



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
APRIL 14, 2015**

*Approved 4-21-15*

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

**Academic Senate Office – PLN-120**

Present: Bonney, Fontaine, Dabirian, Jarvis, Sargeant, 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 Chair Walker mentioned the ongoing CSU saga and details to be worked out regarding residency and equity issues among AB 386 Community College offerings toward undergraduate degrees as well as CourseMatch units.
- 2.2 Chair Walker announced that Revised UPS 500.150 Library Circulation Policies [2-18-05] was received this week from the Library Committee and assigned ASD 15-69.  
ASD 15-69 Revised UPS 500.150 Library Circulation Policies [2-18-05]  
EC members agreed this would be added as a First Reading item on the AS agenda 4-23-15.
- 2.3 ASD 15-64 Revision to Catalog Language re University Requirements & Regulations for "Credit Hour" [Source: ITC]  
Chair Walker revisited the 4-7-15 EC Minutes regarding Information Technology Committee's feedback from its review of the catalog language for "credit hour" related to online courses. Although there is broad confusion regarding course classification, activity courses, workload issues, etc., this printed language is constrained by the Chancellor's Office definition within codes, categories, and formulas. The CO language is less than clear and EC members encouraged appropriate comments and guidance to the CO to update and clarify the definition of "credit hour". There is also a [WASC definition of "credit hour"](#). Our course catalog is the only place this language resides regarding "credit hour". The question is whether this information should be added to a policy document. There was a suggestion to refer this item to UCC to propose adding language to a curriculum policy. Chair Walker will add this item to his list for future discussion with Provost Cruz.

## **III. ANNOUNCEMENTS**

- VPIT Dabirian announced Tech Day on Wednesday, 4-15-15. Many topics will be discussed during breakout sessions both morning and afternoon, and the keynote speaker at 9:00 AM will be Tom Soderstrom, Chief Technology & Innovation Officer at JPL, CA Institute of Technology.
- Senator Steve Walk has resigned from the AS effective 5-14-15. A revised memo (ASD 15-67) from Elections Committee will be needed to add Senator Walk's At-Large AS seat ending May 2016 to the available At-Large seats in the All University Elections, Spring 2015.

This news article was announced 4-7-15. Stephan R. Walk, associate dean of Cal State Fullerton's Health and Human Development, is among 47 emerging US college and university leaders selected for the 2015-16 class of the American Council on Education (ACE) Fellows Program. During the ACE Fellows Program, Walk will focus on discovering ways to enhance and expand the palette of options the University uses to improve student success and to help the campus think more imaginatively about recruitment and retention of a high-quality and diverse faculty.

## **IV. APPROVAL OF MINUTES**

- 4.1 EC Minutes (Draft) 4-7-15  
M/S/P (Bonney/Dabirian) EC Minutes of 4-7-15 were approved as submitted.

## **V. CHAIR'S REPORT**

Chair Walker reported on the following items:

- ASD 14-173 Proposed New UPS 4xx.sss GE: programmatic Student Learning Goals and Learning Outcomes – as approved by EC 4-7-15, this item will be on AS agenda 4-23-15 under New Business.
- A follow-up email was sent to Megan Moscol, Sustainability Programs Manager in CSUF Facilities Operations, regarding a request for designation of sustainability courses in the CSUF catalog. It is the joint opinion of EC members that labeling of specific courses could increase rapidly for various categories if this type of tagging begins.
- Assistant VP-A&R Nancy Dority has been asked to give a list of A&R forms that could potentially be converted to online paperless process and procedures, such as drop forms. Affected UPS documents would need to be updated/revise.

## VI. PROVOST REPORT – 12:30 PM

Provost Cruz was welcomed and discussed the following topics:

### Faculty Hiring Update:

24 faculty have been hired for fall 2015; 35 offers pending; 7 at the interview stage; 66 total if all goes well. Only 5 offers were rejected, and some departments postponed searches for this year.

### President's Strategic Fund (PSF) Plan FY 2015-16: [1-page hand-out was distributed for discussion]

The Philanthropic Board has funded a Presidential Strategic Fund of \$75,000. Following deliberations of how to allocate funds for the most impact, funding will be distributed in fifteen (15) \$5,000 awards to applicants who develop a new or improve an existing study away program for Winter Intersession 2016.

Feedback was given to Provost Cruz by EC members. Other groups will also be asked for input.

