



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 23, 2014**

Approved 9-30-14

11:30 AM - 1:00 PM

MH-141

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

I. CALL TO ORDER

Chair Walker called the meeting to order at 11:31 AM.

II. URGENT BUSINESS

Chair Walker gave an overview of the issues Academic Standards Committee Chair Filowitz continues to have with UPS 300.005 Final Examinations. As explained after multiple meetings with Scheduling Office staff as well as A&R staff, there will need to be compromises in the revision of UPS 300.005 because at the current time it is an implementation problem of having no technological solution to scheduling online final exams.

Senator Bonney reminded EC members the Senate Forum Editorial Board is scheduled to meet next week and needs ideas for Senate Forum articles for 2014-15. Possible suggestions were given:

- ✓ Cal State Fullerton's status regarding CSU Online [CourseMatch].
- ✓ Follow-up to article written years ago – What CSUF will look like in 2015.
- ✓ Big picture for performance-based funding.
- ✓ Mandatory advising.

III. ANNOUNCEMENTS

3.1 (Walicki) Announced that faculty member, Eduardo Delgado, world-class pianist will be giving his final concert before ending his FERP (Faculty Early Retirement Program) status. Tickets were offered to EC members.

IV. APPROVAL OF MINUTES

The following four (4) sets of minutes were approved.

- 4.1 EC Minutes (Draft) 8-26-14
- 4.2 EC Minutes (Draft) 9-2-14
- 4.2 EC Minutes (Draft) 9-9-14
- 4.2 EC Minutes (Draft) 9-16-14

V. CHAIR'S REPORT (Walker)

- 5..1 College-Town meeting update. The good news is this is moving forward with many areas of discussion with the City of Fullerton. Senator Jarvis stated that the upcoming City Council elections may (who will be elected) impact timing of this project.
- 5..2 Chancellor's Office has asked for input from each campus by 10-13-14 regarding Student Success Fee Task Force. There was discussion on the collection process and the most expeditious way to obtain feedback from our campus community given the short timeline. A GOOGLE form was suggested.
- 5..3 VPAF Kim has been given a Time Certain at next week's EC meeting to discuss the parking structures and suicide prevention. VPSA Eanes will be invited to meet in the near future with EC to discuss student support.

VI. PROVOST REPORT – 12:00 – 12:30 PM

Provost Cruz was welcomed, and the following items were discussed amongst the group:

- The use of search firms for administrative searches. Q/A
 - Indicated that search firms typically charge approximately \$40,000 per search and that these costs are covered with one-time funds. The cost is fixed for the duration of a search until the position is filled. Typically, higher ed institutions contract with search firms for positions at the VP, AVP and dean level and for some hard-to recruit positions at the director level. Search firms add value to a search

- by 1) signaling that an institution is serious about building a high-quality, diverse pool of applicants that include both internal and external candidates; 2) actively recruiting applicants that meet the minimum and desired qualifications established by search committees; 3) supporting the search process by receiving, cataloging and making available all applicant materials to the search committee; 4) performing deep background checks of most qualified candidates; 5) stewarding the relationship with semi-finalists and finalists for the position.
- The provost described his experiences with searches aided by search firms and searches conducted without search firms and shared how he approaches the question of whether or not to employ a search firm for a particular search.
- Outcomes-Based Funding.
 - Reported to PRBC 9-19-14 how the State of CA is moving toward outcome-based funding and how CSUF can best position itself for future funding models.
- Length of terms for interim administrative appointments and timelines for dean searches.
 - Dean – College of the Arts search is moving forward with campus interviews late fall with possible new COTA Dean spring 2015.
 - Dean – College of Communications – search committee should be complete in the next several days and will begin work in late October or early November. Campus interviews are projected for late spring with a fall 2015 hire date. Depending on the time available to build a high-quality, diverse pool of candidates, the search could extend through the spring.
 - Dean – College of Health & Human Development – search committee should be ready to begin work before the end of fall 2014 semester. Depending on the time available to build a high-quality, diverse pool of candidates, the search could extend through the spring.
 - Some EC members asked if extending a search through the summer months was a good idea. Provost Cruz indicated that in his experience that the important things is that there be a minimum of 8 weeks and ideally up to 12 weeks for recruiting after the search committee published the first ads. Higher ed institutions recruit year round for senior leadership positions.
- Strategies to support faculty teaching online.
 - Discussion of need to improve staffing and service levels associated with the services provided to faculty that teach online and need to clarify the roles and responsibilities of the FDC, ATC, and Oasis in these areas.
 - Peter Nwosu, Shari McMahan, Amir Dabirian, John Carroll, Kristin Stang, and Kari Knutson-Miller are developing an operational plan that will help address these issues. The plan includes co-locating the various services so that faculty can access a *one-stop shop* experience. Oversight and coordination of these online support services would be provided by the Office of Academic Programs; FDC would maintain its identity and its roles and responsibilities would continue to be governed by the appropriate UPS.

