

# MINUTES

## Meeting of the Academic Senate California State University San Marcos November 4, 2015 Reading Room, Kellogg 5400 1 – 2:50 p.m.,

X = Present (no notation = not present) Bold = Senate Officer \*= reason for absence reported to Senate office

X	Ahlers, Jocelyn	X	Daoud, Annette		Kreisler, Fritz	X	Stall, Patricia
	Aitken, Wayne		Dominguez, Gerardo	X	<b>Kristan, Deborah</b>	X	<b>Stowell, Laurie</b>
X	Andera, Susan	X	Drewe, John	X	Lush, Rebecca		Sun, Qi
	Bade, Bonnie		Duran, Erica	X	<b>McDuffie, Michael</b>	*	Tsui, Stephen (*SABBATICAL FALL 15)
*	Barsky, David	X	Elsbree, Anne Rene		Meilich, Ofer	*	Weigt, Jill
X	Basu, Ranjeeta	X	Escobar, Matthew	*	Mekenye, Reuben	X	Williams, Carrick
X	Bateman, Nicoleta		Fang, Fang	X	Merrick, Allison	X	Woodard, Nina
X	Beecher, Blake	X	Fiegen, Ann	X	Meulemans, Yvonne	*	Yamashita, Robert
X	Bennett, Vivienne	X	Fogle, Ashley	X	Moineau, Suzanne	X	Yoshii, Rika
X	Bigham, Elizabeth	X	Geiger, Marion	X	Nava, Carmen		Zhang, Xiaoyu
*	Brodowsky, Glen	*	Goldberg, Merryl (*SABBATICAL FALL 15)	X	Ng, Karno		
X	Carr, Allison	X	Greenwood, Scott	X	Ochanji, Moses		
X	Chan, Ian	X	Guthey, Greig	X	Romero, Devan		
X	Chu, Melanie	X	Heisler, Lori	X	Rosilez, Anthony		
X	Craig, William	X	Johnson, Jamaela	X	Sharif, Shahed		
	D'Anna-Hernandez, Kimberly	X	Kang, Eun "John"	X	Shaw, Linda		

**Parliamentarian:** Jacqueline Trischman

**Ex Officio Present:** Regina Eisenbach, Dean, Academic Programs; Jennifer Fabbi, Dean of Library; Dawn Formo, Dean, Undergraduate Studies; Kamel Haddad, Vice Provost; Karen Haynes, President; Michelle Hunt, AVP-FA; Kevin Morningstar, Dean, IITS; Graham Oberem, Provost

**Guests:** Staci Beavers, Assoc. Dean, CHABSS; Matthew Ceppi, Pres. Chief of Staff/Dir. IPA; Darel Engen, CFA; Aaron Guy, Interim Assoc. Dean EL; Patricia Prado-Olmos, VP Community Engagement; Martha Stoddard-Holmes, Assoc. Dean, CHABSS; Cynthia Chavez Metoyer, Office of Internships; Juliana Goodlaw-Morris, Sustainability Manager

**Staff:** Adrienne Durso, Senate Coordinator; Karen Arvin, Senate Administrative Assistant

The meeting was called to order at 1:07 PM.

### I. APPROVAL OF AGENDA

- Items XIII A. and C. removed from agenda.

#### **Motion #1 M/S/P\***

To approve the Agenda of 11/4/15, as amended.

### II. APPROVAL OF MINUTES

#### **Motion #2 M/S/P\***

To approve the Minutes of 10/7/15, as written.

### III. CHAIR'S REPORT - Deborah Kristan

- Faculty were reminded to vote in the referendum. Email reminders will stop once votes are cast.
- President's Open Forum for Faculty is scheduled for 11/5/15 from 12:00 to 12:50, in Markstein 102.
- The Celebration of Scholarship and Creative Activity is scheduled for 11/10/15 in USU from 11:30-1:00.

*\*All motions were passed unanimously unless stated otherwise.*

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- Faculty are being given the option to use online course evaluations this semester. At the 2/4/15 Senate meeting, Senators voted against a FAC policy to adopt required online evaluations. Kristan is meeting with Matthew Ceppi, AVP of Institutional Planning & Analysis, for further discussion of the optional online evaluation process.
- The 14 day period to receive written objections to the discontinuation of concentrations in the Literature and Writing Major has ended. No objections were received; per the policy, Kristan will send a memo to the President to support the discontinuation request.
- There has been good response to the call for applications for Assigned Time for Exceptional Service to Students for work done in the 14/15 and 15/16 AYs. The deadline for the 16/17 AY is 2/5/16.
- The ASCSU is currently meeting in Long Beach. Based on the resolutions passed by the 20 campuses to support open Presidential searches, the ASCSU will be voting on its own resolution calling for public announcement of finalists and their campus visits.
- The Office of Internships has scheduled a 'Nuts and Bolts' workshop for faculty involved in student internships on 11/12/15 from 3-4 pm in Kellogg 2413. Please direct questions to Cynthia Chavez-Metoyer.
- The MOU for the fully online Extended Learning program for RN to BSN is being drafted. Kristan is awaiting a response from EL Dean Mike Schroder regarding faculty workload relative to WTUs per number of enrolled students, and faculty consultation in the next stages of the MOU development.
- Faculty have reported issues with the campus lost and found process. Currently Parking Services keeps lost items for pickup but access is limited after the office closes. Kristan is in contact with Parking Services and will report back.
- One faculty member asked about the presence of UPD officers on campus in the evening. Kristan is awaiting a reply from UPD on officer staffing during evening hours.
- **Referrals To Committees** (as attached to Agenda).

