



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
OCTOBER 15, 2013**

*Approved 10-22-13*

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

**MH-141**

Present: Bedell, Bonney, Dabirian, Fontaine, Guerin, Jarvis, Pasternack, Stambough, Walk, Walker

Absent: Walicki

**I. CALL TO ORDER**

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

**II. URGENT BUSINESS**

**III. ANNOUNCEMENTS**

3.1 (Pasternack) As a follow-up to the EEC Liaison Report, Dean Norman agreed to report breakdown numbers for open university course enrollments by category (international, probationary, domestic, and non-CSUF students) for intersession and summer 2014 as well as spring 2014.

3.2 (Jarvis) Reported seeing various campus areas that smokers (students and others) are using in defiance of campus policy that took effect 8-1-13. The last meeting of the ad hoc committee for a Smoke Free Campus was dedicated to possible solutions and next-step actions when smokers become confrontational. Student behavior can be modified easier than faculty and staff. Campus-wide ID (CWID) could be requested as a first-step. Several suggestions were made as follows:

- A group of volunteers to pick-up cigarette butts where smokers congregate (to help avoid advertising to other smokers).
- Campus Facilities & Beautification Committee to walk around campus to access areas.
- Campaign for "no littering on public property".

**IV. APPROVAL OF MINUTES**

4.1 EC Minutes (Draft) 10-8-13 Moved to next EC agenda.

**V. CHAIR'S REPORT (Walker)**

5.1 Reported on Council of AS Chairs meeting at Chancellor's Office on Thursday, 10-10-13. ASCSU Chair Guerin convened this first meeting. Dr. Linda Heiden will be the convener for (3) future 2013-14 meetings. Items discussed were concerns for all 23 campuses. Chair Walker observed that there is more commonality than differences.

- Intellectual property rights.
- Online education.
- General education.
- Staffing various Academic Senate committees, including lecturers.
- Resolutions.
- Common calendar.
- Presidential searches.
- Campus visits.
- Taser policy.
- Faculty hiring (impressive number of new faculty searches system-wide).
- Academic advising/outourcing.

5.2 The Constitution Committee will meet in the near future with a full committee, 2 faculty, 5 A.S. past chairs.

5.3 Provost has offered to subsidize a group of people to attend the AAC&U General Education meeting in Portland, Oregon (2/27/2014-3/1/2014). The Annual meeting of AAC&U 1/22-25/14 in Washington, D.C. "How Educational Innovations Will Make or Break America's Global Future".

