



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES – Summer
AUGUST 4, 2015**

Approved 8-18-15

11:30 AM - 1:00 PM

PLN-120

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

Alternate: Brusckhe (for Guerin), Carroll (for Dabirian), Myck-Wayne (for Oliver)

I. CALL TO ORDER

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

II. URGENT BUSINESS

III. ANNOUNCEMENTS

IV. TIME CERTAIN

12:30 - 12:50 PM

Topic: Freshman Programs / First Year Experience

Discussant: Peter Nwosu, Associate Vice President for Academic Programs

Chair Bonney welcomed Peter Nwosu, Irena Praitis and Brent Foster who gave an overview of the proposed changes for redesigning the first year freshman experience on our campus. Using a PowerPoint presentation, Dr. Nwosu and Dr. Praitis showed the design for creating a program that will impact more students. The core of the conversation is enhancing student success, in light of our campus Strategic Plan and the discussion of High Impact Practices. The other core of the conversation is the issue of scalability. How do we scale the experience for more of our students, both freshman and transfers? Students who have elected to participate in the existing Freshmen Programs First Year Experience (approximately 10-12% of first-time freshmen) have a good record of success with 90-98% retention in their two semesters; a retention rate that exceeds University averages.

Academic Programs is interested in finding the most efficient and cost effective way to reach students. Trying to decentralize and also increase the impact of the first year experience. The goal is to create a common experience for all first time freshmen and new transfer students, with the mission of enhancing students' academic success, campus involvement, and community engagement.

Academic Programs will work with colleges to identify college-required core General Education courses that can be redesigned to include common University first year experience outcomes based on best-practices from the University 100 curriculum. It is proposed that University 100 will be suspended. Further, it is proposed that the office of Freshman Programs will be renamed the Office of First Year Experience and it will service both freshmen and new transfers students. The first year experience at the college level will take place will in AY2016-17.

Questions/answers after the presentation.

Q: Does the budget from the Academic side of things come from the FTES in the program or is it additional money from the university from the Academic Program budget?

A: 1/5th of the budget comes from Student Affairs.

Q: The current first year experience consists of students who self-select to be a part of the program. Is it possible that the successes documented for this program are a consequence of the selective student population? Will the values for academic success, campus involvement and community engagement decrease once the program expands to include all students?

Q: Why redesign a bunch of other classes if what we are doing is working great? How will the redesigned fit with current GE courses?

Q: Will the addition of Univ100-based curriculum require that course-specific content be cut from courses?

Q: What about the undeclared students? Where would they receive this instruction if they are not linked to a specific college?

- Q: Where is all the money and resources going to come from to support scaling this program across all the colleges?
- Q: How many people will be needed to staff the office for this program?
- Q: What about high unit majors?

Inclusion of transfer students and development of a decentralized first year experience program were considered as positive aspects of the proposal. There were, however, concerns about adding to faculty teaching loads, impinging upon course content, and the logistics and oversight of the new program. Need more information about what the program would look like at a college level given that each college is different.

Suggestion: Maybe an effective way to proceed would be to disseminate the best practices derived from Univ100 through the Faculty Development Center and support faculty efforts to incorporate these practices within the content of their existing courses.

Suggestion: Divert money to transfer student orientation and make it a mandatory, on campus and full day or days event. Enhancing transfer orientation may be a good investment given the number of first semester transfer students that end up on probation..

V. APPROVAL OF MINUTES

- 5.1 EC Minutes (Draft) 7-21-15
M/S/P (Casem/Meyer) EC draft minutes 7-21-15 were unanimously approved as submitted.

VI. CHAIR'S REPORT (Bonney)

Chair Bonney reported on topics below.

