

MINUTES
Executive Committee Meeting
CSUSM Academic Senate
Wednesday ~ December 9, 2015 ~ 12:00-2:00 pm
Provost's Conference Room – Kellogg 5207

Voters Present: Deborah Kristan, Chair; Michael McDuffie, Vice Chair; Laurie Stowell, Secretary; David Barsky (APC, ASCSU); Allison Carr (BLP Co-Chair); Ann Fiegen (FAC); Marion Geiger (SAC); Yvonne Meulemans (GEC); Karno Ng (TPAC); Moses Ochanji (NEAC); Linda Shaw (PAC Co-Chair)

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

Not Present: Suzanne Moineau (UCC)

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

(The meeting was called to order at 12:05 PM.)

I. Approval of Agenda

Motion #1 M/S/P*

To approve the Agenda of 12/9/15, as written.

II. Approval of Minutes – 12/2/15

Motion #2 M/S/P*

To approve the EC minutes of 12/2/15, as written.

III. Chair's Report, [Deborah Kristan](#)

- Vice President of Student Affairs, Lorena Meza, sent an email informing faculty that they are now members of Hispanic Educational Technology Services (HETS) which provides numerous resources to students and faculty at <http://hets.org/virtualplaza/>
- Kristan thanked Provost Oberem and Vice President of University Advancement Neal Hoss for supporting the cost of Senate meetings in the Kellogg Library Reading room for the next three years.
- Referrals (as attached to agenda)

IV. Vice Chair's Report, [Michael McDuffie](#)

- McDuffie has an upcoming meeting with Mike Schroder, Dean, Extended Learning. EC members are invited to ask questions of the Dean by forwarding them in an email to McDuffie.

V. Provost's Report, [Graham Oberem](#)

- Oberem received recommendations for the first set of applications for the Assigned Time for Exceptional Levels of Service to Students and will expedite the processing of the awards.
- The search for an Associate Dean in the Office of Undergraduate Studies is on track, and an announcement is expected by end of the week.
- Oberem thanked members for their hard work and leadership on EC this year.

VI. Vice Provost's Report, [Kamel Haddad](#)

- The Faculty Center Advisory Group is discussing the interim lecturer inclusion policy and will bring further discussion to the Senate officers.
- A Faculty Center work group is in the process of creating a CSUSM Faculty handbook and will be coming to Senate to discuss various aspects of this campus resource.
- Haddad discussed the need for a campus final exam policy related to multiple exams on one day and conflicting exam schedules for students.
- Haddad wished EC a pleasant holiday break.

VII. Discussion Items

A. APC: Proposed Revision of Graduate Probation, Disqualification & Reinstatement Policy

- APC presented revisions to the Graduate Probation, Disqualification & Reinstatement policy. Changes included clarification of separate procedures required by the professional accreditation programs in CEHHS, noting that probation, disqualification and reinstatement for non-academic reasons should be overseen by the Office of the Dean of CEHHS, rather than the Office of Graduate Studies. APC also simplified language in the policy.
- Discussion ensued regarding measures for disqualification and if criteria for students in the exclusion section (primarily in CEHHS) will be similar as for students in other programs.

Motion #3 M/S/P*

To place **APC: Proposed Revision of Graduate Probation, Disqualification & Reinstatement Policy** on the 2/3/16 Senate Agenda as a Discussion Item for a first reading.

B. APC: Proposed Revision of Undergraduate Probation, Disqualification and Reinstatement Policy

- APC presented revisions to the Undergraduate Probation, Disqualification and Reinstatement Policy, incorporating changes in terminology reflecting similar changes in the graduate policy.

Motion #4 M/S/P*

To place **APC: Proposed Revision of Undergraduate Probation, Disqualification & Reinstatement Policy** on the 2/3/16 Senate Agenda as a Discussion Item for a first reading.

C. SAC: Responsible Division for Internship Policy

- In response to a previous question from EC about the responsible division for the Internship Policy, it was clarified that Community Engagement was the delegated division by the President and that this division should be listed on the policy. The Faculty Director of the Office of Internships has a dual reporting line to both AA and CE regarding student internships.

D. Senate Chair: Meeting Dates/Times for Senate Standing Committees

- EC discussed the current practice of establishing meeting days and times for standing committees before elections and ways to encourage more participation. Discussion ensued on the pros and cons of set times versus flexible meeting times and it was decided to bring this back for discussion at the next meeting, with a decision expected before the Spring election.

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

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

E. Senate Chair: Streamlining Referrals

- EC discussed ways to expedite minor changes to policies.
 - The officers will bring back possible solutions based on the discussion and the topic will be re-visited at an upcoming EC meeting.

F. Senate Chair: Academic Senate Election Rules & Procedures – Criteria for Chair and Vice Chair

- Since the Fall Referendum, *Uncoupling of Senate Chair and Vice Chair Positions* passed, the Senate Election Rules & Procedures document needs to be revised to reflect qualifications for who can run for Vice Chair and Chair. Discussion ensued regarding keeping the current language or changing the criteria expected for candidates.
- One suggestion was to look at the criteria of other CSU Senates for their Chair and Vice Chair qualifications.
- Please send additional feedback to the officers so a decision can be made regarding the Vice Chair requirements prior to the Spring elections.

VIII. EC Members' Concerns & Announcements (none)

- Fiegen is going on sabbatical and announced she is attending her last EC meeting for this academic year.
- EC members thanked Oberem and Haddad for their attendance and support at Senate meetings.

Meeting was adjourned at 1:55 PM.

Respectfully submitted by Karen Arvin, Administrative Assistant to the Academic Senate.

Approved by the Executive Committee:


Laurie Stowell, Secretary

2.1.16
Date

*The next meeting of the Academic Senate Executive Committee is scheduled for
Wednesday January 27, 2016, 12:00 – 2:00 PM, Provost's Conference Room, – Kellogg 5207*

SAVE THE DATE: Academic Assembly, 1/21/15, 9-10:30 AM, ARTS 240 (continental breakfast served 8:30 – 9:00 AM)

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

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