



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
AUGUST 7, 2012**

*Approved 8-14-12*

**11:30 AM - 1:00 PM**

**MH-141**

Present: Bedell, Brusckke, Guerin, Knutson Miller (for Pasternack), Puri (for Matz), Randall, Walker

Absent: Dabirian, Stambough

**I. CALL TO ORDER**

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

**II. URGENT BUSINESS**

(Guerin) Inquired about the status of an updated faculty handbook, which should be approved by the A.S. Chair Bedell will follow-up with Associate VPAA Faust.

**III. ANNOUNCEMENTS**

None.

**IV. TIMES CERTAIN**

**12:00 Noon**

**Topic: eFellow Program Follow-up**

**Presenter: Dr. Jenny Faust, Associate VPAA**

Chair Bedell welcomed Associate VPAA Faust who is working with A.S. Treasurer Dabirian on the development of guidelines for expenditures of \$100,000. This funding is from three divisions, a major portion from President Hagan prior to his departure from CSUF, and is earmarked for a faculty Online Teaching/Learning Program on campus. Dr. Faust distributed a one-page draft outline and briefly explained the ideas and possibilities to encourage production of new online courses. Three levels for curriculum training and development were discussed, along with equitable funding/expenditure possibilities.

This preliminary presentation is to gather feedback and input for this project in order to make collaborative decisions. The following ideas were discussed in addition to debating sections of the draft outline:

- ❖ Bulk of monies could be distributed to faculty developing courses currently taught face-to-face going to online;
- ❖ Should be sustainable (able to be delivered for more than one year/future funding?)
- ❖ Current funding will be used to develop 16 online courses
- ❖ Choose faculty who have a desire to teach online but have not done so to date
- ❖ Comprehensive development support for faculty that will also include either stipends or assigned time
- ❖ Nomination process: Call for nominations → faculty to apply → criteria specific → signed off by chair and dean → signed contract toward fulfilling obligation
- ❖ Product ready to deliver before full funding is released to faculty member
- ❖ Begin in spring 2013, two rounds of funding. The first will be for spring of 2013 and use intersession for development of a specific course
- ❖ Course to be interactive
- ❖ Will need assessment/outcomes of course(s) for monies spent
- ❖ Ongoing and intensive mentoring will be needed
- ❖ Ad hoc committee needed [representative needed from both IT and Executive Committee] to determine which faculty will be chosen from applicant pool

**12:30 PM**

**Topic: EWP Follow-up**

**Discussants: Dr. Steve Murray, Interim Provost/VPAA**

**Dr. Ed Trotter, Interim Associate VP, Undergraduate Programs**

**Dr. Sheryl Fontaine, Dr. Heping Zhao**

**Department of English, Comparative Literature & Linguistics - Humanities**

Chair Bedell congratulated Dr. Fontaine on her new position of Associate Dean of Humanities and Social Sciences.

On May 17, 2012, the Academic Senate approved the removal of the Examination for Writing Proficiency (EWP) portion from UPS 320.020 Policy for University Writing Requirements. The body agreed that the EWP test did not accomplish its intended purpose of helping CSUF students to become better writers. This is a first step in that process to enhance writing skill for students.

Dr. Trotter reported that all undergraduate students received a refund if they paid for the June 6, 2012 EWP. The demise of the EWP removed a barrier for many students to graduate.

Ideas discussed:

- ❖ There needs to be an assessment of learning outcomes (English 301) before criteria and standards are put into place.
- ❖ How can we have consistent outcomes for writing in departments?
- ❖ Specific goals are needed [exactly what are we trying to accomplish?]
- ❖ Recognition of student body make-up (ESL, etc.)
- ❖ Writing is a component of every discipline
- ❖ Process needed to help faculty as well as students in accomplishing task
- ❖ Writing Board could provide suggestions to departments for improving their writing programs – assignments and feedback re curriculum to achieve objectives in courses
- ❖ Relook at UPS 320.020, composition of Writing Board – all disciplines should be represented
- ❖ RTP files contain comments regarding the lack of meaningful writing assignments by faculty
- ❖ Faculty responsibility to incorporate writing within course curriculum
- ❖ Build into Department Program Performance Review – more ownership of writing skills within depts.
- ❖ Departments need to respond to their freshman students: Where do graduates get employed?
- ❖ Revisit teaching GE courses, especially faculty teaching online
- ❖ Class size impacts grading
- ❖ Taking ownership of writing IS NOT the same as making students write more
- ❖ Self awareness is needed within each discipline...faculty need to be aware before passing along to students
- ❖ Practice writing makes us better writers
- ❖ Need a full-time writing director vs. English Department overseeing all campus writing
- ❖ 42 learning goals for CSUF students – 10 would be more realistic

The following paragraph is taken from the 5-17-12 A.S. Marathon (draft) minutes, which will be on the 8-30-12 A.S. agenda for approval. Unfinished Business item:

Return to M/S/P (Carroll/Rhodes) Motion to amend the motion: to create an ad hoc committee to include members from the University Writing Board in order to review, evaluate and recommend options to increase writing proficiency among CSUF students. The ad hoc committee should consist of University Writing Board members *and* members appointed by the Executive Committee to ensure each campus constituency is represented (including College of Education). The ad hoc committee shall report back with recommendations to Academic Senate by the beginning of April 2013.

VOTE by voice on motion to create an ad hoc committee to review, evaluate, recommend and report findings to the Academic Senate April 2013 – passed unanimously.

## V. APPROVAL OF MINUTES

5.1 EC Minutes (Draft) 7-24-12 ITEM WILL MOVE TO NEXT AGENDA

## VI. CHAIR'S REPORT (Bedell)

None.

## VII. STAFF REPORT

None.

## VIII. UNFINISHED BUSINESS

8.1 Faculty Committee Assignments - 2012-13 – *Finalize* Standing + Miscellaneous Boards/Committees  
Faculty indicating *high interest* were given priority. Names were discussed for several vacancies on standing committees.

8.2 AA/AS Retreat, M, 8-20-12  
The agenda is still in progress.

- 8.3 Task Force re Assessment Follow-up  
There is a *time certain* next week with Dr. Gerald Patton on this topic. Two documents will be merged for dialogue. Drs. Walker and Puri agreed to work together on a draft for discussion at that time.

The following items will be moved to the next Executive Committee agenda.

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- 8.4 Strategic Plan

**IX. NEW BUSINESS**

- 8.5 Goals and Priorities for Academic Senate 2012-13  
8.6 Presidential Selection *Proposed New UPS*  
8.7 Action Items from Statements-of-Opinion (ASD 12-96) [All University Election Results 2012]  
8.8 New UPS re Visiting Scholars from U.S. [Rev. UPS 108.000 Visiting Scholars from Abroad, effective 5-11-12]  
8.9 Other
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**IX. ADJOURNMENT**

Meeting adjourned at 1:15 PM.

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FUTURE EXECUTIVE COMMITTEE MEETINGS

August 14	Chaired by Secretary Walker
August 21	Time Certain: Strategic Plan – Mead + Knutson Miller