

## MINUTES

### Meeting of the Academic Senate California State University San Marcos May 4, 2016, 1 – 2:50 p.m. Reading Room, Kellogg 5400

X = Present (no notation = not present)    Bold = Senate Officer    \* = reason for absence reported to Senate office

|   |                            |   |                                       |   |                     |   |                   |
|---|----------------------------|---|---------------------------------------|---|---------------------|---|-------------------|
| X | Ahlers, Jocelyn            | X | Dominguez, Gerardo                    | X | Kristan, Deborah    | X | Stall, Patricia   |
| X | Aitken, Wayne              | X | Drewe, John                           | X | Lush, Rebecca       | X | Stowell, Laurie   |
| X | Andera, Susan              | X | Duran, Erica                          | X | McDuffie, Michael   | X | Sun, Qi           |
| X | Bade, Bonnie               | X | Elsbree, Anne René                    | X | Meilich, Ofer       | X | Thomas, Marie     |
| X | Barsky, David              | X | Escobar, Matthew                      | X | Mekenye, Reuben     | X | Tsui, Stephen     |
| X | Basu, Ranjeeta             |   | Fang, Fang                            | X | Merrick, Allison    | * | Weigt, Jill       |
| X | Bateman, Nicoleta          | * | Fiegan, Ann <i>Sabbatical SP 2016</i> | X | Merryweather, Emily | X | Williams, Carrick |
| X | Beecher, Blake             |   | Fogle, Ashley                         | X | Meulemans, Yvonne   |   | Woodard, Nina     |
| X | Bennett, Vivienne          | X | Geiger, Marion                        | X | Moineau, Suzanne    | * | Yamashita, Robert |
| X | Bigham, Elizabeth          | X | Goldberg, Merryl                      | X | Nava, Carmen        | X | Yoshii, Rika      |
| * | Brodowsky, Glen            |   | Gómez de García, Jule                 | X | Ng, Karno           |   | Zhang, Xiaoyu     |
| X | Carr, Allison              | X | Greenwood, Scott                      | X | Ochanji, Moses      |   |                   |
|   | Chan, Ian                  |   | Guthey, Greig                         | X | Romero, Devan       |   |                   |
| X | Chu, Melanie               | X | Heisler, Lori                         |   | Santos, Xuan        |   |                   |
| X | Craig, William             | X | Johnson, Jamaela                      | X | Seleski, Patti      |   |                   |
| X | D'Anna-Hernandez, Kimberly | X | Kang, Eun "John"                      |   | Sharif, Shahed      |   |                   |
| X | Daoud, Annette             | X | Kreisler, Fritz                       | X | Shaw, Linda         |   |                   |

**Parliamentarian:** Jacqueline Trischman

**Ex Officio Present:** Regina Eisenbach, Dean, Academic Programs; Darel Engen, CFA; Jennifer Fabbi, Dean, Library; Dawn Formo, Dean Undergraduate Studies; Kamel Haddad, Vice Provost; Karen Haynes, President; Katherine Kantardjieff, Dean, CSM; Kevin Morningstar, Dean, IITS; Graham Oberem, Provost & VPAA; Janet Powell, Dean, CEHHS; Patricia Prado-Olmos, VP, Community Engagement; Robert Rider, Interim Dean, CHABSS

**Guests:** Staci Beavers, Assoc. Dean, CHABSS; Matthew Ceppi, President's Chief of Staff, Dir. IPA; Rick Fierro, Assoc. Dean CSM; Madeline Lee, Assistant Professor, SHSHS; Carmen Mitchell, Scholarly Communication Librarian, Library; Mohammad Oskoorouchi, Assoc. Dean CoBA; Mike Schroeder, Dean, EL; Martha Stoddard Holmes, Assoc. Dean, CHABSS

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

The meeting was called to order at 1: 05 p.m.

Kristan thanked the Senate for their work this academic year and recognized incoming Senators for AY 16/17.

