



## ACADEMIC SENATE MINUTES NOVEMBER 29, 2012

ASD 12-169

*Approved 12-13-12*

11:30 AM - 1:00 PM

**Pollak Library North 130**

Present: Balderas, Bonney, Brusckhe, Buck, Carroll, Chavis, Dabirian, Evanow, Fidalgo, Filowitz, Fisher, Fitch, Gradilla, Gratton-Lavoie, Guerin, Hewitt, Hickok, Huizinga, Jarvis, Knutson Miller, Manriquez, Loeza, Matz, Mead, Morales, Myck-Wayne, Nyaggah, Pasternack, Puri, Randall, Rhodes, Rhoten, Shoar, Stang, Stein, Walicki, Walker, Weismuller, Westgate, Yang

Absent: Armstrong, Bedell, García, Jones, Michalopoulos, Murray, Stambough, Taylor

### I. CALL TO ORDER

Vice Chair Walker called the meeting to order at 11:32 AM.

### II. URGENT BUSINESS

None.

### III. PARLIAMENTARY TIP OF THE DAY

If a Motion has several parts, it is possible to divide it into the parts for a separate vote on each part. Technically, it is a Motion to Divide but at our Academic Senate, we typically divide if a member asks for a dividing of the question. NB a motion may make no sense to divide, i.e., where one part fails and another passes, e.g., we move to allocate \$500,000 to create a program in swordfish cultivation. We divide the question and the money part passes but the swordfish program creation part fails.

### IV. ANNOUNCEMENTS

#### 4.1 (Walker)

- An A.S. meeting has been added to the calendar on 12-13-12.
- Titan Toy Drive is in progress.
- Nominations are being sought for a faculty member to apply for service on the CSU Board of Trustees. An email has been sent to faculty, and a reminder will be forthcoming. Applications are due in the A.S. office 12-17-12, and will be forwarded to the Chancellor's Office for consideration by Governor Brown.
- Dr. José Cruz plans to join us today (after another campus meeting). He will be introduced to the body and officially take his place as an Academic Senator on 12-6-12.

#### 4.2 (Matz) Congratulations to Senator **Jon Brusckhe** who is this year's recipient of **AFA's Distinguished Service Award** which recognizes long-term service to the American Forensics Community. It is because of his contribution to debate tabbing software, his work with the HS Program of SCUDL, and his efforts and success in acquiring grants for speech and debate activities.

#### 4.3 (Huizinga) On behalf of Office of Graduate Programs and Research

- CSUF had a record attendance at the Southern California Undergraduate Research Conference held at CSU Channel Islands on 11-17-12, where 45 CSUF students presented the work of 85 students. We anticipate hosting this conference at CSUF in 2014.
- Information has been distributed to faculty and administrators regarding the opportunity for both undergraduate and graduate students to participate in the 2013 Student Research Competition. Senators were asked to encourage their students to submit a completed application and written narrative by 2-18-13. This is an excellent way to showcase both student and faculty participation in research and to build Titan Spirit in competition. Plus there is the possibility of winning a cash award!

#### 4.4 (Dabirian) gave an update on two (2) searches currently in progress. The campus community is encouraged to attend open forums for each candidate. Reminder announcements will be sent via email. Comment forms are online for each search.

- Athletic Director: Three of four candidates have been interviewed on campus, with the fourth due 12-3-12.

- Vice President for University Advancement: Search is in progress with a total of three candidates visiting campus during this week and next.

### **SPECIAL PRESENTATION**

Senator Chris Manriquez was given special recognition by Senators Walker and Dabirian for his 16 years of service at CSUF. Our Information Technology Division will miss him. He will be leaving CSUF to join CSU Dominguez Hills as the new Chief Information/ Technology Officer. This will be Senator Manriquez's final A.S. meeting. He thanked everyone for their collaboration through these past years and gave a special thank you for the A.S. keychain.

## **V. APPROVAL OF MINUTES**

- 5.1 ASD 12-148 Academic Senate Minutes – 10-25-12 (Draft) Stang/Bonney) passed as submitted M/S/P (Stang/Bonney) A.S. Minutes from 10-25-12 were approved as submitted.
- 5.2 ASD 12-152 Academic Senate Minutes – 11-1-12 (Draft) M/S/P (Weismuller/Rhoten) A.S. Minutes from 11-1-12 were approved as submitted.

## **VI. CONSENT CALENDAR**

M/S/P (Pasternack/Fitch) Consent Calendar was approved.

