



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
APRIL 15, 2014**

*Approved 4-22-14*

**11:30 AM**

**MH-141**

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

Absent: Bonney, Guerin, Pasternack, Stambough

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

2.1 Search Committee – AVP for Business and Administrative Services [3 faculty/ 2 tenured]

Chair Walker led discussion to ask three faculty to serve on this search committee.

2.2 Statements of Opinion (ASD 14-25) from 3-20-14 A.S. discussion under Unfinished Business.

Members reviewed the clarifying revisions to S-O-O document ASD 14-25. Item will be placed on Consent Calendar on A.S. agenda 4-17-14.

2.3 (Dabirian) Reported on several items that will also need to be announced at the A.S. 4-17-14.

2.3.1 the recent IT audit request from the CO, and the steps the Division of Information Technology will take to comply with the need for password changes three times each year – 180 days is the maximum allowed between required password changes. A notice will be given and a reminder sent during the 30 day time allowances to change a password on an individual computer as well as all other hardware affected with the update (iPad, iPhone, etc.). Online video training will be available.

2.3.2 the very recent and serious *Heartbleed* bug affects open SSL protocol. IT monitors various security bulletins, and this allowed CSUF to be proactive and quickly secure our infrastructure. It is recommended that everyone change all passwords for internet protection for user applications. Many people use the same password for easier remembering – not a good idea.

2.3.3 An email will be sent to the campus community regarding these informational items and what actions will be needed from individuals.

## **III. ANNOUNCEMENTS**

3.1 (Walker) Welcome to Fullerton Day on Saturday, 4-12-14 was a success.

There was discussion regarding the multiple competing activities scheduled that day which created issues for campus access and parking, especially for first time campus visitors.

3.2 (Walicki) Announced that the Divan Consort, after release of their first CD on 4-1-14 with Albany Records, has been invited to play Carnegie Hall next year.

3.3 (Bedell) asked for limited discussion regarding two items: 1) follow-up on campus smoking policy; 2) role of liaisons to standing committees and if they could count toward a quorum if needed in order to conduct business.

## **IV. APPROVAL OF MINUTES**

4.1 EC Minutes (Draft) 4-8-14

EC draft minutes 3-25-14 were approved as submitted.

## **V. CHAIR'S REPORT (Walker)**

- Michael Birnbaum, Professor of Psychology, was surprised this morning (4-15-14) when President Garcia, along with members of the Outstanding Professor Committee and other individuals, interrupted his class to present the L. Donald Shields Excellence in Scholarship & Creativity Award. He will also be recognized at the A.S. meeting 4-17-14.

- A.S. Bylaws mandate that five standing committees be confirmed by A.S. before the end of the A/Y: 1) UCC, 2) GE Com; 3) Grad Ed Com; 4) PRBC; 5) FAC. These will be on next week's EC agenda. This year EC members agreed to ask current committee members if they wanted to continue. This has made it easier to complete committee vacancies, along with using the online Committee Interest database program.
- Faculty Affairs Committee. At the end of this semester, a meeting will be planned to discuss the role of FAC as it interacts with the multiple administrators, each requesting action and giving charges from different roles/ perspectives. 1) Lori Gentles, VP-HRDI; 2) James Busalacchi, Director of Faculty and Staff Labor Relations; 3) Barry Pasternack, Interim AVP for Faculty Affairs; 4) Perrin Reid, AVP-HRDI; 5) Executive Committee. Roles need to be clarified for a functioning FAC.

**VI. PROVOST REPORT** No Report

**VII. STAFF REPORT** (Miller – written report)

- 7.1 This week we are collecting candidate statements and photos for the election website.in preparation for electronic voting in the All University Elections April 28 through May 1. Candidates were announced in a memo to the electorate 4-14-14. There will be campaigning next week.
- 7.2 EC determined last week there will be no special election to replace Senator Stambough as the Statewide Senator. The A.S. will vote on a FT Unit 3 faculty member willing to serve through May 2015.
- 7.3 Following election by the A.S. for a Statewide Academic Senator to replace Dr. Stambough, alternates will be confirmed for the 2014-15 term.

