



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MARCH 25, 2014**

Approved 4-8-14

11:30 AM

MH-141

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

Absent: Guerin, Pasternack

I. CALL TO ORDER

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

II. URGENT BUSINESS

III. ANNOUNCEMENTS

- 3.1 (Stambough) As a member of the Student Fee Advisory Committee, Senator Stambough will be addressing the Board of Trustees regarding the campus process used for the recent approval of the Student Success Fee at CSUF.
- 3.2 (Walker) Per VP Gentles more faculty are needed to take the Campus Climate Survey to obtain balanced results to the much higher numbers of staff members who have participated. The request and survey link has been given via direct email as well as on the daily "CSUF News Update".
"Your voice is critical to framing the conversation about our environment, work life balance issues, recruitment, retention and promotion."

IV. APPROVAL OF MINUTES

- 4.1 EC Minutes (Draft) 3-18-14
(Bedell) *friendly* amendment to add to last line under Provost Report the following sentence.
Dr. Cruz indicated that SFSU is fining offenders of their smoking policy.
M/S/P (Bonney/Bedell) Minutes were approved as amended.

V. CHAIR'S REPORT

- Many items of business are coming forward from committees. Long agendas for both Exec Com and A.S. are anticipated.
- Proposed New UPS 210.070 Evaluation of Temporary Faculty (ASD 13-167) has been returned from Faculty Affairs Committee following the A.S. First Reading 12-12-13. The plan will be to act on this policy along with UPS 210.060 Recruitment of PT Faculty when it is received from FAC.
- UPS 211.100 Appointment of Department Chairs & Vice Chairs – document was given for review and input to CFA President Hassan and Provost Cruz. EC members discussed ways to receive A.S. input on these revisions to UPS 211.100 to avoid lengthy debate on the floor and to finalize revisions and approval in April with a collaborative outcome. Possibilities: 1) First Reading; or 2) urgent business.
- College of Engineering & Computer Science (Dean) is expected to sign documents to ask the CO for exemptions for the 120 unit cap for their engineering degrees.
- EC Vice Chair Bonney has been appointed WASC Advising and Assessment Subcommittee chair to work with AVPAP Nwosu.
- How to deal with smokers who continue to ignore the "No Smoking" campus policy is a continuing issue.
- Chris Reese has asked to do a "College Town" presentation at the A.S.

VI. PROVOST REPORT No Report

VII. STAFF REPORT (Miller)

- 7.1 eVoting began 3/24, 7:00 AM, and will continue through 3/27/14, 4:00 PM for the Statewide Senate Election. Results will be announced Friday, March 28, 2014. Statements and photos of two candidates, Mark Hoven Stohs (MCBE) and Sean Walker (NSM), can be seen on the voting website prior to eligible FT Unit 3 faculty voting. There have been no issues with electronic voting.
- 7.2 Petitions for All University Elections are available in MH-143. The informational memo was sent 3-17-14 to the three constituency groups announcing the total 19 available A.S. seats as well as the open

positions on three (3) general committees of FPC, FRC, PLC. A reminder memo that petitions are due 4-10-14, 5:00 PM will be sent on Monday following spring break (M, 4-7-14), along with the following three lists for review by the respective constituency groups.

