



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
AUGUST 18, 2015**

Approved 8-25-15

11:30 AM - 12:50 PM

PLN-120

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

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

➤ 67 new faculty

IV. APPROVAL OF MINUTES

5.1 EC Minutes (Draft) 8-4-15-*Summer*
M/S/P (Oliver/Stang) EC draft minutes 8-4-15 were unanimously approved as submitted.

V. CHAIR'S REPORT (Bonney)

Chair Bonney reported on topics below.

- Met with Provost on 8-18-15 and discussed the Academic Master Plan. The Academic Master Plan is scheduled to be completed by summer 2016. Provost will report back to the President in about 3 months to let her know what we think can be accomplished by that deadline.
- A spreadsheet of those who have been invited to serve on sub-committees along with the co-chairs was made available by the Provost for feedback from members of the Executive Committee. Emily will put spreadsheet in Dropbox and would like to have Exec's input/comments by 8-21-15 to submit back to the Provost. Concern was expressed about the size of the committees. Inclusion of outside stakeholders on the committees was discussed. It was felt that outside members could serve in an advisory role.
- Radio-TV-Film name change will go back to UCC with recommendation for approval. Hope to put it on the Consent Calendar at the September 17th A.S. meeting.
- Need to set the meeting day/time for the University Writing Proficiency Committee. Suggest having this committee meet from 9:00 am – 11:00 am every 3rd Friday of the month. After a couple of meetings, the committee can decide if they would like to reduce the meeting time to 1 hour.
- On a related topic, an issue has developed with the designation of two upper division Criminal Justice courses being used to meet the upper division writing requirement. There is no evidence that the Writing Board saw those courses and the Criminal Justice Department has been advising students that the courses fulfill the University upper division writing requirement. Academic Programs has intercepted this issue and informed Criminal Justice to cease and desist from telling the students the courses count, but in the mean time we need to approve waivers for students whose graduation has been impacted by this issue. It may be that similar discrepancies exist across the campus. It was suggested that Academic Programs take the lead in identifying other courses of concern. According to precedent, when students were misadvised and had written documentation from a department, the Writing Board would waive the requirement and allow the student graduate.
- Will be scheduling a meeting with committee chairs either the 3rd or 4th week of September or the 1st or 2nd week of October.
- There are currently four University committees without chairs. Senate liaisons will be tasked with calling the first committee meeting in the absence of a chair. Would like us to go back and look at system practices to see if it is appropriate for us to have a rule that says members of the Executive Committee may not be members of the standing committees. On some campuses the members of the Executive Committee are the chairs of the standing committees.

- Suggestion to invite new and temporary faculty to attend AS meetings (approx. 15 at a time) for the purposes of introduction to the AS and to expose these faculty to the activity of the AS.
- [UPS 300.021](#) Academic Dishonesty [6-30-10] referred to Academic Standards Committee on August 20th.
- [UPS 210.007](#) Appointment of Administrative Personnel [1-30-13] referred to Faculty Affairs Committee on August 21st.

VI. PROVOST REPORT

- Academic Master Plan is a big ticket item for Academic Affairs. Due to the questions that the Academic Master Plan is trying to address, the timeline involved and the broad representation of each the sub-committees will be a project that will require a lot of tender love and care to push forward to a happy conclusion. Appreciative that members of the Executive committee have agreed to co-chair various subcommittees and Dr. Bonney will co-chair the Steering committee with me. After receiving Executive committee's feedback, will work with President García to make decisions and send out appointment letters and hopefully get the subcommittees formed before the first Steering committee meeting.
- CA State SB 42 – Postsecondary education: Office of Higher Education Performance and Accountability (http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB42) was mentioned as legislation that could impact future funding of the CSU.
- The University distribution list will be streamlined to distinguish between emails that contain announcements and emails that require action.
- The Provost's reports will be modified to reflect the conversations that are occurring on campus.

Questions:

How did the pulling of the High School Exit Exam affect our admissions?

Is the Chancellors Office doing a report on First Graduate Initiative? Given changes in the CO the timing of a report is unknown

Results of Diversity Survey? The Diversity Action Plan Committee has met and there is a pending announcement on an action plan. The Provost is looking for a, "convergence of conversations and a coherence of action".

