



ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MAY 7, 2013

Approved 6-18-13

11:30 AM - 1:00 PM

MH-141

Present: Bedell, Bonney, Brusckhe, Dabirian, Guerin, Matz, Pasternack, Randall, Stambough, Walker
Guests: Saks, DeMaio, Ferrer, Bond, García, Armstrong, Katz, Maier

I. CALL TO ORDER

Chair Bedell called the meeting to order at 11:30 AM.

II. URGENT BUSINESS

III. ANNOUNCEMENTS

IV. TIMES CERTAIN

11:45 AM

Topic: Various

Discussants: Mr. Gregory Saks Vice President of University Advancement

Chair Bedell welcomed Mr. Saks to discuss topics related to Executive Committee and Administration working together for the benefit of CSUF, and how faculty could be specifically involved in [Goal #4](#) of the Strategic Plan. Chair Bedell stated that faculty serving on our Standing Committee of University Advancement have reported satisfaction working with the new administration over the past six months, and that the members look forward to continued collaboration in 2013-14.

Mr. Saks gave an overview of University Advancement (“UA”) priorities and a plan for creating a culture of engagement for our campus community through all areas of UA working with faculty, staff, and students through various campaigns, such as the *IOU Program*. There is a plan for emphasizing stewardship from the beginning of a student’s relationship with CSUF at student orientation throughout the student’s path toward graduation, educating the student on the value of his/her degree and encouraging a desire to invest and give back to their institution through the development of TITAN PRIDE.

Mr. Saks distributed glossy information sheets developed by UA to communicate important data to target audiences. Feedback was solicited from members of Executive Committee for the next draft. The goal is to communicate to various partners on campus as well as to the outside community the role of CSUF in supporting and enhancing CSUF as the second largest university in California. Faculty accomplishments could be highlighted. A study is being initiated to enhance the University’s understanding of CSUF’s market position within the community. Other points of emphasis right now in UA are to develop strategies for the development of relations with community partners and donors, optimal infrastructure UA, and the most effective use of technology for managing prospects.

Comments and questions from Executive Committee are highlighted below:

- Who is target audience for the informational packet? [various pieces to different audiences, as appropriate, keeping message simple yet clear].
- Mr. Saks asked that honest feedback is needed for UA to work in partnership with the University.
- Corporate/Foundation area within UA – may need to hire staff to grow this area – grant writing skills needed to work with faculty relating to private foundation grants.
- Possibility of emeriti working in fund-raising areas.
- Partnerships with faculty – annual gifts distributed to junior faculty to help with research.
- Faculty encouraged to contact Mr. Saks directly with ideas for specific involvement.
- Mr. Saks available to meet with departments and colleges regarding role of faculty involvement with students & research/research grants, etc.
- Academic Senate Chair’s Report(s) can highlight opportunities for faculty involvement.
- CSUF Website could be enhanced to highlight UA and faculty involvement – flashing graphics, photos along top ribbon, tabs for links easily accessed.

Chair Bedell thanked Mr. Saks for his visit.

12:00 Noon

Topic: Campus Safety Issues – Update from 11-27-12

**Discussants: Dennis DeMaio, Chief of Police - CSUF
Jay Bond, Associate Vice President for Facilities Planning and Management
Stephen García, Interim Vice President Administration and Finance/CFO
Joe Ferrer, Director – Parking & Transportation Services
Phil Armstrong, Chair - Campus Facilities and Beautification Committee**

Chair Bedell welcomed guests for an update on campus safety. Mr. Ferrer reported findings from the traffic consultant’s work covering Folino Drive and the Lot F roadways. The draft study has been received in a 105 page completed report. A 1-page hand-out with diagrams of two possible solutions, installing stop signs or a traffic signal, from the study was distributed to members regarding consultant findings. In the initial study, the consultant was not asked to review the consequences of installing a traffic signal at the Folino/Lot F intersection. Three new street signs have been installed at the synchronized intersection at Commonwealth and Nutwood. This intersection has been the scene of ongoing conflict between vehicles and pedestrians. Enforcement has been increased with citations written since November 2012. The anticipated closing of Nutwood and the redesign of Commonwealth will increase safety for pedestrians and bicyclists in the area; however, a specific date has not been set by the City of Fullerton for “College Town”. The sidewalk project for pedestrians on the north side of campus (by Residence Housing) is in process.

The following information was shared by Chief DeMaio:

- ✓ “No U-Turn” signs were added on Folino at medians.
- ✓ Southbound Folino (just North of Nutwood) curb line was painted red to help alleviate traffic tie-ups (no stopping/parking).
- ✓ City of Fullerton ordered a sign for northbound on Commonwealth onto Nutwood – “No Right Turn on Red When Pedestrians are Present”.
- ✓ City of Fullerton directed CalTrans to synchronize lights from Folino to 57 Fwy for improved egress
- ✓ Motor Officer: February-March 2013 only

○ 204 traffic stops	○ 115 citations
○ 89 warnings/education	○ 38 Pedestrian checks
○ 149 Directive 16 (mostly skateboard) contacts	○ Other activity: DUI saturation, parking lot/structure patrols, traffic control, vehicle checks, illegally parked vehicles, etc.

