



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MARCH 4, 2014**

Approved 3-11-14

11:30 AM

MH-141

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

2.1 Standing Committee Replacement: Curriculum Committee – Social Sciences
Faculty names were discussed for this committee – to be confirmed 3-6-14.

III. ANNOUNCEMENTS

- 5.1 (Pasternack) Academic Affairs has several events planned in April.
- Saturday, 4-12-14, 2:00 PM – CSUF Emeriti theater event with a reception hosted by Academic Affairs following the production of “Legally Blond”.
 - Wednesday, April 30, 2014, 6:00 PM -- AA in conjunction with Athletics Department and Auxiliary Services Corp., faculty and staff are invited to attend the baseball game between Cal State Fullerton and Cal State Fresno, when Chair Walker will be invited to throw out the first ball.
- 5.2 (Walk) Students won the 2-26-14 Pachyderm basketball game between faculty and students.

IV. APPROVAL OF MINUTES

6.1 EC Minutes (Draft) 2-25-14
M/S/P (Bonney/Stambough) Minutes were approved unanimously as submitted.

V. CHAIR’S REPORT (Walker)

The following items were reported by Chair Walker:

- Ad Hoc Committee for School of Music met today and will be moving forward following an open hearing before spring break and follow-up report.
- Ad Hoc Committee for Proposed Division of Anthropology has scheduled an open hearing today.
- MCBE Proposed School of Risk Management & Insurance is on this week’s A.S. agenda.
- The group of faculty reviewing UPS 211.100 Appointment of Department Chairs met last week. Revised document should be forthcoming in the near future.
- International Education Committee has forwarded a proposal for EC review (next week) regarding short-term study abroad program.
- The three awards documents from 2-27-14 A.S. meeting will be returned with draft minutes (notes) to Outstanding Professor Committee for further review and possible further revisions – to include timelines.
- Further discussion is needed on Carol Barnes award.
- EC will meet with consultant regarding Irvine campus on 3-18-14.
- The added A.S. meeting on 3-20-14 will be dedicated to the Graduation Initiative presentation – 1 hour. Other documents should be ready for the agenda.
- EC members discussed cancelling A.S. 3-27-14 meeting. It is the week before spring break and numerous senators will be in Chicago attending the AACU Diversity Conference, including Chair Walker and Vice Chair Bonney. No decision was made.
- EC members agreed to postpone A.S. discussion of new UPS 210.007 Temporary Faculty until Faculty Affairs Committee sends the recruitment document forward in April. This has received feedback from many groups.
- Meeting with President Garcia Thursday, 3-6-14.

VI. PROVOST REPORT 11:40 AM

Provost Cruz discussed two (2) items/updates:

- 1) Executive searches for 5 positions are underway. This information will also be sent to the campus community with periodic updates given by the respective search committee chairs throughout the search process.
 1. Dean of the College of the Arts – search process underway (held kick-off meeting in February)
 2. Dean of the College of Humanities and Social Sciences – position description is posted on search firm website (R.H. Perry & Associates) and BrassRing
 3. Deputy Provost – position description is posted on BrassRing.
 4. University Librarian – position description is posted on BrassRing.
 5. Associate VP For Research, Creative Activities and Technology Transfer - search process underway (held kick-off meeting in February)
- 2) Beginning round #2 of spring semester meetings with department chairs as follow-up from fall semester. Discussing updates with small groups of chairs (10-12) regarding department concerns, many of which are administrative: faculty recruitment, development and retention; spousal hiring policies; compensation for department chairs; support for research and scholarly activity (assigned time, sabbaticals, travel, stipends); functioning of the FPC (Departmental Standards); evaluation of lecturers; insufficient administrative staff; space for classrooms, faculty offices, and laboratories and student success centers. Will keep EC posted on any policy implications.

Provost Cruz responded to questions.

VII. STAFF REPORT No report.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board of Directors [Walker] T, 3-4-14 1:15 – 3:30 PM, TSU -207 No Report
- 8.2 Campus Facilities & Committee [Jarvis] F, 2-28-14 10:00 – 11:00 AM, LH-702
After a brief report on the cleanliness initiative, CF&B spent the rest of the meeting discussing scheduling and course meeting times outside of “prime time”, with a focus on Fridays.
The committee had the staff from Scheduling & IT on hand to provide information about the process. The idea of “overlapping” course times was raised, with the bulk of discussion on implementation of new scheduling software, to replace work done essentially by hand (Excel) to date. New software should allow departments to do a lot of their own scheduling with possibilities to schedule non-standard meeting times. Scheduling staff will now have time to make improvements, like adding room characteristic data.
- 8.3 Curriculum Committee [Bedell] F, 2-28-14 12:00 – 2:00 PM, MH-141
Liaison report was gleaned from UCC draft minutes of 2-28-14. The topic of catalog prerequisites for 400 level courses was discussed at the request of Executive Committee. The query was whether “upper-division standing” is a sufficient prerequisite. A memo will be forthcoming from UCC Chair Fischer to A.S. Chair Walker regarding results of this discussion.
High-Impact Practices (HIPs) were discussed as a result of UCC members surveying how these are used in their respective colleges. Members agreed that departments need flexibility to tailor courses to student need. Time was spent defining individualized learning experience courses. This will be continued at the next meeting 3-21-14.
- 8.4 Student Academic Life Committee [Guerin] T, 3-4-14, 9:00-10:00 AM, MH-141 **FORTHCOMING**

