

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, October 9, 2013
12 – 2 p.m. ~ Kellogg 520

Voters Present	Vivienne Bennett, Chair Salah Moukhlis, APC Marshall Whittlesey, GEC Linda Shaw, PAC Toni Olivas, Library	Laurie Stowell, Vice chair Staci Beavers, BLP Ed Price, LATAAC Jay Robertson-Howell, SAC Glen Brodowsky, ASCSU	Linda Holt, Secretary Carmen Nava, FAC Richelle Swan, NEAC Matthew Escobar, UCC
Ex Officio Present	Graham Oberem, Provost		
Not represented	CFA		
Staff	Marcia Woolf		

I. Approval of agenda

Motion #1 M/S/P*
To approve the agenda as presented.

II. Approval of minutes of 10/02/2013 meeting

Motion #2 M/S/P*
To approve the minutes as presented.

III. Chair's report, Vivienne Bennett: • Standing committee chairs were asked to notify Woolf in the next week or so of their response to the start-of-the-year referral list which was provided to them in August. • The joint Senate/CFA holiday open house is scheduled for 3:15 pm on December 4th. The provost has agreed to help fund the Senate's portion of this event. • Bennett will attend the systemwide Senate Chairs meeting in Long Beach tomorrow. • Mayra Besosa, CFA, will attend EC next week to take part in a discussion about lecturer issues.

IV. Secretary's report, Linda Holt: The following Senate resolution has been distributed/published:

EC Resolution Endorsing the Sonoma State University Academic Senate's "Resolution Recommending the Appointment of a Faculty Trustee and the Addition of a Second Faculty Trustee to the Board of Trustees"

V. Provost's report, Graham Oberem • The "listening tours" are going well; three colleges have been visited so far. Oberem expressed his appreciation to those who attended and who encouraged others to attend. • The periodic review committee for Extended Learning Dean Mike Schroder will include faculty members Jackie Trischman and Ted Shore. Other members include Scott Greenwood, Sarah Villareal, Jill Litschewski, Suzanne Lingold, and student Mario Clay. • The periodic review committee for CSM Dean Katherine Kantardjieff is still being formed. Powell, who will chair the committee, is working to recruit faculty to serve on that committee. • There are not yet any staff volunteers for the AA staff seat on LATAAC, recently vacated by Jane Sim who has transferred to IITS which has its own staff seat on LATAAC.

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

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VI. Brief committee reports

UCC: Concerning the start-of-the-year referrals, UCC will be tackling all of the items on its agenda in the order in which they arrived in committee. Concerning the request to discuss possible conflicts of interest, the committee agreed that should a member have a direct interest in a curricular matter that was controversial, that member would be asked to recuse themselves from discussion and voting. However, it was not perceived to be a problem generally, and input from members directly involved with curriculum under discussion is welcomed. The committee is still reviewing courses submitted last spring, but is attempting to accommodate faculty who have courses planned for spring 2014.

Brodowsky recalled that, due to its heavy workload, APP was split several years ago into APC (for policies) and UCC (for curriculum). At that time it was assumed the curriculum work would eventually slow down. In light of UCC's tremendous ongoing workload, perhaps it is again time to consider a better strategy for organizing review of programs vs. routine course changes. Swan noted that UCC has discussed this and is using a new model this year designed to prevent bottlenecks. Bennett will agendaize this for the Senate officers to discuss. Beavers indicated that the LAMP process will lead to more prioritization at the college level in future.

BLP: The committee has completed its A form review of an MS in Speech Language Pathology and expects to review a CoBA Masters in Health Information Technology. The committee is also reviewing several P forms, and has finished its review of a Quantitative Biology & Biostatistics minor. A call for proposals for the grant program from the Commission on Extended Learning will be issued in the next couple of weeks and BLP will conduct its review of the proposals in December. BLP's discussion of conflict of interest led to the decision that members should not vote on their own program or grant proposals. One item not yet discussed is the matter of moving programs from EL to State funded; since the likelihood of such moves is remote in the current economic environment, this item is low on BLP's priority list.

FAC: The committee's main focus is on a draft policy for joint appointments, critical since two such searches are underway in CHABSS. The issue is very complex and a sub-committee has been formed to work on this. Two separate documents are being developed: a policy document which interprets the CBA, and a template for an MOU to establish the terms for specific appointments. In addition to the CBA, the group is also considering a special CHABSS committee report on Interdisciplinary and Emerging Programs which includes recommendations about joint appointments. FAC also expects to be asked this year to expedite review of 6-7 departmental RTP standards connected to a number a searches currently underway in CHABSS.

SAC: The committee has been working on a field trip policy, a review of SAC's duties, and an internship policy. Concerning conflict of interest, the committee would expect a member with a conflict of interest to recuse themselves.