- Dry run of technology to be used during AA/AS retreat will be on August 21st
- Spoke with Kari Knutson-Miller and some of the ex-officio titles that are listed in the committee composition no longer exist. The statement was made that ex-officio representatives should remain as non-voting members in order to maintain the voice of the faculty. Need to decide how to handle the ex-officio positions on AS Committees (will refer this item to the Constitution committee).
- Everyone was happy with the draft letter supporting the re-accreditation of the College of Education. The letter will be posted on the College of Education website.
- Need to address a process for the consideration of appeals to the Writing Board over summer. This summer two students who believed they had completed all requirements for graduation were notified they had not completed the Upper Division Writing Requirement. One student from Political Science had taken POSC 416 & POSC 471; two courses that have subsequently been approved as upper division writing courses. The other student, from Art, had taken an upper division writing course at a foreign university (the course was taught in English) that was acceptable to the Art Department. The proposed process would be as follows: chair of the department writes a memo to Academic Programs stating they are willing to accept the course(s) in question as an upper division writing course. The Dean would sign off on the memo. The memo would then go to Academic Programs who could communicate with the Graduate Unit. AVP for Academic Programs said it would be more appropriate for Executive Committee to vote to approve both, stepping into the position of the Writing Board during summer. During the school session, the Writing Board would handle these issues.

Motion to approve the proposal for both of these students

M/S/P (Carroll/Stohs) motion passed unanimously

- Met with the President for the first time last week
- Need to figure out day/time when the Writing Board should meet. Emily will send out the schedule of other AS committee meetings

VII. STAFF REPORT (Benjamin Report)

- 7.1 Getting acclimated to the new position. Will continue to work on getting the AS website updated.

VIII. UNFINISHED BUSINESS

8.1 Completed Standing Committee Assignments

1. Faculty names were discussed and will be asked to serve on AS Standing and Miscellaneous Committees.
2. Ten (10) faculty to Added Standing Committee: University Writing Proficiency Committee
Faculty names were discussed and will be asked to serve on this newly-formed committee.
3. NSM faculty has not responded to call for service, so Emily will talk with the department chair to see if we can get NSM representatives to serve.

8.2 Action Items from Statements-of-Opinion (ASD 15-106) [All University Election Results 2015]

1. Elimination of at-large seats

- 1) Currently, there are 15 at-large Academic Senate seats and 20 constituency seats. At-large seats should be eliminated and divided proportionately to the constituencies. This process would be phased in as the at-large terms end, beginning in the spring 2016 election. Based on the current members of each constituency, this would result in the following re-apportionment of seats.

Constituency	Spring 2015 Number of Members	Spring 2015 Seats 20 constituency 15 at large	Spring 2016 Seats 25 constituency 10 at large	Spring 2017 Seats 30 constituency 5 at large	Spring 2018 Seats 35 constituency
Administration	84	1	2	2	2
Student Affairs	50	1	1	1	2
Arts	86	2	2	2	2
Communications	74	1	2	2	2
ECS	52	1	1	1	2
Education	80	1	2	2	2
HHD	132	2	3	4	4
Humanities	92	2	2	3	3
MCBE	161	3	3	4	5
NSM	122	2	2	3	4
Social Sciences	163	3	3	4	5
Lib/Ath/Couns/ExtEd	78	1	2	2	2
At-Large		15	10	5	0

FULL-TIME ELECTORATE RESPONSES	
154 (26%)	Strongly Agree
132 (22%)	Agree
91 (15%)	Neutral or No Opinion
66 (11%)	Disagree
49 (8%)	Strongly Disagree

PART-TIME FACULTY RESPONSES	
14 (26%)	Strongly Agree
12 (23%)	Agree
18 (34%)	Neutral or No Opinion
2 (4%)	Disagree
4 (8%)	Strongly Disagree

FULL-TIME STAFF RESPONSES	
18 (8%)	Strongly Agree
35 (17%)	Agree
73 (35%)	Neutral or No Opinion
40 (19%)	Disagree
22 (10%)	Strongly Disagree

- There is strong support for doing this.
- There was a chart on the ballot that showed how the seats would get reapportioned as the At-large terms end.
- The Administration constituency would not lose any seats; there would be a reduction as some faculty occupying at-large seats transition into administrative positions.
- The composition of the Administration constituency will need to be determined.
- Will need to organize the Constitution committee to decide how to handle this because there will need to be an amendment to the constitution, and then it can be forwarded to the Election Committee.
- The Constitution committee should also amend the bylaws to provide the provision for when there is a shift in a faculty person's position mid-year. Would they give up their AS seat immediately or at the end of the year.
- Would like to get this done this by the end of the fall 2015 semester to get it to the President for her signature in advance of the spring 2016 elections.
- After Constitution committee reviews document, we will have the usual discussion/first reading procedure that we have been following.

