



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
OCTOBER 27, 2015**

Approved 11-10-15

11:30 AM - 12:50 PM

PLN-120

Present: Bonney, Casem, Guerin, Meyer, Oliver, Sargeant, Stang, Stohs, Walker

Absent: Dabirian

I. CALL TO ORDER

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

II. URGENT BUSINESS

(Casem) The pilot program to support open access publications has encountered some “glitches” in its initial roll out. My experience suggests that the committee reviewing applications is not familiar with the practice of listing student co-authors ahead of faculty members. The problem was addressed, but I am concerned that similar issues may arise with this new program. I suggest you make your colleagues aware and ask questions should you not receive a satisfactory outcome. The funding awarded is insufficient to support open access publication of my work. I am concerned about future financial impact on tenure-track faculty if the expectation is for publication of scholarly and creative works in open access journals.

III. ANNOUNCEMENTS

- Stang: November 8-11 the CSUF Education Unit will be undergoing National and State accreditation. This unit includes the COE and all other campus partners involved in the training of teachers. We will have community partners on campus all day on Sunday.
<http://ed.fullerton.edu/about-us/accreditation-and-assessment/>
- Walker: Statewide Senate is meeting next week. System-wide smoking committee meets on Thursday.
- Guerin: The Statewide Senate is working on resolution on the CSU budget asks. The CSU is asking for a 3 percent enrollment growth and 2 percent employee compensation. Concern was expressed about unsustainable growth on our campus. If we are to maintain the goal of 75% tenure/tenure-track faculty we would need to hire 110 faculty members and we would need to hire 64 net to maintain 55%, our current tenure density.

The Senate first resolution said:

- We are glad you recognize we need more money than the Governor's plan.
- 2 percent compensation is not enough.

IV. APPROVAL OF MINUTES

4.1 EC Minutes (Draft) 10-20-15 (Walker/Sargeant) Minutes were approved unanimously.

V. CHAIR'S REPORT (Bonney)

Chair Bonney reported on topics below.

- Met with the Provost this morning.
- Provost informed me Lori Gentles needs a search for an AVP. We need three faculty for this search committee. Emily will email Lori to get clarification on which AVP position and the time frame for the search.
- Textbook issue: I have already announced to campus (via my Chairs report) that we are referring the issue to FAC to consider developing a UPS on textbooks. I asked for comments from the campus and have received five memos from various faculty (from HSS) with their thoughts. I want to hear from other colleges. I would like to get as much input from the campus as possible, so when we talk about what the policy would look like, it would reflect a broad view. This will also come up at the ASI board meeting today, there is a resolution they will be considering on their agenda about cost. Other factors that need to be considered in the development of a UPS on textbooks include:
 - Existing policies on other CSU campuses

- Establishing a requirement for written departmental guidelines
- Awareness of other issues originating from the Chancellor's office or ADA
- Concern about textbook adoption by late hire faculty and lecturers
- Overall costs of materials
 - I would prefer it goes to FAC for discussion. To continue transparency, we should work with Kathryn Dickson and she request/receive input from faculty.
 - What we can as individuals (not as the Executive committee), do to assist in the process is encourage faculty in other colleges to provide their input.
 - A number of campuses already have this policy. When you look at them, what they have in common is that each department shall develop what they are going to do.
 - A suggestion is for FAC to do a survey to know what departments are doing now.
 - In conversations I have had with some colleagues, it was revealed that their own departments are "Loosey Goosey" in the way they track policy making and decision making. Sometimes minutes are kept, sometimes decisions are made formally, and often decisions are made informally.

Most faculty aren't aware of accessibility issues and some of the legal issues and the committee needs to be aware of this as well.

 - Faculty Affairs Committee is the right place to have these conversations.
 - We need to refer them to the right Executive Order.
 - Collect from other Senate chairs the policies from their campuses.

Emily will write a referral to send to Kathryn Dickson and reflect the Executive Committee's input.