PAC: Concerning conflict of interest, an issue came up last year where a member's program was under review. Because executive summaries are developed transparently and all members have input, all members are included in the process up to the point of a decision regarding the next review cycle, when the program's members would recuse themselves. The committee has also discussed and consulted on the matter of program review for online programs; the committee does not currently see a need to modify the policy in this regard, but will monitor this area. Members of PAC also discussed adding a seat for Interdisciplinary Studies and they do see some value to adding such a member to the committee. PAC has finished reviewing the self-study for the Masters in Biotechnology and met with the external reviewers, and is now reviewing the self-study for the BA in Literature and Writing Studies (Shaw met with these external reviewers on behalf of PAC). The committee has also finished all of the orientation visits carried over from spring 2013.

NEAC: The committee has been working with the Senate leadership to try to get more people to volunteer for committees. Fortunately, we will be able to hold an election shortly for the CHABSS-HA seat on PTC. The committee will consider whether there is a need to address conflict of interest within NEAC. Generally speaking, the committee has not been in favor of adding seats to committees since seats are so difficult to fill.

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NEAC reviewed the recent reorganization of CEHHS and has determined that the current representation structure for committees such as GEC, PAC, and UCC—which include seats for divisions of CEHHS—is still appropriate. The committee weighed in recently to help narrow the pool of volunteers for the Dean Schroder periodic review committee.

GEC: The committee will be surveying the presence of diversity in the curriculum; Bennett, Hunt, and Ocampo will meet with GEC on October 22 to discuss this effort. A call will be issued shortly for a comprehensive review of the lower division curriculum; every department will be required to fill out a form for each lower division GE course it offers. Other efforts include a revision of the GE program mission statement and development guidelines for inclusion of GELOs on syllabi. The committee plans to work on the upper division GE forms revision; the new GELOs should be included on those forms. The committee may look at the College Level Examination Program (CLEP) as it applies to GE. , The committee is exploring ways to enforce the requirement that students have 60 units or junior standing before taking upper division GE courses. The committee has not yet discussed the conflict of interest issue, nor the matter of Interdisciplinary Studies seats. The committee has not reviewed any new curricula yet, and has not worked on the Golden Four grade minima issue from AY 12/13, though Whittlesey has been in contact with the Chancellor's Office about whether any new directive is anticipated. Also not yet discussed are the issues of mapping GE curricula to LEAP goals, completion of the GE Handbook, an approved annual assessment plan for GE, and beginning annual assessment of LDGE areas.

LATAC: The committee has been discussing a revision of its constitutional charge. A draft resolution is being developed in support of the CALM program. IITS has asked LATAC to consider a new social media policy. The committee plans to look at open access issues and develop a policy for this.

Bennett referred to NEAC and the committee chairs the development of language regarding conflict of interest for inclusion in the Constitution.

VII. Discussion items

A. Resolution endorsing CSULB Senate resolution re presidential search An editorial change was made to the final Resolved clause.

Motion #3 M/S/P*

To forward this item to the Senate for discussion.

B. SAC Field trip policy This policy is being developed in response to Executive Order 1062. The policy essentially comprises the provisions required by the E.O. and was developed in consultation with Risk Management staff. EC members expressed concern about the impact of this policy on those courses where students spend a significant amount of time in the field doing research. Bennett suggested SAC meet with faculty who teach courses that incorporate significant field research to understand how this policy needs to be written to be viable for those courses..

C. BLP Resolution on restructuring Beavers noted that this resolution represents a recommendation to the administration on a collaborative, consultative process. The flow chart was taken from the draft restructure policy which was based on a task force report developed a few years ago.

Motion #4 M/S/P* (Beavers)

To insert the phrase, "To Schools or Colleges affected," after the word "Initiator" in the "Create" section of the process chart.

Motion #5 M/S/P*

To forward this item to the Senate for discussion.

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D. NEAC Changes to UCC's charge EC members were supportive of the proposed changes. Since other changes to the Constitution are being considered, it was agreed that a comprehensive referendum would be held later in the year.

E. GEC GE program mission statement Whittlesey provided a handout showing tracked changes to the version EC reviewed last week. He noted that the third paragraph describes how we match our program to LEAP goals.

Motion #6 M/S/P*

To forward this item to the Senate for discussion.

F. GEC GE learning outcomes placement on syllabi Whittlesey provided a handout showing tracked changes to the version EC reviewed last week. He explained that the committee stands by putting the learning outcomes, as is, on the syllabi rather than using links. In addition to the area learning outcomes, there are also three GE program learning outcomes. It was noted that there exists a resolution from 2004 comprising syllabus guidelines, so GEC will need to consider how the currently proposed recommendations relate to that document in light of any WASC requirements.

G. Directors as eligible faculty Bennett introduced this item and asked EC members to consider this topic in preparation for a discussion in next week's EC meeting.

The remaining items were postponed to the following week's EC meeting due to lack of time.

Meeting adjourned at 2 p.m.
Respectfully submitted by Marcia Woolf, Senate Coordinator

Approved by the Executive Committee _____
Linda Holt, Secretary Date

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

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