



## ACADEMIC SENATE EXECUTIVE COMMITTEE

MINUTES

JULY 25, 2013

Approved 8-1-13

11:30 AM - 1:00 PM

Thursday

MH-141

Present: Bedell, Balderas (for Fontaine), Dabirian, Fitch (for Walicki), Guerin, Jarvis, Matz (for Pasternack), Carroll (for Stambough), Walk, Walker

Absent: Bonney

### I. CALL TO ORDER

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

Chair Walker introduced invited guest, May Wong, to give an update on the soon-to-be implemented campus “no smoking” policy. A printed packet of two items was distributed: 1) *Revised* President’s Directive Number 18 University Smoking Policy, and 2) University Smoking Policy taken from CSUF Website – Office of the President (2 pgs). All the hurdles have now been cleared for implementation of the policy on August 1, 2013. President’s Directive Number 18 has been updated and signed by President García with emphasis on education enforcement of the policy in the “VI Accountability” section. A video is planned to be added as part of the new website to be launched on the *no smoking* campus policy. Members of Executive Committee were pleased with the diligent and ongoing work of the ad hoc committee over the past year since the Academic Senate passed a resolution, signed by then Interim President, Willie Hagan. The following items were highlighted, but it is not an exhaustive list of projects planned to benefit the health of students, faculty, staff, campus visitors, and the outlying communities and promote understanding of the broad-reaching impact of a smoke-free campus. CSUF is the first CSU campus to be completely smoke-free, although the CSU is moving toward future implementation on all 23 campuses.

- ✓ Human Resources (HR) is contracting with Anaheim Medical Center to offer free sessions for employees and students if they want help to quit smoking.
- ✓ Ongoing campus programs for education, smoking cessation and counseling programs.
- ✓ HR has information on their website. New Division of HR will have oversight for smoke free campus.
- ✓ 60 signs have arrived for placement across campus for placement by 8-1-13.
- ✓ Campus communication: electronic signage (sign by 57 Fwy); flyers, publications, notices.
  - Student Health & Counseling Center
  - Human Resources
  - Faculty Affairs & Records
  - Strategic Communications
  - Dean of Students
  - Intern’l Education & Exchange
- ✓ Informational emails to be sent to various student groups.
- ✓ Management training classes to work with staff on “smoking breaks”, etc.
- ✓ ASI student contests are planned for best “no smoking” UTube postings.
- ✓ Summer intern hired under “Fresh Air Advocate Program” to recruit volunteer students for education and training.

The campus community has been highly involved in this project.

Executive Committee thanked May Wong for her leadership on this ad hoc committee. Members agreed that the ad hoc committee should be invited to the first A.S. meeting on 8-29-13, to be recognized and thanked publicly for their efforts to support the August 1<sup>st</sup> implementation date.

### II. URGENT BUSINESS

### III. ANNOUNCEMENTS

- 3.1 (Walker) Faculty Assignments for Committees: Confirmed with EC members that the 2-pages included in today’s materials packet listing current constituency needs for each committee will be reviewed by members and approved via email in order to move forward and ask faculty to serve. This should expedite the process to complete the committee members for 2013-14.

The Internships & Service Learning Committee (omitted from list) still needs a faculty member from the constituencies of Humanities, NSM and LACE.

- 3.2 (Dabirian) Announced revival of negotiations with DropBox for an enterprise license for our campus community. This would represent unlimited storage space and unlimited sharing across DropBox folders for faculty and staff. Limited storage space will also be offered to students. More information will be forthcoming.
- 3.3 (Guerin) Reported on Board of Trustees meeting 7-23-13. Bargaining on almost all employee contracts is opening. Information from the CSU about employee compensation and benefits were less than positive from a faculty and staff perspective. Information can be found...

<http://www.calstate.edu/AcadAff/Presentations/>

The reports are as follows:

- [California State University Sixth Biennial Alcohol Policies, Other Substances & Prevention Programs Report \(pdf, 254k\)](#)
- [SB 1440 Associate Degrees for Transfer \(pdf, 4.4MB\)](#)
- [California's Transition to the Common Core State Standards and the Smarter Balanced Assessment Consortium System \(pdf, 1.2MB\)](#)
- [Update on Baccalaureate Units \(pdf, 3.1MB\)](#)

**IV. APPROVAL OF MINUTES**

- 4.1 EC Minutes (Draft) 6-25-13  
M/S/P ((Matz/Dabirian) minutes of 6-25-13 were approved.  
EC Minutes (Draft) 7-18-13 will be moved to next meeting.