**VI. PROVOST REPORT** No report.

**VII. STAFF REPORT** No report.

## VIII. COMMITTEE LIAISON REPORTS

- 8.1 **ASI Board of Directors** [Stambough] T, 10-15-13 1:15 – 3:30 PM, TSU -207  
The ASI Board met on October 15th. We heard reports from ASIP, PanHellenic, RSA, and BSU. Some of the events include switching snow day from snow to an ice rink as the center of the events. an upcoming Haunted House at the resident halls, a record amount of interest in the Greek societies plus more tie in with athletic events, and a retreat for BSU to further activities.
- Executive reports include setting greater communication among groups as a high priority item. Titan rewards program includes double point days and finding ways to receive merchandise at the games directly.
- Update on Fall sports teams was given. We will host Big West conference tournament for Women's Soccer. Discussed renovations to facilities including new weight room equipment. Fundraising update including 19K from Men's basketball golf tournament. Hall of Fame induction report. Generally hasn't been a fundraiser but they raised about 10K at the event in addition to honoring several past athletic stars. Dinner with the Titans will be in January for baseball program.
- The Executive Director gave a report on finances for the various funds including TSU and Children's Center. Finances are strong and contingency funds are healthy.
- CSSA report. Includes reports on Governor's Budget from Board of Directors. Explored idea of pushing fossil fuels disinvestment resolution. Introduced ways to improve legislative visits in a post-Prop 30 way. Board amended ASI research grant program. Initially, the proposal was to raise the maximum award from \$450 to \$5000. The overall pool of money would not have increased however. That was amended down to \$1000 and then amended back up to \$2500.
- 8.2 **Academic Standards Committee** [Walk] T, 10-11-13 1:00 – 2:00 PM, MH 166  
The committee reviewed draft revisions to UPS 300.020 and largely maintained the changes recommended at the previous meeting. The committee also reviewed and approved draft revisions to UPS 300.023 on Grade Changes focusing on the sections addressing grading practices and grade inflation. Both revised UPS documents will be (have been) forwarded to the Senate Exec. The committee then examined a draft of a new UPS on challenge exams developed on the basis of EO 1036. The document had been reviewed over email prior to the meeting and slightly modified. The group agreed to forward the draft to the Senate Executive Committee for comment.
- 8.3 **Curriculum Committee** [Bedell] F, 10-11-13 12:00 –2:00 PM, MH-141 Meeting held online to vote on revisions to UPS 411.100 Curriculum Guidelines and Procedures: Courses.
- 8.4 **Faculty Development Center Board** [Walker] F, 10-11-13 9:00 –11:00 AM, PLS-044  
The discussion focused on the Faculty Development Center grants program and how to maximize their effectiveness and tie them to strategic plan goals/objectives. Subcommittees will be working on editing/revising review criteria. The FDC board will be discussing collaborating with Marketing students and Dr. Allen Broyles (FDC Board Member from MCBE). The FDC director will be meeting with this group for further discussion. A Doctoral student will be giving a Faculty Motivation Survey through the FDC. This year's Faculty Recognition Awards will be for teaching. The Board will revisit their UPS and Bylaws in an upcoming meeting.
- 8.5 **General Education Committee** [Bonney] F, 10-11-13 2:00 –4:00 PM, MH-141  
The GE Committee approved ENGL 356 and LBST 335 for inclusion in the curriculum and approved the variance for three upper division GE courses requested by Nursing. The committee also approved the revisions to UPS 411.200. Action on the PPR was deferred to the 25th because the drafter of the PPR, Craig McConnell was not at the meeting and could not respond to the questions that comprised the bulk of the comments received on the report. Anil will contact potential external reviewers. The committee agreed to use the LEAP Learning Outcomes as a foundation for crafting GE Learning Outcomes that could be assessed as the first step in developing an assessment plan. A subcommittee will prepare an alignment of the LEAP outcomes with the ULOs for discussion at the 25 October meeting. The next step which will be addressed at the meetings on 8 November and 6 December is aligning the GE Categories with the LEAP Outcomes. The committee recognizes that the LEAP Outcomes may require some modifications to serve for GE Learning outcomes.
- 8.6 **Graduate Education Committee** [Jarvis] F, 10-11-13 2:00 –4:00 PM Meeting Cancelled.
- 8.7 **Internships & Service Learning Committee** [Dabirian] W, 10-9-13 9:00 –10:00 AM No Report.

8.8 **University Advancement Committee** [Walk] W, 10-9-13 9:00 –10:00 AM CP-850

The committee received an update on the IOU (It's Our University) Program, including a brief history, provided by Todd Frandsen, Director of Annual Giving. Despite a downturn at the time of the state budget crisis, giving has increased in recent years. Currently 418 faculty and staff members contributing about \$142,000 annually. T. Frandsen distributed plan for 2013-2014. Goal for 2013-2014 is a 10% increase in giving, bringing total to mid- \$150,000 range. Payroll deduction is possible, one-time credit card and cash gifts also accepted. In 2012-2013, efforts focused on the college-level. This year, there is a plan to focus on the largest departments in each of the colleges. The group made several recommendations to T. Frandsen about ways to improve the program, including current practice in thanking those who contribute, connecting donors to the participants/outcomes to which they contribute (in CSUF News and other ways), facilitating prompt thanks from funding area representatives (e.g. centers and programs) and possibly changing the "IOU" name itself, or at least refraining from using the acronym, given its connotations.

**IX. UNFINISHED BUSINESS**

9.1 Follow-up to ASD 13-101 Reaffirmation of Commitment to Shared Governance, Spring 2013 [5-16-13]  
Chair Walker reported that Provost Cruz received the 2-page document revised by EC 10-81-13. There will be follow-up with Provost Cruz for his input prior to presentation to Council of Deans. Item is scheduled to return to the A.S. agenda 11-7-13.

9.2 ASD 13-152 Revised Track Changes Version of UPS 280.000 Intramural Research Grants [4-25-03]  
[Source: Research Com]

From 10-8-13 EC Minutes: document needs to be incorporated into UPS 280.000 using track changes feature. Investigation is needed on why some of the changes were made by FRC. Chair Walker will ask for input from Council of Deans on wording within document.

Document with tracking changes was thoroughly discussed and revisions made by EC members, some friendly, some substantive. With no EC liaison to general committees (FPC, FRC, PLC), there is no cross-discussions when process/procedural changes may be needed to a given policy. Chair Walker will discuss with FRC Chair Patchen the list of EC's questions and suggested revisions regarding UPS 280.000 sent forward by the Research Committee. Item will continue under Unfinished Business.

