



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MARCH 3, 2015**

Approved 3-10-15

11:30 AM - 1:00 PM

Academic Senate Office – PLN-120

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

Guest: Cruz

I. CALL TO ORDER

Chair Walker called the meeting to order at 11:29 AM.

II. URGENT BUSINESS

- Senator Buck sent an email to Chair Walker regarding his opposition to proposed constituency revisions to the AS Bylaws – ASD 15-21. In Senator Buck's absence at the AS meeting 3-12-15, he also sent an email to senators listing his opposition to adding language to list the constituencies. This will be an agenda item Chair Walker plans to discuss at respective meetings this week with Provost Cruz and President García. This may be a larger conversation than intended; however, the subject of the elections process needs to be better understood when reading UPS 100.000 (Constitution) and UPS 100.001 (Bylaws). Constituencies were spelled out in these documents prior to 1986, but have disappeared over various incarnations and revisions. The process to conduct AS elections should be transparent and understood by more than the Elections Committee and AS office staff.
- Members of the Search Committee for Dean – Communications were confirmed at the 5-15-14 Electoral meeting. A member recently resigned (retiring) and needs to be replaced. Another tenured faculty member from the College of Communications will be asked to serve.

III. ANNOUNCEMENTS

3.1 (Dabirian)

- Passwords and passcodes for all devices have been requested to be accomplished prior to 2-28-15. Thank you for complying.
- As of Monday, 3-2-15, problems with the campus wireless network have been addressed and service should be more stable and consistent across various campus locations.
- A new Outlook feature is being considered that will automatically archive emails over one year old. This feature will be tested on select CSUF group. Nothing from Outlook will be deleted, only moved into an archive folder. Emails can be moved back into active status by dragging message from archive folder to join active emails.

3.2 (Walicki) reported that the New Music Festival scheduled February 25–March 1 went well.

3.3 (Fontaine) announced HSS will be hosting a series of events this week commemorating 40 years of Southeast Asian communities in the U.S. Humanities & Social Sciences departments, in collaboration with other colleges, have joined together to educate students and the community about Southeast Asian diasporas, heritages, experiences, and histories shown through films [Legacies Film Week, 3/3-3/5] and a Southeast Asian Legacies Symposium on 3-6-15.

IV. APPROVAL OF MINUTES

5.1 EC draft minutes of 2-24-15

M/S/P (Bonney/Dabirian) minutes of 2-24-15 were approved as submitted.

V. CHAIR'S REPORT (Chair Walker)

- Intellectual Property Committee met yesterday, 3-2-15 to work on a revision to UPS policy. A draft policy was discussed with revisions forthcoming and a follow-up meeting in two weeks. Feedback will be requested from CSUF legal counsel, Monique Shay, and CFA President, Dr. Hassan.

VI. PROVOST REPORT – 12:30 PM

Provost Cruz reported on the following topics and asked for EC feedback on items:

1. The Office of Research, Creative Activities and Technology Transfer (RCATT) identified \$6,500 for faculty research awards. A call for proposals will go out to faculty for an April deadline for submission in four categories. Faculty Research Committee will be asked to review applications for ranking four (4) awards

- using \$6,500 funding. EC members agreed the timeline could fit into workload for FRC participation, but Provost Cruz should contact FRC Chair Terri Patchen.
2. Academic Master Plan is on 3-6-15 PRBC agenda for review. The AMP draft has been shared with various groups over the past few weeks with feedback received. AMP revised draft should go out to the campus community with a short timeline for campus input. AMP will be presented to PAB for final review and once approved, the AMP timeline will be followed. The composition of subcommittees will have at least four (4) faculty members as requested by EC.
 3. Honors Board Director Search. The position description has been drafted and feedback sought from both EC and Honors Board. According to the memo and guidelines for best practices sent to the Honors Board from EC, a draft memo has been written from the Provost regarding the Honors Program charter. EC should receive the signed memo this afternoon for review and consultation. The Honors Board will be given opportunity for feedback as well. The Provost's four recommended search committee members should be finalized in the near future.
 4. Provost Cruz will email EC members the most current numbers regarding faculty hiring. This has been a successful year with strong candidate pools and candidate hires.

VII. STAFF REPORT (Miller)

- ✓ Humanities faculty member is needed to serve on AEEC through May 2015.
- ✓ Memo was sent this week regarding Spring 2015 election for CSUF Statewide Senator to replace Matt Jarvis. A nominee will be needed prior to petition deadline of noon, Thursday, 3-12-15.
- ✓ Three transmittals are pending from President Garcia:

ASD #	Document	Title	AS Approved	Sent
14-99	New UPS 400.020	Undergraduate Project and Thesis	2/12/15 NB	2/26/15
14-192	UPS 411.601	Policy on Academic Internships	2/12/15 NB	2/26/15
14-194	UPS 100.605	Policy on Administrative Restructuring of Academic Programs	2/12/15 NB	2/26/15

VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board of Directors [Walker] T, 3-3-15, 1:15-3:30 PM, TSU 208
An update report was given on the Student Success Initiative. Two fee committees have been formed comprising students, faculty, and staff to oversee process, collections, and expenditures: 1) Student Fee Advisory Committee (SFAC) and Student Success Initiative Fee Advisory Committee (SSIFAC).
- 8.2 Academic Standards Committee [Walk] F, 2-20-15, 1:00-2:00 PM, MH-166
Chair Filowitz noted that UPS 300.030 had been approved by the Senate. An editorial change to UPS 300.106, correcting the cited EO from 792 to 1037, was approved unanimously. The group agreed to delay discussion of the draft final examination policy pending the University Extended Education Committee meeting on Monday, February 23, and clarification from Senate Executive Committee regarding the changes it wishes to see in the policy. The group agreed to modifications to UPS 300.015 on Repetition of Courses that would add a modified version of the sentence suggested as an eight paragraph, but did not agree to add the term "Undergraduates" to the title of the policy. Further changes to 300.105 await consultation with Katherine Powers with respect to post-baccalaureate students. The group agreed to modifications to UPS 300.018 on Unauthorized Withdrawals pertaining to the document cited to explain "serious and compelling reasons," the application of automatic conversion of WU grades to undergraduates, and the modification of the closing paragraph to confine automatic conversion of WU grades to W grades to serious and compelling reasons only. Final modifications to UPS 300.018 await consultation with Katherine Powers, again with respect to post-baccalaureate students.
- 8.3 Campus Facilities & Beautification Committee [Jarvis] F, 2-27-15, 10:00 -11:00 AM, MH-141 No Report
- 8.4 Curriculum Committee [Fontaine] F, 2-27-15, 12:00-2:00 PM, MH-141
Topics discussed by UCC:
 1. UPS 410.103:
Accepted the recommendation from SE about double counting--set a campus standard but make it possible for departments to approve up to 21 units double count. The committee decided to remove UCC from the approval process. A recommendation was made to add "program changes" to the UPS title.
 2. Document 3xxx
The committee decided that the material in this document is a guideline or process but not a UPS. Another UPS already states the 60 unit limit for declaring a major; questions arose about the value of guidelines vs policies--conversation to continue. Wrynn explained that, for the moment, any proposal from AP on time to graduation is likely to become a guideline not a policy.

3. Dabirian and McMahan gave a presentation on the HIPs task force and the aligned assessment matrix.
 4. Wrynn presented on Curriculog.
- 8.5 General Education Committee [Bonney] F, 2-27-15, 2:00-4:00 PM, MH-141
The committee has begun recertification and has decided to recertify HCOMM 101 and 102 and ENGL 100 and 101. Other courses were sent back to the subcommittees for further review. There was a brief discussion of the process of reviewing the courses submitted for recertification. The Committee is ready to begin work on the GE Learning Goals and Learning Outcomes as soon as EC refers the matter to them. At the end of the meeting committee member Mia Sevier identified herself as one of the people responsible for the petition on Change.com regarding diversity in the GE documents. The committee had considered whether to include words such as privilege and oppression in the discussion last year and declined to add those terms against Ms. Sevier's objections.
- 8.6 Student Academic Life Committee [Guerin] T, 3-3-15, 9:00-10:00 AM, MH-141
Randy Montes from Academic Advisement gave a presentation on TAN (Titan Advisors Network). It is accessed through the Academic Advising tab on the Campus Portal.
SALC members were shown the Titan Degree Audit. (TDA) Advisors can enter notes to document advice given and provide a record for students to review.
The notes entered are being used to get an idea about how many students are being advised.
Sandi Rhoten made a recommendation that UPS 330.231 Policy on the Illegal Use of Drugs by Students [8-17-09] be amended to address medical marijuana. SALC approved the proposed amendment, and document will be forwarded to Exec Com/AS.