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

eVoting will take place April 28-May 1, 2014.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board of Directors [Walker] T, 3-25-14 1:15 – 3:30 PM, TSU -207 **Forthcoming**
- 8.2 Academic Standards Committee [Walk] F, 3-21-14 1:00-2:00 PM, MH-166
The group approved finalized draft of new UPS on Challenge Examinations and will forward to senate exec. Chair Filowitz shared that EC's vague objections to revisions proposed to UPS 300.005 Final Examinations leave the committee no good position to propose further revisions, so will send the document back to EC for feedback. Chair Filowitz asked ASC members to share thoughts on double majors, dual degrees and minors and the general notion of double counting. The group questioned if the issue was within the purview of the ASC and requested further information on such practices campus-wide, in addition to relevant documents (ULO's and UPS documents).
- 8.3 Assessment & Educational Effectiveness Committee [Walker for Stambough] W, 3-19-14, 1:00-2:15 PM **Forthcoming**
- 8.4 Campus Facilities & Beautification Committee [Jarvis] F, 3-21-14, 10:00-11:00 AM, LH-702
- CF&B heard updates on the cleanliness initiative. While a request had gone out for student input on naming it, no feedback has been received. Dean Oseguera will be asked to promote more student involvement.
 - Committee heard a bit about the LOFT initiative (Library of the Future Taskforce) from CF&B Chair Neufeld who attended the LOFT presentation at a campus open forum on 3-20-14. Liaison Jarvis was charged with asking a LOFT ad hoc committee member to attend a future CF&B meeting to receive an update directly.
 - CF&B members discussed smoking hotspots on campus. Members would like to be informed as future campus decisions are made (for information, not approval).
- 8.5 Curriculum Committee [Bedell] F, 3-21-14, 12:00-2:00 PM, MH-141
UCC reviewed a draft of UPS 410.100 Student-to-Student Tutorials, prepared by Chair Fischer. Members had extensive debate on this 9-25-79 policy with much "wordsmithing". Document will be forward to the Executive Committee for Academic Senate consideration this semester. Issues discussed included course numbering, faculty workload, defining this as a high impact practice, who receives most benefit, the tutor or student, etc.
- 8.6 Faculty Affairs Committee [Bonney] F, 3-21-14, 10:00 – 12:00 AM, MH-141 No Report
- 8.7 Graduate Education Committee [Jarvis] F, 3-21-14, 2:00-4:00 PM, KHS-121
- Grad Ed Committee made minor changes and approved UPS 330.163, UPS 330.124. These two documents plus bylaws for Grad Ed Committee will be transmitted by Chair Weismuller to A.S. office.
 - Members discussed going forward with a survey of graduate advisors for best practices in advising.
- 8.8 Planning, Resource, & Budget Committee [Walk for Bonney] F, 3-21-14 12:30 – 2:30 AM, PLS-299
Members of PRBC were able to agree on the revision to the bylaws that had previously been discussed. The primary purpose of the revision was to move items related to the budgeting process into the budgeting UPS and to make sure the functions of PRBC align with past and current practices of the committee. The committee hopes to finish revisions to UPS 100.201 at their next meeting which will also include the evaluation of several new program proposals.

IX. UNFINISHED BUSINESS

- 9.1 Ad Hoc Committee Report 3-5-14 re ASD 14-10 Proposed Division of Anthropology per UPS 100.605 PRBC ??– [EC Unfinished Business 12-3-13 – Ad Hoc Com confirmed 12-12-12-13]
UPS 100.605 does not indicate PRBC involvement in proposed divisions; however, past practice has been to forward select documents for PRBC approval if there has been additional cost. Since there is no cost involved for proposed division of anthropology, ASD 14-10 document will be added to A.S. agenda 4-17-14.

Chair Walker noted that process within UPS 100.900 Procedures for Establishing Schools at CSUF DOES require PRBC approval. These two policies should align procedures. That is a project for 2014-2015.

NOTE added to draft minutes 4-4-14: ASD 14-10 will be sent to PRBC for review.

- 9.2 Academic Senate Organizational Chart and Committees. Item will be removed from agenda. This item may return for review 2014-15.
- 9.3 [UPS 210.100](#) Affirmative Action Policy [3-28-84] / Executive Order 1088 – Update Document is still pending input from Administration/President NO UPDATE
- 9.4 [UPS 240.200](#) Romantic Relationships on Campus [Source: FAC]
Attorney Monique Shay has been asked for feedback. HRD&I has formulaic language. Senator Pasternack suggested VP HRDI Gentles meet with department chairs for feedback on policy and (CO) Nepotism policy. Chair Walker will send a follow-up memo to Ms. Shay.
- 9.5 Action Follow-up regarding EWP and Report on Writing [Resolution -ASD 13-105; Ad Hoc Com Report-ASD 13-57]
Chair Walker reported on the emails received from other CSU campus A.S. chairs on the various policies and procedures with regard to upper division writing requirements. Our campus is among many where writing certification and follow-up is a concern. Lack of resources is only one obstacle, albeit significant. Following further discussion, EC members agreed that this issue cannot be “fixed” this academic year. The 2014-15 EC will need to carefully and thoughtfully consider how to proceed. ASD 13-105 RESOLUTION was endorsed by A.S. 5-16-13.
Resolved: The Academic Senate endorses the recommendations in the ASD 13-57 report and directs the Executive Committee to begin conversations with academic departments and the administration for their implementation, as appropriate, no later than 2014, fall semester.
- 9.6 ASD 14-22 Revised UPS 300.005 Final Examinations [Source: ASC]
After much discussion, EC members agreed to accept revised document from Academic Standards Committee and ask staff in Scheduling Department if it is possible to schedule all exams within our system, whether online or in class (face-to-face). With that answer, this document should be finalized at the next EC meeting – to be forwarded for the next A.S. meeting 4-17-14.
- 9.7 ASD 13-167 Proposed New UPS 210.070 Evaluation of Temporary Faculty – revised 2-24-14 [Source: FAC]
There was no further discussion on this document. It will be moved forward along with revised UPS 210.060 Recruitment of Part-Time Temporary Faculty – not yet received from Faculty Affairs Committee (expected April 2014).
- 9.8 [UPS 411.103](#) Policy on Interactive Televised Courses Guidelines and Procedures [4-19-95]
Policy has been referred to Dean Norman for feedback – still pending. Chair Walker plans to meet with Dean Norman in the near future.
- 9.9 [UPS 100.700](#) Formation, Operation, and Discontinuance of University Institutes and Centers [4-29-13] – Align Policy with [Executive Order – 751](#)
Feedback on this policy is still pending from PRBC. Committee has been charged with review of the process with appropriate faculty consultation.
- 9.10 Added item to agenda
[Statements of Opinion](#) 2013-14 – finalize pro-con statements [ASD 14-25] First Reading 3-6-14
These two questions with pro/con statements were approved at the A.S. meeting 3-20-14. EC members were asked to finalize these for distribution to the electorate prior to All University Elections, Spring 2014. eVoting will be April 28 – May 1, 2014.