#### I. APPROVAL OF AGENDA

- Item XIII. A. Senate Officers: DRAFT Resolution Honoring Mark DuBois, Proprietor of Café Catering was corrected on the agenda and moved to XIII. D. as an Action Item for a second reading.
- The order of Vice Chair and Secretary Reports was corrected (IV. Vice Chairs' Report; V. Secretary's Report).

**Motion #1      M/S/P\***

To approve the Agenda of 05/04/16, as amended.

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

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

**II. APPROVAL OF MINUTES – AS 4/20/16**

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

To approve the Minutes of 04/27/16, as written.

**III. CHAIR'S REPORT, Deborah Kristan**

- Voting for Promotion and Tenure Committee for CSM and CHABSS-BSS is open until 05/10/16 at 9:00 a.m.
- Ballots are out for voting Senators to choose a Vice Chair and Secretary for AY 16/17. The polls close at 9:00 a.m. on 05/05/16.
- There are three Open Forums for candidates for the AVP of the Office of Diversity, Educational Equity & Inclusion, and Ombuds Services on 05/09/16 and 05/10/16 from 2:30-3:30 p.m. and 05/11/16 from 10:00-11:00 a.m. Locations to be announced. No faculty forums are scheduled for the candidates.

**IV. VICE CHAIR'S REPORT, Michael McDuffie**

- McDuffie had his fourth meetings of the year with Mike Schroder, Dean of Extended Learning (EL) and Neal Hoss, Vice President for Advancement. McDuffie and Schroder discussed the impact of the CSU/CFA tentative agreement for self-support programs, in view of higher salary costs, and agreed that holding down fees is essential, particularly for students on financial aid. McDuffie and Hoss discussed issues regarding event scheduling and planning, a topic which will continue to be discussed in AY 16/17.
- McDuffie thanked the Senate Chair for her leadership and is looking forward to his term as Chair, for AY 16/17.

**V. SECRETARY'S REPORT, Laurie Stowell (as written)**

**VI. PRESIDENT'S REPORT - Karen Haynes**

- The WASC (Western Association of Schools and Colleges) delivered the final Site Review Team Report and President Haynes said the administration felt it was accurate and balanced.
- The National Collegiate Athletic Association (NCAA) Year 2-Division II Candidacy Report found the campus making proper progress in its three year transition from the National Association of Intercollegiate Athletics (NAIA) to NCAA DII.
- The Class of 2016 is composed of 3200 graduating students (3,000 are expected to walk), the largest in campus history. The five commencement ceremonies will take place on 05/20 & 5/21. 35% of the graduating class is from historically underrepresented populations and over 55% are first generation graduates of a four year institution. With these new graduates the CSUSM alumni now number over 37,000 students.
- The President recognized CSUSM student leaders at the 2016 Tukwut Leadership Awards Night on 4/27/16. In addition, the President hosted a dinner in her home for 50 student leaders in the tenth annual Student Leadership Dinner. Six stand out students were honored. The President's Award for Outstanding Graduate was given to Jamaela Johnson, ASI Vice President of Student & University Affairs.
- The President thanked Senate Chair Kristan for her leadership and thanked the Senate for its hard work during this academic year.