- Multiple definitions of “study away”.
- Dovetailing with HSS criteria.
- Growth of low-cost, high-quality should be well defined.
- Webinar and open forum for Q/A for proposals, etc.

### Fall 2015 Retreat

The Town Hall has been scheduled for Tuesday, 9-22-15, 10:00 – Noon in the TSU. The end of October was suggested as an optimum time for AA/AS Retreat, and only focus on one retreat for the A/Y. Various topics were discussed with review of what topics have been covered over the years. The two most popular were Academic Master Plan and enrollment management. More discussion will be needed in order to consider full participation with a final charge and a process to move forward.

## VII. STAFF REPORT [written report from M. Miller]

- All University Elections, Spring 2015 – a special election will be needed for fall 2015 because only one Part-Time Faculty petition was turned in for the two required seats.

Six (6) pending transmittals have been signed by President García, effective 4-8-15:

ASD #	Document	Title	AS Approved	Sent
15-28	Catalog	New Course Proposals, Spring 2015, 26 courses [Source: Academic Programs]	2/26/15	3/27/15
15-06	UPS 450.000	Goals, Scope, and Policy Regulation for Extended Education [EEC]	3/12/2015	3/27/15
15-07	UPS 450.100	Policy on Extended Education [EEC]	3/12/2015	3/27/15
15-08	UPS 450.200	Policy on Special Sessions [EEC]	3/12/15	3/27/15
15-09	UPS 450.400	Open University Enrollment Policy	3/12/2015	3/27/15
15-10	UPS 450.500	Policy for Non-Academic Credit/CEU Cert Programs Implementation & Awarding of the Continuing Education Unit [EEC]	3/12/2015	3/27/15

## VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board of Directors [Walker] T, 4-14-15, 1:15-3:30 PM, TSU 208 **PENDING**  
The board approved a number of contracts and started discussion of the budgets for 2015-2016 AY. In addition, there were several requests from ICCs for additional money from contingency.
- 8.2 Faculty Development Center Board [Sargeant] F, 4-10-15, 9:00-11:00 AM  
There was no quorum for the meeting. There was general discussion including, updates reported, and review of FEID stipend applications/rankings sans voting.  
There was discussion regarding UPS 102.001 FDC and composition of standing committee FDCB bylaw within UPS 100.001. Title changed from AVP for Graduate Studies and Research replaced with new title of AVPRCATT. Dr. Patrick Pellicane has not been attending, probably does not know he is supposed to be

attending or send a designee, and may not be an appropriate person in any case). Exec Com should follow-up on suggestions from FDCB re who should serve as ex officio from the research area when revising UPS 100.001 and UPS 102.000.

