

MINUTES
Academic Senate
EXECUTIVE COMMITTEE

Wednesday, April 29, 2015
12:00 PM – 2:50 PM, Kellogg 5207

Voters Present: Laurie Stowell, Chair; Deborah Kristan, Vice Chair; David Barsky (APC, ASCSU); Melanie Chu (Library); Suzanne Moineau (UCC); Carmen Nava (FAC); Karno Ng (TPAC); Barry Saferstein, SAC; Pat Stall (BLP); Richelle Swan (NEAC); Jill Weigt (PAC); Marshall Whittlesey, GEC

Ex Officio Present: Daren Engen (CFA); Graham Oberem (Provost)

Not Present: Vivienne Bennett, Secretary; Kamel Haddad, Vice Provost;

Parliamentarian: Marshall Whittlesey

Staff: Adrienne Durso

(The meeting was called to order at 12:04 PM.)

I. APPROVAL OF AGENDA

- APC: Syllabus Policy moved to Discussion Item F; Added: Discussion item E. UCC: Convergent Journalism Minor.

Motion #1 M/S/P*

To approve the Agenda of 4/29/15 as amended.

II. APPROVAL OF MINUTES (4/15/15 and 4/22/15)

- Moineau asked that Item E. be edited and provided additional wording.

Motion #2 M/S/P*

To approve the EC Minutes of 4/22/15, as amended.

- Minor changes made to Discussion item D. (change “four” to “three”, and minor changes to Discussion item I. (delete “UCC” from 2nd bullet).

Motion #3 M/S/P*

To approve the Agenda of 4/29/15 as amended.

III. CHAIR’S REPORT, [Laurie Stowell](#)

- Stowell thanked committee chairs for submitting their workload survey information. She reminded chairs they need to convene a meeting of their committees and newly elected committee members to review year-end reports and pick a chair for the coming academic year.
- Stowell noted that year-end committee reports will be attached to the EC and Senate Agendas for 5/6/15. The deadline for the Senate office to receive committee reports is Monday, May 4th at 10:00 AM.

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

Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn

- The Diversity Mapping e-book is available on the [Diversity Mapping website](#). It includes the entire report from Halualani and Associates, along with links to the Diversity Maps.
- IITS Dean Search finalist candidates will be on campus beginning 4/30/15. There is a tight half-hour provided for EC, and TPAC members with each candidate. EC members who are available to attend should contact [Stowell](#).
- The EC Meeting of 5/6/15 will begin at 12:00 Noon, unless the agenda fills up. EC members will be notified when confirmed.
- Stowell stated that this has been an extremely productive Executive Committee and invited members to meet to celebrate their work – 5/6/15, 4PM, [Sublime](#) in Restaurant Row.
- Stowell thanked GEC and PAC for their committee work this academic year and noted that most of GEC's and PAC's work is behind the scenes, e.g., PAC completing 11 program reviews this year.
- At the President's Faculty Open Forum on 4/28, one item of discussion was the disproportionate number of women who serve on campus committees, with women outnumbering men (especially in leadership roles, e.g., chairs, department chairs, Senate chairs). A council on Women's Issues, modeled after the UCs was suggested. Kristan will follow up on this topic with the President in the in the Fall.

IV. VICE CHAIR'S REPORT, [Debbie Kristan](#)

- Extended Learning has been awarded one of the Commission Grants (CSU Commission on the Extended University) from the Chancellor's Office. CSUSM is the only CSU that has received one of these grants four years in a row. The Chancellor's Office is using CSUSM's proposal as an example for other campuses to follow in the process.
- EL Dean Mike Schroder is looking forward to the UCC Retreat and to the opportunity to educate new faculty about Extended Learning.

V. SECRETARY'S REPORT, [Vivienne Bennett](#) (Not present.)

VI. PROVOST'S REPORT, [Graham Oberem](#)

- Oberem asks that all who attend meetings and the Open Forum with the candidates for CoBA Dean submit their feedback through [Marcy Boyle](#), stating that feedback is extremely important. He welcomes a variety of perspectives.
- The Academic Affairs search for IITS Dean continues. It will be critical for a new IITS dean to continue the culture of supporting online courses, online research, and instructional labs. Oberem encouraged all EC members to attend the meetings and candidate Open Forums and provide critical feedback.
- The Chancellor's Office (CO) was to host a conference call to discuss the California Community College's (CCC) proposed baccalaureate degree program proposed for Biotechnology at Mira Costa College. Oberem, Matthew Escobar and Katherine Kantardjieff were to participate. This call was postponed due to the CO receiving a new proposal for a BA in Biomanufacturing from Solano Community College. This program is proposed to take the place of one of the 15 original proposals which was withdrawn. (This item addresses Information item IX. A.)
- Oberem noted the CCC proposal for Automotive Technology overlaps with a business program (CoBA). A conference call on this program proposal is scheduled for 4/30/15. He will bring these issues to Senate for input if and when he deems it necessary, stating that Senate and Statewide Senate should have a voice; Feedback should be gathered to help prepare a statement to send to the Chancellor's Office.
- Although there has been no recent update on Assigned Time for Exceptional Service, Oberem said he is committed to making any needed adjustments to enable retroactive awarding of funds when the process moves forward. Those who demonstrate exceptional service this year will still be eligible for recognition.

