



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
SEPTEMBER 24, 2013**

*Approved 10-8-13*

**11:30 AM - 1:00 PM**

**MH-141**

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

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

### 2.1 (Walker)

- ✓ Reported a lack of business for the A.S. agenda 10-3-13. Members agreed to cancel the meeting.
- ✓ Dr. Huizinga has requested that UPS 610.000 Conflict of Interest [3-12-96] be rescinded ASAP because it is not in alignment with federal policy. EC members agreed that Chair Walker should discuss this policy with Dr. Shari McMahan, Interim Director of the Office of the Associate Vice President for Research, Creative Activities, and Technology Transfer prior to any action. Chair Walker to report back.

2.2 (Bonney) GE Committee discussed the general education questions referred to in UPS 411.200 GE Guidelines & Procedures: New & Existing Courses. Draft questions need review and revision. The form to be used in the streamlining process needs to conform to the functions specified in UPS 100.001 A.S. Bylaws. There was a suggestion at the GE Committee meeting to ask members of Executive Committee their views on a possible moratorium for fall 2013 for general education courses to give time to align the form with Bylaw functions. Senator Pasternack reminded EC members that a system-wide task force has been asked to review general education guidelines. No decision was made.

2.3 (Pasternack) A resolution was sent from ASCSU regarding the Governor's lack of appointing a faculty member to serve on the CSU Board of Trustees. Several CSU campuses have followed with a resolution. Several models were discussed regarding possible appointment of one or more faculty members to the Board of Trustees; however, EC members agreed that the draft resolution written by Chair Walker should be finalized and forwarded to the Academic Senate for approval on 9-26-13. A revised A.S. agenda for 9-26-13 will be sent to include the CSUF resolution under the Consent Calendar.

Senator Bedell suggested that, perhaps, our three Statewide Senators (Guerin, Pasternack, Stambough) could meet with Senator Lou Correa and Assemblywoman Sharon Quirk-Silva to follow-up with the governor regarding this appointment.

## **III. ANNOUNCEMENTS**

3.1 (Pasternack) Reported that Extended Education Committee discussed spring 2014 enrollment numbers that could exceed the 105% allowance by the Chancellor's Office.

## **IV. APPROVAL OF MINUTES**

5.1 EC Minutes (Draft) 9-17-13 – moved to next EC agenda

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

6.1 Discussed with Drs. Puri and Sargeant 1) future agenda items – NCPs; 2) Systematically address issues presented with streamlining new course approval process; 3) method to gather information from faculty teaching online with regard to catalog dates for "drops".

6.2 Discussed with President García the Academic Senate's four (4) faculty awards. She wants to be involved with presenting these annual awards each spring semester. She plans to follow up with PAB regarding the idea of Presidential Awards in addition to Academic Senate Awards.

6.3 The *State of the University* address mandated by A.S. Bylaws seems like a repeat of the Convocation address, which was presented this year the first day of the A/Y. The A.S. also mandates a Fiscal State of the University each semester. These dates need to be scheduled for fall 2013.

## VI. PROVOST REPORT

Provost Cruz was welcomed. He began by offering further information regarding his report at the 9-10-13 EC visit regarding faculty resignations. He indicated that the 5.5 resignations are in line with the previous years' numbers and presented the reasons provided by faculty members upon their resignation.

Provost Cruz indicated that he spent most of the previous week in Washington, D.C. with CSUF colleagues visiting numerous offices to build and rekindle relationships with program officers and directors at various agencies, such as National Endowment for the Humanities, National Science Foundation, Department of Energy, and Veteran's Affairs. The group visited offices of Congressional leaders, Loretta Sanchez and Ed Royce, as well as office of CSU System lobbyists. These were positive contacts that he will continue to develop for the benefit of CSUF. The next step for the National Science Foundation includes future opportunities for nomination of faculty to serve on proposal review panels and faculty site visits. Plans for meetings in spring semester are being formulated.

Provost Cruz also indicated that careful attention is being paid to managing enrollment targets for spring 2014. He is working with the Council of Deans and the Chancellor's Office to balance our mission of access with campus enrollment caps. Looking forward, an academic plan for the university needs to be developed, with all stakeholders involved in the conversation, to better guide enrollment management decisions.

