

MINUTES
Academic Senate
Executive Committee
Wednesday, December 3, 2014
11:30 AM to 12:50 PM, McMahan House

Voters Present: Laurie Stowell, Chair; Vivienne Bennett, Secretary; Glen Brodowsky (ASCSU); Chetan Kumar (APC); Suzanne Moineau (UCC); Carmen Nava, FAC; Karno Ng (TPAC); Toni Olivas (Library); Barry Saferstein, SAC; Pat Stall (BLP); Richelle Swan (NEAC); Jill Weigt (PAC); Marshall Whittlesey, GEC

Ex Officio Present: Kamel Haddad, Vice Provost; Graham Oberem, Provost; Darel Engen, CFA

Not Represented: N/A

Parliamentarian: Marshall Whittlesey

Staff: Adrienne Durso

(The meeting was called to order at 11:32 AM.)

I. APPROVAL OF AGENDA

Motion #1 M/S/P*

To approve the Agenda, as presented.

II. APPROVAL OF MINUTES – 11/19/14

- Changes were suggested by FAC Chair and by Vice Provost.

Motion #2 M/S/P*

To approve the Minutes of 11/19/14, as amended.

III. CHAIR'S REPORT, Laurie Stowell

- It is hoped that EC and Senate will meet in Commons 206 in the Spring semester.
- Stowell thanked past Senate Chairs Vivienne Bennett, and Janet McDaniel; and colleague Marie Thomas (with Staff support from Adrienne Durso) for their hard work in planning the Retirement Celebration for Marcia Woolf. A portrait of Woolf and a plaque listing all CSUSM Academic Senate Coordinators will hang in the Senate offices.

Referrals to Committee:

- **FAC: Social Work RTP Document**

IV. VICE CHAIR'S REPORT, Debbie Kristan

- Kristan met with Mike Schroder, Dean of Extended Learning, and noted:
 - More International students start in the Spring semester, as compared to Fall. At least one department will be adding one section (funded by EL) to accommodate the numbers, which will benefit stateside students, as well.
 - Schroder was interested in learning of FAC's document regarding online evaluations and offered some suggestions regarding student compliance.

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

Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn

V. PROVOST'S REPORT, Graham Oberem

- End of semester comments were to be shared at the Senate meeting (12/3/14).
- Time was opened up to questions which generated the following information:
 - The new Office of Internships, which is a division of Community Engagement, effective January 5, 2015, is a result of the work and planning of the Student Placement Task Force and its successor, the Student Placement Implementation Task Force. Open Forums will be held for sharing of information.
 - SAC is drafting an Internship policy and is soliciting information from college deans. The Committee is considering waiting until after Open Forums on the Office of Internships have taken place before moving forward with its work on this policy.
 - The American Indian Task Force has convened meetings; their work is ongoing. Annette Daoud has replaced Patricia Prado-Olmos on this Task Force. (Prado-Olmos has a new role as VP of Community Engagement.)

VI. VICE PROVOST'S REPORT, Kamel Haddad

- Patty Seleski has completed colleges/buildings visits to inventory and assess available space. PSAG will receive a summary of findings and discuss addressing relevant issues including: 1) How do we prepare for future Faculty and Lecturer growth? and, 2) How do we solve Lecturer space inequities?

VII. CONSENT CALENDAR

- Richelle Swan noted *all* vacant Lecturer Senate seats will be filled if the NEAC Consent Calendar is approved at Senate (12/3/14).

Motion #3 M/S/P*

To place **NEAC Recommendations** on the Senate Agenda (12/3/14).

Motion #4 M/S/P*

To place **UCC Course/Program Change Proposals** on the Senate Agenda (12/3/14).

VIII. PRESENTATIONS (none)

IX. DISCUSSION ITEMS

A. Senate Officers: Resolution Honoring Marcia Woolf

- A resolution honoring Marcia Woolf and her 25 years of service to CSUSM was presented to EC.

Motion #5 M/S/P* (Unanimous)

To place the **Resolution Honoring Marcia Woolf and her 25 Years of Service to CSUSM** on the Senate Agenda (12/3/14) for approval.