- 8.3 General Education Committee [Bonney] F, 4-10-15, 2:00-4:00 PM, MH-141  
GE Committee returned course change forms for RTVF 372, 373 and 374 because the committee concluded the proposer had not demonstrated how the courses would address the GE Learning Goals for Ares C3 and Z. Course change forms for VIET 385, 390 and 395 were approved for GE although there was a sentiment that the three courses were quite similar. PSYC 110 was recertified for GE.  
There was a spirited discussion of ASD 14-193, UPS 410.103 on double-counting. Alison Wrynn confirmed that UCC is unwilling to go below 21 units of double-counting. While some members of the committee were untroubled by the concept of double counting, at least one committee member is adamantly opposed and argues that double-counting should be limited to three units and that departments/programs should rely on exceptions to address high unit issues. Also discussed ASD 15-61, proposed new UPS 411.202 on unit requirements. Committee members suggested a couple of changes. Committee also is proposing some new objectives for Area Z in ASD 14-178, UPS 411.201. The committee was more enthusiastic about the latter two documents.  
Greg Childers has agreed to stay on as chair for fall 2015 semester. We will elect a vice-chair in the fall and that person will take over as chair in the spring semester when Greg goes on sabbatical. This means we will need a new NSM person on the GE Committee for the spring 2016 term.
- 8.4 Graduate Education Committee [Jarvis] F, 4-10-15, 2:00-4:00 PM, KHS-221  
The bulk of the meeting was spent discussing the GVAR. The committee doesn't feel like it has a good handle on what would constitute "graduate level writing" across all disciplines. The course that began this discussion is one where it feels like the college/dept at hand is trying to figure out the precise minimum for the committee and do only that, and the committee is going to examine previously approved courses for guidance. Also likely to recommend that next year's committee work on a UPS to better codify standards for these.
- 8.5 Information Technology Committee [Walicki] F, 4-10-15, 10:00-11:00 AM, PLS-299  
Chair Grieb submitted to AS Chair Walker input from ITC to catalog portion under University Requirements and Regulations regarding credit hours for online courses.  
A new committee will be formed, chaired by VPIT Dabirian and VPUA Saks.  
This is a combination of several other committees formed years ago on campus and will discuss technology strategic plans and progress.  
Tech Day 2015 to be held W, 4/15/15. The keynote speaker is from JPL.  
Online Learning Self-Assessment Tools – Volker Janssen was guest speaker. He is part of a committee discussing online exchanges and online courses, with one of the focuses being student expectations. The committee is proposing that prior to registering for an online course, the student is asked to fill out a survey to gauge if he/she is a good candidate for online classes. It is in the best interest of the student and the faculty member to identify the type of learners the students are.  
The question to this committee is at what point in the enrollment process should this be implemented? It will also be up to this committee if this will be mandatory or optional for students.
- 8.6 Internships & Service Learning Committee [Dabirian] W, 4-8-15, 9:00-10:00 AM, MH-141  
A major topic of discussion was to add HIPs language to UPS 210.000.
- 8.7 Library Committee [Fontaine] M, 4-13-15, 2:00-3:00 PM, PLS-260  
The Library weeding project has begun. Each department receives one vote on which books to weed out; however, multiple users have begun to vote, and the software does not allow this.  
1) minutes of Feb and March were approved with minor revisions 2) the chair announced that the revised circulation process was passed by online voting of the committee and will be passed on to Senate Exec with the hope that it will get to Senate for a vote before the end of the AY. 3) Results of the Open access survey were distributed: Some respondents conveyed concern with the legitimacy of online journals; There may need to be some education regarding this growing area of publication; There are likely disciplinary differences; Scott reminded us of the pilot being run through the Emeriti faculty to support (\$1500 max) subvention for open access publications. 4) The email went out about weeding; departments will have one vote/department yet each person who fills out the form will be submitting an independent submission all of which must be collected and tallied by the library--we need to find out what the library is receiving--all of the individual voting ballots, and when the last one was submitted. Can this be changed for future weedings

whereby the votes are cumulative? 5) As this is our last meeting we talked about next year and the concern with members who have attended no meetings and the request for next year's chair; no volunteers; 5) Hewitt's report: now moving books on 3rd floor (210,000 items already moved from within library); have revised library vision statement; the library is reviewing its organizational chart with thoughts of the future; the search for the Head Librarian will be delayed another year.

8.8 Planning, Resource, & Budget Committee [Bonney] F, 4-10-15, 1:00-2:30 PM, CP-1060-05  
VPAF Kim provided a look back at the allocations from the May 2013 PRBC recommendations. The work on the cultural centers has not been completed but VPSA Eanes indicated that was because Student Affairs wants to be sure this is done appropriately. Apparently the focus has been on ensuring all cultural centers have approximately the same equipment and furnishings. There was an extended discussion about the various rooms that need better light or projection systems pursuant to the comment that sometimes improvements are made without consulting with the faculty who use the rooms. The committee also approved revisions to UPS 100.900 Procedures for Establishing Schools at CSUF [8-29-00]. The Division Heads Joint Presentation re 2015-16 Initiatives was on the agenda; however, division heads had not planned to make the presentation at the 4-10-15 PRBC meeting.

8.9 University Advancement Committee [Walk] W, 4-8-15, 9:00-10:00 AM, CP-850 **PENDING**

## IX. UNFINISHED BUSINESS

9.1 Continue Discussion re Presentation for Proposed Changes to Bylaws & Constitution – CONSTITUENCY ISSUES

To put this issue in perspective, we need to either follow the rules of the current bylaw which would mean extensive restructuring [Administration/Student Affairs/Library/Counseling/Athletics/Extended Education should all be one constituency; as well as HSS undivided] or codify current practice (?).

Chair Walker discussed the process used to enfranchise the list of Administration constituents for voting in the All University Elections each spring. Although easy explanation is difficult, transparency is the goal for language in UPS 100.001 AS Bylaws. Listing job titles for both administrators and student affairs constituents would seem the most suitable explanation for colleagues who are enfranchised to vote and to run for an AS seat. Defining college constituencies is uncomplicated – we will do this as they are. The draft listing for Administration and Student Affairs will be discussed with President García and VPSA Eanes prior to finalizing proposed language in the Bylaws.