- 6.1 ASD 12-155 New Course Proposals– Graduate [COMM 462+GEOG 489] [Source: Grad Ed Com]
- 6.2 ASD 12-165 New Course Proposals– Graduate [HIST 460C+EDD 611+EDD 612 + EDD 613] [Source: Grad Ed Com]
- 6.3 AD HOC COMMITTEE–WRITING BOARD – includes current University Writing Board Members Re [UPS 320.020](#) University Writing Requirements [5-25-12] **SANS EWP**  
Nominees: Lawrence Jasper (ARTS); Pete Evanow (MCBE); Uksun Kim (ECS); Sapna Chopra (HHD); Catherine Maderaza (EDUC)  
[Writing Board Members: Janet Eyring (HUM); Barbara Erickson (SOC SCI); Lana Dalley (HUM); Michele Mouttapa (HHD); Tom Clanin (COMM); Leslie Bruce (HUM)]

## **VII. CHAIR'S REPORT**

### **VIII. STATEWIDE ACADEMIC SENATE REPORT**

(Pasternack) The 11/8-9/12 Statewide Senate Report (6 pgs) was distributed via email 11-9-12. Interim meetings (electronically) will be held next week. One item of continuing concern is the Board of Trustees' agenda item for mandatory 120 units for undergraduate degrees.

(Guerin) ASCSU is looking forward to the transition to the new Chancellor. The BOT accepted many of the recommendations from ASCSU Executive Committee regarding broadening the search committee criteria and candidate characteristics to be adopted in future chancellor searches. Chancellor White possesses many of the characteristics the ASCSU Executive Committee favors. A resolution was passed opposing raising student fees. Governor Brown was in attendance at the BOT meeting.

### **IX. ASI ACADEMIC SENATE REPORT**

- 9.1 (Loeza) Three (3) bike stations have been purchased in collaboration with the University; two are at the main campus, one at the Irvine Campus. This is one way to promote alternative transportation.
- 9.2 (Morales) ASI recently passed a resolution opposing increased student fees.

### **X. NEW BUSINESS**

- 10.1 ASD 12-136 Presidential Selection *Proposed New UPS* – Draft Document (Source: Exec Com) M/S (Randall/Bonney) Moved to approve this new policy. There is no current procedure for this process.

(Pasternack) Line 13 *friendly amendment*: add words “during the current term” at the end of the sentence. To read: “votes will be prorated in terms of the number of units taught during the current term.” (see Buck comment: one person, one vote).

(Hewitt) raised the following points for clarification:

Line 5 - asked that words be added at end of this line: CSU BOT Policy calls for “the following faculty to be on the Advisory Committee to the Trustees Committee for the Selection of the President”.

(Guerin) gave the exact name of the Board of Trustees Committee, which is “The Advisory Committee to the Trustees Committee for the Selection of the President”.

Questions were raised as follows:

Line 9 – “Within a week....” is that a reasonable length of time? [Senator Mead responded on behalf of the 2011-12 Elections Committee noting that members met very quickly with Executive Committee in fall 2011, in anticipation of President Gordon’s retirement announcement at Convocation.]

Line 25 -- specifies faculty from two (2) different constituencies. There could be an overlap of two constituencies since the A.S. Chair, sitting as a third member, could be from one of those two constituencies. Debate ensued regarding wording of this section. Points made as follows:

- Should faculty be from *colleges* or *constituencies*?
- If units are identified as “colleges” then Unit 3 faculty from Library, Athletics, CAPS and UEE are excluded.
- Lines 6-7 allow for three faculty members to serve. Should each be from a different college/constituency?
- Should the College of HSS be considered separately? The A.S. 16 standing committees have two representatives from HSS, one from Humanities and one from Social Sciences.
- This section is confusing in general. It actually means the top vote-getters from each of the two constituencies, but it doesn’t read that way.

M/S/P (Fitch/Fidalgo) moved to return document to Executive Committee for further review and revision. VOTE (by voice) approved unanimously.

(Buck) Lines 13-14: suggested this be sent to a policy making committee. Senator Buck encouraged no split votes for part-time faculty on the grounds we always want one person, one vote.

10.2 ASD 12-161 [UPS 270.103](#) Staffing of 500 Level Graduate Courses [4-19-06] [Source: FAC]  
M/S/P (Huizinga/Matz) Senator Huizinga asked the Chair of Faculty Affairs Committee, Laura Lohman, to speak to the motion to move this revised document for approval. Dr. Lohman pointed out the two revisions made by FAC. 1) established that the range of graduate level courses pertains to 500-600 level courses; 2) eliminated a lower standard of mastery of course topics for temporary faculty vs. tenure/tenure-track faculty members, so that teaching standards are now equal for all faculty.  
Vote (by voice) ASD 12-161 passed unanimously.

