



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
AUGUST 23, 2016**

Approved 9-13-16

11:30 AM - 12:50 PM

PLN-120

Present: Bonney, Brusckke, Dabirian, Gradilla, Matz, Meyer, Oliver, Stambough, Stohs, Walker

I. CALL TO ORDER

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

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

- (Matz) Would like locks for the classroom doors.

IV. APPROVAL OF MINUTES

- 4.1. EC Minutes (Draft) 8-2-16 *forthcoming*
- 4.2. EC Minutes (Draft) 8-16-16 *forthcoming*

V. CHAIR'S REPORT

- Academic Programs is handling the Chancellor's office request on the GE head count.
- The 2025 Graduation Initiative includes things like increasing our four-year graduation rate to 44 percent.
- Associate Dean and interim AVP Mark Filowitz is leading the campus effort submitting the short-term and long-term plan; the form needs to be in by September 2nd. There is no guarantee they are going to hand out \$35 million. It is unclear how the CO will distribute the \$35 million..
- The Chancellor's office sees this as an opportunity to have a better understanding of what the individual campuses see what they need in order to accomplish their goals. What are the things that work and what are the things they think will work.
- Currently our committees use different places to store their minutes and agendas. Some use Google docs, some use Titanium/ As a result we do not have a coherent or commonplace or repository for our records. Give it some thought.
- The Academic Senate office has a storage room "the dungeon", which is a repository for paper copies going back several years. There are two approaches we can take to this material: 1) to have the staff sift through the material or 2) to just get rid of it. We have had a conversation about maintaining paper records, and the only paper records we think we need to have are the signed copies of the ASD's.

Comment:

We should have document retention. We should talk about what the document retention policy of the Senate should be. From there, every year, we can get rid of one year of things that are not critical.

Suggestion:

For the important documents, see if COPH will take it as a project and it can be an ongoing project for their undergraduate students. It would give them a skill and help the Senate office.

- VP Dabirian will provide funds for student workers to scan important and historical documents.

- In the Bylaws after each item, there is a number in brackets that go back to the old Bylaw numbering system. Do we need to keep all those numbers there? New Bylaws do not have numbers in brackets because they do not refer back.

Recommendation:

Keep one document with a different name with the numbers in brackets as a reference that we can use as a historical document.

Question:

Q: Why is it we specify the day and time for the PRBC, GE and Grad Ed committee meetings in the Bylaws, and not for any of our other committees?

A: We started the process, but never finished it. The idea was that we would eventually have meeting times for all the standing committees in the Bylaws so when people sign up, they would know exactly when the committee meets.

Suggestion:

Since we will be opening up the Bylaws, we add the meeting times for the remaining standing committee meetings.

- What is the charge of the University Advancement committee? They are seeking our guidance for clarifying their charge and mission. If we want them to do oversight, we can suggest they meet every other month.

Suggestions:

- With Advancement being more a part of the Strategic Plan, the AMP, and the Systems Funding plan, those decisions about what is funded is the dean's job and the deans are involved in Advancement. The committee can be serious about oversight, we want to see your budget, we want to see what your efforts are on, and we want to get input about what is and is not the right direction. We would have to make that the charge to the chair of the committee.
- In terms of oversight, what are the strategies for raising money, what are the strategies for spending money? If there is supposed to be a faculty link between advancement strategies, priorities, what we see in the classroom and what we do as faculty, what we seem to be missing is for alumni relations and alumni development slowly build giving. All the push for high impact practices are the ones that are going to be fertile ground for alumni here that are going to be supportive, giving time and money. Maybe have the committee look at some of the strategies, at the department level, provide resources for departments that want to pursue these.
- Shared ex-officio for better connection. The committee needs to have their chair on the Board of Governors and someone from the Board of Governors on the UAC, and someone from Greg Saks office as an ex-officio.

VI. STAFF REPORT

The announcement for the Faculty Leadership in Collegial Governance Award 2016-17 went out to campus this morning. Nomination deadline is September 19th.

We have to have a special election to replace Interim Provost Puri on the Academic Senate. This will be a one-year term and an at-large position.

VII. UNFINISHED BUSINESS

7.1 Continue Faculty Committee Assignments or Standing Committees/Misc. Boards/Committees, 2016-17

We have nearly completed filling the committees at this point. We have emails out on all the remaining vacancies.

