



# CALIFORNIA STATE UNIVERSITY, FULLERTON

## ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES SEPTEMBER 15, 2015

*Approved 9-22-15*

**11:30 AM - 12:50 PM**

**PLN-120**

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

Absent: Dabirian, Guerin

### **I. CALL TO ORDER**

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

### **II. URGENT BUSINESS**

There are two more students from Political Science who have taken courses that have yet to be approved as meeting upper division writing courses and Friday is the deadline for August graduates.

- It was discussed and agreed upon to let the students graduate.

### **III. ANNOUNCEMENTS**

- Walker: ASI leader came to me with an issue with History courses. The TDA has been adjusted so if a student takes 4 History classes in Area D, you have fulfilled the upper division GE requirement.

### **IV. APPROVAL OF MINUTES**

M/S/P (Walker/Meyer) EC draft minutes 9-8-15 were unanimously approved.

### **V. CHAIR'S REPORT (Bonney)**

Chair Bonney reported on topics below.

- HSS emailed the Provost regarding their issue with selection process for the Academic Master Plan.
  - There will be a meeting on September 16<sup>th</sup> with the Dean, Provost, AS Chair, and any of the chairs that wish to attend from HSS.
  - The process of nominating faculty for service on the AMP committees followed the procedure that has been used for other University-wide committees such as Strategic Plan and WASC.
  - Emily sent a letter to the chairs of HSS reminding them that she is a faculty member and represents the concerns of the faculty.

Suggestions:

- To have a discussion in the Senate this fall and request a fairly significant progress report on the status of the AMP. Emily will talk to the Provost about doing this sometime in late October.
  - To have a discussion about civility at an Academic Senate Meeting.
- Recently some documents have by-passed review by Executive Committee and gone directly to Senate Committees. One document was the track changes for UPS 411.100 that was presented to the UCC and the other outline goals for the Office of Assessment and Educational Effectiveness and was presented to the AEEC. Emily sent a letter to AVP Nwosu, Su Swarat and Alison Wrynn reminding them that all documents are to come through Executive Committee prior to going to AS committees so that we can manage workload issues and priorities. The letter also explained the benefits of getting problems sorted out before the documents go to AS committees.
  - We need one faculty representative for the Interview Review Committee for the Executive Director position that will be working with Vijay Pendakur,
  - We need someone to serve on the ASI Children's Center Committee. The nominee must utilize the center.
  - Dave Edwards met with Vice-presidents regarding IRA funding. The situation with funding is very complicated. It was proposed that a Task Force be created to sort out the IRA issues.  
Question: How would Exec like this to be handled?
    - Executive committee will recommend faculty to serve
    - Suggest faculty that have knowledge of the process
    - Suggest a faculty member from each college.

- Emily will meet with Provost and let him know we would like them to put together the task force and we will nominate the faculty and someone from Exec.
- Suggestion from Betty Chavis: to put no smoking signs on the benches behind Mihaylo. Mark would also like no skateboarding signs painted on the ground on Titan Walk.

## VI. PROVOST REPORT

- Making good progress on the Academic Master Plan Steering Committee work and making sure we are attentive to the concerns of our colleagues.
- At Fridays PRBC meeting President García will present the University's budget on the recommendations received from the PRBC Committee.
- The CSU's Academic Sustainability Plan was discussed at the last Board of Trustees meeting. One trustee expressed interest in having the CSU not only report system-wide progress on the 16 metrics, but that it also report the disaggregated metrics for each campus. The last time we checked our metrics, our campus looked very good. IRAs is currently updating the metrics. The provost will share them with senate exec when they are available.

Q: Is there going to be a report on the CSU Graduate Initiative?

A: Yes, it appears so. The topic will be on the agenda for the next Academic Council meeting.

Q: When does the recruitment process start for the faculty?

A: The process will start when the provost sends a memo to college deans with the criteria they should consider when framing their requests. The provost expects that the process will start in October.

Q: Are there searches already?

A: Yes, the searches that were authorized for the second year of the approved two-year hiring plan are proceeding. There are a few departments that may elect to defer their searches because of space and startup funding considerations.