**VIII. COMMITTEE LIAISON REPORTS**

8.1 ASI Board of Directors [Walker] T, 4-15-14, 1:15-3:30 PM, TSU 208 No Report

8.2 Extended Education Committee [Pasternack] M, 4-14-14, 3:00-4:00 PM

The Extended Education Committee had a short meeting on Monday, 4/14/14. We reviewed data for both Intersession and Summer Session. In terms of Intersession, over the past the trend has been a steady decline in terms of enrollment as well as the number of courses that have been offered, however the decline has been most acute over the past two years. The number of classes that have been offered over the past five years has been as follows A:

2010 – 109	2011 – 108	2012 – 106	2013 – 93	2014 – 80
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For summer term, enrollments this year are up around 7% as compared to the same date last year.

Enrollments through day 4 of Titan Registration are as follows:

2013: 10,204	2014: 10,924
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8.3 Faculty Affairs Committee [Bonney] F, 4-11-14, 10:00-12:00, MH-141

FAC met for an abbreviated but productive time as the committee agreed on the final version of UPS 211.100. Chair Lohman will create a document that incorporates the committee's agreed upon terms and circulate it one more time electronically for the approval of the committee members. This document is very strong now. The one significant change the committee made to the draft that emerged from the subcommittee was to adopt a proportional voting scheme for the temporary faculty in part because there was a sense that any other scheme would not survive scrutiny on the Senate floor.

8.4 Faculty Development Center Board [Stambough] F, 4-11-14, 9:00-11:00 AM No Report

8.5 General Education Committee [Bonney] F, 4-11-14, 2:00-4:00 PM, MH-141

The GE committee approved the program change to Biology 171 and 172 reducing the required lab units from 2 to 1. The committee also approved a course change form converting Sociology 325 to a GE course in the life-long learning category but agreed that the course should be kept in Academic Program until fall semester so that it can be included in the publication on 1 September of new courses and proposed GE courses. The Committee also discussed the site visit for the PPR which now apparently will take place at the very beginning of the Fall semester. Su Swarat joined the committee meeting and discussed the proposed GE Learning Goals with the committee and helped the committee begin to articulate learning outcomes for the learning goals. Each of the subcommittees that originally proposed a learning goal will review that learning goal in light of our discussions and propose two to four learning outcomes that reflect our discussions on Friday. The committee will reconvene on the 25th with the intent of producing a final version of the learning goals and outcomes to submit to Su for her review with a final final version to be approved at the 9 May meeting. As acting chair I want to commend this group of faculty for their diligence and commitment to the creation of an assessment plan. They have done outstanding work.