VII. COMMITTEE LIAISON REPORTS

- 7.1 ASI Board of Directors [Walker] T, 9-23-14, 1:15-3:30 PM, TSU 208 See Report on 9-30-14 EC Minutes.
- 7.2 Academic Standards Committee [Walk] F, 9-19-14, 1:00 – 2:00 PM, MH-166
 M. Filowitz summarized the committee's activities for AY 13-14. He requested that Senate Exec reexamine the proposed final examination policy provided by ASC at the end of last year. M. Whatley will follow up with Scheduling to examine whether the technical elements of the proposed policy are manageable. M. Filowitz provided context for the discussion of double counting GE units for majors. The group discussed online exam security issues and sources of funding to provide secure testing. Some programs are charging students a fee to take exams online (ranging from \$20 to \$30), given the apparent loss of central funding for ProctorU. A question was raised about the current status of requests to establish a university testing center. The group asked Senate Exec to examine the latter two questions. The group took up issues related to timely provision of grades for participation in courses. The sentiment of the group was that a rubric for the provision of participation credit and a mechanism to insure timely feedback to students about such credit, should be reinforced. M. Filowitz summarized the use of intrusive advisement to address issues with repetition of courses and reduce time to degree, including policy/practice from other CSU institutions. The group will make sure to reconcile UPS 300.023 and UPS 300.030 for consistency.
- 7.3 Assessment & Educational Effectiveness Committee [Guerin] W, 9-17-14, 1:00 -2:15 PM, MH-141
 Doug Swanson volunteered to serve as secretary this year. Members reviewed AEEC charge, with emphasis on faculty role and engagement in assessment. AVPAA Nwosu brought up the 10-27-14 Town Hall meeting as urgent business. AEEC has been asked to have tables at the event regarding

assessment. Academic Programs recommends (1) Curriculum and co-curricular programs and also (2) non-instructional areas vis-à-vis assessment. Desired outcomes of the event: those attending will understand what we have achieved so far and to collect feedback. University Assessment Report was suggested as an item to have there. Best practices in assessment; role of assessment in Goals 1 and 2; role played by different campus constituencies.

Chair Rizkallah noted that AEEC does not currently have members from non-instructional areas.

University Assessment Report: Su wants the committee to review and discuss. This will be main agenda item for the committee in October. Wants to give directions and advice to the units; review questions used. Pam and Doug reviewed over the summer (60 programs) and gave detailed recommendations.

Faculty Assessment Liaison Workgroup – representatives from all the different colleges and sharing info. The liaisons work within their college to support assessment. They get assigned time or overload in return for service. Once all the colleges have appointed their liaison, the group will have a meeting.

AVPAA Nwosu distributed a cardboard color pamphlet "Assessment and Educational Effectiveness Plan" and also one-page "Office of Assessment and Educational Effectiveness Assessment of Student Learning." Also 11-page Office of Academic Programs Annual Report.

