



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MAY 13, 2014**

Approved 5-20-14

11:30 AM - 1:00 PM

MH-141

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

Absent: Guerin, Pasternack, Walicki, Stambough (resigned – election needed to replace on ASCSU)

I. CALL TO ORDER

Chair Walker called the meeting to order at 11:33 AM.

II. URGENT BUSINESS

III. ANNOUNCEMENTS

- 3.1 (Dabirian) Asked for input from EC members regarding departments wanting to keep part-time faculty email accounts active in case they “may” return the following semester. Many do not return. Members agreed that IT should inform department staff that current inactive email accounts for part-time faculty will be closed at the end of the semester. It is an easy procedure to request an email account when a part-time faculty member is hired for a semester.

IV. APPROVAL OF MINUTES

- 4.1 EC Minutes (Draft) 5-6-14
M/S/P (Bonney/Dabirian) EC draft minutes 5-6-14 were approved as submitted.

V. CHAIR’S REPORT (Walker)

- Highlighted the Marathon meeting agenda for 5-15-14.
 - The three resolutions need to be ready for Thursday’s Marathon meeting, 5-15-14, to present to the three retiring deans.
 - Dean Arnold - Arts
 - Dean Briggs – Communications
 - Dean Norman – Extended Education
 - Pointed to the “Informational Items” on the A.S. Marathon agenda 5-15-14.
 - Budget Update, Spring 2014 from VPAF Kim.
 - “Jarvis” Resolution 4-24-14 – Academic Programs to Review Course Numbering
 - Assessment & Educational Effectiveness Plan, Version 1
 - Update on Programmatic General Education Learning Goals & Outcomes [follow-up from AA/AS Retreat]
 - Each item on the Consent Calendar items will be explained prior to approval.
 - ASD 14-91 UPS 410.103 Curriculum Guidelines & Procedures: New Programs [6-17-08] [Source: EC]
 - ASD 14-92 UPS 410.104 Undergraduate Options, Concentrations, and Emphases [6-17-05] [Source: EC]
 - ASD 14-94 University Advancement Committee – Revised Bylaw from UPS 100.001 [Source: UAC]
 - ASD 14-96 Resolution in Support of Using EWP for 2014-2015 for Select Graduate Programs [Source: EC]
 - ASD 14-97 UPS 320.010 University Writing Requirements – Revised [Source: EC]
 - ASD 14-82 [UPS 100.700](#) Formation, Operation & Discontinuance of University Institutes and Centers [4-29-13] [Source: PRBC]
 - ASD 14-88 [UPS 210.000](#) Faculty Personnel & Procedures + Memo [Source: FAC]
 - ASD 14-114 International Education Committee – Revised Bylaw in UPS 100.001 – Composition [Source: IEC]
 - ASD 14-22 UPS 300.005 Final Examinations [3-9-11] [Source: ASC/EC]
 - CSU Election will take place at a *time approximate* at the Marathon meeting. Clickers will be available if a vote for more than one candidate is needed.

- Attended an Irvine Campus presentation this morning in the Provost's conference room. There will be multiple opportunities to attend one of these presentations, including one held at the Irvine Campus.
- President's Scholars event was held at El Dorado Ranch last evening. An event tonight will honor Guardian Scholars. This weekend is
- Commencement exercises will be held Saturday and Sunday, May 17 and 18.

VI. PROVOST REPORT – 12:30 PM

Provost Cruz provided an update on the various searches and recent appointments.

Dr. Shari McMahan has been appointed in the Deputy Provost position. This has created an opening for Dean of Health & Human Development. Provost Cruz plans to hold an open forum with College of HHD faculty and staff to receive input on the appointment of interim dean and subsequent search process. Feedback is being sought from other stakeholders for a broad conversation, with an announcement to be made prior to the official last day of the spring semester – 5-23-14.

With the appointment of Dr. Ed Fink to the position of Interim Associate Dean in the College of Communications, the position of FDC Director is now open. This was the first year of his term. There was conversation regarding how to proceed. EC members agreed that a one-semester appointment should work. Dr. Fink has committed to oversee new faculty orientation for fall semester for a smooth transition of an interim appointment before a new search is launched for FDC Director.

University Librarian search has failed. An open forum is scheduled this week with librarians to receive feedback for next steps. The appointment of Susan Tschabrun as Interim Librarian ends 6-30-14.

Provost Cruz was asked about the status of faculty searches for 2013-14. Latest numbers reflect a success rate of 70%, less than the 80% average we had seen in previous years. The rolling two-year plan will likely be adjusted to compensate. We are still committed to tenure-track hiring.