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## VII. PROVOST'S REPORT

- The Provost asked faculty to RSVP their participation in Commencement ceremonies if they have not done so already. <http://www.csusm.edu/commencement/staff/index.html>.
- Oberem encouraged faculty to attend the Open Forums for the search for the AVP of the Office of Diversity, Educational Equity & Inclusion and Ombuds Services and to fill out survey forms. Surveys may also be submitted online at <http://www.csusm.edu/equity/strategicplan/upcoming/feedback.html>
- One of the candidates for Dean of the College of Humanities, Arts, Behavioral and Social Sciences, has withdrawn from the search. The campus open forum and the meetings on 05/03 and 05/04 are canceled. Faculty are encouraged to submit survey forms for the remaining candidates.
- Oberem thanked the Senate leadership, committees and Senate at large for all the hard work during the academic year. He also thanked the CFA for the collegial spirit of discussion during the difficult contract negotiations.
- Oberem gave an update on a new Degree Planner Data report that is being used to capture and predict student enrollment demand. (As discussion ensued Vice Provost Haddad also provided information and responded to questions.)
- The administration uses the Degree Planner data to predict course demand, hoping to build a more responsive academic schedule to help students stay on track to graduate on time. Students sometimes enroll in courses they cannot use for their degrees in order to get enough units that can be needed for financial aid, instead of taking classes needed for their degree. In past years, limitations on the accuracy of FTES data prompted a search for better predictive models. They are moving forward with the latest Degree Planner report although it may come with hiring consequences for lecturer faculty as FTES are adjusted and sections are cut from the schedule.
- Discussion ensued regarding the FTES allocation to colleges based on the Degree planner report, that calls for a 3.8% FTES reduction for CHABSS; discussion included:
  - Ahlers asked about the process of consultation during the decision-making period and whether there are opportunities to step back and assess the validity of the new Degree Planner report. Ahlers commented that the new Monday/Wednesday/Friday schedule changes for the Fall semester are also influencing current student enrollment patterns and may not reflect actual demand.
  - Oberem said the Vice Provost has been updating the Senate regularly on the different models and getting Degree Planner feedback from the Deans, Associate Deans and Department Chairs.
  - Haddad said he feels confident that the new adjustments in the degree planner model, that include data on declared major and minors, reflect an accurate assessment of course demand. Haddad added that a realistic timeline sometimes necessitates moving ahead with decisions before faculty consultation can occur. He said the urgency in decision making was prompted by students' need for specific classes in the fall semester.
  - Ahlers commented that when students take unnecessary classes they may be doing so because of intellectual curiosity, not because the class they need is unavailable.
  - Haddad said there are limited resources for students to take classes outside their degree requirements and that FTES allocations are based on a data driven report.
  - Bade asked for clarification on defining assigned internal and external FTES targets and how allocations should be divided among colleges. Haddad said the internal target is what is assigned to colleges, and degree planner data can then help Deans to make FTES decisions for individual departments. College FTES targets indicate what each college will be funded to teach; if they teach more they would need to fund it themselves.
  - Lush asked about new programs or program changes and how they fit with the degree planner model. Haddad said the program change is first identified by UCC, approved by the Senate, and then incorporated as a suggested offering in the 4-year Roadmaps.

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- Basu asked about the timing of the new FTES allocations because students have already started to enroll in courses. Haddad said that data on minors was not available until the end of April and that input was crucial to accurately assess the demand for fall semester. Students can be redirected to other sections if a particular section is cut.
- Yoshii asked about classes requested by new students for the Fall semester. Haddad said his predictive model is using approximations based on last on year's course requests from freshman and transfer classes.
- Bennett expressed concern that faculty have rearranged their schedules to accommodate the new M/W/F classes and those under-enrolled sections may be the first to be canceled. He had previously assured faculty that if, when the SAI was first implemented, there was low enrollment in the transition time, and then courses would not be canceled. Haddad said that across the university the number of MWF sections will be maintained, but some departments may be more inconvenienced than others. Faculty inconvenience needs to be weighed less than student needs. Conversations with Associate Deans on which sections will be cut can still happen.
- Nava asked for overall numbers in FTES allocations. Haddad stated the major increase in FTES allocation went to CSM with approximately 13%. CoBA increased approximately 3%. There was a 3.2% reduction in CEHHS and 3.8% reduction in CHABSS. The growth in majors in CSM, Haddad noted, is prompting the need to open more classes for these students. CSM students cannot get the courses they need and on average graduate with 137 units, which is more than majors in other colleges, because they have to take extra courses to maintain appropriate units for financial aid, etc. Growth in CSM has exceeded growth in other colleges.
- Stowell asked if faculty (e.g. department chairs) were aware of the stakes involved when talking about the degree planner and when input was gathered. Haddad replied that they knew the model was being updated.
- Bade commented that General Education courses offered by CHABSS are taken by students in all majors across the university and that a reduction in the number of GE requirements may create bottlenecks. Haddad said the Degree Planner takes into account the GE demands.
- Ahlers directed a question to Oberem about growth hires for AY 16/17. The Provost said although the campus requested a 5% increase in funding from the Chancellor's office, the campus likely will be allocated only 1.8% growth allocation. This funding cannot support new initiatives, including growth hires. But, Oberem noted that some funding is expected from the Academic Excellence & Student Success fee to go to AA, and AA has not yet decided how to allocate that money.
- McDuffie thanked the Senate for the vigorous exchange of ideas and thanked Haddad for the extensive data compilation. McDuffie commented that the speed at which decisions were made using this data was troubling and that unforeseen consequences could arise from the lack of deliberation and consultation. He requested that the FTES reallocation prompted by the new degree planner report needs further exploration and discussion in the spirit of shared governance.