**V. CHAIR’S REPORT (Walker)**

- 5.1 Attended Council of Deans meeting yesterday (7-24-13), and the A.S. Chair will be included in future meetings. The message from Provost Cruz that more faculty will be hired was very encouraging. He stated that shared governance will be a high priority through interactions across campus.
- 5.2 A.S. Chair’s weekly meeting with Provost Cruz addressed various items.

**VI. STAFF REPORTS (Miller)**

Five (5) transmittals have been sent to the President this week, three more in the queue for today to complete “high priority” transmittals. Continuing the process of completing the backlog of minutes and transmittals.

- 6.1 Annual Budget Reports, [ASC Report / CSFPF Reports: 93400; 97003] 2012-13  
These reports have been reviewed by EC members. No further action to be taken.
- 6.2 Annual Reports from Standing/Miscellaneous Committees  
Annual reports received from committees have been put into DropBox for review. Respective committee liaisons were asked to review their AR committee report to access what business items may be carried over for the committee to agendize for 2013-14.

**LIAISONS:**

1. ASC	Walk
2. AEEC	Walker
3. CF&B	Jarvis
4. UCC	Bedell
5. Elections	Walicki
6. EEC	Pasternack
7. FAC	Bonney
8. FDCB	Fontaine (TBD)
9. GE Com	Fontaine (TBD)

10. Grad Ed Com	Jarvis
11. ITC	Bedell
12. IEC	Walicki
13. ISCL	Dabirian
14. Library	Dabirian
15. PRBC	Bonney
16. SALC	Guerin
17. UAC	Walk

**VII. UNFINISHED BUSINESS**

- 7.1 A.S. Orientation Meeting 8-22-13 + Assignments & Reformat  
Members discussed possible format and location for the annual orientation. Newly elected Academic Senators will be invited, and EC members will be mentors to these new Senators. MH-141 will be reserved for this meeting. Chair Walker suggested filming the presentation through Oasis then posted on the A.S. Website so the campus community could be invited to view the presentation. EC cabinet members [Walker, Bonney, Walk, Jarvis] will work together on setting up the orientation program.

7.2 A.S. Calendar – Meeting Dates & Location for 2013-14 [ASD 13-93]

Members agreed to change some of the meeting dates approved last April for the 2013-14 A.S calendar. Dates for BOT and ASCSU had not yet been finalized. PLN-130 will be requested as follows: [\* if needed]

Fall 2013: August 29, September 26, October 3, 24, November 7, 21, December 12, 19.
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Spring 2014: January 23, February 6*, 13, 27, March 6, 27, April 17, 24*, May , 1, 8, 15
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## VIII. NEW BUSINESS

8.1 University Librarian Search Committee

M/S/P (Fitch/Carroll) motion was approved to ask faculty to serve on this search committee.

8.2 AA/AS Annual Retreat – “Faculty Recruitment and Retention” [F, 9-13-13]

Retreat agenda is currently in draft form. The Marriott will be the location of this year’s retreat on Friday, September 13<sup>th</sup>. Associate VPAA Faust is working with Provost Cruz and A.S. Chair Walker. The Educational Advisory Board (D.C.) will give the presentation. Members agreed that PowerPoint presentations should be requested ahead so compilation could be reviewed and edited to a manageable time. Invitation list will be targeted since space is limited. Chairs of Department Personnel Committees, as well as search committees should be invited. “Save the Date” announcement should be sent in the next few weeks.

8.3 Ad Hoc Committee for A.S. Committee Chair Procedures Manual

EC members agreed that a manual similar to what has been used in past years should be developed with input from several outstanding committee chairs from last year to help design correspondence. Chair Walker will work on this.

8.4 Legislative Agenda for UPS Revisions

Chair Walker guided members through the 4-page Excel list of UPS documents he color-coded by priorities. There was discussion on each of the documents. Documents containing compliance issues needing addressed were in the top priority portion.

A joint (ad hoc) committee may be necessary for revisions to UPS 210.000. The issue of assigned time may need future scrutiny for subcommittees.

The following agenda items will be moved to the next EC meeting on 7-25-13.
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8.5 Special Election – Fall 2013

- a. Faculty Research Committee (LACE)
- b. Faculty Personnel Committee (SS)
- c. Faculty Personnel Committee (EDUC)

8.6 Setting Goals and Priorities for Academic Senate 2013-14

8.7 Action Item from Statements-of-Opinion (ASD 13-108) [All University Election Results 2013]

8.8 Equity in Distribution of Posthumous Degrees

## 9 ADJOURNMENT

M/S/P (Walk/Matz) Meeting adjourned at 1:00 PM.