



ACADEMIC SENATE EXECUTIVE COMMITTEE

MINUTES

MARCH 18, 2014

Approved 3-25-14

11:30 AM

MH-141

Present: Bedell, Fontaine, Jarvis, Stambough, Walk, Walker

Absent: Bonney, Dabirian Guerin, Pasternack, Walicki

I. CALL TO ORDER

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

II. URGENT BUSINESS

III. ANNOUNCEMENTS

IV. TIME CERTAIN

11:30 AM – 12:15 PM

TOPIC: The Future of Irvine Campus: Consulting Firm

Discussant: Peter A. Wilson, Ph.D., Partner – Rogers Associates

Dr. Wilson was introduced to EC members in attendance. He has had 20 years of experience in the CSU and 14 years in the UC system, which makes him well suited to gather individual and group viewpoints regarding the vision and future opportunities for the Irvine Campus. Over the next several weeks, Dr. Wilson will hold meetings with various CSUF groups (main campus and Irvine campus) and collect responses to a set of established questions. The responses will result in a report to be completed before the end of spring semester. Templates will be developed for the various potential scenarios for the Irvine Campus. He noted that proposals had been solicited for potential use of newly purchased building space at 1 Banting. A frank discussion among attendees took place over approximately 60 minutes. The dominant commentary centered on the need for a shared vision and mission for the Irvine Campus, which has been absent since its establishment in 1989.

Dr. Wilson stated that the responses and themes of this group were similar to previous comments heard in other sessions. He noted that open sessions were also planned – at least one at the main campus and another at the Irvine campus.

V. APPROVAL OF MINUTES

5.1 EC Minutes (Draft) 3-11-14

M/S/P (Bedell/Fontaine) Minutes were approved as submitted.

VI. CHAIR'S REPORT No Report.

VII. PROVOST REPORT (Cruz)

Provost Cruz discussed the recent announcement that College of Communications Dean Briggs plans to retire at the end of this A/Y. A search committee will need to be appointed. Provost asked for EC members' thoughts on naming interim deans for both the College of Communications and the College of Arts.

Provost Cruz asked for EC guidance on the issue of CSUF's *no smoking* policy and how to proceed. Spring semester through summer 2013, the emphasis was on educating the campus community that CSUF would be a "smoke free" campus as of 8-13-14. Campus signage and availability of smoking cessation programs have seen a decrease in smoking on campus. The focus has always been on education rather than enforcement of Presidential Directive 18. Complaints have been received from campus employees regarding areas where smokers continue to congregate on campus to smoke. The lack of adherence to the policy was discussed with no easy solutions. Directive 18 states "*Incidents related to this policy will be addressed through applicable administrative processes.*" EC members suggested reviews of how other campuses are dealing with the dilemma. Dr. Cruz indicated that SFSU is fining offenders of their smoking policy.

VIII. STAFF REPORT (Miller – written report)

8.1 Election notice was sent Friday, 3-14-14 to full-time Unit 3 faculty announcing two candidates running for Statewide Academic Senate seat for a 3-year term, ending 2017. Sean Walker and Mark Stohs have been asked for candidate statements and photo for the election website when eVoting takes place from 3/24 - 3/27/14. Results will be announced Friday, March 28, 2014.

8.2 All University Elections, Spring 2014 was announced in a memo to campus Monday, 3-17-14. The database lists will be sent sometime next week.

1. FT Unit 3 faculty by constituencies including Administration & Student Affairs
2. Part-Time Unit Faculty
3. Full-Time Staff

Petitions will be available for 19 seats on Academic Senate as well as three general committees. "Senate Nominees" were confirmed for FPC, FRC, PLC on 3-6-14 A.S. consent calendar. Petitions are due Thursday, 4-10-14, 5:00 PM. A memo will be sent on Friday, 4-11-14 announcing candidates. eVoting will take place April 28-May 1, 2014.

IX. COMMITTEE LIAISON REPORTS

9.1 ASI Board of Directors [Walker] T, 3-11-14 1:15 – 3:30 PM, TSU -207

There were reports from several of the councils. Of interest to Senate Executive Committee, Kim Ball reported on the new organization of the bookstore and sales for this semester. Shelving by author instead of course was a change that was discussed with students and that students involved with ASI came into the bookstore to help people find their books. There are computers available for students to find which books are for their classes as well. The bookstore is working to develop a better mobile application for students to find their books. This change saves a substantial amount of time shelving and stocking resulting in cost savings for the bookstore. The time savings also decrease the amount of time it takes to get books out onto the floor for students.

9.2 Faculty Development Center Board [Stambough] F, 3-14-14 9:00 – 11:00 AM, PLS-044

The primary area of business for FDCB was to set the procedure for reviewing the internal grant proposals that are being submitted this semester. We also discussed scheduling conflicts and any possibility of setting the meeting dates on a different pattern in the future with the realization that committee schedules are a delicate calendar balance for all of the university committees. Three of us will also meet in the near future to go over proposals to align by-laws and UPS documents.