**VIII. ASCSU REPORT** David Barsky/Glen Brodowsky – (no report)

**IX. CFA REPORT -** Darel Engen

- CFA members approved a tentative agreement regarding faculty salary increases. 63% of the membership participated in the online vote, held 04/22-29, 2016. Of those who voted, 97% voted yes to ratify the agreement.
- The Tentative Agreement includes a 5% General Salary Increase (GSI) for all faculty on June 30, 2016; a 2% GSI for all faculty on July 1, 2016; a 3.5% GSI for all faculty on July 1, 2017; a 2.65% Service Salary Increase for eligible faculty.

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- The Board of Trustees will vote to ratify on 05/24-25, 2016. The first raises should be seen in paychecks by September or October.
- Engen thanked the CFA membership for their hard work and also thanked the administration for collegial discussions during the difficult negotiations.

**X. ASI Report - Jamaela Johnson (as attached.)**

- Johnson said it was a pleasure serving in this year's Academic Senate and wished all the new and remaining members continued success.

**XI. CONSENT CALENDAR**

**Motion #3      M/S/P\***

To approve the **Consent Calendar**, as written.

**XII. ACTION ITEMS**

**A. FAC: Visiting Professor Policy and Procedure**

- FAC reported that no new comments were received since the first reading.

**Motion #4      M/S/P      (Yes-46, No-Zero, Abstain-2)**

To approve **Visiting Professor Policy and Procedure**

**B. UCC: Program Changes - Human Development**

- UCC reviewed feedback and said the program proposer agreed to make Upper Division General Education "BB" "recommended" rather than "required" in the catalog copy. The proposer was also agreeable to removing any specification regarding the GE courses.
- Seleski commented that, while she supported the curricular changes to the HD program, she would not vote to approve the curriculum as long as the language recommending certain GE courses was included in the catalog copy. Seleski suggested that it was inappropriate to include language reflecting either recommended or required GE courses in the catalog because it would channel students into those classes and (contrary to the purpose of General Education) hinder their liberty to explore other fields and be exposed to other disciplines in their chosen GE courses. Human Development Department Chair Quiocho recommended removing the language from the catalog copy.
- Barsky spoke in favor of the amendment to remove the language in the catalog copy, but added it was unusual to amend curriculum on the Senate floor.
- Moineau clarified that the proposer had considered the recommendation from the first reading not to specify BB courses and was agreeable to removing that language prior to the second reading at senate; but, having received no objections after the first reading she chose to let the proposed language stand as originally written. Her agreement to remove the language from the catalog during the second reading was based on the earlier consideration.