10.3 ASD 12-156 [UPS 211.000](#) Responsibilities of Departments and Department Chairs [Source: FAC]  
M/S/P (Matz/Weismuller) Moved to approve ASD 12-156. Senator Matz spoke to revisions as a member of Faculty Affairs Committee. FAC Chair, Laura Lohman, was invited to speak to the document revisions as well.

(Randall) Lines 53-56: *friendly amendment* to add clarification at the end of line 56 – as follows: “department staff members, with the exception of personnel committees and any other enfranchisements prohibited by the Collective Bargaining Agreement.”

(Fisher) Line 23, asked for clarification for “individual department members” within this document.

M/S/P (Jarvis/Fisher) Line 23, strike “words “individual members” so it reads: “...clarify the respective roles of departments and department chairs.” This amendment was *not friendly* – thus debated.

(Pasternack) suggested amendment to above amendment to make consistent with line 25. Strike only the word “individual”. Sentence will read “...clarify the respective roles of the department members and the department chairs in...”

Vote (by voice) on Jarvis amendment as modified by Pasternack: Passed with 1 nay.

(Pasternack) Line 26: *friendly amendment* to change “policy” to “policies”.

(Fidalgo) Line 119 *friendly amendment*: “...” add University after “College.” Line 118-119 will read: “The Chair is responsible for implementing departmental, College and University policies.”

M/S (Randall/Rhoten) Line 140 Motion to change the word ~~informed~~ to knowledgeable.

M/S/P (Stang/Carroll) Substitute motion to reverse sentence order. Will read as follows:

The department Chair should be informed of University policies and proposed policies affecting his/her department. The chair is responsible for informing his/her department of University policies and those proposed policies that affect the department.

Vote (by voice) on substitute motion: Passed unanimously.

(Fidalgo) Line 146: *friendly amendment* to use the Executive Committee suggestion to #8 (lines 146-147). Use Lines 149-150: “8. The Chair shall facilitate academic advisement for students majoring and minoring within the department.”

(Buck) Line 86: *friendly amendment* to return deleted sentence as follows: “3. The Chair is responsible to his/her faculty colleagues in the performance of his/her duties.”

(Buck) Line 130: *friendly amendment* to add the following phrase at the end of the sentence on Line 131: “and departmental policies.”

(Knutson-Miller) Line 66: *friendly amendment* to rearrange and combine sentences to streamline content. Sentence will read: "4. The individual faculty members of the department, including tenured and probationary faculty and lecturers, have both an obligation and a right to perform the roles, duties, and responsibilities assigned to them by the department.

(Knutson-Miller) Line 114: *friendly amendment* to read as follows: "...and curricula for effectiveness and consistency with..."

Vote (by voice): ASD 12-156 UPS 211.000 as amended was approved unanimously.

- 10.4 ASD 12-158 [UPS 300.010](#) Final Grade Reporting [6-17-05] [Source: ASC]  
 M/S (Filowitz/Matz) Moved revised document ASD 12-158 for approval.  
 M/S (Fidalgo/Fitch) Line 12-17. After discussion and generic wording offered, the following amendment to paragraph #1 was determined "*friendly*". Wording will be as follows:  
 Faculty members have the responsibility to provide careful evaluation and timely assignment of appropriate grades for courses that they teach each term. The faculty members shall record grades-electronically-in the student information system. ~~Faculty Center of their CSUF Faculty/Staff portal under the Titan Online tab. Instructions on how to enter and submit grades can be found in the Online Grading Training Guide in the CSUF portal.~~ Grades shall be due on the date announced in the academic calendar, which shall be no fewer than six days after the last day of final examinations.  
 (Pasternack): Line 15: *friendly amendment* to replace ~~on~~ to "by the date announced..."  
 Debate continued regarding the due date for grades and the term "no fewer than six days". Motion to adjourn.

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The following items will be moved to the next Academic Senate agenda.

- 10.5 ASD 12-159 [UPS 300.013](#) Late Add Policy [6-17-05] [Source: ASC]  
 10.6 ASD 12-160 [UPS 300.015](#) Repetition of Courses [6-7-12] [Source: ASC]  
 10.7 ASD 12-157 [UPS 100.700](#) Formation, Operation, and Discontinuation of University Institutes [4-24-78] [Source: PRBC]
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## XI. ADJOURNMENT

M/S/P ((Nyaggah/Rhoten) meeting adjourned at 1:00 PM.