

**MINUTES**  
**Executive Committee Meeting**  
**CSUSM Academic Senate**  
**Wednesday ~ November 4, 2015 ~ 12:00-1:00 pm**  
**Library Reading Room - KEL 5400**

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

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

**Not Present:** Moses Ochanji (NEAC); David Barsky (APC, ASCSU Co-Chair) and Glen Brodowsky (ASCSU Co-Chair)

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

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

**I. Approval of Agenda**

- Discussion Item F. Added to Agenda – TPAC: Discussion of EC Feedback Item – follow up on Open Access Policy Discussion.

**Motion #1 M/S/P\***

To approve the Agenda of 11/4/15, as amended.

**II. Approval of Minutes – 10/28/15**

- TPAC Chair suggested minor edit to Discussion item A; Vice Provost requested changes to his report; and, UCC corrected course number on Consent Calendar.

**Motion #2 M/S/P\***

To approve the EC Minutes of 10/28/15, as amended

**III. Chair's Report, Deborah Kristan**

- Kristan reminded faculty to vote in the referendum. Email reminders stop after faculty vote.
- President's Open Forum for Faculty is scheduled for 11/5/15 from 12:00 to 12:50, in Markstein 102.
- The Celebration of Scholarship and Creative Activity is scheduled for 11/10/15 in USU from 11:30-1:00.
- CSM faculty received an announcement that faculty are being given the option to use online course evaluations this semester. At the 2/4/15 Senate meeting, Senators voted against a FAC policy to adopt required online evaluations. Kristan is meeting with Matthew Ceppi, AVP of Institutional Planning & Analysis, for further discussions of this process. EC discussed the pros and cons of online and face to face evaluations.
- The 14 day period to receive written objections to the discontinuation of concentrations in the Literature and Writing Major has ended. No objections were received so, per the policy, Kristan will send a memo to the President to support the discontinuation request.
- There has been good response to the call for applications for Assigned Time for Exceptional Service to Students for work done in the 14/15 AY and the 15/16 AY. The deadline for the 16/17 AY is 2/5/16.
- The ASCSU (statewide Academic Senate) is currently meeting in Long Beach. Based on the

resolutions passed by the 20 campuses to support open Presidential searches, the ASCSU will be voting on its own resolution calling for public announcement of finalists and their campus visits.

- The fully online Extended Learning program for RN to BSN MOU is being drafted. Kristan is awaiting a response from EL Dean Mike Schroder regarding faculty workload relative to WTUs per number of enrolled students, as well faculty consultation in the next stages of the MOU development.
- Kristan is waiting for a response from Parking Services on lost and found procedures and UPD on officer staffing in the evenings.
- A faculty representative is needed to sit on the committee for the President's Research and Creative Activity award committee. There is only one meeting on 11/10/15 from 10-11 am. Please contact Adrienne Durso if you can volunteer.
- **Referrals**
  - NEAC: Update Position Titles (Article 6.14)
  - FAC: Use of 'a university' in Service Credit in University RTP Document

**IV. Vice Chair's Report, Michael McDuffie (no report)**

**V. Provost's Report, Graham Oberem**

- Bob Rider has been appointed Interim Dean of CHABSS, effective 1/1/16. Oberem commended the CHABSS faculty, staff and administration representatives who were very helpful with the review. The search for a permanent Dean is on track and a specific timeline will work around the WASC visit and Spring break.
- Oberem is assisting Instructional Development Services (IDS) with the call for participation in the CALM project to find ways to reduce textbook costs. Faculty are encouraged to submit proposals before the 12/1/15 deadline.
- The Provost's Office is holding an Open Forum for Academic Affairs staff tomorrow at noon. Concurrently, Associated Student Inc. is holding a forum on the Academic Excellence and Student Success (AESS) fee. Oberem stated the forums are a way to improve campus communications, an issue highlighted in the "Great Colleges to Work For" survey.

**VI. Vice Provost's Report, Kamel Haddad**

- All but three of the 34 Impossible to Place classes have been resolved.
- Haddad met with the Chair of Biological Sciences, Associate Dean of CSM, and IITS Administrative Services to iron out details with bottleneck courses. Using biology as a test case, analysis was conducted on the measurement of demand for all upcoming semesters in every Degree Planner category, and that data will be validated against students' RaDAR reports. The hope is that the Degree Planner is more accurate than the RaDAR report. The supply measurement comes from the schedule that has been submitted. The next step is to correlate supply and demand which will indicate bottleneck areas.

**VII. Consent Calendar**

- Minor edit made by UCC Chair – Course number on Consent Calendar.

**Motion #3      M/S/P\*   Motion #3      M/S/P\***  
To place the NEAC and UCC Consent Calendar (as amended) on the 11/4/15 Senate Agenda for approval.

**VIII. Discussion Items**

**A. FAC: Sabbatical Leave Policy**

- FAC presented the revisions mainly regarding denial and deferment, and to match policy with practice of having electronic submissions. Discussion ensued.

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

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

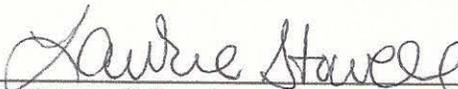
**Motion #3      M/S/P\* Motion #1      M/S/P\***  
To place **FAC: Sabbatical Leave Policy** on the 11/4/15 Senate Agenda as a Discussion Item for a first reading.

- B. **SAC: Internship Policy** – (not heard, due to time constraints)
  - C. **UCC: C-form Implementation Update**
    - The implementation of the new C-form will be postponed to coincide with the start of a new campus wide electronic curriculum management software program.
  - D. **Senate Chair: Standing Rules of the Academic Senate** (not heard, due to time constraints)
  - E. **Senate Chair: Online Course Evaluations** (not heard, due to time constraints)
  - F. **TPAC: Discussion of EC Feedback Item – follow up on Open Access Policy Discussion** (not heard, due to time constraints)
- IX. **EC Members' Concerns & Announcements (none)**

Meeting was adjourned at 1:00 PM.

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

Approved by the Executive Committee:

  
Laurie Stowell, Secretary

12/7/15  
Date

*The next meeting of the Academic Senate Executive Committee is scheduled for Wednesday November 18, 2015, 12:00 – 2:00 PM, Provost's Conference Room, – Kellogg 5207*

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

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