



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

*Approved 12-3-13*

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

**MH-141**

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

**I. CALL TO ORDER**

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

**II. URGENT BUSINESS**

**III. ANNOUNCEMENTS**

**IV. TIME CERTAIN**

**11:45 AM – 12:00 PM**

**Topic: New Search Committee – AVP Faculty-Staff Labor Relations**

**Discussant: Lori Gentles, Vice President – Human Resources, Diversity & Inclusion**

Chair Walker welcomed Ms. Gentles who thanked EC for the search committee for AVP HRDI, which is moving forward. The recruitment for this second key position will begin in earnest at the start of spring 2014 semester. Having faculty confirmed in fall will enable the committee to begin writing the position description and responsibilities for this comprehensive, global position that will extend beyond standard labor matters. The person will oversee a small unit of managers for labor/employee relations focusing on training and education. Prevention is a key component to maintain CSUF's low grievance levels. There needs to be ongoing employee training for managing sensitivity, constructive interpersonal skills, conflict resolution, mediation, and civility in the workplace.

Senator Bonney agreed to serve on this search committee as the A.S. Chair appointment.

**V. APPROVAL OF MINUTES**

5.1 EC Minutes (Draft) 11-5-13 Forward to 11-19-13

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

6.1 Google Form for Dean Searches – HSS + ARTS

EC members have given feedback on informational data to be part of the Google link form for Chair Walker to send to HSS & Arts faculty to self-nominate for these respective search committees. At a future date, EC members will determine a balanced committee from qualified faculty willing to serve.

6.2 An item discussed at the weekly meeting with Provost Cruz was his goal to initiate a task force to define what collegial governance means to the campus community at large. This undertaking, separate from the Academic Senate role, is projected for fall 2014. The ad hoc committee, to include A.S. Chair and Vice Chair, Deputy Provost, and a college dean, would determine the methods, process, conclusions, and delivery of outcomes for this project.

6.3 Collegial Governance Resolution (ASD 13-101) – EC members discussed possible options as follow-up from the motion made on the floor at the A.S. meeting 11-7-13. This original resolution will return at the end of spring semester for further action.

**VII. PROVOST REPORT 12:30 PM**

Provost Cruz discussed three items of business.

1) Follow-up from 11-5-13 *Provost Report* regarding intersession enrollment numbers.

Provost presented data for current enrollment (2014) and for previous 3 years. The current registration trend across all courses is off pace by 25%; however, FTES potential is in line with last two years. Further research is needed to examine if courses within programs may be the reason for lower enrollment numbers overall. Class/section eliminations are lagging from previous years, and elimination time frame may be extended.

Senator Pasternack left the meeting room.

- 2) Asked for EC support for Provost's intention to appoint Dr. to oversee both the Faculty Development Center as well as the faculty RTP process going forward as promised with a smooth transition for the faculty/staff labor relations new hire in HRDI. This interim role would be approximately six (6) months.

The consensus was positive to hire the extremely knowledgeable, well-respected Senator Pasternack in the interim role for faculty support within Academic Affairs. Provost Cruz stated the announcement will be forthcoming to the campus community.

Senator Pasternack returned to the meeting greeted with hearty congratulations and support from his fellow EC members.

- 3) Reported on search committee activities this month of November.
- Intends to extend an offer to one of the three AVP Academic Programs candidates soon.
  - Two candidates for Dean-NSM have met with the campus community, and the third candidate is scheduled to be on campus W, 11-13-13.
  - Three candidates for Director of Assessment are on campus this week.
  - Candidates for Vice President for Administration/CFO will be on campus the week before Thanksgiving break.