Folino and Nutwood area	2011 (year)	2012 (year)	2013 (Jan-Mar)
Total Car Stops	20	367	233
Total Citations	71	115	100

Directive 16 (Bike/Skateboard contacts)	2011 (year)	2012 (year)	2013 (Jan-Mar)
Bikes	16	20	6
Skateboard	82	221	270
TOTAL	98	194	276

Members of Executive Committee thanked guests for their responsiveness to safety concerns and specific past requests.

12:30 PM

Topic: Review of Instructional Technology

Discussants: Richard Katz & Tom Maier Richard N. Katz & Associates

Guests were welcomed by Chair Bedell, and introductions were made around the table. The intended results from the visit of Mr. Katz and Mr. Meier, (Katz and Associates) was to exchange information regarding instructional technology, taking our current unsustainable three-pronged approach to a four-pronged working model [FDC, OASIS, ATC, Instructional TV] that removes redundancy and overlap to streamline and organize working models to meet the needs of faculty and student support services.

Executive Committee members discussed various technology needs and offerings for faculty in a variety of settings throughout campus. Strategic use of technology and how best to teach students with technology tools available were discussed from the list of topics below:

- Faculty Development Center is one faculty support source
- Help Desk – need 24/7 phone support from highly trained individuals
- What areas already exist for instruction/training/classes/media courses
- List of areas where faculty can receive training and support

- Services and consumption
- smart classrooms
- resources/funding needed vs. savings in reducing redundancies and overlap
- support student readiness for online
- faculty perceived understanding of definitions for “online”
- integration between IT and Academic Affairs
- faculty purview as well as department recommendations for what and how courses should be taught
- teacher/scholar model is needed to promote learning and training with accessible materials [technology toolbox, tutorials, etc.]
- make sure there is balance in technology as a tool vs. diffusion of innovation and enterprise leading to productive innovations

Mr. Katz reported that in early observations at CSUF, savings from innovations could mean doing more for the same cost.

V. APPROVAL OF MINUTES

5.1 EC Minutes (Draft) 4-30-13 will be moved to next agenda.

VI. CHAIR’S REPORT (Bedell)

A resolution will be written and presented to Chancellor Tim White when he visits CSUF on May 16, 2013.

VII. STAFF REPORT (Miller)

eVoting for All University Elections, Spring 2013 is taking place this week. Voting ends at 4:00 PM Thursday, May 9, 2013. Election results will be announced via email Friday, May 10th.

VIII. COMMITTEE LIAISON REPORTS

ASI Board of Directors [Stambough] T, 5-7-13 1:15 – 3:30 PM, TSU 207 No Report.

Assessment & Educational Effectiveness Committee [Bonney] W, 5-1-12 2:00-4:00 PM

AEEC met as scheduled, but there is no liaison report due to overlapping meeting of Search Committee for Human Resources, Equity and Inclusiveness with President García.

Faculty Affairs Committee [Matz] F, 5-3-13 10:00 –12:00 PM LH-804

The last meeting for the FAC was held on May 3, 2013. An update on the UPS 108.000 submission to the Academic Senate was reported and noted that it passed.

The majority of the two-hour meeting was spent on UPS 260.102 Guidelines for Granting Sabbatical Leaves for Faculty. After lengthy discussion, it was completed, approved, and will be submitted to Senate Exec for approval.

Members for the 2013-14 year include three members returning; one leaving the university with 1 year remaining in the 2-year term; and four members whose terms end; however, Mira Farka, Laura Lohman, Kathryn Dickson and Anthony Davis will contact the A.S. office to indicate they would like to serve another 2-year term on FAC. Laura Lohman was elected chair for the 2013-14 term.

The schedule for the Fall 2013 and Spring 2014 terms was discussed and dates are now in place. A draft of the Annual Report was distributed and discussed. Member input will be collected over the next few weeks, and the report forwarded to the Academic Senate office.

The entire committee agreed that it was one of their favorite committees and Chair Lohman was applauded for her efficiency.

Faculty Development Center Board [Guerin] T, 5-7-13 2:30-4:00 PM; PLS-44F

This was the final meeting of FDCB for 2012-13. Next year, FDC Board will meet second Friday of the month from 9 to 11 a.m. Those in attendance said this will not be a problem for them to continue. Traci Statler was elected chair for 2013-14 by acclamation.

Jenny Faust reported that coordinator positions for next year have been forwarded to Provost Cruz. The four (4) positions are: 1) Teaching with Technology, 2) Innovative and Effective Teaching, 3) Leadership Development, and 4) Research Development. These folks will be asked to give reports to the FDC Board next year.