Q: What is the status of the Western Law Building?

A.: The Western Law School will start moving out soon. Once they do, it will take about a year and a half to perform the seismic upgrades and the build out necessary for our programs to move in

Q: The percentage of the Tenure/Tenure Track faculty filled from the total FTEF is one measure of density but the dollars that you spend on the Tenure/Tenure Track faculty is much greater. So where are we in terms of the percentage of the dollars we spend on the Tenure/Tenure Track faculty relative to the total faculty dollars that we have? The provost will investigate this question and respond to senate exec at a future meeting.

## VII. STAFF REPORT (Benjamin Report)

- Call for nominations went out for two Faculty awards:
  - Faculty Leadership in Collegial Governance Award, deadline: September 21, 2015. We have received 3 nominations; a reminder email will go out today.
  - Outstanding Lecturer Award, deadline: September 28, 2015. We have received 8 nominations.

## VIII. COMMITTEE LIAISON REPORTS

- 8.1 Internships & Service Learning Committee [Dabirian] W, 9-9-15, 9:00-10:00AM, MH-141
  - No changes to *ex-officio* list.
  - Tyler discussed the annual report and I talked about HIPs Pilot.
  - We cancelled the November meeting for a longer December meeting.
  - Dawn will bring samples for addition of service learning and internship to the RTP departmental standards.
  - Tyler will await other charges from Senate for this year.
- 8.2 University Advancement Committee [Stang] W, 9-9-15, 9:00-10:00AM, CP-810
  - Shelly Arsneault was elected chair. This is her 2nd term on the committee. Good attendance and student member present. The committee will not meet in November, due to a scheduling conflict with campus closure for Veterans day.
  - VP Saks and Dianna Fisher (executive Director Alumni relations) provided updates and information to the board. Former chair Josh Yang updated the group regarding previous efforts of the committee during prior academic years.
  - Highlighted activities included Concert Under the Stars and Dinner with 12 titans. Dianna is piloting having a faculty member attend these student dinners that are hosted by alumni this year.

- At the October meeting, it was requested that the division provide a summary of activities done by each group. It was clear from the conversation that the operations of the UA beyond fundraising weren't clear understood. The committee will also be discussing a program for communication to college colleagues about the It's Our University Campaign (<http://www.fullerton.edu/its-our-university/honor-roll.asp#P>). There will also be a continued conversation about the interaction between UA at the office of Research, Creative Activities and Technology Transfer.

### 8.3 Faculty Development Center Board [Oliver] F, 9-11-15, 9:00-11:00AM, PLS-290

#### **New Business**

- New Faculty Orientation: Included both TT and lecturers – very well received; 72 TT & full-time lectures
- New FDC website includes tab called "faculty development", which targets faculty at every stage of the career, checklist for new faculty, increasing access to teaching resources.
- Employee Training Center interface has changed; FDC registration procedures are different. Can access registration through FDC calendar links.
- Academic Affairs is being reorganized: OASIS staff, some FDC staff, and others have been reorganized into Department of Online Education and Training (OET).
- Faculty walk-in support is still located in PLS 237
- Website has been redesigned and changes are ongoing. There is a blog on the FDC website. The goal is to host various authors and feature new posts in the newsletter.

#### **FDC Composition - Ex-Officio members**

- Proposal is to have 4 (rather than 3) ex-officio members.

#### **RCAT updates**

- Planning a CSUF research festival Thursday Jan 21 (just before SP16 semester)
- HIP tracking system is being implemented.
- iBeacon is being implemented in classrooms which allows students to check in for attendance purposes. Attendance will be tracked as part of HIPs.
- If you are using iFullerton app, then iBeacon will verify self-report of participation.

### 8.4 University Curriculum Committee [Walker] F, 9-11-15, 12:00-2:00PM, MH-141

- The minutes of May 1, 2015 meeting were approved. The RTVF name change was approved. The Annual Report 2014/15 was approved.
- The committee approved changes to bylaws correcting the titles of ex officio members.

