 2:00 – 4:00 PM, MH-141
The committee was introduced to Dr. Peter Nwosu, AVP Academic programs. Time was spent primarily discussing the upcoming retreat and what the role of the GE Committee will be during and following the retreat. The committee will be completing the programmatic learning goals this spring and, hopefully, complete development of outcomes in the fall semester. Some of the committee members will be attending the GE Pathways workshop at CSUN and there was some interest in the GE and HIP's event happening at San Diego State. There was also discussion of the GE program performance review and scheduling the site-visit. Dr. Nwosu and Provost Cruz will work together to schedule this event.

IX. UNFINISHED BUSINESS

- 9.1 Ad Hoc Committee re [UPS 211.100](#) Appointment of Department Chairs and Vice Chairs [3-25-08]
Five (5) faculty have agreed to serve on this ad hoc committee put together by Faculty Affairs Committee. The A.S. will not need to confirm names since this committee will report to FAC on suggested revisions to UPS 211.100. Faculty names will be announced in Chair's Report.
VP Dabirian assured EC members that chair elections can be held electronically.
- 9.2 Follow-up 12-12-13 A.S. *First Reading* – ASD 13-167 Proposed New UPS 210.070 Evaluation of Temporary Faculty [Source: FAC]
Faculty Affairs Committee has been given comments collected from the online form and comments from A.S. meeting 12-12-13 when document had a "First Reading". Substantive comments will be considered for further revisions to this document which creates multiple issues for department chairs as well as temporary faculty who actually want a document with clear guidelines.
- 9.3 Follow-up 12-12-13 A.S. *First Reading* – ASD 13-171 Revised UPS 300.022 Assessment on Student Learning at CSUF [Source: AEEC] UPS 300.022 [8-16-00]
Assessment & Educational Effectiveness Committee considered comments received through the online form and A.S. meeting. A revised document has been received this week from AEEC with a few minor revisions. This will be on EC Agenda next meeting prior to consideration by A.S.
- 9.4 Academic Senate Organizational Chart and Committees Moved to next agenda
- 9.5 [Statements of Opinion](#) 2013-14
Several potential questions were discussed. EC members will formalize questions prior to the Bylaw requirement date to be brought to Academic Senate of March 20th. [possible topics: double-counting units for GE courses; Intersession; standardization of course numbering for HIPs, approval of department personnel standards]

X. NEW BUSINESS

- 10.1 [UPS 411.600](#) Policy on Service Learning [6-17-08] & [UPS 411.601](#) Policy on Academic Internships [6-16-10] – revision needed to remove reference to rescinded UPS 320.002 Policy on Internships & Cooperative Education [12-12-79] (replaced by UPS 411.601). Both policies were revised prior to [Executive Order 1064](#) and should be evaluated for compliance with the EO.
Document will be taken by EC liaison to the next meeting of Internships & Service Learning Committee asking for review of UPS 411.601 for compliance with EO 1064.
- 10.2 [UPS 410.104](#) Undergraduate Options, Concentrations, & Emphases [6-17-05] see [Executive Order- 1071](#) –Delegation of Authority to Approve Options, Concentrations, Special Emphases and Minors

Chancellor has given university presidents authority over all program areas of majors / minors with the CO being informed of any changes. UPS 410.104 should reflect this policy change; however, EC members agreed that future changes are in discussion phase at the CO level, so this item will be postponed.