9.3 Review Revised UPS 100.001 A.S. Bylaws [outline format, spring 2013]  
[ASD 13-26 approved 4-11-13 + 13-104 approved 5-23-13]

Chair Walker asked EC members to review document. Although not specifically discussed at today's meeting, the reformatted UPS 100.001 (outline format) will be posted on the A.S. Website in order for action items from committees to be incorporated into this approved reformatted version.

9.4 Two (2) Documents Referred to Faculty Development Center Board (FDCB):

- 1) UPS 102.001 The Faculty Development Center [5-11-12]
- 2) ASD 13-154 Revision to UPS 100.001 Bylaws– Functions for Faculty Development Center Board [Source: FDCB-Spring 2013]

Per liaison report (above 8.4) FDCB did not get to this item at the 10-11-13 meeting. Item requested for A.S. agenda February or March 2014. EC members asked that committee review composition for possible streamlining of this large committee. Colleges may request better utilization of Faculty Development Center.

9.5 Spring Retreat Date and Organizing Committee: Topic – General Education

With national and local conflicting meetings, finding a date for the AA/AS Spring 2014 Retreat will be very difficult.

**X. NEW BUSINESS**

10.1 Replace Arts faculty member on Assessment & Educational Effectiveness Committee  
Arts faculty member will be asked to serve.

10.2 Search Committee: Associate Dean, University Extended Education [5 faculty/3 tenured]  
Faculty names were discussed. Five will be asked to serve on this upcoming search committee.

10.3 Academic Senate meeting date 1-23-14 – conflicts with dates of AAC&U, Washington, D.C.  
President Garcia has requested a good turnout for the AAC&U meeting. Along with other conflicts on this date, EC members agreed to revise the A.S. Calendar with cancellation of 1-14-14 meeting. The campus community will be informed of the updated A.S. calendar [ASD 13-93].

- 10.4 ASD 13-136 UPS 411.100 Curriculum Guidelines and Procedures: Courses, Effective 8-12-13 [Source: EC + UCC] Returned from A.S. 8-29-13 – Returned from 9-10-13 EC Agenda]  
Revisions to this document clarify calendar timelines and remove review of general education courses from this document. GE review will be covered in UPS 411.200. University Curriculum Committee will oversee guidelines and procedures for undergraduate proposals.  
EC members agreed to add this item under New Business on A.S. agenda 10-24-13.
- 10.5 UPS 411.102 Curriculum Guidelines and Procedures: Academic Jurisdiction [6-17-08] [Source: EC]  
Following discussion and understanding that this is the only policy statement that addresses “service courses”, members agreed that a separate document is needed to: 1) define “service courses”, 2) distinguish from general education courses, and 3) outline the process for consultation and challenges. UPS 411.102 will be referred to UCC with a charge to review and to give feedback on the recommendation for a new UPS. Suggest looking at other CSUs for guidance on a policy statement. Review of UPS 411.102 should include “consultation with Academic Senate Chair” in section III.
- 10.6 ASD 13-159 UPS 411.200 General Education Guidelines and Procedures: New & Existing Courses [8-12-13] [Source: EC + GE Com]  
GE Committee reviewed and recommended revisions to UPS 411.200 in sequence of development, review, and potential challenges that align with UPS 411.100 (undergraduate courses) for calendar timeline, and procedures. In order to maintain parallel language to UPS 411.100, language will be added to clarify that the Dean has the option of consulting with the curriculum committee.  
EC members agreed to add this item under New Business on A.S. agenda 10-24-13
- 10.7 Update and Review of Plans for A.S. Office Move to PLN-120  
Members reviewed the layout of the proposed space for Academic Senate office. The date of the move is still unknown, probably early spring semester 2014.
- 10.8 LACE Constituency Represented on Faculty Personnel Committee [Guerin]  
Senator Guerin related that librarians and counselors in Unit 3 go through the RTP process but are not represented on FPC. Funding release time for this position will need to be addressed with Provost Cruz.

The following agenda items will be moved to the next EC meeting.

- 10.9 Online Policy Problems – Report Back to A.S. January 2014
- 10.10 ASD 13-156 UPS 300.020 Grading Practices [7-11-11] [Source: ASC]
- 10.11 ASD 13-157 UPS 300.023 Grade Changes [6-17-05] [Source: ASC]
- 10.12 ASD 13-158 NEW UPS 300.xxx Credit by Examination (Challenge Exams) [Source: ASC]

## **XI. ADJOURNMENT**

Meeting adjourned at 1:05 PM.