VII. STAFF REPORT (Miller)

7.1 Nine transmittals have been received – signed by President García.

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| 1. ASD 14-10 Proposed Division of Anthropology | [Effective 5-9-14] |
| 2. ASD 14-13 Proposed School of Music | [Effective 5-9-14] |
| 3. ASD 13-42 rev. 3-21-14 UPS 291.000 Distinguished Faculty Member Guidelines | [Effective 5-7-14] |
| 4. ASD 13-176 UPS 330.230 Recording & Transcription of Class Content by Students | [Effective 5-9-14] |
| 5. ASD 14-27 UPS 320.102 International Education Policy | [Effective 5-9-14] |
| 6. ASD 14-66 UPS 300.003 University-wide Student Learning Goals | [Effective 5-9-14] |
| 7. ASD 14-69 UPS 410.100 Student-to-Student Tutorials | [Effective 5-9-14] |
| 8. ASD 14-70 UPS 411.101 Policy on Courses: Numbering, Standard Codes, & Controlled Entry | [Effective 5-9-14] |
| 9. ASD 14-73 UPS 330.124 Leaves of Absences for Graduate & Credential Students | [Effective 5-9-14] |

VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board of Directors [Walker] T, 5-13-14, 1:15-3:30 PM, TSU 208 No meeting this week.
- 8.2 Faculty Development Center Board [Walker] F, 5-9-14, 9:00-11:00 AM **FORTHCOMING**
- 8.3 General Education Committee [Bonney] F, 5-9-14, 2:00-3:00 PM **FORTHCOMING**
- 8.4 International Education Committee [Walicki] W, 5-7-14, 11:00-12:00, MH-141
- 1) Decision to include someone from risk management to be on the IEC. Change of Bylaws to include executive director of risk management Jon Beisner or his designee as a non-voting ad hoc member of the IEC.
 - 2) UPS320.102 discussion of editing procedures in the UPS. Will be a priority item for next year
 - 3) Priorities for next year:
 - a.) Look at policies of how we treat international students.
 - b.) Identifying curricular issues for international students.
 - c.) Identify curricular barriers for our students to study abroad.
 - 4.) Suggested change to bylaws that the ASI committee members include at least one international student.
 - 5.) Dean Kazoleas was elected as chair of IEC for next year.
 - 6.) Day & time for IEC meetings for next year set as the first Wednesday of every month at 11:00 am.
- 8.5 Internships & Service Learning Committee [Dabirian] W, 5-7-14 9:00-10:00 AM No Report
- 8.6 Library Committee [Dabirian] T, 5-6-14, 1:00-2:00 PM, PLS-260C No Report
- 8.7 Planning, Resource, & Budget Committee [Bonney] F, 5-9-14, 12:30-2:30 PM, PLS-299 **FORTHCOMING**

IX. UNFINISHED BUSINESS

- 9.1 Standing Committee Vacancies [UCC, GE Com, Grad Ed Com, FAC, PRBC]

Faculty names were discussed.

- 9.2 ASD 14-99 New UPS 4xx.xxx Project and Thesis at the Undergraduate Level [Source: UCC]
Document has been added to Marathon agenda 5-15-14. No changes are forthcoming from EC.
- 9.3 ASD 14-100 New UPS 4xx.xxx Service Courses [Source: UCC]
Item has been added to Marathon agenda 5-15-14. Possible revisions were discussed. Document may be modified on the floor. Motion to be made on floor to change from “degree” to “major”.
- 9.4 ASD 14-101 UPS 102.000 Academic Jurisdiction – Revision Related to Item 10.6 [Source: UCC]
Document has been added to Marathon agenda 5-15-14.

X. NEW BUSINESS

- 10.1 ASD 14-98 Assessment & Educational Effectiveness PLAN [Source: AEEC] VERSION
Document will be added to 5-15-14 Marathon agenda under “Informational Items”.
- 10.2 ASD 14-118 PowerPoint Presentation: Budget Update – Spring 2014
Document will be added to 5-15-14 Marathon agenda under “Informational Items”. VPAF Danny Kim is unavailable for this meeting.
- 10.3 ASD 14-114 International Education Committee – Revised Bylaw in UPS 100.001 – Composition [Source: IEC]
Document has been added to Marathon meeting 5-15-14 as a Consent Calendar item.
- 10.4 ASD 14-107 [UPS 210.001](#) Recruitment and Appointment of Tenure-Track Faculty [6-18-03] [Source: FAC]
Chair Walker has discussed document with multiple groups including the Provost and President of CFA regarding Title 7 and revisions to UPS 210.001. The word “submit” is important in the step of reporting to HRDI the list of finalists to be invited for campus interviews. An additional person *could be* added to the pool of finalists if there is an issue from HRDI side. Chair Walker stated this revision will be added to the document and sent to Senators with a revised agenda stating the edit was made by EC 5-13-14. If necessary at the Marathon meeting, a 15-minute discussion period could be requested.
- 10.5 ASD 14-112 UPS 300.002 Academic Advising Policy [3-9-11] [Source: SALC]
EC members discussed revisions from SALC. The document’s original revisions received from Grad Ed Committee looked different from this final version from SALC that includes an expanded process and accountability. There is an attempt to keep advising in Academic Affairs. EC members agreed that the Academic Senate should not be responsible for oversight of some areas included in the revisions to UPS 300.002. The document will be a New Business agenda item at the Marathon meeting. When the document is discussed, revisions will be forthcoming.
- 10.6 ASD 14-115 UPS 411.600 Policy on Service Learning [6-17-08] [Source: SALC]
Document has been added to Marathon meeting 5-15-14 as a New Business item.
- 10.7 ASD 14-116 UPS 411.601 Policy on Academic Internships [6-16-10] [Source: ISLC]
Document has been added to Marathon meeting 5-15-14 as a New Business item. EC members agreed there should be a separate document addressing courses and course numbering.

XI. ADJOURNMENT

Meeting adjourned at 1:00 PM.