- One of the documents we were going to send to FAC was UPS 210.007 Appointment of Administrative Personnel. We need to add a clause "Interim/Acting person would not apply for the position. This is what a lot of other Universities, businesses and institution do.
 - Would this cause us to have problems getting someone to serve in the Interim/Acting role?
 - The problem I have is when looking for someone to take over as an Interim/Acting Dean; you are looking for the best person. And if you are looking for the permanent Dean, you are looking for the best person.
 - I think we should ask the committee if they feel the clause should be added into the document and if they don't, it should be moved from the floor. And this is urgent and I would ask them to get it back to us with a date certain.
 - This would protect the interim person from unrealistic expectations of what they are there to do. It protects the college when they are doing the search from external candidates thinking we are "cooking the books" because we have an interim. It could reduce the pool of external/internal candidates.

VI. PROVOST REPORT

Provost sent Dr. Bonney some thoughts regarding the academic issues that emanated from the personnel to the extent that would be desirable. matter associated with the textbook selection case that has been in discussion. He indicated that he did not expect Senate Exec to discuss or adopt all of them, but wanted to provide them in case they were helpful to the Senate as the conversation evolves. He also stated his willingness to help with the conversations

VII. STAFF REPORT

No staff report

VIII. COMMITTEE LIAISON REPORTS

8.1 Assessment & Educational Effectiveness Committee [Casem] W, 10-21-15, 1:00-2:15PM, MH-141
 The primary topic of discussion for this meeting was the University Assessment Report. The use of direct versus indirect measures of assessment was discussed. The OAEEC recommends the use of multiple measures of student learning including student self-reports of knowledge. A question was raised about assessment of student engagement. Assessment of curriculum does not provide a complete picture of the state of learning on campus. The use of appropriate verbs for the development of student learning outcomes was mentioned in the context of SLO's that describe "tasks" versus "outcomes".

The next University Assessment Report will be published in Feb 2017. The deadline for submission

of information to Compliance Assist was pushed back to Nov. 2016. The Assessment Liaison's report that all colleges are making good progress in developing and mapping student learning outcomes. The liaisons provided a leadership role at the recent faculty retreat. The committee discussed the idea of considering how assessment could/should fit into the RTP process. The committee will review UPS 210.000 and discuss whether assessment needs to be specifically mentioned in any update of the document.

8.2 Faculty Affairs Committee [Bonney] F, 10-23-15, 10:00 AM-12:00PM, MH-141
Meeting cancelled

8.3 Campus Facilities & Beautification Committee [Stohs] F, 10-23-15, 11:00AM – 12:00 PM, MH-141
I invited members to attend Team B meetings of the AMP, and discussed AMP briefly, including the connection of CFBC with the AMP. Dennis Siebenaler expressed interest in attending Team B's (Subcommittee #4) meeting next week.

Bring up "faculty space" with AMP. Would be good for faculty morale, hiring good faculty, hiring across disciplines, etc.

What about having a public/faculty social space?

Reviewed the goals of the CFBC.

Discussion of bicycle and skateboarding on campus. request Willem to look into refreshing signage.

8.4 Curriculum Committee [Walker] F, 10-23-15, 12:00 PM – 2:00 PM, MH-141
The UCC continues to work on UPS 411.100 on Courses. There are several items of inquiry.

- 1) Compromising on a single review cycle per year: The current revision will have two cycles that are similar to what we do now and the document will now clearly delineate when course changes/new courses will show up in the catalog.
- 2) GE course review and the responsibility for GE course review is now clearly delineated in this document to the GE committee and the GE UPS 411.200 related to courses. There are two items related to this:
 - a. Upper Division writing – the committee discussed creating a structure similar to GE review for courses that will be submitted for upper division writing credit. This would allow the new writing committee to define the review process and review the courses once they have been approved as courses. The other parallel to GE for writing courses is that writing courses are also supposed to be periodically reviewed. The committee seeks executive committee's feedback on this matter.
 - b. The committee also discussed college curriculum committees reviewing course changes and some language that was included. There really isn't any opposition to the college committees reviewing course changes but the additional language of "including GE Course change requests" doesn't seem necessary. Also, the CCCs reviewing course changes requires a change to UPS 411.200 in part I.B. Currently the document says: "The Course Change Form shall be submitted to the Dean who, upon review and approval, and with the option of consulting with the College Curriculum Committee, shall forward the Course Change Form to the Associate Vice President for Academic Programs ("AVPAP")." My suggestion is [italics indicate the substantive change]: "*The Course Change Form shall be submitted to the College Curriculum Committee who, upon review and approval shall forward the Course Change Form to the Dean.*" The Dean, upon review and approval, shall forward the Course Change Form to Associate Vice President for Academic Programs ("AVPAP")." – The UCC felt the GE committee was in the best position to make alterations/suggestions to UPS 411.200.

