Minutes
Academic Senate
EXECUTIVE COMMITTEE
Wednesday, September 23, 2015
12-2 pm, Kellogg 5207

Voters Present: **Deborah Kristan,** Chair; **Michael McDuffie**, Vice Chair**; Laurie Stowell**, Secretary**;**
Suzanne Moineau (UCC)**; Ann Fiegen** (FAC)**; Karno Ng** (TPAC); **Marion Geiger** (SAC);
Linda Shaw (PAC)**; Allison Carr** (BLP)**; Moses Ochanji** (NEAC)**; Yvonne Meulemans** (GEC)

Ex Officio Present: Darel Engen (CFA)**; Kamel Haddad** (Vice Provost)

Not Represented: Graham Oberem (Provost); David Barsky (APC; ASCSU); Glen Brodowsky (ASCSU)

Guest: **Regina Eisenbach**, Dean, Academic Programs

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

(The meeting was called to order at 12:02 PM.)

I.   Approval of Agenda

> **Motion #1   M/S/P***
> The Agenda was approved, as written.

II.   Approval of Minutes from EC Meeting 9/16/16

- A minor correction was made to the Chair's Report.

> **Motion #2   M/S/P* (Yes-8; No-zero; Abstain-1)**
> To approve the Minutes of 9/16/15, as amended.

III.   Chair's Report, Deborah Kristan
Referrals
FAC Grants Committee Policy
SAC Student Course Grade Appeals Policy

- Kristan thanked everyone who volunteered to sit on the President's Office Faculty Awards Committee.
- A reminder to encourage colleagues to volunteer for the general call that is out to fill open seats on senate and other committees and seats on FAC's Ad Hoc Working Group to discuss, "A University".
- Kristan attended a Community Engagement Faculty Advisory Committee meeting and reported on the many faculty opportunities to participate in engaged scholarship and community service learning.
- Kristan recently met with IITS Dean Kevin Morningstar who shared ideas for technological advancements. The Dean is looking for interested faculty who would like to advance concepts for "engaged" classrooms; he is also meeting with the Faculty Center to reach out to faculty.
- Kristan met with Elisa Grant-Vallone, Faculty Center Director, about the creation of a faculty handbook. This primarily online resource would offer comprehensive information for all issues related to faculty. Grant-Vallone will bring the issue to the Faculty Center Advisory Council meeting in October and will report back to the Kristan.

All motions were passed unanimously unless stated otherwise.
  Legend: M = Moved   S = Seconded   D = Defeated   P = Passed   L = Lost   W = Withdrawn

IV. **Vice Chair's Report**, Michael McDuffie (none given)

V. **Provost's Report**, Graham Oberem   (not able to attend)

VI. **Vice Provost's Report**, Kamel Haddad
- The search for the Associate Dean of Undergraduate Studies has been extended due to the lack of a diversified pool. The search will be a national search if the second round of internal candidates does not elicit a sufficiently diverse pool.
- The CSM Leadership group invited the Vice Provost to discuss issues related to the FTES model. He offered to provide details about the data to any other interested colleges.
- Haddad shared that the data from the roadmaps input into the Degree Planner platform can identify bottlenecks in course availability and determine student demand. Discussion ensued regarding why the planner would be used to automatically slow down time to degree completion from four to five years for students who had not individually declared an intended time to degree. The Vice Provost explained that, given an average unit load per student of 12 to 13 units, the average student's completion time is five years; thus, the degree planner is more predictively accurate if the default time to degree is five years. Students who have logged on to degree planner often plan for five years. The Vice Provost is looking at ways of maximizing students' participation in the Degree Planner.

VII. **Discussion Items**
   A: **UCC: Course Proposals – Syllabus Policy**
- Moineau stated that when T-forms are submitted for UCC review, course outlines are usually needed (though not asked for specifically on the form). Moineau will bring a revised T-form to EC for consideration.
- Moineau shared a handout that provides information for proposers to include in the course outline or syllabus that accompanies C forms that UCC needs to evaluate for new course proposals.
   - Discussion ensued about what is needed to evaluate a course.
   - Language could be added to the forms that make clear what is essential for UCC approval of a course.
   - A reference to the information on the handout could be added to the forms.
- EC members to provide further feedback to Moineau/UCC and Moineau will bring materials back to EC for further discussion.

   B: **UCC: Proposed Curriculum Software Management System**, Regina Eisenbach
- The Dean of Academic Programs, Regina Eisenbach, presented the case for a modern, paperless solution to more efficiently manage the curriculum approval process. The Dean expressed support for Digital Architecture's Curriculog system that contains tools and functionality the campus requires that is not available in other software systems. The software is made specifically for curriculum management in higher education and is built to CSUSM specifications. The software is very user friendly and faculty will be given training on using the software. The implementation cost of Curriculog is approximately $64,000 with an annual maintenance cost starting at approximately $9,000; this maintenance cost will rise annually after about 3-5 years as volume of curriculum expands. Discussion ensured regarding source of funding. EC was informed that most of the one-time funding of $64K is already earmarked in the Office of Academic Programs budget; some members of EC expressed concern that the budget request from Academic Affairs to UBC should increase to account for the ongoing costs of the software.
- Eisenbach will consult with Dean of IITS about implementation.
- The goal is to make a decision in October for Fall, 2016 roll out.

      Motion #3   M/S/P*
      To show support from EC members in the Curriculog project moving forward.

- More information about Curriculog may be found at: https://www.diagarc.com and http://indstate.curriculog.com

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C: **NEAC: Fall Referendum**
- NEAC brought the referendum to change senate officer terms to EC to be voted on this semester. The language will remain the same as was used last year.
- Questions were expressed about a second NEAC referral to examine the constitution about quorum numbers. Often, when referendums do not pass, it is because not enough faculty vote. Therefore, those who purposely do not vote have more power than faculty who do vote.
- It was proposed that both referendums could be placed on the ballot at same time. However, it was debated that changing the Constitution while at the same time voting on something about voting would be confusing.
- NEAC will further discuss the topic of a voting quorum and determine if this referendum should be voted on at the same time as the referendum regarding officer terms
- Further EC feedback should be sent to Ochanji.

Motion #4   M/S/P*
To keep the wording of the "Uncoupling of officer terms" Amendments, as written by NEAC and approved by EC in Spring 2015, when the item becomes a Referendum this academic year.

VIII.   **EC Members' Concerns & Announcements (none)**

The meeting was adjourned at 2:01 p.m.

Respectfully submitted by Karen Arvin, Administrative Assistant, Academic Senate

Approved by the Executive Committee: *Laurie Stowell, Secretary*   10.26.15
                                                                       Date

All motions were passed unanimously unless stated otherwise.
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