9.3 University Advancement Committee [Walk] W, 3-12-14 9:00 – 11:00 AM, CP-850

VPUA Saks provided an overview of ways UA is introducing various aspects of its operations to the campus community. Joan Rubin and Camille Harper gave an overview of their work in Central Development. Their goal is to assist faculty in writing proposals to private funders and foundations. Research and proposal development support has expanded thanks to new staff, including addition of a new grant writer. The current year goal is to write 110 proposals. J. Rubin summarized complexities of preparing proposals. She described how the office works with College DODs on projects based on their priorities. They also contact representatives in the colleges with ideas and resources they have. Development directors also play a key role in the process. Central Development does its best to make sure single submission rules (by funders) are not unintentionally violated by multiple individuals unwittingly seeking funding from the same entity, so function as a clearinghouse. While they do not handle complex budgets (e.g. that involve salaries) they instead turn them over to grants and contracts, which has more expertise on such matters. The office utilizes CAYUSE for managing approvals when possible, but often find CAYUSE too cumbersome on short notice. Will be moving to online reporting site for research ideas. HSS and a few other colleges will be getting the Foundation Search database. Will be doing some analyses of potential funder links that should be but are not currently being explored by inviting funders to campus who have interest in current campus faculty and resources. Community partners are increasingly required by funders. Asked how the UAC could help support their efforts, they encouraged the following: Campus collaboration; following rules of the system in central development and grants and contracts and notifying the office well in advance of writing proposals deadlines; and contacting them with questions. Stewardship of foundations and individuals, including repairing relationships damaged years ago, is critical. UAC then approved the IOU letter intended for distribution to the campus, which has been in development for a few months. The group then examined a draft revision to the UAC bylaws. There was a query about the required representative constituencies for the UAC, which will be sent to the AS office.

X. UNFINISHED BUSINESS

10.1 Academic Senate Organizational Chart and Committees. Moved to next agenda.

10.2 [Statements of Opinion](#) 2013-14 – finalize pro-con statements [ASD 14-25] First Reading 3-6-14

Two questions now have pro/con statements. These will be modified and sent for the 3-20-14 A.S. meeting.

10.3 [UPS 210.100](#) Affirmative Action Policy [3-28-84] / Executive Order 1088 – Update
Document is still pending input from Administration/President

- 10.4 [UPS 240.200](#) Romantic Relationships on Campus [Source: FAC]
Attorney Monique Shay has been asked for feedback. HRDI has formulaic language. Senator Pasternack suggested VP HRDI Gentles meet with department chairs for feedback on policy and (CO) Nepotism policy.
- 10.5 Action Follow-up regarding EWP and Report on Writing [Resolution -ASD 13-105; Ad Hoc Com Report-ASD 13-57]
Chair Walker stated he is compiling information from the 22 other CSUs regarding their respective policy.
- 10.6 ASD 14-22 Revised UPS 300.005 Final Examinations [Source: ASC]
After EC discussion and proposed revisions to clarify Academic Standards Committee revisions to UPS 300.005, this will return to the next EC agenda – Unfinished Business.
- 10.7 ASD 13-167 Proposed New UPS 210.070 Evaluation of Temporary Faculty – revised 2-24-14
[Source: FAC]
Moved to next EC agenda 3-18-14.
- 10.8 [UPS 411.103](#) Policy on Interactive Televised Courses Guidelines and Procedures [4-19-95]
Policy has been referred to Dean Norman for feedback.
- 10.9 [UPS 100.700](#) Institutes and Centers [4-29-13] – Align Policy with [Executive Order – 751](#)
Policy has been referred to PRBC for feedback. Revised in 2013 without attention to EO 751.

XI. NEW BUSINESS

- 11.1 ASD 14-29 New Course Proposal, Spring 2014 [EDSC/EDEL 541-V] [Source: Academic Programs]
Item was approved for A.S. Consent Calendar 3-20-14.

Unfinished Business Items: 10.1, 10.3 – 10.9 will be moved to next EC agenda 3-25-14.

New Business Items: 11.2 – 11.5 will be moved to next EC agenda 3-25-14.

- 11.2 ASD 14-27 Revised UPS 320.102 International Education Policy [Source: IEC]
- 11.3 Development of Short-Term Study Abroad Programs [Source: IEC]
- 11.4 Academic Program Establishment, Review, Restructuring, Discontinuance, and Curriculum
 - 11.4.1 Program Establishment, Name Changes, Restructuring
 - 11.4.1.1 [UPS 100.600](#) Proposals and Procedures for the Establishment of University Departments [7-23-13]
 - 11.4.1.2 [UPS 100.601](#) Procedures for Department/Program Name Changes [7-7-06]
 - 11.4.1.3 [UPS 100.605](#) Policy on Administrative Restructuring of Academic Programs [7-11-11]
 - 11.4.1.4 [UPS 100.610](#) Program Discontinuance [7-7-06]
 - 11.4.1.5 [UPS 100.900](#) Procedures for Establishing Schools at CSU Fullerton [8-29-00]
 - 11.4.2 Curriculum Regular Programs
 - 11.4.2.1 [UPS 410.103](#) Curriculum Guidelines and Procedures: New Programs [6-17-08]
 - 11.4.2.2 [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]
 - 11.4.2.3 [UPS 410.115](#) Academic Credit Certificate Programs [6-24-05]
 - 11.4.3 Curriculum Extended Education
 - 11.4.3.1 [UPS 410.115](#) Academic Credit Certificate Programs [6-24-05] [see 10.14.2.3 above]
 - 11.4.3.2 [UPS 450.000](#) Goals, Scope, and Policy Regulation for Extended Education [12-3-04]
 - 11.4.3.3 [UPS 450.100](#) Policy on Extension Program [12-3-04]
 - 11.4.3.4 [UPS 450.500](#) Policy for Implementation and Awarding of the Continuing Education Unit [6-18-03]
 - 11.4.3.5 [UPS 450.501](#) Non-Academic Credit/CEU Certificate Programs [6-24-05]
- 11.5 [UPS 411.400](#) Teacher Preparation [11-15-68] – See [Executive Order 1077](#)

XII. ADJOURNMENT

M/S/P (Bedell/Stambough) Meeting adjourned at 1:15 PM.