**Motion #5      M/S/P      (Yes-45 No-1, Abstain-2)**

To remove language "*Upper-Division General Education "BB" Select three (3) units from one of the following: UDGE recommended after you have completed 60 units BIOL 321, BIOL 323, BIOL 325, BIOL 327, BIOL 328, BIOL 329*" from the Human Development major catalog copy presented at Senate.

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**Motion #6      M/S/P      (Yes-45 No-Zero, Abstain-3)**

To approve the P-2 form program changes to the Human Development major as presented, with Catalog Copy amended (see Motion #5).

**C. UCC and BLP: Certificate of Specialized Study in Water Management and Leadership – Intermediate Level (WTMI)**

- Feedback received by UCC since the first reading of this item included a question about an admissions requirement that allows for a Bachelor's degree in any field. Moineau said the proposer, along with the Advisory Board, felt that any degree would provide the necessary critical thinking/problem-solving skills and that the candidates are not expected to be water technology experts but rather water managers. A second issue raised at the 04/20/16 Senate meeting discussed the support of the Physics Department regarding the required class WTRM 425: Core Concepts of Water Science, Engineering and Technology for Water Managers. Moineau said the proposer will be working collaboratively with Michael Burin, Assistant Professor of Physics.
- BLP did not receive any feedback since the first reading of this item.

**Motion #7      M/S/P      (Yes-40, No-2, Abstain-1)**

To approve the **Certificate of Specialized Study in Water Management and Leadership – Intermediate Level (WTMI)**, as presented.

**D. Senate Officers: Draft Resolution Honoring Mark DuBois, Proprietor of Café Catering**

- The Secretary made a minor change in language, noting the reason for DuBois' departure from San Marcos.

**Motion #8      M/S/P (Yes-40, No-Zero, Abstain-3)**

To approve the **Draft Resolution Honoring Mark DuBois, Proprietor of Café Catering**, as amended, with great enthusiasm.

**XIII. DISCUSSION ITEMS**

**A Arts and Lectures Series Funding – Grace McField, Associate Professor, School of Education,**

- McField presented information regarding the logistics of Arts & Lectures funding series. The series has grown from a few to 10-20+ events per year that support diversity and instructional related goals. The current budget is \$30,000 for AY 16/17, funded through Instructionally Related Activities (IRA.) IRA said they need to shift funding for the series to other sources by AY 17/18.
- The PPT presentation to Senate is found at this link: PPT The Future of A & L Funding.
- A key question is how to proceed with securing funding for future years. McField presented several options.
  - Fundraise on its own
  - Submit a very small number of proposals through IRA
  - Work with the advancement / development office
  - Work through the University Budget Council
- McField asked what the university community and administration wanted to do with the series. Instructionally/academically related activities on larger scale events need to be self-supporting. A collaboration with Center for the Arts, Escondido has been initiated.
- Bennett asked what other CSUs are doing to fund their A&L series.

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- Goldberg said there are restrictions on the self-sustaining model because the campus has no professional venue to support it. Other campuses with large venues have other options.
- President Haynes said IRA is shifting the A&L Series and the Cougar Chronicle funding to other sources to allow for the development of new program proposals. The President said she hoped the future funding source(s) would encompass all colleges and represent the larger campus community.

**B. NEAC: New Process for Calls to fill vacant Senate and Committee Seats**

- Currently NEAC issues a Call for University Service to eligible faculty to either nominate someone or self-nominate for consideration for filling vacant Senate or other committee seats. At the end of the Call period, NEAC reviews the list of nominees for the seats and submits a recommendation to EC to place on the consent calendar for approval by the Senate. (Except in the case of the Senate Spring Elections cycle.) NEAC recommends changing this to an open call for all vacant seats on the Senate Website (again, except during the Spring Elections cycle) so that eligible faculty may self-nominate for vacant seats as they become available.
- The Senate Coordinator will maintain a posted list of the vacant seats on the Senate website so that eligible faculty can self-nominate at any time. NEAC will send out monthly reminders for faculty to make nominations and will still review the names of the nominees received by the last Thursday prior to the next Senate meeting on a monthly basis and place recommendations on the Consent Calendar for Senate approval. The open call will have a deadline in spring semester, after which people will be seated for the next academic year only, via the annual spring elections.