## VII. STAFF REPORT (Miller)

- 8.1 This is campaign week for two candidates for the special election for the at-large A.S. seat vacated by Jack Bedell. The Elections Website has been updated with candidate's statements and photos. Behind-the-scenes testing will be done for voting constituencies since there will be two ballots seen for Unit 3 FT faculty, and Admin and Student Affairs constituents see only the at-large ballot.
- 8.2 Memo ASD 13-14 (3 pgs) dated 9-23-13 was distributed to the campus community listing revised UPS documents as well as resolutions passed by the A.S. over the past two years.

## VIII. COMMITTEE LIAISON REPORTS

- 9.1 **ASI Board of Directors** [Stambough] T, 9-24-13 1:15 – 3:30 PM, TSU -207 No Report.

- 9.2 **Curriculum Committee** [Bedell] F, 9-20-13 10:00 –12:00, MH-141

Dr. Fischer was elected UCC chair this semester and Dr. Chavis agreed to serve as vice chair and secretary. The bylaw listing the ex officio member has been corrected while UCC bylaw functions will be edited to reflect removing general education from its functions. Dr. Sargeant will develop a timeline for new course approval and Liaison Bedell will edit and remove general education language from UPS 411.100 Curriculum Guidelines & Procedures: Courses. UCC members will vote electronically and complete assignments in time for late October Academic Senate meeting. At Dr. Sargeant's request, the Committee will also comment on various forms.

- 9.3 **Extended Education Committee** [Pasternack] M, 9-23-13 3:00 –4:00 PM CP-

This first meeting of the academic year was called to order by Chair Mark Goodrich. Members numbered one member less than a quorum. Approval of May 2013 EEC Minutes was deferred to 10-14-13.

There was a brief discussion of the role of the Committee as well as the process for committee approval of certificate programs. Dean Norman announced there is a strong possibility that we may go over 105% of target this year and potentially have to repay funds to the Chancellor's Office.

Future fall meetings will be scheduled for Mondays: Oct. 14, Nov.4, and Dec. 2, 3:00-4:00 PM.

- 9.4 **Faculty Affairs Committee** [Bonney] F, 9-20-13 10:00 –12:00 MH-141

FAC is in the process of drafting UPS 210.050 Evaluation of Temporary Faculty. The chair of the committee, Laura Lohman had circulated a track changes draft of the most recent version prior to the meeting and an additional draft, with different track changes had been sent to the committee members on Thursday morning by Mahmood Hassan, president of CFA. Dr. Hassan and three temporary faculty members attended the meeting. The committee discussed the proposed revisions to the document and listened to the concerns of the temporary faculty members who were encouraged to send the chair of the committee a detailed statement of what they would like to see in the UPS and why. They also were advised that the UPS would be sent to Dr. Hassan prior to transmission to Senate Exec, and that there would be an opportunity, if it seemed necessary, for them to participate in the Academic Senate discussion of the document. The chair of the committee also reminded Dr. Hassan that he was a guest at committee meetings and not a committee member and that he and Dr. Lohman would need to discuss the procedures for his receiving drafts and participating in the meetings.