Updating the PPR Guidelines are being recommended by Swarat and Nwosu. Chair Rizkallah expects this to be the main agenda item for November. (Check alignment between guidelines and assessment policy and plan.) 12 PPRs are scheduled for this year.

Assessment Conference is scheduled for March 19th (FDC, Academic Programs office, MCBE).

Assessment workshops ongoing. AVPAA Nwosu encourages attendance.

7.4 Curriculum Committee [Fontaine] F, 9-19-14, 12:00-2:00 PM, MH-14

UCC discussed several UPSs, some of which had been returned to them at the end of last AY because they had not reached the Senate agenda. Additional revisions were made to UPS 410.10 (Student to Student Tutorials), UPS 4xx.xxx (Service Courses), and UPS 411.601 (Academic Internships). These revised versions will be forwarded to Senate Exec. Mark Fisher will contact Katherine Powers regarding the title of UPS 4xx.xxx (Project and Thesis at the Undergraduate Level) and, pending concerns with the use of the word "thesis," this UPS will then be forwarded to Senate Exec as well. The Committee had an informal discussion of double counting and the implications of the current policy vs. possible changes.

Alison Wrynn explained the forthcoming appearance of curriculum and alerted the committee to the parallel need for campus wide training in the spring.

7.5 Faculty Affairs Committee [Sargeant] F, 9-19-14, 10:00-12:00 PM, MH-141

Barry Pasternak raised several issues regarding adherence to UPS requirements as announcements: 1) the requirement that faculty be notified that they are eligible for a sabbatical. He noted that the process for doing so is unclear. Barry also raised the issue of UPS 210 and the distinction between evaluation based on the portfolio and evaluation based on the entire personnel file (at the chair level and above), especially in the context of reprimands or other materials in the personnel file, but not in the portfolio.

The meeting focused on the request by the FPC for guidelines for the consideration of scholarly work completed prior to appointment at CSUF, specifically the passage in UPS 210.000) that states "...works are considered to have been completed when they have been accepted for publication or presentation without further revision."

The committee recommends that UPS 210.000 2.b.1 should be interpreted to include works published after the appointment date, even if accepted prior to that date. In addition, the committee suggested that, in case of doubt, one way to assess such publications is to consider the academic affiliation of the author. This recommendation was made, after much discussion, on the basis of the wording of another section of UPS 210.000 2.b.1:

"Documentation of all accomplishments shall include a complete citation, in the style customary to the faculty member's discipline, for each scholarly and creative work; a copy of each scholarly or creative work published since the faculty member's appointment;"

7.6 Planning, Resource, & Budget Committee [Bonney] F, 9-19-14, 1:00-2:30 PM, CP-1060-05

VP Kim presented the budget which has changed little since last spring and noted that the governor plans to reduce the amount by which baseline funding is increased each year and shows little sign of changing his position on this. There was a brief discussion on outcomes based funding following a presentation by Provost Cruz on the topic. No one seemed quite sure what it would look like in California. Discussion of UPS 100.605 Policy on Administrative Restructuring of Academic Programs [7-11-11] and UPS 100.900

Procedures for Establishing Schools at CSUF [8-29-00] resulted in referral of the documents to a subcommittee of Erica Bowers, Emily Bonney and Amir Dabirian to propose revisions that would align the procedure laid out in the documents. There also was a brief discussion of UPS 100.610 which chair Mead recommended simply returning to the Academic Senate for consideration. The committee was disinclined to take any action on the document. There was a discussion in Jon Brusckhe's absence of his resolution styled as an equity funding resolution. The committee was nearly unanimous in thinking this was a bad idea as Chancellor White already is fully aware of the issue of funding for CSUF and the whereas clauses could not be supported by the facts on the ground. There also was a sense that the faculty members of the committee are really tired of this discussion. Finally chair Mead presented a proposed schedule for the rest of the semester and the committee was amenable to his proposal. At the 10 October meeting Mary Ann Villarreal will make a presentation on Strategic Initiatives and University Projects.

