



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
NOVEMBER 4, 2014**

*Approved 11-18-14*

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

**PLN-120** New Location in Library

Present: Bonney, Dabirian, Guerin, Jarvis, Sargeant, Walicki, Walk, Walker

Absent: Fontaine

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

### **2.1 Irvine Campus**

Chair Walker asked for input from EC at the request of Provost Cruz per email 11-3-14, regarding Irvine Campus. This ongoing, angst-inducing dialogue within the CSUF community has yet to resolve issues, answer questions, and provide a mission for this south county satellite campus. The latest task force findings were similar to those recorded in 2009 and 2010. Any campus dialogues in the future should focus on facts found in executive summaries and ways to achieve forward momentum within the capabilities and accommodations of the Irvine Campus. A link for feedback could be a useful, positive tool for collecting campus feed back in order to move forward. EC members agreed that further surveys would not be useful.

Chair Walker will draft a response to Provost Cruz taking into consideration the comments made.

## **III. ANNOUNCEMENTS**

### **3.1 ASD 14-165 CSUF Academic Senate Policy Notebook, 388 pgs. – Announcement to AS 10-30-14**

EC members agreed that this “user friendly” version of combined campus policies would be well-received by the campus community when doing a word search of A.S. policies. It means an annual effort on behalf of the Academic Senate office as the front page of this large PDF document would include a memo listing changes made to University Policy Statements (UPS) over a period of time (past year). This “annual notebook” makes a search easier than trying to navigate the A.S. Website when looking for a particular policy that may or may not include in the title of the subject/topic being searched.

### **3.2 Senator Walicki announced available tickets for EC members to the Thursday, 11-6-14, 8:00 PM Chamber Recital by faculty members, Füreya Ünal and Judy Huang.**

### **3.3 Senator Dabirian stated that iPad 2s will be replaced for faculty, as announced in the President’s recent budget memorandum. iPad 3s will be made available to EC members as requested.**

### **3.4 Senator Dabirian also asked for continuing feedback regarding Drop Box for campus accounts. Early pilot programs are going well.**

### **3.5 Chair Walker reminded the group Tuesday, November 11<sup>th</sup> the campus will be closed for Veteran’s Day. The next EC meeting will be 11-18-14.**

### **3.6 An announcement has been made on the campus website regarding CSUF Women’s Soccer team winning the Big West Conference regular season championship. There was discussion how this could be recognized by the Academic Senate.**

#### **Honors for Women's Soccer**

Fresh off the program’s seventh Big West Conference regular season championship, the women’s soccer program received a number of all-league honors led by Coach of the Year Demian Brown and Offensive Player of the Year Rebecca Wilson.

## **IV. APPROVAL OF MINUTES**

### **4.1 EC Minutes (Draft) 10-28-14**

M/S/P (Sargeant/Bonney) EC draft minutes from 10-28-14 were approved as submitted.

## **V. CHAIR’S REPORT (Walk)**

### **5.1 Chair Walker reminded colleagues to vote on this mid-term election day. Polls are open until 8:00 PM.**

- 5.2 Met with two students representing a group of students organizing TED-X TALKS on our campus. A 10-minute *time approximate* will be given for this interdisciplinary topic at the A.S. 11-20-14 meeting.
- 5.3 At the 12-4-14 A.S. meeting, Paul Miller will be honored prior to his December 2014 retirement after 40 years of service. The campus recognition planned by Student Affairs Division is scheduled for 11-17-14.
- 5.4 EC members suggested for the record that Chair Walker's 11-14-14 email correspondence to A.S. Standing Committee Chairs be included in the EC minutes.

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Message below was sent to standing committee chairs regarding their roles as they conduct meetings.

Academic Senate (AS) Standing Committee meetings are open meetings and guests are welcome. Unfortunately, over the course of the last year I have received several complaints about 'guests' at meetings and feel it is appropriate to clarify. These complaints have centered on guests dominating or disrupting meetings and the members of the committee feeling they do not get a chance to speak. I think it is important to recognize that being a member of a committee entitles a person to certain privileges and requires that they take on certain responsibilities that guests at meetings do not have.

#### Clarifying Membership

Anyone who is listed in the bylaws (<http://www.fullerton.edu/senate/documents/PDF/100/UPS100.001.pdf>) as a member or as an ex officio member (someone who is a member because of the office they hold) are members. Ex Officio members, with the exception of PRBC do not vote. Executive committee liaisons are members but do not vote per UPS 100.000 (<http://www.fullerton.edu/senate/documents/PDF/100/UPS100-000.pdf>). The President of the University is an ex officio member of all standing committees. Should your committee wish to change the composition of the committee, particularly the ex officio members I welcome that.