#### **UPS Discussion/Revision**

- UPS 411.100 Curriculum Guidelines and Procedures: Courses - Discussion on purview of committee and relationship with executive committee. The Chair Fischer will contact Chair Bonney regarding the work-flow and how items get referred to committee. There was some discussion about the costs and benefits of the proposed changes. SL Walker and Director Wrynn outlined the major/minor changes and how we ought to think about it. Would we want to have a pre-baccalaureate work instead of remediation? Also numbering should be in course numbering document. Chair Fischer suggested that members return to their constituencies and discuss the curriculum process in their respective colleges and have conversations about a proposed once cycle per year of curriculum development.
- Program Performance Review - The committee didn't have many comments at this point. There was some discussion of the difference between accreditation and PPR and that our PPR policy is really vague especially with regard to assessment and curriculum. Perhaps we should be more clear about the purpose of the PPR. Chair Fischer asked that the committee members look carefully at the documents and review them prior to our next meeting. Discussion will continue.
- Possible Revision of UPS 100.601 on Name Changes- UPS ask for consultation among the deans and have the proposing dean provide

### 8.5 Graduate Education Committee [Oliver] F, 9-11-15, 2:00-4:00PM, KHS-221

- Reviewed the Academic Master Plan and how input from the Grad Education committee can inform the conversation related to the master plan.
- Peter shared that the accreditation report was positive and that by 2017 we need to develop an institutional self-study. Grad Education will be asked to provide input.
- Alison Wrynn gave an overview of *Curriculum* and shared the website (found on the portal) with the committee. Training sessions will be available for those directly involved.
- Approval of Previous Minutes (10 April 2015)

#### **New Business**

- Reviewed ex-officio membership and moved to add the Director of Graduate Studies as an ex-officio member.
- Katherine Powers shared 3 Goals statements from Office of Graduate Studies and requested the committee to look them over and provide input to anything missing or recommendations for revision to Paul who will forward them to her. The committee continued its discussion and revision of the guidelines for assessing courses as meeting Graduate Level Writing Requirements. The Committee approved TESL 401 as meeting the

## IX. NEW BUSINESS

- 9.1 ASD 1541 RTVF Name Change  
Approved and will go on the October 1<sup>st</sup> Academic Senate Agenda

- 9.2 Marathon Meeting 5-14-15 – Discussion Items

1. ASD 14-193 UPS 410.103 Curriculum Guidelines & Procedures: New Programs & Program Changes [Source: GE/UCC]

Emily will send the back to UCC and let them know we want them to remove the double counting language and also identify what we think are some issues.

- Absence of language identifying “breadth” as an objective in GE
- Concerns regarding equity for transfer students – GE certified vs not
- Possible requirement that 6 of the 9 upper division GE units be outside a student’s major/home department

- 9.6 Revisions to [UPS 300.016](#) Withdrawal Policy [6-16-15]

1. Letter from Morteza Rahmatian to Peter Nwosu

Emily will send this to Academic Standards Committee.

Suggestions:

- Have ASC ask Admissions and Records to explore ways to make this process paperless so students can do this efficiently.
  - Challenge of obtaining faculty signatures especially if the student has procrastinated
  - Process for obtaining permission for students enrolled in online courses
- It should be disaggregated from anything else happening at the same time.
- Needs to be very visible.

**ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 9-22-15.**

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]
- 9.3 Refer to Faculty Affairs Committee: UPS 210.007 Appointment of Administrative Personnel [1-30-13]
- 9.4 Refer to Faculty Affairs Committee: UPS 210.500 Procedures: Search Committees for Administrative Personnel [1-30-13]
- 9.5 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 agendaize. The topic will be brought forward for action – 2015-16 Academic Senate.
- 9.7 Discussion on Excess Units
- 9.8 Discussion on Articulation Issues
- 9.9 Revisions to UPS 411.100 Curriculum Guidelines and Procedures: Courses
- 9.10 [UPS 411.102](#) Curriculum Guidelines and Procedures: Academic Jurisdiction
- 9.11 Discussion on Smoking

## X. ADJOURNMENT

M/S/P (Oliver/Stang) Meeting adjourned at 1:05 PM.