



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
NOVEMBER 5, 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

There was discussion regarding what steps should be taken to ensure that all academic standing committees, which are open to guests, may continue to function properly. Correspondence has been received from four AS committee members asking that a solution be found for the disruptive and antagonistic behavior from a regular-attending guest. The feeling is that the committee's momentum and morale has been affected. After discussion, members agreed that process and procedure must be followed. A written memo will be sent from Chair Walker requesting mutual respect in fostering and promoting a civil, positive, and productive environment for committee members who volunteer their time and energy to work collegially to draft, redraft and ultimately improve our university policies and practices. A written response will be requested.

III. ANNOUNCEMENTS

- 3.1 (Fontaine) Reported that a faculty member who purchased housing at University Heights is concerned that Auxiliary Services Corporation and the Housing Authority are not forthcoming with information on action or lack of action being taken. Members agreed there is a difference in perception of homeowners and actions and information given by the ASC Board. Executive Committee encouraged transparency in process and handling of this unfortunate situation. Frank Mumford will be asked to meet with Executive Committee in the next several weeks.
- 3.2 (Pasternack)
 - Reported on an exchange with EVC Smith on the Issue of OCE. Smith indicated that the reason campuses were asked to reserve space in online courses for students from other campuses was not in direct response to AB 386, but rather due to the Governor's \$10 million funding for online initiatives.
 - Steven Stepanek, a faculty member from CSU Northridge, has recently been appointed by Governor Brown as the CSU Faculty Trustee.
- 3.3 (Dabirian) reported that Information Technology Committee is working on following the Cal State Northridge model for student drops for online classes. A committee report will be forthcoming to Executive Committee.
- 3.4 (Walicki) Invited colleagues to the Thursday evening special concert in the Recital Hall to enjoy a unique duet of piano specialists, Vicki Ray and Aaron Kallay, who will be playing microtonal keyboard music. Complimentary tickets are available. Senator Walicki highly recommended a theater event for the Academic Senate members to attend the CSUF production of Henrik Ibsen's "A Doll's House". Senator Walicki's music will be featured in this production – multiple dates in February and March 2014 to be performed in Hallberg Theatre.

IV. APPROVAL OF MINUTES

- 4.1 EC Minutes (Draft) 10-29-13
M/S/P (Fontaine/Dabirian) Minutes of 10-29-13 were approved as amended.

V. CHAIR'S REPORT (Walker)

- 5.1 Met with Ed Sullivan and Elaine Estrada regarding scheduling of classes and the CSUF catalog as well as semester class schedules. Discussion centered on the system used by CSU Northridge that delineates online classes. These changes, with the help of IT, will improve information and give students understanding and knowledge of what classes they register for.

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

Provost Cruz asked for a collective sense of EC members regarding the three finalists for the position of AVPAP – Filowitz, Kohli, & Nwosu. EC members weighed in on the candidates seen both in open forums and individual sessions. AVPAP position should be filled prior to beginning of spring 2014 semester.

Candidates for Dean of NSM will be on campus next week. An email was sent this week containing the November interview schedules for Director of Assessment candidates.

Provost responded to questions:

(Stambough) Questioned what intersession enrollment numbers look like at this time. Wondering what impact the compressed timeframe and increased cost will have for students who may need units for graduation. Provost Cruz will bring information next week. Executive Committee members asked for further discussions on the academic calendar at another time.

(Stambough) ASI students would like to play/challenge/compete with administrators and faculty in a basketball game in the Rec Center on campus. There was friendly banter and further discussions should be forthcoming!

VII. STAFF REPORT

7.1 Faculty member, Arnold Holland (T&D), has agreed to serve on the Assessment & Educational Effectiveness Committee for ARTS and will be confirmed at the A.S. meeting 11-7-13.

VIII. COMMITTEE LIAISON REPORTS

8.1 **ASI Board of Directors** [Stambough] T, 11-5-13 1:15 – 3:30 PM, TSU -207
Reports continued with no action items.

8.2 **Extended Education Committee:** [Pasternack] M, 11-4-13 3:00-4:00 PM CP-850
The Extended Education Committee met from 3:00 to 3:30 pm. We formally approved two extension program proposals and received a report on Summer 2013 enrollments from Karen McKinley. I have for the PowerPoint slides to share with Exec Com. Enrollments in Summer 2013 were lower than in Summer 2012. This downward trend has been going on for the past few years. Dean Norman indicated he would give a report on Intersession 2014 at our next meeting.

8.3 **Faculty Affairs Committee** [Bonney] F, 11-1-13 10:00 –12:00 Noon, MH-141
FAC worked to complete the revisions to UPS 210.070, the new UPS on Temporary Faculty Evaluation. Chair Lohman began with a poll to determine which sections had substantive issues members felt should be addressed so that she could allocate time strategically. FAC guest and CFA president, Dr. Hassan, spoke to many sections of the document. UPS 210.070 was approved unanimously as amended and will be forwarded by Chair Lohman to the Academic Senate.