#### Guests

Anyone who is not listed above is considered a guest. I know from my experience on AS committees that each has their own traditions relating to how guests are treated and recognized. However, I would like to **request** (*note the language here*) that committees operate using the following procedures during meetings where you are having discussions/conducting business.

- 1) Members speak first then guests. Guests get a chance to speak after the members are done. If a guest is asked to clarify something or answer a question then they should address the question at that time and there is no need to wait. If a member wishes to yield their time to a guest, they may. By the way, if I am at your meeting, I am a guest. The flow of conversation and who speaks is at the discretion of the chair. This is what we do at the academic senate meetings and it generally works well.
- 2) Guests sit in the gallery not at the table. This is more of a guideline than a rule and some rooms don't allow this. However, it does help to delineate members from guests and also sets expectations.
- 3) If you are having a presentation by a guest the Q&A session should start with members and then guests could ask questions of the presenter. The presenter of course would respond to the questions etc.

While we want to maintain an open and friendly environment to all at our meetings, membership does have its privileges and these are quite clearly laid out in Robert's Rules and our traditions at CSUF.

Thank you for your service and for all of the hard work that you do.

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## VI. STAFF REPORT (Miller written report)

The bookcases and cabinet have recently been anchored to the wall in the copier/supply room of our new location, PLN-120, so the shelves are being filled as boxes are unpacked and the Academic Senate space becomes uncluttered from the move on 10-20-14.

## VII. COMMITTEE LIAISON REPORTS

- 7.1 ASI Board of Directors [Walker] T, 11-4-14, 1:15-3:30 PM, TSU 208  
Reports were received from ASIP, NSMICC, CSICC, HSSICC and Jeff Cook from Strategic Communications. The ECS and HHD board members also reported on activities from their colleges.
- 7.2 General Education Committee [Bonney] F, 10-31-14, 2:00-4:00 PM, MH-141  
Craig McConnell participated in a WASC workshop on core competencies and learned that it will be sufficient to include a provision that students will "seek and acquire relevant information" to cover the Information Literacy WASC learning goal. A question arose as to whether a GE course can reserve seats for the major. This is not controlled by the UPS. The committee would like EC to look at this question.  
The GE Fellow Irena Praitis has proposed changes to the GE Learning Goals. Following a thorough discussion the committee approved a draft of GE Learning Goals and Outcomes to be forwarded to the Academic Senate via the Executive Committee. The committee approved SPAN 325 and 326 for GE and then returned READ 390 and CHIC 338 for further refinement. Finally there was a discussion of the GE PPR External Reviewers Report. Alison Wrynn will write the response.
- 7.3 Planning, Resource, & Budget Committee [Bonney] F, 10-31-14, 1:00 – 2:30 PM, CP-1060-05 Meeting was rescheduled.

- 7.4 Student Academic Life Committee [Guerin] F, 11-4-14, 9:00 -10:00 AM, MH-141  
 Meeting was called to order by Chair Joe Albert Garcia at 9:05. Chair Garcia led a brainstorming session regarding future agenda items and the role of committee members in setting its agenda. He is pursuing Vice Presidents Eanes and Dabirian to give the HIPs presentation to SALC.  
 Excess units and double counting were topics raised by a student member, who spoke very eloquently about wanting to take more units so he could graduate sooner. Also the process for adding a second major was discussed (should it require a meeting with an advisor to develop an academic plan?). Liaison Guerin stated SALC could be briefed on the Titan Degree Audit (TDA) as well as clarification and campus practice regarding transfer degree status – and students with AA degrees requesting a change of majors. Students sometimes receive confusing messages within major advising areas, pathway programs, senior standing, and probation status. Also, the multiple printed forms are sometimes in conflict with policy statements.  
 SALC members left the meeting energized with a new understanding of the committee charge.

## VIII. UNFINISHED BUSINESS

- 8.1 Complete Faculty Committee Assignments for Standing Committees  
 9.1.1 Academic Standards – L/A/C/E Fall 2014 [Fournier-Sabb]  
 9.1.2 Student Academic Life – NSM Spring 2015 [Cadwalladerolsker-Sabb]  
 Faculty names were not forthcoming to fill these positions.
- 8.2 Honors Board 10-23-14 Meeting Follow-up - Walker  
 Chair Walker stated the 10-23-14 meeting was productive. Since numerous faculty on the Honors Board are interested in substantive revisions to UPS 412.010 Honors Programs [2-18-05], beginning work to revamp policy could begin early December, and, hopefully, would come to the A.S. mid spring semester. The Honors Board approved a search for a new director to be completed at the end of this A/Y with changes to UPS 412.010 – composition of the search committee – agreed upon by Provost Cruz.