Suggestion

"GE at a Glance" tab in the catalog and/or student portal

VII. STAFF REPORT (Benjamin Report)

- 7.1 Working hard to get the committee vacancies filled.

VIII. UNFINISHED BUSINESS

- 8.1 Continue Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee, 2015-16

IX. NEW BUSINESS

- 9.1 Research, Creative Activities and Technology Transfer: Infrastructure – Mission, Vision, Organizing Principles – response to "Statement of Principles" email
This item is tabled until further notice
- 9.2 Academic Appeals Board re UPS 300.021 Academic Dishonesty [6-30-10]
Two issues were raised 1) distinguishing between the student who has been proven to have acted improperly with intent versus one who acts out of ignorance. 2) common exams, some departments use the same exams semester after semester. Will refer to the Academic Standards committee to urge faculty to establish various banks of questions that can be used over a multi-year period. Will recommend that ASC see if Sandy Rhoten can come to an Academic Standards meeting. Also see if her office can collaborate with the Academic Standards committee to put together a best practices on plagiarism detection.
- 9.3 Faculty Development Center Board Composition – Adding/Replacing Ex Officio Member
We are inconsistent in our Bylaws. In some places we say certain ex officio members may not vote and other places don't specify. Will ask the Constitution committee to work on the composition of the

committees, identifying who should be the ex officio members on the Faculty Development Board or the International Education committee.

If we are going to open the Bylaws, we can take a look at the other boards that are no longer functioning like an independent board administering funds to see if we need to bring them into a standing committee structure.

Recommendation is to ask each standing committee, as the first order of business this fall, to identify who should be their ex officio members. Recommend that decisions be driven by "who is best" for a given committee based on areas of expertise, not simply position titles. Working groups or an ad hoc committees would come up with a recommendation to the Constitution committee.

Recommend changing the by-laws to read that all ex officio members are non-voting with the exception of members of the PRBC.

9.4 ASD 15-126 Treasurer's Report from Academic Senate Accounts: CSFPF #93400, #97007, #97845 Budget approved by Treasurer. Emily will talk with Greg Saks regarding funding for the Carol Barnes Award; there is only stipend for one more award. Send out the Faculty Fund Contribution Memo to faculty.

9.5 Research Policies [ASD 15-109 AS Approved Receipt of Ad Hoc Com Report 5-14-15]

- 1) UPS 280.000 Intramural Research Grants [4-25-03]
 - 2) UPS 610.000 Conflict of Interest Policy for Externally Funded Proposals [4-21-14]
 - 3) UPS 620.000 Protection of Human Participants [4-26-13]
 - 4) UPS 630.000 Policy for Investigating Instances of Possible Research Misconduct [6-20-11]
- All the additional UPS documents will be removed from the agenda.

The report had two conclusions, a change to the Bylaws that affect the Research committee. First the creation of a committee that writes policy then a change to the general committee so it no longer writes policy. Those are simply changes that we can have the Constitution committee do it, our committee already wrote the language for it.

The other is a heavily modified UPS document. What is going to happen with this document, Emily will send it to the union, the administration and to Shari McMahan to get input on the document the committee created. Premature to go the Senate floor.

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 8-25-15.

9.6 PPR Guidelines

9.7 Marathon Meeting 5-14-15 – Discussion Items

1. ASD 14-193 UPS 410.103 Curriculum Guidelines & Procedures: New Programs & Program Changes [Source: GE/UCC]
2. ASD 15-107 Proposed New UPS 3xx.xxx Declaration and Change of Majors and Minors [Source: UCC]
3. ASD 15-73 UPS 210.00 Faculty Personnel and Procedures [6-5-14] [Source: FAC]
- 9.8 Refer to Faculty Affairs Committee: UPS 210.007 Appointment of Administrative Personnel [1-30-13]
- 9.9 Refer to Faculty Affairs Committee: UPS 210.500 Procedures: Search Committees for Administrative Personnel [1-30-13]

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

Chair Walker stated 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.

X. ADJOURNMENT

M/S/P (Dabirian/Oliver) Meeting adjourned at 1:00 PM.