

**MINUTES**  
**Academic Senate**  
**Executive Committee**  
Wednesday, November 5, 2014  
11:30 am – 1:00 pm, McMahan House

**Voters Present:** Laurie Stowell, Chair; Deborah Kristan, Vice Chair; Vivienne Bennett, Secretary;  
Chetan Kumar APC; Suzanne Moineau, UCC; Carmen Nava, FAC; Karno Ng, TPAC; Toni Olivas,  
Library/BLP; Barry Saferstein, SAC; Linda Shaw, PAC; Richelle Swan, NEAC; Marshall Whittlesey, GEC

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

**Parliamentarian:** Marshall Whittlesey

**Staff:** Adrienne Durso

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(The meeting was called to order at 11:35 am.)

**I. APPROVAL OF AGENDA**

**Motion #1 M/S/P\***  
To approve the Agenda, as presented.

**II. APPROVAL OF MINUTES – 10/29/14**

**Motion #2 M/S/P\***  
To approve the Minutes of 10/29/14, as presented.

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

- There is no EC Meeting scheduled for 11/26/14 (week of Thanksgiving).
- The EC and Senate Meetings on 12/3/14 will take place at the McMahan House Great Room.
- There will be a reception for Marcia Woolf following the Senate meeting on 12/3/14, at McMahan House, with the entire campus to be invited, soon. All are urged to RSVP for an accurate attendance count.
- Last year, Vivienne Bennett asked Committee Chairs to talk with their committee members about conflicts of interest with committee work. All Committee Chairs are urged to discuss this, again, with their respective committee members. There may be future EC discussion about formalizing this process in the Constitution.

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

- Kamel Haddad and Debbie Kristan co-chaired the first LAMP meeting (10/31/14), reviewing the charge, membership, and determining the process for this academic year. Information from future LAMP meetings will be shared with EC and AS.

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

- A [CALM](#) (Cougars Affordable Learning Materials) awards ceremony was recently held. The Chancellor's office has provided \$55,000 in funds for CALM. To date, 40 faculty have participated in this program, providing an estimated \$414,000 in savings to students.

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

Legend: M = Moved      S = Seconded      D = Defeated      P = Passed      L = Lost      W = Withdrawn

- The Office of Graduate Studies & Research is hosting a Student Poster Session on 12/2/14 from 11:30 am to 1:00 pm in the Clarke Field House.
- The Faculty Center Research Colloquium is scheduled for 11/12/14, 5-8PM in the McMahan House. The scheduled speaker is Betsy Read, Professor of Molecular Cell Biology.

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

- Classroom Rush yielded 25 IPCs (impossible to place classes). The process took only *hours*, as opposed to previously taking *weeks*. Problems were resolved quickly with one course moving to online, and a few courses cancelled.
- Haddad met with the faculty of the School of Arts, at their invitation to discuss the Student Access Initiative, addressing their concerns and offering clarifications. An article on the Initiative is presented in the 11/5/14 edition of *The Cougar Chronicle*, including interviews with Stowell, Haddad, students and faculty.
- The 3-year Rolling Plan process has begun. Pat Stall, BLP Chair, attended the AALC meeting on 11/4/15; a timeline is now in place.
- The University Budget Committee meets 11/7/14. New categories may be added to next year's budget.

VII. CONSENT CALENDAR

A. NEAC

**Motion #3 M/S/P\***

To approve NEAC Recommendations of 11/5/14 and forward to Senate.

B. UCC Report

**Motion #4 M/S/P\***

To approve the UCC Recommendations of 11/5/14 and forward to Senate.

VIII. DISCUSSION ITEMS

A. FAC: Guidelines for Department RTP Standards

- Language was changed as suggested at EC. EC members voted to move the document to Senate.

**Motion #5 M/S/P\***

To place, **FAC: Guidelines for Department RTP Standards** on Senate Agenda 11/5/14 for first reading.