8.5 Academic Standards Committee [Sargeant] F, 10-23-15, 1:00 PM – 2:00 PM, MH-166
Discussion of suggested modification to UPS 300.015 to clarify that students may appeal, in exceptional cases, the 28 unit maximum repeat limit. Approved to forward revised UPS to Senate Exec.

Discussion of UPS 300.016

Need to clarify aspects of the UPS, including to specify the last date to withdraw (11th day of instruction not including weekends or holidays), and also to clarify that the 18 unit maximum on withdrawals applies only to units earned at CSUF (per Executive Order 1037). Similarly, clearly

define census in the UPS, as well as that students must obtain signed permission to withdraw. Finally, to clarify that there are four distinct stages in the withdrawal process: first 11 days of instruction (mini-census), from mini-census to census, from census to last 20% of instruction, and during the last 20% of instruction, and the processes and criteria that apply during each of these stages.

Suggestion that ASC review this policy again when the software is developed and reviewed to allow for electronic withdrawals. Such software is currently being considered.

Discussion of UPS 300.031; Mark Filowitz will consult with Eve Himmelheber about role of coordinator (Herb) and whether that role needs to be specified in the UPS.

8.6 Library Committee [Guerin] M, 10-26-15, 11:00 AM – 12:00 PM, PLS-260C

The Library Committee met this morning. It now has a Community Site on TITANium. Member shared information about an open access journal housed at CSUF called California Journal of Health Promotion. Mention was made of a survey conducted by Library Committee last year. Concern about how to demonstrate quality of open access materials for RTP use was raised. Directory of Open Access Journals was mentioned by Scott Hewitt. Chair Maderazo will try to make results of last year's survey available to members.

Library Update from Scott Hewitt: Moving of books completed, and over 75% of books now accessible for browsing. The most-used books were prioritized. No more room in stacks in the Library North. Demolition has begun on 5th floor South Library; 4th floor demolition will begin November, and 1st floor will begin in December.

Open Access Week was last week. There is a pilot fund to pay any article processing charges for faculty to publish in open access journals. Funds for the pilot came from Library and Emeriti.

Second annual open house and tours of Library announced today. Last week, invitation for exhibit proposals was sent. Applications are reviewed by Exhibit Committee.

Dune Celebration continues. Upcoming events described. Scott described international interest in the Dune Celebration.

Scott shared some of his report to the Academic Senate. Mentioned that all CSU libraries will be using one management system by summer 2017. Should save about \$30K on average. Another way to save money is using more open access resources. This will put pressure on publishers to control costs. Scott mentioned that the campus may need an open access policy like some other universities. Also mentioned including open access in revision of UPS 210.000.

8.7 Extended Education Committee [Meyer] M, 10-26-15, 3:00 PM – 4:00 PM, CP-925

Open University Annual Report presented by Krissy Van Truong. This report listed enrolment details by College and Department.

Discussion of use of paper handouts vs. electronic distribution.

Discussion of proposed Certificate in Legal Interpretation & Translation (Spanish/English). The committee found some issues with the total number of units and this will be reviewed and a revised version will be distributed by email for approval.

IX. NEW BUSINESS

Did not get to the new business

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 11-3-15.

9.1 [UPS 410.200](#) Program Performance Review Policy [7-11-11]

1. FAC response

9.2 [UPS 411.102](#) Curriculum Guidelines and Procedures: Academic Jurisdiction

9.3 [UPS 411.200](#) General Education Guidelines and Procedures: New and Existing Courses Policy

9.4 Discussion on Smoking

9.5 Follow-up on Retreat. New UPS on Core Competencies?

9.6 Revised ECS Exemption Resolution – Jon Brusckke

- 9.7 Continue Discussion re Presentation for Proposed Changes to Bylaws & Constitution – CONSTITUENCY ISSUES [from 4-28-15 EC meeting]

Chair Walker started this ongoing discussion will carry over into the summer for the new EC to agendaize. The topic will be brought forward for action – 2015-16 Academic Senate.

- 9.8 Discussion on Excess Units
- 9.9 Discussion on Articulation Issues

X. ADJOURNMENT

M/S/P (Walker/Stang) Meeting adjourned at 12:55 PM.