



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
DECEMBER 8, 2015**

Approved 12-15-15

Draft

11:30 AM - 12:50 PM

PLN-120

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

There was no urgent business.

III. ANNOUNCEMENTS

- Guerin: Will be absent for the remainder of this semester.
- Dabirian: We are removing the K Drive. There are a few faculty members that have asked for continued access until the end of this semester and we are accommodating them. If you hear of anyone that is having an issue, have them can contact IT. We want to have this completed and start next semester with Dropbox.

IV. APPROVAL OF MINUTES

4.1 EC Minutes (Draft) 12-1-15 M/S/P (Stohs/Meyers) minutes were passed unanimously.

V. CHAIR'S REPORT (Bonney)

Chair Bonney reported on topics below.

- Chair Bonney thanked Sean Walker for his service as our representative on the Statewide Senate and working on GEIAC.
- Met with the Provost this morning; he will not be attending the meeting today. The Provost will send an email with update on faculty hiring.
- Update on conversation with Faculty Affairs committee. They are closing in on the revision to UPS 210.007 and UPS 210.500. They will have a draft for us to look at during finals week.
- Provost shared that there has been some interest in an online advisory committee or board to address the increase in online courses and activities associated with the faculty commons on the 2nd floor of Pollak Library. Chair Bonney will talk with Susan to see what they have in mind.
- Talked with the President about The Demands (an online forum for students to express their concerns about diversity on college campuses) that have surfaced on other campuses. The ASI Board of Directors has approved funding for Black Uniont students to attend the conference sponsored by Afrikan Black Coalition. Executive Committee should invite the students to come and talk to the Senate after the conference and share their experiences.
- One response to the diversity issue could be a new Senate committee on diversity and inclusion on our campus. The Diversity Action Plan is going to get rolled out sometime in the next few weeks. An Academic Senate standing committee (like PRBC), that has representation from faculty and administrators could participate in the roll-out of the Diversity Action Plan. Proposal to send an email to the President telling her we would like an ad hoc senate committee for the roll-out of the Diversity Action Plan and look into the possibility of establishing a standing committee. Chair Bonney will look to other CSU campuses for models of a similar committee.
 - Concern was expressed about the ability to sustain such a committee long-term
 - It was suggested that the definition of "diversity" be broad enough to *include* categories beyond those traditionally applied, for example, veterans.
- We currently have 6 search committees we are staffing with the possibility of a 7th, because Danny Kim has an AVP position that needs to be filled.
- Bill Meyer and the Chair are scheduled to meet with Peter Nwosu and Alison Wrynn this Friday. Send an email if you have issues you would like discussed with Peter and Alison.

VI. PROVOST REPORT

No Provost report.

VII. STAFF REPORT (Benjamin Report)

No staff report.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 International Education Committee [Sargeant] W, 12-2-15, 11:00 AM – 12:00 PM, MH-141
Discussion of faculty language expertise, connections in Brazil, desired connections.

Kari Knutson Miller reported on the need to gather information regarding faculty language expertise as well as areas of research that may have international partnership opportunities. Specific concern at this moment is Brazil. General discussion of this issue. Brazil and Mexico are high on the list of "developing" relationships. Vietnam is also developing, while Japan and Korea are largely on paper. Germany is another area of developing strength.

Initial discussion/brainstorming of a student survey on study abroad and international education. This will continue in the next meeting.

- 8.2 Information Technology Committee [Stang] F, 12-4-15, 10:00 -11:00 AM, PLS-299
The committee discussed student feedback on the timing and support for the password change this last October. Suggestions were made to move the mandatory campus-wide password change to the beginning of the semester. IT reported on a new application that will provide detailed statistics on how computer labs are being utilized. A survey will be conducted to assess the gap between perceived and actual service quality. IT is preparing for the possibility of flooding due to El Nino.

There was an extended conversation about the need to include faculty in the design of how technology is placed into classrooms. Additionally, there needs to be a better, more efficient way to communicate when things do not work.