## IX. NEW BUSINESS

- 9.1 Conflict of Spring Final Meetings – CSUF Marathon Meeting and ASCSU – 5-15-15  
 This is a difficult issue to resolve given the constraints of the academic calendar and the last meeting of the A.S. scheduled during final exam week. The conflict with statewide final meeting means that CSUF senators must choose and may be unable to run (or be elected) for office at the campus level. There was discussion of possible ways to remedy the conflict for spring 2016. Spring 2015 schedules have already been set.
- ❖ The marathon Thursday meeting could potentially be moved to Tuesday during finals week.  
 Note: AS Constitution states the inaugural meeting for new Senators will be during final exam week.
  - ❖ A Tuesday meeting could be 11:30 – 1:00 (not a marathon)
  - ❖ Recognitions normally done at the Thursday marathon meeting could be moved to an earlier May meeting.
  - ❖ Need to check final exam schedule for 2019 before final decisions will be made.
- 9.2 Draft of Academic Calendar 2018-19 [Source: Academic Affairs]  
 The Provost has asked for feedback from EC regarding a suggested solution to three (3) Monday holidays during fall 2018. These campus closure dates cannot be moved. EC members agreed with Administration's solution that scheduling Monday classes during Thanksgiving week break is the *best of bad options*.
- 9.3 ASD 14-126 COE: Proposed Name Change for Graduate Degree Title – Department of Reading: MS in Education with a Concentration in Literacy and Reading [Source: UCC/Grad Ed Com]  
 EC members agreed to add this to the *Consent Calendar* for the AS meeting 11-20-14.
- 9.4 ASD 14-127 COE: Proposed Program Name Change for Department of Literacy and Reading Education [Source: UCC/Grad Ed Com]  
 EC members agreed to add this to the *Consent Calendar* for the AS meeting 11-20-14.
- 9.5 ASD 14-155 Proposal-TESOL Certificate [Source: PRBC]  
 EC members agreed to add this to the *Consent Calendar* for the AS meeting 11-20-14.
- 9.6 Brusckke/Cruz Resolution Concerning Systemwide Funding Formulas [Source: PRBC/Bruschke-Provost]  
 EC members agreed to add this to as a *New Business* item for the AS meeting 12-4-14 with a few minor edits. Chair Walker will forward this item with minor revisions to PRBC Chair Mead "FYI".
- 9.7 ASD 14-164 UPS 330.163 Culminating Experience Guidelines for Master' Programs or Master's Level Degrees [7-7-06] [Source: Grad Ed Com]

There was discussion on this item forwarded from Graduate Education Committee. Document is consistent with Title 5 and retains revised items debated by Academic Senate spring 2014. Chair Levesque and Katherine Powers will be asked to attend the A.S. meetings on 11-20-14 and possible follow-up on 12-4-14 to address concerns raised by the body. Several edits were suggested by EC members; however, these will be brought up on the Senate floor.

9.8 Department Chair Elections (<http://www.fullerton.edu/senate/documents/PDF/200/UPS211-100.pdf>)

Chair Walker framed concerns regarding this revised policy as several departments are preparing for upcoming department chair elections. Faculty Affairs Committee should review UPS 211.100 for clearly defining terms, enfranchisement issues, write-ins, and timelines. There may need to be a separate document to address procedures for hiring an off campus department chair.

Below items will be moved to next EC agenda 11-18-14.
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9.9 Exceptional Level of Service to Student Assigned Time Committee (Proposed CBA Article 20.37)

9.10 CSUF Writing – AA/AS Retreat 10-17-14 Follow-up – Creation of a Standing Committee

9.11 ASD 14-140 Faculty Affairs Committee Added Language to Functions in BL – To Add to Other Areas in UPS 100.001 AS Bylaws [see 10-2-14 AS Minutes]

9.12 EC Follow-up from 10-16-14 AS Minutes: 1) Campus Cleanliness; 2) Pathways to Success – Pilot Program in HSS

9.13 Academic Freedom Policy Discussion

9.14 CSU Graduation Initiatives 2025

## **X. ADJOURNMENT**

M/S/P (Dabirian/Walicki) Meeting adjourned at 1:05 PM.