8.4 **Information Technology Committee:** [Bedell] F, 11-1-13 10:00-11:00 AM, PLS-299
Chair Chuck Grieb led ITC discussion regarding drafting a statement about what needs to be done before a student can be administratively dropped from online courses. Members are also looking into what needs to be done for students in online courses if we have major disasters.

8.5 **International Education Committee** [Walicki] T, 11-5-13, 10:00 - 11:00 AM, MH-141 Meeting Cancelled

8.6 **Planning, Resource, & Budget Committee:** [Bonney] F, 11-1-13 12:30-12:30 PM, PLS-299

8.7 **Student Academic Life Committee:** [Guerin-unable to attend] T, 11-5-13 9:00-10:00 AM, MH-141
Report excerpted from minutes. SALC reviewed UPS 300.002 Academic Advising Policy at the request of office of Academic Advising per Strategic Plan Goal 1. Josh Loudon shared ideas from Academic Advisors Professional Development Conference. Student committee member shared perspectives on advising – also helpful. SALC will invite Jim Donovan and Meredith Basil who can update SALC on academic support programs and services that are part of student athletes' experience. Final meeting for fall semester will be 12-3-13. Proposed spring meeting dates are scheduled for Tuesdays, Feb. 4, March 4, April- 8, May 6, 2014. A.S. Executive Committee has asked SALC to review 2 items and give feedback: 1) Better use of "Get Involved" tab on CSUF portal to expand student's involvement at the university level; 2) SALC role in promoting importance of GE to both students and faculty.

IX. UNFINISHED BUSINESS

9.1 ASD 13-163 Shared Governance Memo re Follow-up to ASD 13-101 Reaffirmation of Commitment to Shared Governance, Spring 2013 [5-16-13]

At the A.S. meeting of 5-16-13, ASD 13-101 resolution document was "postponed until the A.S. November 1st meeting" at the request of Provost Cruz so that a collaborative statement could be written between

Executive Committee and Academic Affairs Provost regarding shared governance. The collaborative 2 page memo is ASD 13-163. These items will continue as unfinished business on 11-7-13 A.S. agenda. There was discussion on parliamentary procedure and disposition decision for ASD 13-101 as it transitions to ASD 13-163.

- 9.2 Search Committee: Associate Vice President for Faculty-Staff Labor Relations [3 faculty/2 tenured]
This position will be discussed in depth when Ms. Gentles meets for a *time certain* at next week's EC meeting. She was unavailable for today's meeting.
- 9.3 Academic Senate Organizational Chart and Committees
Homework was assigned to EC members for a more in-depth discussion next week on possible streamlining committees and respective functions.

X. NEW BUSINESS

- 10.1 ASD 13-166 Resolution Commending Dr. Jennifer Faust – for A.S. Agenda 11-7-13
This resolution is an A.S. new business agenda item on 11-7-13. There may be revisions made on the floor since many faculty, including department chairs, could add other positive comments in the “whereas” paragraphs. Dr. Faust will be out-of-town on 11-7-13, but she will be asked to return for formal presentation of this resolution at a future A.S. meeting.
- 10.2 ASD 13-162 UPS 300.004 Policy on Course Outlines [Source: Exec Com]
This document will go forward to the A.S. with corrected names and links; however, this UPS may need further revisions pending receipt of the EC requested report from Information Technology Committee regarding internal IT controls; i.e., online drops, etc. that impact this policy.
- 10.3 Sustainability – Electric Car Stations on Campus – Refer to CF&B Committee
There has been a 20% growth in the number of vehicles over the past several years with no increase in charging stations on campus. There was minimal discussion on this topic before agreement was reached to refer this item for review by Campus Facilities & Beautification Committee: CHARGING STATIONS FOR ELECTRIC VEHICLES. Liaison Jarvis carry this to CF&B to be agendized.
Discussion segued into increased campus traffic and dangerous bottlenecks at certain times of the day. Staff flextime is not a formalized campus policy, but some departments allow *informal* staff flextime to help alleviate traffic problems.
- 10.4 [Statements of Opinion](#) 2013-14
Chair Walker asked EC members to begin consideration of what will eventually be a ballot for the All University Elections, Spring 2014. A Google Form will be designed and sent to all A.S. members to send feedback for spring S-O-O.

Items will be moved to next week's EC agenda.

- 10.5 ASD 13-164 UPS 411.102 Curriculum Guidelines and Procedures: Academic Jurisdiction [6-17-08]
[Source: UCC]
- 10.6 ASD 13-165 UPS 411.104 Policy on Online Instruction [5-17-12] [Source: UCC]

XI. ADJOURNMENT

M/S/P (Bonney/Bedell) Meeting adjourned at 12:55 PM.