2. Spring semester should never begin before Martin Luther King Holiday

2) Spring semester should never begin before Martin Luther King Day.

FULL-TIME ELECTORATE RESPONSES	
204 (35%)	Strongly Agree
92 (16%)	Agree
68 (12%)	Neutral or No Opinion
53 (9%)	Disagree
99 (17%)	Strongly Disagree

PART-TIME FACULTY RESPONSES	
22 (42%)	Strongly Agree
5 (9%)	Agree
7 (13%)	Neutral or No Opinion
10 (19%)	Disagree
8 (15%)	Strongly Disagree

FULL-TIME STAFF RESPONSES	
63 (30%)	Strongly Agree
49 (23%)	Agree
29 (14%)	Neutral or No Opinion
31 (15%)	Disagree
27 (13%)	Strongly Disagree

- There is a strong support for the semester not beginning before Martin Luther King Holiday.
- Ask the Provost about a calendaring/scheduling committee that would allow for faculty input and discussion.
- Chancellor’s office wants the calendar set three years in advance, which may impact the implementation of this change.
- Recommendation is to send a memo to the President expressing the strong opinion of the faculty as supported by the data that have been received from the last few times it question has been surveyed. The letter will be powerful enough to represent the voice of the campus.

3. Five faculty elected by the AS to serve on search committees

3) Pursuant to [UPS 210.007](#), five faculty are elected by the Academic Senate (AS) to serve on search committees for college deans after being nominated by the AS Executive Committee. Although our current practice is to ask the college faculty to recommend faculty to serve, our policy does not dictate we do so. We should modify UPS 210.007 to clearly indicate that the faculty within a college searching for a dean should nominate the faculty willing to serve as representatives on the search committee to the AS Executive Committee. In other words, AS Executive Committee will solicit nominations from the college faculty prior to sending nominations to the AS.

FULL-TIME ELECTORATE RESPONSES	
147 (25%)	Strongly Agree
149 (25%)	Agree
124 (21%)	Neutral or No Opinion
33 (6%)	Disagree
26 (4%)	Strongly Disagree

PART-TIME FACULTY RESPONSES	
11 (21%)	Strongly Agree
16 (30%)	Agree
20 (38%)	Neutral or No Opinion
1 (2%)	Disagree
2 (4%)	Strongly Disagree

FULL-TIME STAFF RESPONSES	
33 (16%)	Strongly Agree
43 (20%)	Agree
85 (40%)	Neutral or No Opinion
20 (9%)	Disagree
8 (4%)	Strongly Disagree

- Will pass this on the Faculty Affairs committee.

4. Enforcement procedures for Directive 18

4) The University should add to its current educational campaign an enforcement procedure for [Presidential Directive 18](#) (University Smoking Policy).

FULL-TIME ELECTORATE RESPONSES	
198 (34%)	Strongly Agree
90 (15%)	Agree
85 (14%)	Neutral or No Opinion
70 (12%)	Disagree
69 (12%)	Strongly Disagree

PART-TIME FACULTY RESPONSES	
27 (51%)	Strongly Agree
8 (15%)	Agree
7 (13%)	Neutral or No Opinion
3 (6%)	Disagree
5 (9%)	Strongly Disagree

FULL-TIME STAFF RESPONSES	
76 (36%)	Strongly Agree
41 (19%)	Agree
27 (13%)	Neutral or No Opinion
28 (13%)	Disagree
29 (14%)	Strongly Disagree

- Will draft a letter to the President with the results.

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 8-18-15.

IX. NEW BUSINESS

- 91 Research, Creative Activities and Technology Transfer: Infrastructure – Mission, Vision, Organizing Principles
- 9.2 Academic Appeals Board re [UPS 300.021](#) Academic Dishonesty [6-30-10]
- 9.3 Faculty Development Center Board Composition – Adding/Replacing Ex Officio Member
- 9.4 ASD 15-126 Treasurer's Report from Academic Senate Account for CSFPF #93400, #97007, #97845
- 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]
- 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 (Casem/Stang) Meeting adjourned at 1:00 PM.