



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
OCTOBER 14, 2014**

*Approved 10-28-14*

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

**MH-141**

Present: Bonney, Dabirian, Fontaine, Guerin, Jarvis, Sargeant, Walicki, Walk, Walker  
Guests: Nwosu, Wrynn, Matsunaga

**I. CALL TO ORDER**

Chair Walker called the meeting to order at 11:32 AM.

**II. URGENT BUSINESS**

Senator Guerin raised questions about required online training and the process for enrolling in courses. Chair Walker stated that some faculty were upset by text messages and other forms of communication tactics for changing passwords.

**III. ANNOUNCEMENTS**

The Study Abroad Fair is happening on campus today. There are many vendor booths in the quad area.

**IV. TIME CERTAIN**

**12:00 – 12:30 PM**

**TOPICS:** 1. Course Retirement Memo  
2. Acalog – Curriculog [Catalog]

**Presenters:** Peter Nwosu, Associate Vice President for Academic Programs  
Alison Wrynn, Director of Undergraduate Studies & General Education  
Gail Matsunaga, Catalog Editor

Chair Walker welcomed guests. A memo on course retirement was distributed.

A presentation on both Acalog and Curriculog was given. These two software packages are used to make college catalogs and curriculum approval processes (respectively) simpler, more efficient and dynamic. Tracking changes to curriculum is more easily done with these packages working together. Purchasing programs together from Digital Architecture offers a price advantage. The two programs are integrated. Students are able to pull items for the online catalog and put together academic programs. AVPAA Nwosu summarized the process by which the transition to bring these changes about. Four CSU campuses are currently using these. See PowerPoint for timeline of migration. Cost of the programs for both product and hosting was \$200k, then about \$40k a year thereafter vs. \$193k annually to print catalog alone. *Note:* students will not purchase the catalog, so that revenue source is lost but long-term costs are still reduced in labor. Adding the curriculum (Curriculog) package will create further savings.

**V. APPROVAL OF MINUTES**

4.1 EC Minutes (Draft) 10-7-14  
EC draft minutes from 10-7-14 were approved with minor edits.

**VI. CHAIR'S REPORT (Walker)**

- 5.1 Chair Walker will attend a Chancellor's Office meeting regarding graduation targets for individual CSU campuses. Attention will also be paid to achievement gaps on our campus. A presentation by Education Trust will be included among events.
- 5.2 Statewide Academic Senate chairs met last week – discussed 1) templates for syllabi to comply with ADD requirements; 2) student success fees. There was general agreement that individual campuses should be given the leeway to make their own decisions student success fee initiatives. ASCSU chairs are putting together documents that describe the Academic Senate structures for each of the 23 campuses.