- 8.6 Information Technology Committee [Bedell] F, 4-11-14, 10:00-11:00 AM  
Chair Grieb led discussions without a quorum for the meeting. No official business was accomplished.
- Dr. Carroll facilitated the meeting on development of a Strategic Plan for IT at CSUF. He asked for ITC members' thoughts about IT, its future and any concerns. A partial listing includes: labs need updated licenses; need to be able to communicate with students; students not using campus email; WIFI inadequate; software and hardware dated; keep introducing new things; uneven web pages across campus; much information of department web pages dated or absent; uneven support from colleges across colleges; whatever is chosen needs to be usable on student mobile devices; hard to find things on web sites; drop box concerns; bad links; costs of refreshing; something about a FARM; problem with simultaneous use of phones and iPads; orphan pages; where will Success Initiative \$ go; messaging a concern; iFullerton app to be updated; students don't want to pay for texting; only about 60% of students get our emergency information; need a new password policy requiring updating more frequently demanded by audit; 75-80% of our students have smart phones; OS7 to be installed-message did not go out.
- 8.7 Internships & Service Learning Committee [Dabirian] W, 4-9-14, 9:00-10:00 AM  
ISLC members met for an abbreviated meeting to work on UPS policy 411.600 Policy on Service Learning and UPS 411.601 Policy on Academic Internships. Members plan to vote electronically on both policy revisions so each can be submitted to Senate Exec next week. Jim Case reported on the recent internships and career EXPO. Academic Affairs Committee was interested in ISLC agendas. CSUF had a good showing in the national internship and service learning in Hawaii.
- 8.8 Planning, Resource, & Budget Committee [Bonney] F, 4-11-14 12:30-2:30 PM, CP-1060-05  
PRBC approved the Artist Diploma: A Professional Certificate in Music Performance unanimously. The committee also approved the revised version of UPS 100.201 Planning & Budgeting Process with greater speed than might have been expected. Committee members engaged in a dot exercise to begin the process of prioritizing budget recommendations for 2014-2015. In the review of UPS 100.700 Formation, Operation & Discontinuance of University Institutes & Centers, PRBC members decided that the level of faculty consultation is not sufficient, particularly with regard to discontinuing centers.
- 8.9 University Advancement Committee [Bonney for Walk] W, 4-9-14, 9:00 –10:00 AM  
The UAC was unable to conduct any business at this meeting for lack of a quorum. Owen Holmes delivered an interesting presentation on the work of the Government Relations wing of the UA Office. He discussed the diverse ways his office works with people at all levels of government from local mayors to the federal folks increasing awareness of what CSUF does and trying to facilitate faculty efforts in securing grants and contracts. An interesting footnote: Bob Istad said that while COTA people seek funding from the National Endowment for the Arts they had no idea that Owen's office might be able to help them.

## IX. UNFINISHED BUSINESS

- 9.1 ASD 14-22 Revised UPS 300.005 Final Examinations [Source: ASC]  
Following Chair Walker's discussion with Scheduling Department that all final exams could have an announced scheduled time in the semester catalog, EC members decided this document can be revised agreeably with one minor change to the original document. Chair Walker will discuss this possibility with ASC Chair Filowitz. The scheduling of all exams will take the Scheduling Department some time to accomplish. A target date may be August 2015. Until then, UPS 300.005 could be revised with that intention. The revision could add asynchronous exams to the portion on take-home exams
- 9.2 [UPS 210.100](#) Affirmative Action Policy [3-28-84] / Executive Order 1088 – Update  
There is no update to report.
- 9.3 [UPS 240.200](#) Romantic Relationships on Campus [Source: FAC]  
There is no update to report.
- 9.4 ASD 14-67 [UPS 411.103](#) Policy on Interactive Televised Courses Guidelines and Procedures [4-19-95]  
The meeting between Chair Walker and Dean Harry Norman to discuss this UPS is still pending.
- 9.5 [UPS 100.700](#) Formation, Operation & Discontinuance of University Institutes and Centers [4-29-13] – Align Policy with [Executive Order – 751](#)  
Chair Walker reported from PRBC Chair that UPS 100.700 document will be reviewed and revised.

Unfinished Business Items 9.6 & 9.7 and New Business Items 10.1 – 10.4 will be moved to next agenda 4-22-14. These items need to be thoroughly reviewed for discussion prior to moving them forward to A.S.

- 9.6 ASD 13-158 rev. 2-27-14 Proposed New UPS Challenge by Examination [Source: ASC]
- 9.7 ASD 14-75 Graduate Education Committee Revised Bylaw from UPS 100.001 [Source: Grad Ed Com]

**X. NEW BUSINESS**

- 10.1 ASD 14-76 PRBC Revised Bylaw from UPS 100.001 [Source: PRBC]
- 10.2 ASD 14-78 UPS 100.201 Planning and Budgeting Process [Source: PRBC]
- 10.3 Review Administration & Student Affairs Electorate Lists – Rules from 2007
- 10.4 Search Committee – Dean of Communications [5 faculty/3 tenured]

**XI. ADJOURNMENT**

Meeting adjourned at 1:00 PM.