VIII. UNFINISHED BUSINESS

- 8.1 Status/Updates
 - 8.1.1 Update – Setting Goals and Priorities for Academic Senate 2014-15: Prioritize UPS Docs Excel Spreadsheet
Chair Walker is working on a database of UPS documents for Academic Senate 2014-15 review.
 - 8.1.2 Update: ASD 14-86 Resolution to Create Ad Hoc Committee re Research [Source: EC]
This ad hoc committee should be confirmed on AS Agenda 10-2-14 Consent Calendar.
 - 8.1.3 Update: ASD 14-84 Resolution–Double-Counting in Major, Minors & General Education [Source: EC]
Senator Dabirian suggested that IT could run a report to discover how many students could be impacted with a change to our current process. UCC would be charged with initial review of this project with General Education Committee to also give input.
EC members agreed to continue discussion on this complex topic.
- 8.2 Complete Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee
Faculty names were discussed to fill these positions.
 - 8.2.1 Student Fee Advisory Committee
 - 8.2.2 FDCB – NSM (1 yr)
 - 8.2.3 IEC – HUM (1 yr)
 - 8.2.4 UCC or Honors – SS [overcommitted faculty member]
 - 8.2.5 Bicycle Committee [1 faculty]

IX. NEW BUSINESS

- 9.1 Endorsement of ASI Policy Agenda
EC members agreed to endorse the intent and action of ASI Leadership to create and pass the ASI Policy Agenda; however, they stopped short of endorsing the full agenda content. A draft resolution may be written to affirm ASI action.
- 9.2 ASD 14-143 New Course Proposals, Fall 2014 [Source: Academic Programs]
There was some question regarding missing prerequisites on several 300-level courses. This item will return for further discussion and disposition of ASD 14-143.
- 9.3 ASD 14-125 Executive Committee Liaison List – Reconsider
Item will return on next EC agenda for final changes to the liaison list.
- 9.4 Search Committee Nominations– Director, Faculty Development Center
Faculty names were discussed to put together an excellent diverse search committee.
- 9.5 Search Committee Nominations – Dean, Health & Human Development (HHD)
Google list will be sent to HHD faculty requesting filled in form if willing to serve. EC members to review form and approve by end of day for Chair Walker to send form to HHD faculty.
- 9.6 Charge to Honors Board [UPS 412.010 Honors Programs [2-18-05]]
Chair Walker asked for feedback from EC members on 4-page memo to Susan Jacobsen and the University Honors Board. EC members agreed the memo should come from Executive Committee, not from the A.S. Chair. A shorter, succinct memo may be more effective.
Search committee for Honors Board Director needs to move forward. Provost Cruz would like a larger committee than what is specified in UPS 412.010 and the job title description should include assessment.

The search committee should include a representative from all colleges as well as a member from Student Affairs division. The Honors Board director should be excluded on the search committee, but another director, such as FDC director, would be a valuable member, even as a non-voting participant.

A resolution can be written and approved.

Discussion should return as 1st item of Unfinished Business at next meeting. A resolution may be needed regarding the composition of the search committee to be approved by Academic Senate as substitute for search committee wording in UPS 412.010.

Items below will be moved to next EC agenda, 9-30-14.

- 9.7 Student Success Fee Task Force
- 9.8 UPS [300.013](#) Late Add Policy [1-30-13]
- 9.9 GE Reform: 1) AACU Action Plan; 2) AACU CSUF Proposal; 3) AACU Report Prezi
- 9.10 ASD 14-141 Resolution on Emeritus Status Eligibility [Source: Guerin]
- 9.11 ASD 14-142 Proposed University Policy on Revision and Review of UPS Documents [Source: Walker]
- 9.12 Academic Freedom Policy Discussion [U of Oregon]

X. ADJOURNMENT

Meeting adjourned at 1:15 PM.