



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 25, 2012**

Approved 10-16-12

11:30 AM - 1:00 PM

MH-141

Present: Bedell, Bonney, Brusckhe, Dabirian, Guerin, Matz, Pasternack, Randall, Walker

Absent: Stambough

I. CALL TO ORDER

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

II. URGENT BUSINESS

None.

ADDITIONAL AGENDA ITEM

11:50 AM

TOPIC: Restructuring 2 Departments within the College of Education

**Discussants: Claire Cavallaro, Dean-College of Education
Steve Murray, Acting Provost/VPAA**

Chair Bedell welcomed Drs. Cavallaro and Murray to discuss the reasons for following the process outlined in [UPS 100.605](#) Policy on Administrative Restructuring of Academic Programs. Dean Cavallaro explained the proposal to merge the departments of Reading Education and Elementary and Bilingual Education. Both departments are supportive of the proposed merger for resource savings and efficiencies in staffing in light of this fiscal environment. There is overlap in both curriculum and faculty strengths in these two areas. Faculty are interested in collaboration, mentoring, and leadership, which will be further advanced with the merger benefiting students and faculty. There have been months of discussion among faculty members in Reading and Elementary and Bilingual Education, with continuing development on operational details. Both departments have approved a department name change (consistent with [UPS 100.601](#)) and revised Faculty Personnel Standards for the merged department. There will be cost savings (approximately \$32,000); however, more important than the savings is the benefit to both students and faculty in the academic area. College of Education is ready for the next step in the process. This is the consultative process with Executive Committee called for in UPS 100.605. An ad hoc committee of five faculty, two of whom should be from outside of the College of Education, will be an agenda item on next week's Executive Committee. An open hearing will be scheduled and announced to the campus community following the report from the ad hoc committee.

EXCERPT FROM UPS 100.605

The Academic Senate Executive Committee, in consultation with the VPAA and dean(s)/director(s) of the affected units, shall appoint an ad hoc committee to study the proposal. The committee shall include at least five faculty members (including representation from the units involved and from a college not involved in the proposed restructuring) and at least one student. The charge of the committee shall be to evaluate the proposed change and provide a report to the VPAA, the Academic Senate, the dean(s)/director(s), and the faculty/staff of the units involved. The ad hoc committee shall report its findings no later than six weeks following formation of the committee.

As part of its deliberative process, the ad hoc committee shall hold at least one open meeting where individuals may express their opinions about the proposed change. Announcement of this open session shall be made well enough in advance to insure adequate notice.

Members of the Executive Committee thanked Drs. Cavallaro and Murray for meeting with them, and all agreed this collaborative process may be a positive model for the rest of the campus as resources continue to dwindle.

III. ANNOUNCEMENTS

3.1 (Dabirian) Two of the three candidates for the position of Provost/VPAA have visited campus. The final candidate will visit Friday, 9-28-12. The search committee has received many positive comments from the campus community regarding the website information and form available for comments regarding each candidate. Executive Committee has met with each candidate from 1:30 - 2:15 PM. in PLN-130.

There was discussion among members whether to write a combined commentary on each candidate to be sent on behalf of members of the Executive Committee. The decision was to encourage individual comments.

3.2 (Guerin)

- The search to replace Chancellor Charles Reed is in the final stage.
- An email was sent this morning from ASCSU to the 23 Academic Senate Chairs asking that attached Excel spreadsheets (departments listed by campus) be disseminated to respective department chairs whose programs require over 120 units toward graduation. Academic Senate CSU is collecting data on the impact of the proposed change at the campuses and asking department chairs/faculty to answer seven questions. Chair Bedell was asked to send forward according to directions in the email. The ASCSU Academic Affairs Committee expects to develop a resolution pertaining to this agenda item in time for the November Board of Trustee meeting. Time is short.

3.3 (Walker) VPSA Eanes has assigned Kandy Mink Salas to work with the Executive Committee members charged with following up the AA/AS Retreat materials regarding academic advising. A timeline needs to be developed.

3.4 (Pasternack) Thursday evening, 9-27-12, Ken Walicki and wife, Füreya Ünal, will be performing with the Divan Consort in Meng Hall.

3.5 (Bedell) Executive Committee members are invited to the "Community College Mixer" event planned at the Arboretum Wednesday, 9-26-12, from 5:30-6:30 PM. Executive Committee members and ASI Executive Board members also are invited to a reception hosted by President García 9-27-12 from 5:30-7:00 PM.

IV. APPROVAL OF MINUTES

4.1 EC Minutes (Draft) 9-18-12 – approved as submitted.

V. CHAIR'S REPORT

- Campus Facilities & Beautification Committee continues to discuss the ongoing safety and cleanliness issues in buildings across campus due to budget constraints and delayed maintenance. EC members added many personal stories of *almost* serious accidents/disasters involving pedestrians, cars, bicycles and skateboards on campus. Addition of new campus dorms has increased existing problems. Enforcement of policies is a problem.
 - ✓ John Beisner, Attorney/Director of Risk Management at CSUF – needs to be informed regarding any "almost" incidents and/or sightings of dangerous activities and behaviors.
 - ✓ Dennis Demaio, CSUF Chief of Police, will be invited to an EC meeting to discuss campus safety issues and possible solutions within CSUF purview. The City of Fullerton has authority over areas of State College Blvd/Commonwealth Ave.
 - ✓ Bill Barrett, VP – Administration/CFO, will be invited, along with Chief Demaio to meet with EC in the near future.