Interviews for FDC Director are being held over the next several weeks. Expect a recommendation from the search committee by the end of May. FDC Director is expected to be a full-time position next year.

Consultants Richard Katz and Tom Maier (per our Exec Comm meeting today) were also in attendance at the FDC Board meeting today. The members discussed mainly online courses and why they may or may not work for their students.

General Education Committee [Bonney] F, 5-3-13 2:00 – 4:00 PM MH-141

Two courses were approved for GE, ANTH 105 and HUM 350T. ENGL 356 was returned to the proposer for reconsideration by the College Curriculum Committee in a different GE category. There was a discussion of the PPR draft. Committee members will forward to the chair of the committee additional information by 10 May. The chair in turn will incorporate that material and forward the draft to the AAVPAA by the 17th. Dr. Trotter will review the document and forward it to the committee next year for further review and comment. The committee was unable to elect a chair for 2013-2014 as no one was willing to serve.

Information Technology Committee [Randall] F, 5-3-13 10:00 – 11:00 AM PLS-299

Lynda Randall suggested the committee discuss the need for 24-hour professional help desk staff. This will be an agenda item next year.

A faculty member sent concerns about default settings in Titanium for assignments; i.e., the default sets a due date of one week from creation of assignments.

Rommel Hidalgo explained that the campus has obtained the services of Richard Katz to evaluate four main campus resources that support technology: FDC, OASIS, ATC, and Instructional Television. The goal is to find overlaps and gaps and see how to get a more comprehensive model for the entire university.

Scott Hewitt suggested we should have one website for all technology resources.

Chuck Grieb will continue as Chair for next year.

International Education Committee [Dabirian] W, 5-1-13 11:00 AM – 12:00 Noon MH-141 No Report.

Planning, Resource, & Budget Committee [Bonney for Walker] F, 5-3-13 12:30-2:30 PM, PLS-299

PRBC met on Friday 3 May 2013. VP Cruz was the only VP in attendance as the designees for Garcia (Jenkins), Eanes (Forgues), and Saks were present instead. The first 45 minutes were devoted to a review of the budget presentation from last week during which Bob Mead in effect asked Brian Jenkins to explain various parts of the budget. It appeared that one of the conclusions was the structural deficit will disappear next year. The rest of the meeting was devoted to a dot exercise so that members of the committee could make a first move at prioritizing actions for next year. This process involved the application of 12 dots, 3 each in red, yellow and green, to 19 possible targets, i.e. the strategies for the four goals and the five initiatives proposed by the vice presidents at last week's meeting. In a stunning outcome the five initiatives which encompass many of the strategies received the lion's share of dots. The committee will determine what all this means next week. Stay tuned.

Student Academic Life Committee [Guerin] T, 5-7-13 9:00-10:00 AM,

SALC reviewed "Feedback to Colleges and Program - NSSE Action Plan Progress Report." Members discussed the need to work with IRAS to see if this has been a productive activity of the SALC and the colleges in improving student engagement vis-a-vis subsequent NSSE results. The campus focus seems to shifting to "hip impact practices."

The committee asked who will be working on the WASC response on student engagement. SALC has been asked by Academic Advising to review UPS 300.002 next year.

Members whose terms are ending were thanked (and encouraged to "re-up"). Amanda Rice (Athletics) is leaving the university, so we will need to find a new rep from LACE.

Paul Levesque has been an outstanding chair of SALC. He was elected to serve again. Debra Cote was elected as Vice Chair and Secretary. Meetings will be the first Tuesdays from 9:00 - 10:00 AM

IX. UNFINISHED BUSINESS

- 9.1 ASD 13-57 Report & Recommendations from Ad Hoc Committee & CSUF Writing Board "Enhancing Collegiate Writing in the Post EWP Environment" [Dr. Fontaine presented at A.S. 4-26-13]
This item will be added to the A.S. agenda 5-9-13 under a *First Reading* item.

- 9.2 Standing Committee Vacancies – moved to next agenda.
- 9.3 Miscellaneous Boards/Committee Vacancies moved to next agenda.

X. NEW BUSINESS

- 10.1 ASD 13-99 New Course Proposals (6), Undergraduate [Source: UCC]
[HESC 470; POSC 305; CRJU 100; ANTH 106; RTVF 378-T; RTVF 457]
This item will be added to the A.S. agenda 5-9-13 under Consent Calendar.
- 10.2 ASD 13-100 New Course Proposal (1), Graduate [Source: Grad Ed Com] [GEOG 427]
This item will be added to the A.S. agenda 5-9-13 under Consent Calendar.
- 10.3 ASD 13-101 Proposed Resolution re Adherence to University Policy Statements [Source: Exec Com]
Following discussion, members agreed to add this to a *First Reading* item on the A.S. agenda 5-9-13.

XI. ADJOURNMENT

Meeting adjourned at 1:05 PM.