

MINUTES
Academic Senate
EXECUTIVE COMMITTEE

Wednesday, April 22, 2015
11:30 AM – 1:00 PM, Commons 206

Voters Present: Laurie Stowell, Chair; Deborah Kristan, Vice Chair; Vivienne Bennett, Secretary; David Barsky (APC, ASCSU); 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: Daren Engen (CFA); Graham Oberem (Provost)

Not Present: Kamel Haddad, Vice Provost; Melanie Chu (Library); Linda Shaw (PAC)

Parliamentarian: Marshall Whittlesey

Guest: Matt Escobar (UCC Grad Sub-Committee)

Staff: Adrienne Durso

(The meeting was called to order at 11:35 am.)

I. APPROVAL OF AGENDA

Motion #1 M/S/P*

To approve the Agenda of 4/22/15.

II. APPROVAL OF MINUTES (Approval of EC Minutes from 4/15/15 delayed one week.)

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

- Stowell participated in the Statewide Senate Chairs Meeting the week of 4/6/15. The chairs wrote a memo to be sent to the CSU and California Community Colleges (CCC) Chancellors, cc'ing the presidents and provosts in response to the CCC's proposed baccalaureate programs. The letter comments on the process and the short response time given to each campus. When all chairs approve and sign the document it will be sent to the chancellors.
- The President's Faculty Open Forum will be held 4/28/15, 12-12:50 PM in MARK 105.
- IITS Dean Search finalist candidates will be on campus beginning 4/20/15. 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](#).

IV. VICE CHAIR'S REPORT, [Debbie Kristan](#) (*None given.*)

V. SECRETARY'S REPORT, [Vivienne Bennett](#) (*None given.*)

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

- The Provost will update Senate on the Dean searches at the 4/22 meeting.
- Plans are being finalized for 2015 Commencement ceremonies. Oberem urged those who are planning to attend to sign up online.

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

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- UBC has completed its work on the budget for 15/16 and has sent recommendations to President Haynes. Further updates will be shared when available.
- The Math Lab, Writing Lab, and the Language Lab will be moved to the Office of Undergraduate Studies in Academic Affairs, effective 7/1/15. The STEM Center will be moving as well, and will also be in the Office of Undergraduate Studies.
- Dr. John Saltmarsh will be the guest at an All Faculty Forum on Tuesday, 4/28/15, 10:30 to 11:30 AM in the Kellogg Reading room (5400). What it means to be an engaged campus will be a discussion item. Saltmarsh will also speak to best practices for community engaged scholarship and how to recognize and award such in the RTP process.

VII. VICE PROVOST'S REPORT, Kamel Haddad (Not present.)

VIII. CONSENT CALENDAR

- The Academic Senate Meeting Schedule for AY 15/16, Referrals to Committees, UCC Course/Program Change Proposals, and the Timetable for Periodic Evaluation and Performance Review were shared, as written.

Motion #2 M/S/P*

To approve the Consent Calendar of 4/22/15.

IX. DISCUSSION ITEMS

A. FAC: Changes to the University RTP Document

- Two versions of the University RTP Document were provided; one which contains minor edits based on the new CBA and was written in collaboration with Robert Rider and Michelle Hunt. It includes new article that differentiates classroom visits from peer review visits. The second document addresses the section of the policy regarding PRCs and includes more substantial changes. Further feedback should be forwarded to Carmen Nava.

Motion #3 M/S/P*

To place the University RTP Document containing edits pertaining to the new CBA on the 4/22/15 Senate Agenda.

Motion #4 M/S/P*

To place **University-wide Policy/Procedure/Guidelines for PRCs in the Evaluation of Tenure-line Faculty** as a Discussion item on the 4/22/15 Senate Agenda for a first reading.

B. UCC/BLP: Certificate of Advanced Study in Professional Accounting

- Matt Escobar shared the UCC report on the Certificate of Advanced Study in Professional Accounting. This program contains 12-units of 500-level coursework in Accounting and is designed to meet new state requirements for those applying for a CPA license (a 150 semester unit requirement). CSUSM's current Accounting major totals 120 units; 30 units shy of the requirement for CPA licensing. This program would be supported through Extended Learning and would offer flexibility to students who may take whatever number of units they may need in order to meet state requirements. UCC recommends approval of this program.
- Stall noted this program could eventually morph into a Masters program if there is enough demand, by being part of a stackable certificate program. Currently, there are enough faculty on campus to

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support this program. If it becomes part of a stackable MA, more faculty hires may be needed. BLP voted to approve this program.

Motion #5 M/S/P*

To place **UCC/BLP: Certificate of Advanced Study in Professional Accounting** as a Discussion item on the 4/22/15 Senate Agenda for a first reading.