IX. UNFINISHED BUSINESS

- 9.1 Academic Senate Organizational Chart and Committees. Moved to next agenda.
- 9.2 [Statements of Opinion](#) 2013-14 – finalize pro-con statements
There is still time to place pro-con statements once questions have been finalized. Chair Walker stated he will discuss the questions with Provost Cruz prior to agendizing for A.S. approval.
- 9.3 [UPS 210.100](#) Affirmative Action Policy [3-28-84] / Executive Order 1088 – Update
Document is still pending input from Administration/President
- 9.4 [UPS 240.200](#) Romantic Relationships on Campus [Source: FAC]
Attorney Monique Shay has been asked for feedback.
- 9.5 Action Follow-up regarding EWP and Report on Writing [Resolution -ASD 13-105; Ad Hoc Com Report-ASD 13-57]

Graduate Education Committee has been asked for input on this follow-up item. Committee recommendation is pending. A.S. action is needed on ASD 13-105 "Resolution". Writing Board is still in effect at this time but acting in an ad hoc structure. The curricular implications, especially for graduate writing needs, are very important, and the A.S. has oversight.

History:

ASD 13-105

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.

A.S. discussed resolution as a *First Reading* item on 5-9-13. A.S. approved resolution on Consent Calendar 5-16-13. Report and recommendations were presented at A.S. 4-26-13 by Dr. Fontaine on behalf of Ad Hoc Committee & CSUF Writing Board.

ASD 13-57 Report & recommendations: "Enhancing Collegiate Writing in the Post EWP Environment"

Follow-up with Testing Center is needed to find out how EWP is used (through May 2014) for programs without graduate writing courses in their structure. English 301 must be taken to meet the writing requirement – or EWP is not passed.

EC members discussed a lack of authority to provide action to recommendations in the report. Resources will be needed to dedicate management and work flow to enhance course offerings, departmental/program support to ultimately improve student writing skills for their success following graduation.

X. NEW BUSINESS

- 10.1 ASD 14-22 Revised UPS 300.005 Final Examinations [Source: ASC]
EC members discussed possible revisions to this document. It will be brought back under Unfinished Business on next week's agenda.
- 10.2 ASD 13-167 Proposed New UPS 210.070 Evaluation of Temporary Faculty – revised 2-24-14 [Source: FAC]
Chair Walker welcomed comments on this improved document from Faculty Affairs Committee. Further discussion is needed. Item will return next week under Unfinished Business.

Chair Walker asked and received permission to move around the agenda.

- 10.3 Administrative Review:
 - 10.3.1 [UPS 100.620](#) Review of Administrative Units [2-1-82] Item will continue under New Business.
 - 10.3.2 [UPS 210.200](#) Performance Review of Administrative Personnel [12-1-81]
Chair Walker briefed EC members on the end of this review process decades ago at CSUF when the CO began a Presidential review process. Hearing from other ASCSU chair's, a review of administrative personnel is done on a regular basis. EC members discussed pursuing an update of UPS 210.200.
- 10.4 [UPS 411.103](#) Policy on Interactive Televised Courses Guidelines and Procedures [4-19-95]
There was limited discussion on this 1995 policy. Information Technology Committee declined review. Chair Walker will ask for input from Extended Education.
- 10.5 [UPS 100.700](#) Centers and Institutes [4-29-13] – See [Executive Order – 751](#) – Is our current level of review appropriate? For instance – "The establishment and continuation of the entity is to be subject to the approval of the campus president, following appropriate faculty consultation in accordance with campus policy"
Chair Walker pointed out the inconsistency between this recently-revised policy (2013) and the Executive Order on Centers and Institutes. EC members agreed that policy needs to be aligned with EO. Item will be moved to EC agenda under Unfinished Business.

Items 10.6 through 10.7 will be moved to next agenda 3-4-14.

- 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](#)
- 10.8 [UPS 420.105](#) Right of Non-Compliance, Risk Activities [10-3-75] – Does this need to be reviewed by Risk Management?
Chair Walker pointed out this policy document sites a non-existent committee. Suggested wording to UPS 420.105 will be forthcoming from EC members prior to asking for feedback from Student Academic Life Committee. Item will continue on EC agenda under Unfinished Business.

11 ADJOURNMENT

M/S/P (Bonney/Bedell) Meeting adjourned at 1:10 PM.