B. SAC: Student Grade Appeals Policy

- Saferstein presented final Draft of the revised Student Grade Appeals Policy, revised to reflect the current practice of online submission of grade appeal forms.
- There was discussion regarding the current policy about why the Committee Chair is not allowed to vote on grade appeals. Karno Ng suggested that it is possible the guidelines may have been put in place to address the fact that sometimes the Committee Chair is privy to information external to the grade appeal material itself when he/she is in contact with administrators and department chairs regarding logistics of the appeal and they share unsolicited information that could bias the chair's vote. Additionally, having the Chair *not* provide a regular vote means that he/she can be deployed as a tie-breaker (per the policy).

**Motion #6 M/S/P\***

To place, **Student Grade Appeal Policy** on Senate Agenda 11/5/14 for first reading.

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**C. BLP/UCC: BA in Music**

- BLP unanimously approved the BA in Music program. BLP believes there is a student need based on statistics from Palomar and Mira Costa colleges (both would feed into this program). The completed 5-year cost analysis shows sufficient budget. By year three, the program would add enough FTES to generate sufficient funds for one additional faculty and additional lecturers. Plans for fundraising for projected facilities are in place.
- UCC unanimously approved the BA in Music program. UCC believes this program will offer flexibility for faculty in teaching courses in line with their areas of expertise. Upper and lower division ensembles will share some SLOs. Approximately 20-25 students would be accepted each year.
- A discussion of the general process of earmarking future facilities/rooms/buildings for programs with previously projected needs took place. The issue of, “fairness” was raised in relation to programs being reviewed and approved as one-offs without contextualizing the review of each program within the larger pipeline of upcoming program proposals (which could then be turned down because resources were allocated to programs approved ahead of them). In addition, the Chair of UCC raised the issue of program proposals that were proposed and approved as self-support being sent back from the Chancellor’s Office to be proposed as stateside programs. Such programs were developed with no cost implications for the campus but, now, as state-supported programs, their resource needs have to be evaluated differently. It was suggested that CSUSM look at what other growing campuses do when faced with these issues.
- It was suggested that the Music BA proposal might prove more compelling to the Chancellor’s Office if it were to include more robust showing student demand as well as data showing the number of students CSUSM loses to other campuses by *not* having this program in place.

**Motion #7                      M/S/P (6 Yes; 3 Opposed; 3 Abstentions)**

To place the ***BA in Music*** on Senate Agenda 11/5/14 for first reading.

**D. Senate Officers: Shelter in Place Concerns**

- Due to the recent false “Barricade in Place” alarm on campus many have expressed concern about how best to instruct/assist students during Shelter in Place announcements/drills, especially in areas where there are large numbers of students (e.g., Library, USU). Some rooms and areas don’t have phones where one may hear such announcements. Some doors can only be locked from the outside, which requires one to leave the room, possibly placing themselves and others in harm’s way. EC members were asked to email any additional concerns to Stowell.
- Stowell to forward concerns to Chief McManus.

**IX. EC Members Concerns & Announcements**

- Whittlesey shared that when an item arrives at Senate for a second reading, the Senate is not obligated to vote on the item. Instead, Senators may vote for postponement of consideration of the item. It was shared that it is believed the Senate’s practice has always been to vote after a second reading. Whittlesey will confer with Beverlee Anderson regarding CSUSM Senate practice on this issue and share with EC.
- Bruce Rich’s name was inadvertently left off of NEAC’s Recommendations for 11/5/14, for service on the Professional Leave Committee, as CoBA representative, AY 14-15. (NEAC had previously approved moving his name forward for consent.) His name was added and a consent vote taken.

**Motion #8                      M/S/P\***

For EC to accept NEAC’s recommendation of Bruce Rich to serve as CoBA representative, PLC, 14-15.

**The meeting was adjourned at 12:58 PM**

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Submitted by Adrienne Durso, Senate Coordinator.

Approved by the Executive Committee: *Vivienne Bennett* 11/13/14  
Vivienne Bennett, Secretary Date

**Next meeting: November 12, 2014 ~ 12:00 – 2:00 p.m. ~ Provost's Conference Room – Kellogg 5207.**

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

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