The IT committee made a direct request to Senate Executive Committee to fill the vacancy created by Colleen Green in the L/A/C/E constituency. Two committee members expressed interest in participating in a new University Website committee that is being formed for the ongoing management of content.

- 8.3 Faculty Affairs Committee [Bonney] F, 12-4-15, 10:00 AM -12:00 PM, MH-141
The Committee had a spirited discussion of the Textbook policy which was drafted in response to significant feedback from the campus. Louise Adler will revise the policy over the weekend and send to the Chair of the Academic Senate who will present it to the Executive Committee for further review and discussion. The Committee could not conclude its discussion on the revisions to UPS documents 210.007 and 210.500. The Committee will attempt to schedule a meeting during finals week.
- 8.4 Curriculum Committee [Bonney for Walker] F, 12-4-15, 12:00 - 2:00 PM, MH-141
The committee completed its review of UPS 411.100. The committee also recommended with respect to UPS 410.103 that Students be allowed to count 4 courses of lower division GE for both the major/minor and GE but the prohibition on treating upper division courses in the same way would remain in place. The committee then turned to UPS 411.103 on programs.
- 8.5 Planning, Resource & Budget Committee [Casem for Meyer] F, 11-20-15, 1:00PM, CP-1060-05
Deputy Provost McMahn gave a presentation on "Faculty On-Boarding" - a program to improve the experience of our lecturers in recognition of the significant role they play in educating our students. This past August, lecturers were included in the new faculty orientation activities. Lecturer service awards were given out for individual faculty with 10 or more years of service and there is now an Outstanding Lecturer Award. The university has established a policy to "promote from within" in terms of moving faculty from part-time status to full-time status. There was a discussion of potential problems with perception of that policy on the part of lecturers that are not allowed to promote.
- 8.6 General Education Committee [Casem] F, 12-4-15, 2:00 -4:00 PM, MH-141
The GE committee met to review the status of the GE Assessment Plan and GE re-certification.

The committee agreed, in recognition of the Department of History's on-going commitment to assessment to abide by their request to use assessment materials from Hist 110A. The Theater Department had shared the syllabus for THRT 300. The committee will initiate communication with the instructor of the course in spring to use the course quizzes as the representative assignment for the assessment. The Chair will follow-up with requests for the other syllabi.

Area B4 and B5 re-certification was approved for Biol 101, 101L, 102, 171, and 172; Geol 101, 101L, 102, and 110T; Math 110, 120, 125, 130, 135, and 150A. Geol 140 and Math 115 were not approved pending additional information. The Astr, Chem and Phys courses will be evaluated in the Spring semester.

IX. NEW BUSINESS

9.1 Proposed Textbook Policy

There was extensive discussion on the proposed policy submitted by FAC.

The policy should say each department shall develop its own policy to address the following situations:

- Concern about the appearance of conflict of interest when adopting materials created by faculty members teaching a course
- Adoption on textbooks for multiple course sections
- Adoption of materials in the case of a late hire or when no instructor is assigned to a course
- Course packets

Send Chair an email with additional revision/recommendations by Friday and she will take them back to FAC.

9.2 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 agendize. The topic will be brought forward for action – 2015-16 Academic Senate.

There was discussion on the proposed changes.

Suggestion:

When presenting to the Senate, have a slide explaining how the seats are allocated among each constituency, stating it's an annual process, this formula is applied.

Check on policies regarding staggering the appointment of the senators from a constituency to maintain "institutional memory" and avoid a complete turnover of representative in any given year.

This information will be included in the chairs report.

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 12-15-15.

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

1. FAC response

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

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

9.6 Discussion on Smoking

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

9.8 Revised ECS Exemption Resolution – Jon Bruschke

9.9 Discussion on Excess Units

9.10 Discussion on Articulation Issues

X. ADJOURNMENT

Meeting adjourned at 12:55 PM.