## VIII. STAFF REPORT No Report

## IX. COMMITTEE LIAISON REPORTS

- 9.1 ASI Board of Directors [Stambough] 11-12-13, 1:15 – 2:30 PM, TSU-207  
Committee reports continue with no action items. Meeting adjourned early.
- 9.2 Assessment & Educational Effectiveness Committee [Walker] W, 11-6-13 Meeting Cancelled
- 9.3 University Curriculum Committee [Bedell] F, 11-8-13 Meeting Cancelled
- 9.4 Faculty Development Center Board [Walker] F, 11-8-13 9:00 – 11:00 AM, PLS-44  
The FDC Board met and reviewed the FDC budget and discussed the grant programs. The only action item was to simplify the process for International Research and Creative Activity Travel Reimbursement for this semester on an experimental basis. The previous evaluative process was felt to be inadequate and extraordinarily time-consuming for the committee because of the broad range of proposals and activities. This semester the FDC Board will use a different process on a one time basis and re-evaluate in spring.
- 9.5 General Education Committee [Bonney] F, 11-8-13, 2:00 –4:00 PM, MH-141 No Report
- 9.6 Graduate Education Committee [Jarvis] F, 11-8-13, 2:00 –4:00 PM, KHS-221 No Report
- 9.7 Internships & Service Learning Committee [Dabirian] W, 11-6-13  
ISLC members discussed service learning and high impact practices as they relate to UPS 210.000. A memo needs to be sent to A.S. chair regarding any proposed revisions to the 23 page document. ISLC chair will invite both Provost Cruz and VPSA Eanes to a future committee meeting to discuss reorganization. Committee plans to also invite Ed Sullivan to discuss service learning and internship connected to graduation rates.

## X. UNFINISHED BUSINESS

- 10.1 Search Committee: Associate Vice President for Faculty-Staff Labor Relations [3 faculty/2 tenured]  
See Time Certain. Five faculty will be asked to serve.
- 10.2 Faculty Affairs Committee Follow-up Regarding Support for Committee Members  
A meeting was held with three EC members and a regular-attending guest at a standing committee of the Academic Senate. A mutual agreement was reached that will allow the committee to continue to work effectively. FAC will establish functioning organizational procedure for adherence for all.  
There was discussion regarding training of committee chairs regarding their role and authority to lead an A.S. standing committee.  
A UPS may be needed to set forth guidelines and expected behavior from members and guests in attendance at committee meetings. Document should be written with spirit of inclusiveness with ways and means of protecting elected and/or appointed members of university committees.
- 10.3 ASD 13-158 NEW UPS 300.xxx Credit by Examination (Challenge Exams) [Source: ASC] First Reading @ A.S. meeting 11-7-13 & TC for 11-19-13 with ASC Chair Filowitz  
This item will continue under Unfinished Business as more information is gained from research. Next week, ASC Chair Filowitz will attend EC for a *time certain*. A question was asked whether CSUF is reimbursed from the state for a student enrolled in a course taking challenge exam.

- 10.4 Academic Senate Organizational Chart and Committees  
Chair Walker asked EC members to continue to consider possible rearranging of various standing committees under this organizational chart. Spring semester would be the earliest possible proposed revisions.
- 10.5 [Statements of Opinion](#) 2013-14  
In discussing a possible S-O-O, a suggestion was to ask faculty about the use of cell phones/iPads to take photos of lectures. This prompted further discussion regarding UPS 330.230 Audio Recording and Transcription of Content by Students [5-11-12]. UPS 330.230 will be forwarded to ITC for further review and possible updates.

## **XI. NEW BUSINESS**

- 11.1 Proposal for School of Risk Management and Insurance (MCBE) – Ad Hoc Com  
Faculty names were discussed to serve on the ad hoc committee for this proposed school within MCBE.

### ITEMS 11.2 through 11-6 MOVED TO NEXT EC AGENDA 11-19-13

- 11.2 ASD 13-164 UPS 411.102 Curriculum Guidelines and Procedures: Academic Jurisdiction [6-17-08]  
[Source: UCC]
- 11.3 ASD 13-165 UPS 411.104 Policy on Online Instruction [5-17-12] [Source: UCC]
- 11.4 Standing Committee - Assessment & Educational Effectiveness Committee: Irvine Campus Rep + LACE Rep
- 11.5 ASCSU Proposed Resolution regarding Title V Exception to the 120/180 Unit Minimum & Maximum Rules for Engineering Programs
- 11.6 ASD 13-167 Proposed New UPS 210.070 Evaluation of Temporary Faculty [Source: FAC]

## **XII. ADJOURNMENT**

M/S/P (Bonney/Dabirian) Meeting adjourned at 1:00 PM.