**VII. PROVOST REPORT** No Report

**VIII. STAFF REPORT** No Report

## IX. COMMITTEE LIAISON REPORTS

- 9.1 ASI Board of Directors [Walker] T, 10-14-14, 1:15-3:30 PM, TSU 208  
The Board appointed the elections team and received reports from several Intraclub councils.
- 9.2 Elections Committee [Mead notes for Walker] T, 10-9-14, 2:30-3:15 PM, MH-166
1. A. Prieto was elected chair by acclimation.
  2. Overview presentation by Marilyn Miller regarding two regular elections and procedures associated with their conduction. Included 20 page e-mail handout that consisted of timelines and sample materials. Followed by Q/A.
  3. Notice was given that a second meeting arranged by liaison Walker was likely to look at issues regarding constituencies and their composition. In preparation for extended future discussion, new members were recommended to casually read AS Constitution and By-Laws sections dealing with elections to see whether constituency definitions and voting enfranchisement details were clear and/or transparent.
- 9.3 Extended Education Committee [Walk] M, 10-13-14, 3:00 -4:00 PM, CP-950  
Quorum not reached. EEC members present received an overview of the purpose and function of the committee, reviewing UPS 100.001 AS Bylaws. The group agreed that the UPS documents concerning UEE are out-of-date and/or not consistent with EO 1099. K. Knutson-Miller asked whether the Extended Education, which combined a number of issues that had been heretofore divided, should be mirrored in revised UPS documents. A subcommittee was established to undertake this work.
- 9.4 Faculty Development Center Board [Sargeant] F, 10-10-14, 9:00-11:00 AM, PLS-44F  
FDCB received an update from Kristin Stang on the evaluation of New Faculty Orientation as well as the ongoing work in the FDC. Result of the survey on NFO will lead to changes to focus on prioritizing more essential/immediately needed information during NFO and more targeted offers of training and information during the year. The board also engaged in an in-depth discussion about support for teaching first generation students, either through a learning community, with representatives from each college, through an AA/AS retreat, or a town hall gathering. General preference in initial discussion was for an AS/AA retreat on the topic.
- 9.5 Graduate Education Committee [Jarvis] F, 10-10-14, 2:00 -4:00 PM, KHS-221  
An Urgent Business item concerning committee member views of the new Student success Fees was discussed. The group agreed that the only area of questionable benefit to graduate education were allocations to Athletics.  
High impact practices were believed to be of clearest benefit to graduate students. Two reps to the Writing Board were named. The group discussed elements of culminating experiences for graduate students and a revised draft of ups 330.163 with elements of Title V included was reviewed by the group. Edits to the document pertained to language on thesis requirements that were too prescriptive, in addition to more inclusive language with respect to nonscientific projects and work. Requirements for examinations were discussed in detail. The revised draft was approved pending minor edits.  
The group discussed elements of UPS 410.106 that pertains to grade point averages for graduate courses. The final paragraph of UPS 300.015 is inconsistent with the withdrawal policy. The group agreed that the latter paragraph should be deleted and language added to ups 300.018 be added to address these issues.
- 9.6 Internships & Service Learning Committee [Dabirian] W, 10-8-14, 9:00-10:00 AM, MH-141 No Report
- 9.7 Planning, Resource, & Budget Committee [Bonney] F, 10-10-14, 1:00-2:30 PM, CP-1060-05
1. Erica Bowers was elected Vice-Chair and thus will chair PRBC next year, 2014-15.
  2. There was a skype presentation by Mary Ann Villarreal about her role as the Strategic Plan point person.
  3. Shari McMahan presented a progress (using the term loosely) report on the Irvine Campus which laid out a plan to (1) develop the Irvine facility as a site for upper division courses; (2) focus for the next two years on enabling students to complete degrees in programs presently being offered; (3) develop more specific and focused programs that would be particularly appealing in south county within 3-5 years. The provost suggested (but did not explain funding for) possible 8,000 FTES on that campus in a few years. There was a discussion.
  4. Jon Brusckhe presented a more upbeat resolution aimed at persuading Chancellor White to give CSUF a larger slice of the pie per student than at present. Resolution was referred out for additional review and revision.
- 9.7 University Advancement Committee [Walk] W, 10-8-14, 9:00-10:00 AM, CP-810 No Report

## **X. UNFINISHED BUSINESS**

- 10.1 Complete Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee  
Standing committee vacancies were reviewed.
- 10.1.1 Academic Standards – L/A/C/E Fall 2014 [Fournier-Sabb]
  - 10.1.2 Curriculum Committee – SOC SCI thru May 2016 [Brunelle]
  - 10.1.3 Extended Education – HUM Spring 2015 [Watanabe-Sabb]
  - 10.1.4 Graduate Education – HUM Fall 2014 [Ibrahim -Sabb]
  - 10.1.5 International Education – NSM Fall 2014 [Rhodes]
  - 10.1.6 Internships & Service Learning – SOC SCI Fall 2014 [Cawthra-Sabb]
  - 10.1.7 Student Academic Life – NSM Spring 2015 [Cadwalladerolsker-Sabb]
  - 10.1.8 University Advancement – ARTS Fall 2014 [Istad-Sabb]

## **XI. NEW BUSINESS**

- 11.1 ASD 14-157 Proposed Concentration: Strength & Conditioning-B.S. Kinesiology [Source: Academic Programs]  
EC members agreed to forward this proposal for A.S. approval 10-30-14.
- 11.2 GE Reform: 1) AACU Action Plan; 2) AACU CSUF Proposal; 3) AACU Report Prezi  
Item will be moved to EC agenda 10-21-14.
- 11.3 ASD 14-141 Resolution on Emeritus Status Eligibility [Source: Guerin]  
A resolution will no longer be pursued.
- 11.4 ASD 14-142 Proposed University Policy on Revision and Review of UPS Documents [Source: Walker]  
EC members agreed that a new UPS should be developed to give guidelines for writing new university policy statements. The new policy should include a stated timeline for reviewing policies, such as a minimum standard of every 10 years. Members agreed this should be a first reading item at the AS meeting on Oct 30.

Below items will be moved to next EC agenda, 10-21-14.

- 11.5 Academic Freedom Policy Discussion
- 11.6 Conflict of Spring Final Meetings – CSUF Marathon Meeting and ASCSU [5-14-15]

## **XII. ADJOURNMENT**

Meeting adjourned at 1:00 PM.