**C. Faculty Grants Committee: Year-end reports to Academic Senate, Kimber Quinney**

- Quinney shared the Faculty Grants Committee's (FGC's) annual report to Senate, stating that each year, FGC prepares a Call, leads a Research & Graduate Studies-sponsored workshop, and reviews and recommends grant proposals for University Professional Development grants (UPD) and Research, Scholarship, and Creative Activity (RSCA) grants. The proposal review process is administered and supported by the Office of Graduate Studies and Research (OGSR).
- This academic year the FGC received a total of 23 proposals requesting \$128,862 in funding. Based on the merits of the proposals, the committee identified full and partial funding options, and recommended \$84,999 in awards.

**XIV. PRESENTATIONS**

**A. WASC Update, Regina Eisenbach**

- The Western Association of Schools and Colleges delivered the final Site Review Team Report. The President, Provost and Eisenbach will be meeting with the WASC Commission to receive a recommendation for either a 6 year or 10 year review cycle. A final report from the Commission is due in July. Questions or comments about the Report or the review cycle should be directed to Eisenbach.

**B. University Assessment Council's Activities and Accomplishments AY 15/16, Regina Eisenbach, Linda Shaw**

- The University Assessment Council was organized in 2014 and charged by the Provost to, in part, lead/coordinate assessment efforts for the campus and disseminate best practices/rubrics.
- Representation on the UAC consists of representatives from the four colleges and Library, as well as Extended Learning, Student Affairs, Institutional Planning & Analysis and Academic Programs.
- Accomplishments include Undergraduate Learning Outcomes – WASC said they are well articulated and "elegant." Graduate Learning Outcomes are being developed by the Graduate Studies Council, in consultation with the UAC, with anticipation of a fall semester presentation to

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Senate. Under Assessment Plans/Reports UAC provided feedback on all annual assessment reports submitted. UAC also provided assessment data to the WASC team.

- UAC's PPT presentation to Senate is found at this link:  
<http://www.csusm.edu/senate/meetings/acad2015.html> next to the 5/4 Agenda and Minutes.

**XV. STANDING COMMITTEES – YEAR-END REPORTS** (written, as attached)

**XVI. SENATOR'S CONCERNS AND ANNOUNCEMENTS**

**A. Senate Officers: Recognition; Passing of the Gavel**

- Senate Officers: Recognition; Passing of the Gavel
  - The Senate Officers presented Cherie Vinopal, Sr. Instructional Developer, IITS, with a bouquet and card and thanked her for her Senate support with the voting clickers.
  - McDuffie presented a bouquet and an honorary plaque to Senator and past Senate Chair Vivienne Bennett who is retiring from CSUSM.
  - Kristan recognized the Senate support staff and Senate Parliamentarian Jackie Trischman with bouquets and cards.
  - Kristan presented a bouquet and thanked Secretary Stowell for her work on Senate.
  - Kristan presented a bouquet and thanked Vice Chair McDuffie for his work on Senate.
  - McDuffie thanked Kristan for her thoughtful and calm leadership and presented a gavel plaque, honoring Kristan's exemplary year of service as Senate Chair.
- The Senate gavel was passed from Chair Kristan to the incoming Chair Michael McDuffie (16/17).

The meeting was adjourned by 16/17 Senate Chair Michael McDuffie at 3:02 p.m.

Prepared by Karen Arvin, Senate Administrative Assistant.

Approved by the Academic Senate:

  
Laurie Stowell, Secretary

5.26.16  
Date

*The next meeting of the Academic Senate will be held September 7, 2016, 12:30 - 2:20 pm, Reading Room, KELL 5400.*

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