7.2 Senate role in finalizing the AMP

Please read the report and if you find holes or problems, let Chair Bonney know and she will communicate it to the Steering committee.

VIII. NEW BUSINESS

8.1 Amending UPS 100.001 - Academic Senate Bylaws - to insert the Honors Programs Advisory Board into the Standing Committees

1. Honors Programs Advisory Board membership and functions

This will go on the agenda for the September 29th AS meeting. We will add the committee meeting times at the same time. We will have to re-open the Bylaws again because we are changing Comparative Religion to Religion Studies.

8.2 Amending UPS 300.004 - Policy on Course Outlines - to change "C" to "C-"

1. ASD 10-63 Resolution on Course Outlines and Syllabi from University Information Technology Committee

This will go on the September 29th AS agenda to be in compliance with the memorandum.

8.3 UPS 211.100 - Appointment of Department Chairs and Vice-Chairs – showing necessary for consultation appointment Interim

We talked about this as an issue over the summer and we discussed at our last meeting that giving this to the Faculty Affairs committee might be asking them to do more than we want them to do right now because we want them to finish with UPS 210.000. So I'm bringing this to you do decide what we wish do about this.

- This is an internal matter for the colleges, because the acting or interim chairs are appointed by the dean and not the President.

Suggestion:

To specify consultation either by department meeting or email, then bring back to the Senate as a friendly change under consent.

This will go on the September 29th AS agenda.

8.4 UPS 100.015 - Review and Revision of University Policy Statements

1. UPS 100.006 - A Commitment to Civility at CSUF
2. UPS 210.200 - Performance Review of Administrative Personnel
3. UPS 430.000 - Guidelines for the Submission of Proposals for the Addition of New Degree Programs to the University's Master Plan

The useful thing would be to assign this out to subcommittees within the Executive committee to review to see if these need any changes. If there are a lot of changes, we will send them to the UCC with our recommended changes.

- Matz and Gradilla will review UPS 100.006.
- Dabirian and Walker will review UPS 210.200.
- Stambough and Oliver will review UPS 430.000.

8.5 UPS 410.200 - Program Performance Review Policy

1. FAC Response for PPR
2. AEEC Response: PPR Policy
3. AEEC Minutes 5-6-15
4. AEEC Minutes 5-13-15
5. PPR Guidelines - April 2016

You were all given the various exchanges received about this.

- There is confusion regarding exactly what the PPR is supposed to do, the relationship of the PPR to other things that department and program heads do, and what colleges want to accomplish. We are in a place where there needs to be a bigger discussion between the chairs, deans, and everybody else about what this reporting structure leads to.
- When Chair Bonney spoke with Alison and Su at the beginning of July, they said they would like more guidance from us in the UPS about what we thought the PPR should include.
- The other concern that came up was there was too many details or not enough details.
- Probably would be best to use past chairs, because they have been through the process.

Chair Bonney will get this on the Council of Deans agenda for the September 7th meeting.

8.6 UPS 260.100 - Assigned Time For Exceptional Levels of Service to Students

We wrote this UPS two years ago; it is still not clear if this would be included in the new contract. The problem is the UPS does not work because it specifies dates. Michele Barr was asked to confirm what her understanding is and have not heard back.

Sean Walker will look to see if it is in the contract, and if it is, he will adjust the dates.

This will go on the September 29th agenda

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 8-30-16.

8.7 UPS 100.600 - Proposals and Procedures for the Establishment of University Departments

8.8 UPS 220.000 - Policies, procedures, and guidelines for the Administration of Statements of Opinion Questionnaire (SOQ) Forms

8.9 UPS 230.020 - Policy on Faculty Office Hours

- 8.10 UPS 411.201 - General Education: Breadth Objectives and Course Development – clarification on writing requirement
- 8.11 UPS 411.202 - General Education Program: Unit Requirements, Academic Standards, and Exceptions - EO 1100 issue
- 8.12 New UPS on Annual Reports
- 8.13 Upcoming Program Discontinuance: MA in Biotechnology
 - 1. UPS 100.610 - Program Discontinuance

IX. DISCUSSION ITEMS

- 9.1 General Education Gets an Integrative Learning Makeover

X. ADJOURNMENT

- M/S/P (Dabirian/Meyer)