

MINUTES
Executive Committee Meeting
CSUSM Academic Senate
Wednesday, April 13, 2016, 12:00-1:50 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); Marion Geiger (SAC); Yvonne Meulemans (GEC); Suzanne Moineau (UCC); Karno Ng (TPAC); Moses Ochanji (NEAC); Marie Thomas (FAC)

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

Not Present: Linda Shaw (PAC Co-Chair); Jill Weigt, (PAC Co-Chair)

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

(The meeting was called to order at 12:02 p.m.)

I. Approval of Agenda

- Secretary's report was added to the agenda.
- Item VIII. F. added – UCC: P-Forms Not "Signed Off" by UCC and/or BLP.

Motion #1 M/S/P*

To approve the Agenda of 04/13/16, as amended.

II. Approval of Minutes

Motion #2 M/S/P*

To approve the Minutes of 04/06/16, as written.

III. Chair's Report, Deborah Kristan

- Please RSVP for the Full Professor Luncheon with President Haynes, scheduled for 04/21/16 from Noon-2:00 p.m. in KEL 5400.
- Committee items that require a first and second reading at Senate need to be heard at the next EC meeting on 04/20/16 in order to be completed by the end of the semester.
- Kristan will send an email to EC including a letter written by Dr. Michelle Ramos Pellicia concerning the presence of Border Patrol at the 04/07/16 Job Fair on campus and their conduct. A group of students protested the presence of Border Patrol personnel. Some Border Patrol representatives then took pictures of the protestors. Kristan is in communication with the President on the matter and will report back at the 04/20/16 EC meeting. VP of Student Affairs, Lorena Meza, will be attending the 04/20/16 Senate meeting to provide information and to answer questions.

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

V. Secretary's Report, Laurie Stowell

- The Referendum initiated by EC regarding changes to Article 6.1, Article 6.9 and Article 6.13 of the *Constitution and By-Laws of the University Faculty and Academic Senate* passed.

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

- The CHABSS Dean search committee has completed video interviews. An announcement is expected next week with information about finalists and campus visits.
- The search committee for the AVP of Office of Diversity, Educational Equity & Inclusion and Ombuds Services participated in a video conferencing meeting with the search firm Koya Leadership Partners which served as a 'calibration' meeting. A full review with recommendations for the President is expected by the end of April.

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

- The Enrollment Planning Administrative Advisory Group (EPAAG) met on 04/12/16 to discuss a plan for first time freshmen to register for classes before orientation. Haddad said this change would allow staff to concentrate on other issues during orientation. EPAAG will look into the feasibility of a change over the next year with a potential target start time of Fall 2017.
- Haddad will be looking at the Spring final exam schedule to estimate the number of students who have multiple exams within a short period of time to address senator questions about the Final Exam Conflict Policy discussed at the 04/05/16 meeting.
- Haddad discussed the Student Transfer Achievement Reform Act, Senate Bill 1440, that enables the California Community Colleges and CSU to collaborate on the creation of Associate in Arts Degree and Associate in Science Degree transfer programs. For accepted Associate Degrees for Transfer (ADTs), the campus must provide the student a plan showing that the student can complete the bachelor's degree in 60 units or less.
- The Academic Requirement Report (ARR) is the actual plan given to the student. Currently the campus is receiving more ADT requests which necessitate review of ARR. Discussion ensued regarding the transfer program and the acceptance or denial of a proposed major.

VIII. Discussion Items

A. NEAC: Recommendation to Update Language on Participation of Ex-Officio Members on Senate Standing Committees

- NEAC was charged with analyzing and seeking feedback from Standing Committee chairs, EC and the ex-officio members on Senate standing committees on whether the 'or designee' phrase should be added or removed for each of the ex-officio members. No new feedback was received from the first reading on 03/09/16.
- Discussion ensued regarding whether the proposed language updates in the policy constituted substantive changes to the Constitution. Title changes, it was noted, fall within the purview of Article 8.5 of the *Constitution and By-Laws* but adding "or designee" or increasing committee membership would be subject to a Referendum.
- Additional discussion included the language of using "or designee" when the intent is to have the dean rather than a representative attend the committee meetings.
- EC decided the substantive changes in the NEAC committee recommendations will be added to the next Referendum cycle regarding changes to the Constitution; it was suggested that an explanation of the intent of the phrase 'or designee' be written into the by-laws. In the meantime, title changes will be made by NEAC and a revised Constitution & Bylaws document will be posted; NEAC will include the other changes in its next committee report.

Motion #3 M/S/P*

To approve the title changes (BLP) in **NEAC: Recommendation to Update Language on Participation of Ex-Officio Members on Senate Standing Committees** per Article 8.5 of the *Constitution and By-Laws of the University Faculty and the Academic Senate*.

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

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

B. FAC: Visiting Professor Policy and Procedure

- FAC was asked to develop a policy for the appointment of visiting faculty. FAC reviewed other campus policies on the subject and noted that most handle visiting professors in the same way as temporary faculty.
- Discussion ensued regarding a formal visiting professor policy for the campus.
 - It was noted that administrative input, especially from deans, would be useful during the first read process.
 - Language in the Collective Bargaining Agreement (CBA) was discussed in reference to if or how visiting professor teaching assignments might affect current lecturer faculty, specifically in line 114, Section B3, *“The hiring of Visiting Faculty shall not result in the displacement or time base reduction of an incumbent Temporary Faculty Unit Employee as reflected in the order of work in provision 12.29.”* Discussion continued on hiring visiting professors without displacing lecturers with contractual entitlements.
 - Clarifications were made between “visiting scholar” and “visiting faculty,” where the term “visiting faculty” is the only title covered in the CBA. Visiting scholars tend to visit for research purposes without teaching.
- FAC will seek input from college deans and review EC feedback.

Motion #4 M/S/P*

To place FAC: **Visiting Professor Policy and Procedure** (as amended) on the 04/20/16 Senate Agenda for a first reading.

C. FAC: Library Retention, Tenure and Promotion Standards Policy

- FAC revised the Service requirements in the Library’s Retention, Tenure, and Promotion policy. The current policy language requires that library faculty engage in national-level service to the library profession in order to earn tenure and promotion to Associate Librarian or Librarian.
- Discussion ensued regarding the approval process for an individual department’s standards document and whether minor modifications should be put on a Consent Calendar. Language in the University RTP document currently states that *“departments or equivalent units shall follow the approval process which is FAC to Senate when they wish to change their standards.”* FAC’s role is to ensure that department level RTP documents are in compliance with the University level RTP document.
- Oberem noted a change proposed to the Library’s RTP in Item F. Service, line 452, *“For promotion to Librarian rank, the librarian shall provide evidence of sustained and substantial service contribution and/or by taking a leadership role within the Library, University, and/or profession in responding to the needs of the community.”* As amended, library faculty would no longer be required to participate in University Service. It was noted that this was not the intention of the amended language.
- FAC will send the policy back to the Library for further discussion with the intent to bring it back to EC and Senate (first reading if approved at EC) on 4/20/16.

D. TPAC Report: Results of Open Access Opt-In/Opt-Out Faculty Survey

- TPAC gave findings from a tenure track faculty survey on the Open Access Policy. Ng said the survey generated 83 responses.
 - 56.6% voted for an Opt-In option
 - 31.3 % voted for an Opt-Out option
 - 8.4% voted No Preference
 - 3.6% voted Not Sure.
- The ratio of those voting for Opt-in versus Opt-out was approximately 2:1.

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

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