C. FAC: Coach Evaluation Forms

- Nava presented the Coach Evaluation that includes needed updates in accordance with the NCAA Division II process. FAC endorses them, “enthusiastically.” Some minor edits will be made based on EC feedback.

Motion #6 M/S/P*

To place **FAC: Coach Evaluation Forms** as a Discussion item on the 4/22/15 Senate Agenda for a first reading.

D. UCC/BLP: Electronics Minor

- Moineau presented the UCC report (with Catalog Copy) on the Electronics Minor. This is a 22-unit program of study designed primarily for Computer Science students. These courses are a grouping of three lower- and three upper-division courses related to electronics that allow students with a major in Computer Science to have this minor appear on their official transcripts.
- All courses are currently embedded in the Applied Physics major, within the applied Electronics track. Moineau will contact the program proposer to share EC feedback regarding these courses being subsumed in the Applied Electronics track of Applied Physics. It’s possible a notation may be needed stating that these students may not minor in Electronics.

Motion #7 M/S/P*

To place **UCC/BLP: Electronics Minor** as a Discussion item on the 4/22/15 Senate Agenda for a first reading.

E. FAC: Wang Family Excellence Award Policy

- Nava shared FAC’s Wang Family Excellence Award Policy which incorporates procedural information based on the Chancellor’s Office memorandum of 3/3/14. The policy includes a timeline. Oversight will be provided by the Academic Senate Office and the proposed campus award nominees will be chosen by the Faculty Awards Selection Committee (FASC). FASC already recommends the Harry E. Brakebill Award recipient to the President. If the proposed Emeritus Policy is passed by Senate, FASC will oversee awarding of Emeritus status as well. This new process of FASC overseeing all three (Brakebill, Wang, and Emeritus) would facilitate consistency.

Motion #8 M/S/P*

To place **FAC: Wang Family Excellence Award Policy** as a Discussion item on the 4/22/15 Senate Agenda for a first reading.

F. APC: Syllabi Policy

- Barsky presented APC’s Syllabi Policy, incorporating current information from across campus as to rules and WASC requirements. Additionally, APC surveyed other campus’ policies.

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- EC members provided feedback and comments. There was concern expressed that syllabi are already so lengthy that students don't read them thoroughly, or they miss important items. Some members observed that information provided on syllabi is pertinent and even required for external entities, e.g., WASC. In addition, a complete syllabus helps maintain a history of what the class was about as courses evolve.
- There was a suggestion that there be two syllabi per course, with one for students, and a separate syllabus that clarifies extensive required information not aimed specifically at students.
- Barsky stated that a syllabus only works for accreditation if it works for the students.
- It was suggested that the official (long version) be called the syllabus and an abridged version be called a, "course outline". As long as students have access to both, this may be a solution.

Motion #9 M/S/P*

To place **APC: Syllabi Policy** as a Discussion item on the 4/22/15 Senate Agenda for a first reading.

G. FAC: Department of Communication RTP

- Nava shared the Department of Communication RTP document which has been revised to be consistent with the University RTP policy and the new CBA. Some minor edits were suggested.

Motion #10 M/S/P*

To place **FAC: Department of Communication RTP** as a Discussion item on the 4/22/15 Senate Agenda for a first reading.

H. FAC: School of Nursing RTP

- Nava shared the School of Nursing RTP document with discussion of minor edits.

Motion #11 M/S/P*

To place **FAC: School of Nursing RTP** as a Discussion item on the 4/22/15 Senate Agenda for a first reading.

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

- EC members discussed the process for proposed programs that do not receive the recommendation of BLP and/or UCC. Some members question if such a proposal should move forward to Senate, or not. Previously (15 years ago), both committees had to approve a proposal before it would move to Senate. It is possible EC might decide that a program proposal is important enough that even if there are serious budget issues, EC may want to move the proposal to Senate as the University may want to encumber the cost.
- Swan shared that the Constitution states BLP may recommend a program and there is no indication that *not* recommending a program would stop it from proceeding to Senate.
- Stall believes if UCC says no to a program, it should not proceed to Senate.
- This item will be placed on the 4/27/15 EC Agenda for further discussion.

J. UCC: LTWR P2 Review and Discontinuation

- Moineau stated that previous concerns regarding the LTWR P-2 Review and Discontinuation have been resolved for now and there is no need to discuss this item with EC at this time.

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K. SAC: Internship Policy *(This item moved to 4/29/15 EC Agenda due to lack of time.)*

X. Presentations *(None)*

XI. EC Members Concerns & Announcements

The meeting was adjourned at 1:02 PM

Submitted by Adrienne Durso, Senate Coordinator.

Approved by the Executive Committee:  5-4-15
Vivienne Bennett, Secretary Date

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

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