

MINUTES

Executive Committee of the Academic Senate CALIFORNIA STATE UNIVERSITY SAN MARCOS

Wednesday, October 1, 2014
12:00 noon – 12:50 pm, Commons 206

Voters Present: Laurie Stowell, Chair; Vivienne Bennett, Secretary; David Barsky (APC, ASCSU); Melanie Chu (Library); Deborah Kristan, Vice Chair; Chetan Kumar, APC; Suzanne Moineau, UCC; Barry Saferstein, SAC; Pat Stall, BLP; Linda Shaw, (PAC); Richelle Swan, NEAC; Marshall Whittlesey, GEC

Ex Officio Present: Glen Brodowsky ASCSU; Darel Engen, CFA

Parliamentarian: Marshall Whittlesey

Not Represented: LATAC; Graham Oberem, Provost; Kamel Haddad, Vice Provost; Carman Nava (FAC)

Staff: Adrienne Durso

(The meeting was called to order at 12:03 PM)

I. APPROVAL OF AGENDA

Motion #1 M/S/P*
To approve the Agenda.

II. APPROVAL OF MINUTES

Motion #2 M/S/P*
To approve the EC Minutes of 9/24/14 as presented.

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

An email has been sent to Chairs outlining a rotation of oral reports for AS. Reports should also be submitted in writing. Written reports are to be sent to Durso, Fridays before AS meetings. (There is no January meeting.) • A Call has gone out for nominations for the '14-'15 President's Outstanding Faculty Awards. Deadline for nominations is 8:00 AM, 10/9/14. Submit nominations of colleagues to: Susan O'Connor at soconnor@csusm.edu. • Marcia Woolf will be nominated by EC for the Zomwalt Award. Bennett will draft the nomination, share with EC and obtain signatures, including past Senate chairs, and EC members from last year who are not currently serving on EC. • Stowell and Kristan have met with President Haynes and learned the campus has a Sustainability Strategic Plan. Regina Frasca is tasked with leading the sustainability efforts on campus. Sustainability information is found at this link: <http://www.csusm.edu/sustainability/sustainability-masterplan.html>. Further information is found on the President's website: <http://www.csusm.edu/president/plans/>. Alan Styles may be invited to future AS meeting to discuss/share sustainability work to-date. • On October 16th, CSUSM will participate in the [2014 Great California ShakeOut](#). During U-Hour, an emergency alert will be sent, simulating an actual earthquake notification. All are asked to practice [Drop, Cover, and Hold On](#). It was suggested everyone look around their work space and classrooms to identify potential hazards in case of an actual quake. • The Referendum includes an amendment to add a member to PAC representing Interdisciplinary programs. If this amendment passes, we will need to finalize a definition of who is eligible to serve in this seat.

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

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

Referrals:

FAC

- **Department of Communication RTP**

IV. VICE CHAIR'S REPORT, [Debbie Kristan](#)

Kristan and Stowell met with Mike Schroder to discuss the International Studies program. Schroder has made considerable efforts to obtain international partnerships, increasing the number of international students on campus. These students benefit the campus and are not impacting access for residents. In some cases, resident students change places with international students to study abroad. International study is not limited to the countries listed on the Global Education website. • EL is working closely with stateside groups on the Online Quality Teaching Initiative.

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

(Not present; no report given.)

VI. VICE PROVOST'S REPORT, [Kamel Haddad](#)

(Not present; no report given.)

VII. DISCUSSION ITEMS

A. APC Curriculum Proposers Policy (attached) – APC has drafted a Curriculum Originators Policy which provides guidelines about who may initiate curriculum proposals. New curriculum and programs, as well as changes to curriculum and programs *must* be initiated by faculty (tenure track and lecturers – full and part-time). The proposer must be faculty at the time of the proposal (they do not have to be faculty during the entire course of the proposal process). MPPs/Administrators may not propose curriculum, even if they are teaching courses. This policy is derived from a resolution passed by Senate previously; that resolution has been followed ever since but without an official policy to the same effect. Thus, this policy will ratify procedures which are currently being followed. EC discussion ensued. It was suggested the order of the policy items be changed before forwarding to Senate. Policy will read, in order: *I. Policy Statement, II. Definition of Faculty, III. Exceptions.*

Motion #3 M/S/P*

To send Curriculum Proposers Policy (with change in order) to Academic Senate for first reading (Discussion Item).

B. Engaged Education Definitions (attached) – Discussion addressed the definitions of *Internship* and *Service Learning*, as they relate to SAC's oversight/discussion of Internship liability and development of related webpages. Kristan stated that, Executive Order 1089, which is motivating the need for a campus Internship Policy from the perspective of risk management, defines Internships as solely off campus activities. It was suggested there should be two separate documents, one that addresses on campus internships and separate policy addressing off campus Internships and Service Learning. SAC will contact the Deans' offices of all Colleges (except CEHSS, due to complex, specific program needs) to determine if college-level internship policies already exist. Those may be used to create a campus policy. Stowell is available to SAC for consultation. Any concerns or feedback should be forwarded to Saferstein (bsaferst@csusm.edu).

X. EC MEMBERS CONCERNS AND ANNOUNCEMENTS

(Due to time constraints, this item not addressed.)

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

The meeting was adjourned at 1:00 PM

Respectfully submitted by Adrienne Durso, Senate Coordinator.

Approved by the Executive Committee:  10-21-14
Vivienne Bennett, Secretary Date

Next meeting: October 8, 2014 ~ 12:00-1:50 p.m. ~ Provost's Conference Room – Kellogg 5207

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

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