B. BLP/UCC: BS in Business Administration – Global Business Management Option – Information Systems Track

- BLP shared its report on the P-form for the Information Systems Track.
- UCC shared Catalog copy for the Information Systems Track and presented its report.

Motion #6 M/S/P (one Abstention)

To place **BLP/UCC: BS in Business Administration – Global Business Management Option – Information Systems Track** on the Senate Agenda (12/3/14).

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

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C. BLP: Criminology & Justice Studies: Expansion to Self-Support, Temecula

- BLP shared its report on the proposed expansion of Criminology & Justice Studies to Temecula as a self-support program. BLP recommends approval of the program expansion.

Motion #7 M/S/P*

To place **BLP: Criminology & Justice Studies: Expansion to Self-Support, Temecula** on the Senate Agenda (12/3/14).

D. FAC: Changing from Paper to All-Online Student Evaluations of Instruction

- FAC has been working on this process change for three semesters, in consultation with the Office of Institutional Planning and Analysis; preparation for this change is ongoing.
- Matt Ceppi, Associate Vice President, Institutional Planning and Analysis is hopeful the Academic Senate will support this change.
- In fall 2013, at the request of FAC, Ceppi's office conducted a small pilot of online evaluations using a software interface with Cougar Courses. Ceppi currently does not have a prototype of the proposed software to share with Senate; FAC proposes that the Senate endorse the change in concept (without seeing the actual product).
- FAC believes the benefits of online evaluations outweigh the concerns.
- Discussion points
 - Pro: There would be no need to decipher student writing.
 - Con: There may be a lower response rate with online evaluations.
 - What will a lower response rate mean for Faculty going up for tenure and promotion, since so much weight is placed on student evaluations in the review of Instruction?
 - Some studies have shown that the response rate climbs over time after implementation of online evaluations.
 - There were concerns that only students who have negative things to say will take the time to log on and fill out online evaluation forms.
 - In the pilot program, there were some good response rates with positive evaluations; some found it a good experience and potential benefits could be valuable.
 - There should be a way to add customized questions; not being able to do so is frustrating for instructors.
 - Con: There is no way to guarantee the validity of responses.
 - One way to encourage student response is to give students the opportunity to complete the online evaluation in person, in class.
 - It would be good to provide students opportunity to access the evaluation over a period of time before submitting online, providing opportunity to make edits.

Motion #8 M/S/P (11 in Favor; 2 Opposed; 1 Abstention)

To place **FAC: Changing from Paper to All-Online Student Evaluations of Instruction** on the Senate Agenda (12/3/14).

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

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X. INFORMATION ITEMS

A. BLP: A-forms Report – Computer Engineering, Software Engineering, Electrical Engineering Programs

- There is strong regional interest in developing Engineering programs and it is likely there are funds in the region that will support such programs. The program proposers are adamant that if funding and feasibility aren't there, regionally, they will not move forward with the proposal process.
- A feasibility study will be conducted with non-general funds. It's possible other categories of Engineering will be deemed more feasible during this study.
- These items will go to the Chancellor's Office by January 2015 for consideration for placement on the University Academic Master Plan (UAMP). P-forms may follow over the course of the next several years if it is determined these programs (or other Engineering programs) are feasible.

XI. EC Members Concerns & Announcements

A. Roberts Rules and CSUSM Academic Senate Standing Rules

- The Senate Parliamentarian raised the point that not all items on the Senate Agenda must have two readings before a vote; according to our Standing Rules minor documents may be voted on for approval without a first reading.
- Currently, major revisions to policies, procedures and programs (as well as new policies, procedures and programs) are subject to the second reading requirement.

The meeting was adjourned at 12:50 PM

Submitted by Adrienne Durso, Senate Coordinator.

Approved by the Executive Committee:



Vivienne Bennett, Secretary

1-26-15

Date

Next meeting: January 21, 2015 ~ 12:00 Noon– 2:00 PM ~ Provost's Conference Room – Kellogg 5207

Please note: Academic Senate will meet in Commons 206 during the Spring Semester, unless otherwise noted.

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