IX. UNFINISHED BUSINESS

- 9.1 Update Status re ASD 14-181 UPS 411.400 Teacher Preparation [11-15-68] Prior to "Ryan Act" – Request Review/Feedback
Chair Walker stated he has received revisions to reformat UPS 411.400 Teacher Preparation from the College of Education and Credentials Committee. Document with track changes will be added to EC agenda 3-10-15. A committee may need to review proposed revisions, although there isn't an *obvious* committee to charge with this task. Item will remain on EC agenda 3-10-15.
- 9.2 Follow-up Status re Faculty Willing to Serve on NSM Search Committee [Google Form distributed to NSM faculty 2-2-15/follow-up reminder sent]
Chair Walker provided the Google form listing faculty from five (5) departments in NSM willing to serve on the NSM dean search. A balanced gender/ethnicity committee was sought. Faculty will be asked to serve for confirmation at the AS meeting 3-12-15.
- 9.3 ASD 15-37 Statements-of-Opinion, All University Elections, Spring 2015 – AS Agenda 3-12-15
Each of the five (draft) questions sent forward by Chair Walker were discussed. Four questions remained with edits made for final review next meeting. ASD 15-37 S-O-O will also be on the AS agenda as a First Reading item 3-12-15. Pro/con statements will be needed on the final draft.
- 9.4 Complete General Committees – Terms Ending – "Senate Nominee" needed for each constituency [terms ending] – AS Agenda 3-12-15
One faculty member from each of the three General Committees is still needed. Faculty will be confirmed on the consent calendar of the 3-12-15 AS agenda.
- 9.5 ASD 15-27 Bylaw Revisions to Add New Standing Committee of Proposed *University Committee on Writing Proficiency* [EWP / Graduate Students – Follow-up Action re Writing Issues]
Document was wordsmithed for both basic composition and function. Item will continue on the next agenda with suggested revisions. If this standing committee is approved by AS, the new committee will be given a charge to review and revise the basic composition and functions that should include language for assessment process, (re)certification, and structure. Allowing the committee to revise the bylaws for their functions worked well with the newly formed standing committee of Assessment and Educational Effectiveness Committee in 2012. It was suggested that a memo accompany ASD 15-27 as a reminder that all standing committees shall have eight faculty to serve – stated in Section IV.A. 7 – along with the list of ex officio members as specified.
Committee would also be charged with revision to UPS 320.020.
Katherine Powers is following up on graduate/upper division writing. EWP scores are dismal. Positive news is that TESOL faculty plan to propose a new 400 level course to address upper division writing with

a focus on international students. Trying to develop an online assessment placement test so that international students who often arrive very late for a semester admission can be placed more appropriately prior to arrival on campus.

9.6 Personnel Infrastructure, Processes, and Policies – Update

A meeting was held on 2-26-15 with Chair Walker, Vice Chair Bonney, FAC Chair John Patton, and FPC Kim Norman to discuss various policy procedures and traditions. It was the consensus of the group there are numerous issues to be solved. Provost Cruz will be involved moving forward. A statement or resolution may be necessary as the group begins work over the summer into the fall semester. Hopefully, the outcome will be a document for AS action spring 2016.

X. NEW BUSINESS

10.1 CSU Graduation Initiatives 2025

Targets were discussed. Cal State Fullerton graduation goal is 6 years. We are at 55% (system 54%). Closing the achievement gap is the larger issue to improve. Our goal is 3%, but our predicted achievement gap is 9%. Both time to graduation and achievement gap need improvement.

10.2 Smoke-Free Campus – Enforcement of “No Smoking Policy” [AS Urgent Business Item 1-29-15]

There is a Statement-of-Opinion regarding smoking on the ballot for Spring 2015 All University Elections.

10.3 Staff and Administrative Emeritus Status [Source: Buck/Emeriti]

Chair Walker reported he received a draft policy from the emeriti group for staff and administrators. EC members asked that this be referred to Faculty Affairs Committee for review and feedback. FAC seems the only option for referral to a standing committee, although several years ago, FAC said “no” to drafting such a policy for staff. Chair Walker plans to discuss this item with the President at their meeting 3-5-15.

10.4 ASD 15-38 Elections Committee Memo re Proposed Changes to Bylaws & Constitution [Election Timeline]

EC members agreed that Elections Committee should be consulted before changing the committee’s suggested wording from “May” to “Spring”, which seems too broad. Having the semester begin two weeks earlier than previous spring semesters creates the need for eVoting in April. ASD 15-38 will be ready for AS action once feedback is received from Elections Committee.

10.5 ASD 14-22 Revised UPS 300.005 Final Examinations [3-9-11] [Source: ASC resending from spring 2014-2-23-15]

EC members agreed to move ASD 14-22 to AS agenda 3-12-15.

10.6 ASD 15-34 Revised UPS 290.000 Outstanding Professor Award [4-26-13] [Source: OPC/EC]

EC members agreed to add this suite of awards documents on 3-12-15 AS agenda.

10.7 ASD 13-118 rev. 2-13-15 UPS 292.000 Faculty Leadership in Collegial Governance Award

Item will be added to AS agenda 3-12-15.

10.8 ASD 13-40 rev. 2-13-15 UPS 293.000 The Carol Barnes Excellence in Teaching Award [12-7-12] [Source: OPC/EC]

Item will be added to AS agenda 3-12-15.

10.9 ASD 13-119 rev. 2-13-15 UPS 294.000 L. Donald Shields Excellence in Scholarship & Creativity Award [9-27-12] [Source: OPC/EC]

Item will be added to AS agenda 3-12-15.

10.10 ASD 15-33 Proposed *New* UPS 295.000 The Outstanding Lecturer Award [Source: OPC]

Item will be added to AS agenda 3-12-15.

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 3-17-15.

10.11 Visiting & Adjunct Professor Process

10.12 CO Request for President García’s 3-year Review

XI. ADJOURNMENT

Meeting adjourned at 1:10 PM.