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

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

VII. VICE PROVOST’S REPORT, [Kamel Haddad](#) (Not present.)

VIII. DISCUSSION ITEMS

A. Senate Officers: Flow of Business – If BLP or UCC Do Not Recommend a Program

- EC discussed what should happen if a program is not recommended by BLP or UCC. Points of discussion:
 - The question was raised: If UCC has no problem with a proposal but BLP does, should it still move to Senate? Conversely, if UCC does not recommend a program it will be sent back to the proposer or college to revise. If UCC thinks the curriculum is not sound, it should not be brought to EC.
- Swan noted that the Constitution and Bylaws state that it is BLP’s role to make recommendations about proposed programs and to share these recommendations with the Senate. It was determined by Stowell that this protocol will continue to be followed.

B. UCC: Continued Conversation – Convergent Journalism Minor

- EC discussion continued regarding the convergent Journalism Minor and similar instances that may arise in the future. Questions included:
 - What does UCC do when a faculty member does not take ownership of a proposal, in terms of editing or providing answers to questions from UCC?
 - Who will answer questions about outdated courses on proposals that have been under review for an extended time?
 - Should there have to be tenure track faculty involved (proposing or writing) with every program proposal?
 - Who is in charge of a proposal when the coursework is spread out among four different departments in the case of a minor?
 - Should there be faculty on campus with expertise in the area when a program is proposed?
- Oberem stated if a program includes curriculum for four different departments and one or more don’t support the proposal, it should not go forward. In this specific instance, Oberem will follow up with the CHABSS Dean and an Associate Dean and ask the President for clarification as well. He also stated he would want to see a Tenure Track faculty member commit to this particular program whether or not they need to find lecturers with appropriate expertise; a Tenure Track faculty member should oversee this program.
- Barsky noted that two courses related to the current proposal currently exist: MASS 315 A The News: Print Journalism; and, MASS 315B: The News: Electronic Journalism.
- It was determined that each such proposal should be looked at on a case-by-case basis.

C. Senate Chair: Diversity Mapping – Response to President’s Memo/Action Matrix

- Stowell shared a draft of her memo in response to the Diversity Mapping Action Matrix. She stated she would copy the college deans on the final memo to Arturo Ocampo.
- Stowell clarified that curriculum is the purview of the faculty and that is why some items were assigned to the Academic Senate. EC members provided feedback and suggestions for edits/changes.

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

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

- Whittlesey suggested that when GEC reviews upper division curriculum next academic year, perhaps that committee should look at how diversity is embedded in each course; i.e., assessing program learning outcomes via looking at a specific assignment for each upper division GE course. He believes funding might be appropriate to assist in this type of assessment.
- Nava believes we may need to throw a much larger net over faculty and receive broader perspectives on these items important items. She believes scheduled, focused conversation with Senators and other faculty who may attend a Senate meeting in the Fall should take place – a dedicated block of time for discussion in an atmosphere where faculty will feel free to speak. Stall agreed and suggested extra effort be made to invite all faculty to such a Senate meeting.
- Stowell will incorporate feedback and send memo to Ocampo by end of week.

D. Senate Officers: Questions for IITS Dean Candidate Finalists

- Stowell shared a draft of questions to be asked of the IITS Dean candidate finalists. The finalists will spend time with EC members, TPAC members, and Faculty Fellows Veronica Añover and Matt Atherton. Feedback from EC members will be incorporated into the set of questions. Stowell thanked EC members for their feedback.

E. SAC: Internship Policy

- Saferstein shared SAC's most recent draft of the Internship Policy. SAC will send a final draft to Cynthia Metoyer, who will be coordinating the University Office of Internships beginning this summer, for any feedback. From there, the document will be returned to SAC for continued revision in the Fall semester.

F. Feedback to APC on the Syllabus Policy

- Barsky shared that, relevant to the Syllabus Policy, APC is looking at clarification of the University Writing Requirement and its application to undergraduates only or also to graduate students.
- Barsky appreciates the feedback received on this policy since the last Senate meeting. It had been suggested at EC and Senate on 4/22/15 that there be a syllabus and a course outline required for each course. APC will focus the policy on syllabi only.
- It was determined that, if the writing requirement issue cannot be resolved in the APC meeting before Senate, there would be a temporary fix to the document and more substantive changes would need to be made at a later date. The revised policy will be on the 5/6/15 Senate agenda for a second reading.
- Stowell suggested that UCC could draft guidelines for a separate course outline document. Nava stated that what UCC receives is a provisional syllabus and is not the same as an actual course syllabus, so additional guidelines would not be necessary.

IX. Information Items

A. Statewide Senate Chairs' Letter to Chancellor White and Chancellor Harris – Re: Proposed CCC Baccalaureate Degree Programs (Addressed in Provost's Report).

B. Senate Chair: Compensating Academic Senate Service by Part-Time Lecturers on the Faculty Affairs Committee and in the Five Dedicated Senate Seats

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

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

- Stowell shared her memo to the Provost regarding recognition for part-time lecturers as Senators and on FAC. Additionally, the Provost's response was shared. Stowell expressed thanks to the Lecturer Task Force for its work on drafting a plan for lecturer recognition for Senate service.

X. EC Members Concerns & Announcements

The meeting was adjourned at 2:07 PM

Submitted by Adrienne Durso, Senate Coordinator.

Approved by the Executive Committee:



Vivienne Bennett, Secretary

5-18-15

Date

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

Legend: M = Moved

S = Seconded

D = Defeated

P = Passed

L = Lost

W = Withdrawn