- 10.3 [UPS 210.100](#) Affirmative Action Policy [3-28-84] / [Executive Order 1088](#)
Chair Walker has an upcoming meeting with VPHRDI Gentles and James Busalacchi to discuss this 1984 document. He will report back on the meeting that may include other documents as well. Postponed for future discussion.
- 10.4 Standing Committee Replacements/Vacancies: IEC (LACE) + UAC (LACE) UCC (SOC SCI)
Chair Walker will send a Google form to faculty inviting nominations to serve on various committees.
- 10.5 Standing Committee – AEEC Composition [Provost Designee / LACE Faculty]
AEEC (LACE faculty needed) will be included in the Google form (see 10.4).
- 10.6 Miscellaneous Committee Replacement/Vacancy: Athletics Equity Committee
See 10.4 Google Form
- 10.7 Search Committees
 - 10.7.1 Deputy Provost (5 faculty, 3 tenured) [VPAA]
See 10.4 Google Form. Senator Fontaine will serve as an EC member for this search.
 - 10.7.2 Associate Vice President of Research, Creative Activities, and Technology Transfer (5 faculty, 3 tenured) [VPAA]
See 10.4 Google Form.
 - 10.7.3 Associate Vice President for Student Retention [VPSA]
See 10.4 Google Form.
- 10.8 ASD 13-40 rev.12-19-13, UPS 293.000 The Carol Barnes Excellence in Teaching Award [OPC 12-19-13]
Chair Walker stated he will confirm with President Garcia, as a courtesy, that the revised language is aligned with her suggested edits. If so, this document will be added to the A.S. agenda for 2-13-14.
- 10.9 ASD 13-118 rev. 12-19-13, UPS 292.000 Faculty Leadership in Collegial Governance [OPC 12-19-13]
See 10.8 notes above. Should be added to the A.S. agenda 2-13-14.
- 10.10 ASD 13-119 rev. 12-19-13, UPS 294.000 L. Donald Shields Excellence in Scholarship & Creativity Award [OPC 12-19-13]
See 10.8 notes above. Should be added to the A.S. agenda 2-13-14.
- 10.11 ASD 13-152 Revised UPS 280.000 Intramural Research Grants [Source: FRC]
Following discussion, EC members agreed to add this to the A.S. agenda for 2-13-14
- 10.12 Spring 2014 Faculty Award Presentations [A.S./HRDI]
Presentation of four (4) Academic Senate awards will need to be coordinated with President Garcia's schedule during spring semester.
- 10.13 CF&B Committee – Cleanliness Initiative Project
Senator Jarvis, Campus Facilities & Beautification Committee liaison gave background for this project – carried over from spring 2013. The committee's plan is to coordinate ideas and projects surrounding Earth day/week in April. There are planned changes in the recycle/trash pick-up program at CSUF. Chair of CF&B, Stephen Neufeld, could be asked to give a quick update to the Academic Senate in February or March regarding upcoming activities surrounding Cleanliness Initiative Project. Numerous campus reminders will also be forthcoming throughout spring semester.
- 10.14 ASD 13-176 UPS 330.230 Audio Recording and Transcription of Content by Students [5-11-12] [Source: ITC]
The revision of this document is complicated by rapid changes in social media and balancing the rights of various groups: 1) faculty's intellectual property; 2) privacy rights of faculty; 3) student rights to media access. Document will return as unfinished business on the next EC agenda.

ITEMS 10.15 through 10.21 MOVED TO NEXT EC AGENDA 2-4-13

- 10.15 [UPS 300.005](#) Final Examinations [3-9-11] / Final Exam Schedule [Source: ITC & Instructors of Online Courses]
- 10.16 Administrative Review:
 - 10.16.1 [UPS 100.620](#) Review of Administrative Units [2-1-82]
 - 10.16.2 [UPS 210.200](#) Performance Review of Administrative Personnel [12-1-81]

- 10.17 [UPS 411.103](#) Policy on Interactive Televised Courses Guidelines and Procedures [4-19-95]
- 10.18 [UPS 100.700](#) Centers and Institutes [4-29-13] – See [Executive Order – 751](#) – Is our current level of review appropriate? For instance – “The establishment and continuation of the entity is to be subject to the approval of the campus president, following appropriate faculty consultation in accordance with campus policy”
- 10.19 Academic Program Establishment, Review, Restructuring, Discontinuance, and Curriculum
 - 10.19.1 Program Establishment, Name Changes, Restructuring
 - 10.19.1.1 [UPS 100.600](#) Proposals and Procedures for the Establishment of University Departments [7-23-13]
 - 10.19.1.2 [UPS 100.601](#) Procedures for Department/Program Name Changes [7-7-06]
 - 10.19.1.3 [UPS 100.605](#) Policy on Administrative Restructuring of Academic Programs [7-11-11]
 - 10.19.1.4 [UPS 100.610](#) Program Discontinuance [7-7-06]
 - 10.19.1.5 [UPS 100.900](#) Procedures for Establishing Schools at CSU Fullerton [8-29-00]
 - 10.19.2 Curriculum Regular Programs
 - 10.19.2.1 [UPS 410.103](#) Curriculum Guidelines and Procedures: New Programs [6-17-08]
 - 10.19.2.2 [UPS 430.000](#) Guidelines for the Submission of Proposals for the Addition of New Degree Programs to the University’s Master Plan [3-6-86]
 - 10.19.2.3 [UPS 410.115](#) Academic Credit Certificate Programs [6-24-05]
 - 10.19.3 Curriculum Extended Education
 - 10.19.3.1 [UPS 410.115](#) Academic Credit Certificate Programs [6-24-05] [see 10.14.2.3 above]
 - 10.19.3.2 [UPS 450.000](#) Goals, Scope, and Policy Regulation for Extended Education [12-3-04]
 - 10.19.3.3 [UPS 450.100](#) Policy on Extension Program [12-3-04]
 - 10.19.3.4 [UPS 450.500](#) Policy for Implementation and Awarding of the Continuing Education Unit [6-18-03]
 - 10.19.3.5 [UPS 450.501](#) Non-Academic Credit/CEU Certificate Programs [6-24-05]
- 10.20 [UPS 411.400](#) Teacher Preparation [11-15-68] – See [Executive Order 1077](#)
- 10.21 [UPS 420.105](#) Right of Non-Compliance, Risk Activities [10-3-75] – Does this need to be reviewed by Risk Management?

11 ADJOURNMENT

M/S/P (Jarvis/Dabirian) Meeting adjourned at 1:04 PM.