X. NEW BUSINESS

- 10.1 Catalog Description for 300 & 400 Courses: Prerequisites [Source: UCC]
UCC has declared that “Upper Division Standing” does *not* constitute a prerequisite. UPS 411.101 Policy on Courses: Numbering, Standards Codes, and Controlled Entry [7-7-06] will be revised to reflect changes from UCC Chair Fischer memo dated 3-4-14. Revised UPS 411.101 will be added to Consent Calendar of A.S. agenda 4-17-14.
- 10.2 ASD 14-27 Revised UPS 320.102 International Education Policy [Source: IEC]
EC members reviewed policy with IEC revisions. Document will be added as a new business item on A.S. agenda 4-17-14.

- 10.3 Development of Short-Term Study Abroad Programs [Source: IEC]
International Education Committee would like A.S. to endorse a program to encourage new short-term study abroad programs. Chair Walker will discuss IEC Chair Rhodes' memo and Call for Proposals document with Provost Cruz. Senator Bonney suggested that operationally this document should include a risk management aspect.
- 10.4 ASD 13-42 rev. 3-21-14 UPS 291.000 Distinguished Faculty Member Guidelines [Source: FAC]
President García signed transmittal 8-16-13 with edits to approved document from A.S. EC members reviewed revised UPS 291.000 received from Faculty Affairs Committee 3-21-14. ASD 13-42 revised 3-21-14 will be added to A.S. agenda 4-17-14.
- 10.5 Staff Emeriti Policy
There is no current university policy statement for choosing staff emeriti. UPS 261.000 Faculty Emeritus Status [10-9-13] does not include staff. Chair Walker plans to discuss this with VPHRDI Gentles. EC members suggested that current policy used internally could be *Sunshined* for transparency.

Chair Walker led discussion on the following items that have continued on EC agenda since the first meeting spring 2014 semester (1-28-14). Decision was made to remove these important items from this year's EC agenda. These items need to be strategically and collectively managed with thoughtful and careful consideration to each process.

- 10.6 Academic Program Establishment, Review, Restructuring, Discontinuance, and Curriculum
- 10.6.1 Program Establishment, Name Changes, Restructuring
- 10.6.1.1 [UPS 100.600](#) Proposals and Procedures for the Establishment of University Departments [7-23-13]
- 10.6.1.2 [UPS 100.601](#) Procedures for Department/Program Name Changes [7-7-06]
- 10.6.1.3 [UPS 100.605](#) Policy on Administrative Restructuring of Academic Programs [7-11-11]
- 10.6.1.4 [UPS 100.610](#) Program Discontinuance [7-7-06]
- 10.6.1.5 [UPS 100.900](#) Procedures for Establishing Schools at CSU Fullerton [8-29-00]
- 10.6.2 Curriculum Regular Programs
- 10.6.2.1 [UPS 410.103](#) Curriculum Guidelines and Procedures: New Programs [6-17-08]
- 10.6.2.2 [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]
- 10.6.2.3 [UPS 410.115](#) Academic Credit Certificate Programs [6-24-05]
- 10.6.3 Curriculum Extended Education
- 10.6.3.1 [UPS 410.115](#) Academic Credit Certificate Programs [6-24-05] [see 10.14.2.3 above]
- 10.6.3.2 [UPS 450.000](#) Goals, Scope, and Policy Regulation for Extended Education [12-3-04]
- 10.6.3.3 [UPS 450.100](#) Policy on Extension Program [12-3-04]
- 10.6.3.4 [UPS 450.500](#) Policy for Implementation and Awarding of the Continuing Education Unit [6-18-03]
- 10.6.3.5 [UPS 450.501](#) Non-Academic Credit/CEU Certificate Programs [6-24-05]
- 10.7 [UPS 411.400](#) Teacher Preparation [11-15-68] – See [Executive Order 1077](#)

XI. ADJOURNMENT

M/S/P (Dabirian/Fontaine) Meeting adjourned at 1:03 PM
There will be no meeting 4-1-14 – spring break week.