- 9.5 **Faculty Development Center Board** [Walker] F, 9-20-13 9:00 –11:00 AM PL-44  
The role of the FDC board will be changing. The new Director and AVP Faust want the board members to be much more actively involved and to spend more time promoting the FDC activities and grants. The FDC Board will be discussing the grant programs and how they support faculty development. There was some discussion about a more formal new-faculty mentoring program. Also, the FDC Board discussed bottleneck courses and what sort of programs may be helpful to faculty teaching these courses. The theme of people being marked down during the RTP process for having grade distributions that are too high. The second hour was spent primarily discussing specific grant programs and how to make them more effective (e.g. more recipients versus larger awards, etc.). They will be delaying the call for International Research and Creative Activity travel grants to sort out details and amounts.
- 9.6 **Graduate Education Committee** [Jarvis] F, 9-20-13, 2:00 –4:00 PM KHS-221  
Agenda item for the meeting was graduate advisement. The committee discussed graduate advising in different departments/colleges. Also, the committee revised UPS 300.002 Academic Advising Policy to include graduate advising. A final version of the document will be compiled and voted on electronically.
- 9.7 **Internships & Service Learning Committee** [Dabirian] W, 9-18-13, 9:00 –10:00 AM  
Lezlee Hinesmon-Mathews was elected chair and Pete Evanow note-taker for ISCL 2013-14. Committee composition and functions were discussed as they relate to the Campus Strategic Plan and Presidential initiatives. Members were interested in the HIPs initiative. Dawn Macy explained the role and plan for Center for Community Engagement. Senator Evanow will forward the ISCL Annual Report from 2012-13.
- 9.8 **Planning, Resource, & Budget Committee** [Bonney] F, 9-20-13, 12:30 –2:30 PM  
President Garcia presented the FY 2013-2014 Budget to the Committee. A copy of that budget already has been distributed to the members of the Senate Executive Committee. A question by one of the ASI representatives on the Committee prompted a lengthy discussion of the sad state of the campus's physical plant and the urgency of attending to the deferred maintenance and a reassurance by Acting VP-Admin, Steve Garcia that there were strategies under consideration how best to fund that work. The Vice Presidents agreed to make a series of presentations at the next two meetings on 4 and 18 October identifying how their respective divisions have been reorganized and some of the consequences of those changes both within the division and with respect to other parts of the campus. Bob Mead was elected Vice Chair with the expectation that he will chair PRBC next year in his final year on the committee. A subcommittee comprised of Sean Walker, Emily Bonney, Rohullah Latif, Steve Garcia, Amir Dabirian, Kari Knutson Miller, José Cruz and Bob Mead will undertake the redrafting of UPS 100.201 Planning and Budgeting Process [8-24-10] and the Bylaw provisions related to PRBC.

## IX. UNFINISHED BUSINESS

- 9.1 Setting Goals and Priorities for Academic Senate 2013-14 – List for Review  
Chair Walker distributed 2-page outline which are tools for Exec Com to be proactive for accomplishments 2013-14. Several items were discussed:
- UPS 210.000, should receive a “Sense of the Academic Senate” to know how best to move forward.
  - Following a chair election for Faculty Personnel Committee (after special election ends 10-3-13), FPC Chair and Faculty Affairs Committee Chair will be invited to Executive Committee for a discussion regarding UPS 210.000. This may begin a campus conversation on how to redesign this 23 page document.
  - Updated and revise the Committee Chair Handbook for training purposes.
  - PRBC bylaws – “Functions” will be revised.
  - Work with Council of Deans for January 2014 AA/AS. A “Save the Date” and determine topic.
  - CSUF Webpage needs direct access/link to Academic Senate. [University Advancement/Media Relations]
- 9.2 Follow-up to ASD 13-101 Reaffirmation of Commitment to Shared Governance, Spring 2013 [5-16-13]  
Chair Walker will coordinate ideas from Executive Committee and Provost Cruz and put together a draft document with a definition of shared governance and suggestions how campus community could participate. Document written in 2001 by Buck and Reisman is very interesting – lists broad recommendations regarding attitudes and setting agendas jointly. This document (ASD 13-101) was postponed at the 5-16-13 A.S. meeting until Nov. 1<sup>st</sup> when it is scheduled to return as an unfinished business item. In this statement, it is the Academic Senate's

opportunity to access and define a clear definition and understanding of what shared governance is, and how to build mutual trust and legitimacy of motives through shared governance.  
A suggestion was made to ask Provost Cruz to write a piece for the Senate Forum.

**New Business items will be moved to next EC Agenda 10-1-13**

**X. NEW BUSINESS**

- 10.1 LACE Constituency Represented on Faculty Personnel Committee [Guerin]
- 10.2 Two (2) Faculty Members to Serve on Miscellaneous Committee – Student Health Advisory Committee
- 10.3 Intrasystem Concurrent Enrollment (ICE) [Pasternack]

**XI. ADJOURNMENT**

M/S/P (Bedell/Dabirian) Meeting adjourned at 12:55 PM.