9.2 ASD 15-37 AS Approved Finalized Statements-of-Opinion / Pro-Con Statements Assigned for Ballot  
All pro/con statements assigned have been received from EC members. ASD 15-37 S-O-O with pro/con statements are to be distributed to the electorate prior to eVoting April 27-30, 2015. This ballot item will continue on EC agenda 4-21-15 for final approval and then electronically distributed from Academic Senate to the electorate before the end of next week.

9.3 [UPS 240.200](#) Policy on Amorous or Sexual Relationships between Faculty, Staff and Students [9-19-94] / Title IX – Link to EO 1097 <http://www.calstate.edu/eo/EO-1097.html>

Chair Walker and Vice Chair Bonney met with CSUF University Counsel Monique Shay and VPHRDI Lori Gentles regarding two documents. Their recommendation for both of the following outdated documents was rescission by the AS. Following discussion, EC members agreed to add these proposed rescissions to the AS agenda 4-23-15 as First Reading items.

- ✓ ASD 15-71 UPS 210.100 Affirmative Action Policy [3-28-84] [Source: EC] – Recommend Rescission
- ✓ ASD 15-72 [UPS 240.200](#) Policy on Amorous or Sexual Relationships between Faculty, Staff and Students[9-19-94] – Recommend Rescission

9.4 Standing Committees Vacancies – Using Committee Interest Database  
Item will continue on next EC agenda. Chair Walker read through the committee lists from documents in Drop Box. Several standing committees are already *complete* for confirmation at the AS Electoral meeting 5-14-15.

## X. NEW BUSINESS

10.1 ASD 15-65 UPS 210.007 Appointment of Administrative Personnel [1-30-13] [Source: EC]  
Revised language is highlighted and needs revision. EC members agreed to delete the sentence regarding appointment. Item will be added to consent calendar on AS agenda 4-23-15.  
~~The Associate Dean shall be appointed by the Dean following consultation with the Chair of the Academic Senate~~

10.2 ASD 15-63 Proposed Concentration-Plant Biology – Dept. of Biology – NSM [Source: Academic Programs]  
EC members agreed ASD 15-63 will be added to consent calendar on AS agenda 4-23-15.

10.3 ASD 15-68 UPS 210.000 Faculty Personnel Policy & Procedures – re HIPs [Source: ISLC]  
Liaison Dabirian spoke on behalf of Internships & Service Learning Committee regarding the committee's request to add "HIPs" language to UPS 210.000. EC members discussed related issues of changing language within UPS 210.000. Members agreed it is too early in the process to add High-Impact Practices to a document of this significance. There is no agreement regarding HIPs courses across disciplines. HIPs have not been operationalized, defined, evaluated, or measured for appropriateness at this time. Departments will need to work within their department personnel standards prior to changing UPS 210.000. It was suggested that sample language could be shared/recommended to department chairs for consideration within respective DPS documents.

#### 10.4 AS Budget and EC Assigned Time

Chair Walker led a discussion on monies and release time supplied from the Provost's office to various Academic Senate committees and some monies that are actually budgeted to AS. The list of 2014-15 monies provided to AS Executive Committee, and curriculum committee chairs will be reviewed for potential stipends needed in 2015-16. Chair Walker will discuss with Provost Cruz possibly transferring these funds directly to AS for distribution. EC members agreed that monies and release time should be provided as follows:

- ✓ 3 units of release time for the first year for ASCSU senator [CO does not provide year 1]
- ✓ 3 units of release time for curriculum committee chairs [UCC, GE, Grad Ed,]
- ✓ 6 units of release time PRBC
- ✓ Summer stipends for eligible faculty serving on Exec Com.
- ✓ 6 units of release time for faculty member serving on ASI Board of Directors weekly meetings plus extra meet dates/times.

If these amounts are not used, the funds could be used for other AS items of need.

#### 10.5 Faculty Appointment to Student Health Advisory Committee [Student Health & Counseling]]

A faculty member is needed to serve on this miscellaneous committee. EC members were asked to consider someone who could contribute expertise to this committee.

#### 10.6 Fall 2015 Retreat

Topic discussed under Provost Report.

## **XI. ADJOURNMENT**

M/S/P (Dabirian/Bonney) meeting adjourned at 1:05. Chair Walker thanked EC members for their continued hard work and working past 1:00 PM for weekly EC meetings.