IV. **VICE CHAIR'S REPORT** - Michael McDuffie (no report)

V. **SECRETARY'S REPORT** - Laurie Stowell (as written)

VI. **PRESIDENT'S REPORT** - Karen Haynes

- CSUSM takes campus safety and security very seriously. With recent national incidents of campus violence, UPD is constantly working to assess threats and test systems.
- President Haynes said although the recent CFA vote to strike was expected, she wants to assure students that there will be minimal loss of instructional time or access to faculty during the process.
- The "Great Colleges to Work For" taskforce has completed its charge and submitted its report to the Executive Council. One of the recommendations calls for the creation of a Total Compensation Philosophy for the University. (Link to the complete [task force report](#).)
- CSU is calling for FTES projections for 16/17. FTES will be addressed at the upcoming Board meeting. The President said CSUSM will continue to request robust FTES increases because of high student demand.
- The President invited all to attend the President's Open Forum for Faculty on 11/5/15 from 12:00 to 12:50, in Markstein 102.

VII. **PROVOST'S REPORT** - Graham Oberem

- Bob Rider has been appointed Interim Dean of CHABSS. The search for a permanent dean is on track utilizing a recruitment firm. The search committee is seated and will begin their work at the beginning of Spring semester.
- Faculty are encouraged to submit proposals to the CALM program before the 12/1/15 deadline.
- The Provost's Office is holding an Open Forum for Academic Affairs staff 11/5/15 noon.

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**VIII. ASCSU REPORT** (none given – both representatives attending ASCSU meeting, Long Beach)

**IX. CFA REPORT, Darel Engen**

- Of CFA members who voted, over 94% voted to authorize the CFA Board of Directors to strike. The current fact-finding stage will likely be completed by January. If there is no resolution, strike action may be taken with awareness to cause the least amount of disruption for students as possible.
- A day long march and rally on the CSU Board of Trustees at the Chancellor's Office in Long Beach is scheduled for 11/17/15. Buses leave at 8:00 am from in front of the library.

**X. ASI REPORT, Jamaela Johnson**

- ASI Executives met with the University Legislative Liaison regarding community outreach.
- ASI is seeking students' opinions on parking issues and a survey is being distributed.
- The first Student Town Hall meeting of the semester is 11/5/15 at noon in ACD 102 with a focus on student fees.
- Johnson met with Students for Quality Education and reviewed the Sustainable Funding Model.
- ASI Equity and Pride Center's "Coming Out Monologues" is scheduled for 11/6/15 at 6:30 pm in McMahan House.

**XI. CONSENT CALENDAR**

**Motion #3      M/S/P\***

To approve the Consent Calendar of 11/4/15, as written.

**XIII. DISCUSSION ITEMS**

**A. FAC: Sabbatical Policy**

- FAC presented the Sabbatical Policy which includes revisions addressing denial and deferment, and updated the policy to contain the current practice of using electronic submissions. Discussion ensued.
- Bennett questioned FAC's added language requiring documentation from previous periods of leave. Ahlers seconded the idea and commented that this was requiring additional work for faculty.
- Escobar asked if the Professional Leave Committee was polled about whether that documentation information would be useful. Fiegen will research this and respond during the second reading of the policy.

**XIV. PRESENTATIONS**

**A. CSUSM Sustainability, Part 3 Juliana Goodlaw-Morris, Sustainability Manager (Link to the presentation: [http://prezi.com/uf98u0u-bdza/?utm\\_campaign=share&utm\\_medium=copy&rc=ex0share](http://prezi.com/uf98u0u-bdza/?utm_campaign=share&utm_medium=copy&rc=ex0share))**

- The campus has a new framework for a Sustainability Master Plan and Halualani & Associates have been engaged to map current courses to look for sustainability themes and concepts. The research firm plugs in terms and key words such as "ecosystem" or "environment" to conduct data searches of courses and catalog descriptions looking for sustainability linkages. A preliminary report indicates 31 undergraduate classes have such themes.
- Input is requested for ideas to further integrate sustainability themes in the curriculum. Suggestions include a possible subcommittee of the Academic Senate related to sustainability curriculum.
- A workshop on 11/19/15 from noon to 1:00 pm in Kellogg 5102 will discuss ways faculty can "green" their curriculum and provide opportunities for faculty collaboration on sustainability themes.

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**B. Curriculog: Proposed Curriculum Software Management System, Regina Eisenbach, Dean, Academic Programs**

- Eisenbach presented a paperless system to more efficiently manage the curriculum approval process. The software system, Digital Architecture's Curriculog, contains tools and functionality the campus requires that is not available in current systems. The software is made specifically for curriculum management in higher education and will be built to CSUSM specifications. The software will be purchased this semester; faculty training will be scheduled for Spring, 2016 and implementation is expected by Fall, 2016.
- More information about Curriculog may be found at: <https://www.diagarc.com> and <http://indstate.curriculog.com>

**XV. COMMITTEE REPORTS – (as written)**

**XVI. SENATOR'S CONCERNS AND ANNOUNCEMENTS**

- Kristan reminded faculty to vote in the referendum.

The meeting was adjourned at 2:32 PM.

Prepared by Karen Arvin, Senate Administrative Assistant

Approved by the Academic Senate:

Laurie Stowell  
Laurie Stowell, Secretary

12.7.15  
Date

*The next meeting of the Academic Senate will be held December 2, 2015, 1:00 - 2:50 pm, Reading Room, Kellogg 5400*

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