Although a traffic light may not be possible due to cost, there may be other safety solutions to help alleviate congestion and a suggestion to the City of Fullerton to make "no right turn on red" at every corner.

- The 10-4-12 Academic Senate meeting may be cancelled due to lack of agenda items.
- Proxy votes on standing committees are not used at CSUF. Follow-up is needed regarding PRBC.

VI. STAFF REPORT

6.1 Special Election is in progress with two items on the ballot. FT faculty in the Health & Human Development constituency have a choice to vote for one of two candidates running for the 2-year Academic Senate seat vacated by Steve Walk when he accepted the Athletic Director position in July 2012, which is in the Administration constituency. Results will be announced after Thursday, 9-27-12. The other item on the ballot for FT Unit 3 faculty vote is an amendment to the Statewide Academic Senate Constitution, which requires a vote from 23 CSU campuses.

6.2 An email announcement was sent from the Academic Senate requesting nominations from the campus community for the 2012-13 Faculty Leadership in Collegial Governance Award. Nominations are due October 15th per UPS [292.000](#). The reminder letter from Chair Bedell will state that past full-time faculty (retired/emeriti) are also eligible for nomination.

VII. COMMITTEE LIAISON REPORTS

ASI Board of Directors [Bedell] T, 9-25-12 1:15 – 3:30 PM, TSU No Report.

Academic Standards Committee [Bonney] F, 9-21-12 1:00-2:00 PM

ASC addressed the following UPS documents:

1. UPS 300.015 Repetition of Courses [6-7-12]

This policy was approved on June 7, 2012 but the Academic Senate has requested a rewrite by March for greater clarity. In fact, there were still some items in the revised UPS that did not comply with Executive Order 1037. Some rewriting took place over the summer, the committee was asked to provide the Chair with input before the next meeting on October 19th so a revised draft can be discussed by the group.

2. UPS 300.010, Final Grade Reporting [6-17-05]

This UPS needs significant overhaul as electronic grading has replaced paper forms and signatures, summer session support is now self-support, etc. Mark Filowitz and Melissa Whatley will prepare a draft for the group's review and circulate it by email for discussion at the next meeting.

3. UPS 300.013, Late Add Policy [6-17-05]

This UPS requires more definition and clear delineation of student, faculty, and staff responsibilities in the process. Mark Filowitz and Melissa Whatley will prepare a draft for the group's review and circulate it by email for discussion at the next meeting.

Faculty Affairs Com [Matz] F, 9-21-12 10:00-12:00, MH-141

The following actions/discussions are reported.

- Discussed revisions to UPS 211.000 Responsibilities of Departments and Department Chairs [2-18-05]
 - Feedback from deans and others.
 - Changes to language, terminology.
 - Final draft on the next agenda.
- Discussion of UPS 240.100 Sexual Harassment Policy [2-15-05].
 - Inconsistencies with this document, Executive Order 1074 and HR brochure.
 - Discussion on the correct group to deal with this; discussion will continue.
- Discussion of UPS 240.200 Policy of Amorous or Sexual Relationships between Faculty, Staff and Students [9-19-94].
 - Subcommittee will review (Jenny Faust, Anthony Davis & Irene Matz) to discuss.
- Update on contract changes.
 - Need to revise policies to fit the new contract.
 - SOQs; 210.050 (personnel policy for full-time temporary faculty); 210.060 (Personnel policy for part-time lecturers) and 210.000 (faculty personnel policy and procedures), sabbatical policy.
- It was recommended that every department policy needs to be reviewed this year to bring into compliance.
- NEXT MEETING – 10-5-12
 - Emeritus policy – guest emeriti will speak.

Graduate Education Committee [Bonney] F, 9-21-12 2:00 -4:00 PM

Aside from reviewing courses, the Grad Ed Committee took up three issues that seem particularly important. First, and while we were interviewing the candidate for provost, the committee had an extended discussion of ways to improve the course approval process. While the chair, Penny Weismuller, will send a report to Jack Bedell the key points taken from the minutes are listed below:

- Create a unified NCP checklist, including sections specific for the needs of each reviewing committee. Provide samples.
- Simplify form by eliminating redundancies between NCP form and syllabus.
- Reduce NCP form to one page.
- Establish FDC workshop on writing syllabi/NCPs.
- Establish greater definition of committee roles. Department and College level committees evaluate details – later committees evaluate larger/global issues.
- Provide release time for NCP preparation.
- Provide greater flexibility on deadline for Academic Senate agenda.

A second topic that occupied considerable time was an exploration of options that Graduate programs can use for assessing English/writing competency now that the EWP no longer exists. Possibilities include creating a new test or adding an additional writing course that would be used across all programs and increasing the units from 9 to 12 for when a study program must be created.

A third topic of possible interest revolved around whether the proposal, in the Chicano studies concentration for Spanish majors, for a comprehensive examination as assessment was adequate. The committee noted that the concentration in Chicano Studies for history majors did not provide for any assessment at all. The discussion was prompted because both concentrations articulate learning goals. The question then is whether a concentration should have an assessment tool independent of the assessment in the individual courses that comprise the concentration. This seems to be a sufficiently significant issue that there should be come coherent and consistent policy.

Planning, Resource, & Budget Committee [Walker] F, 9-21-12 12:30-2:30 PM, PLS-299

PRBC elected a vice-chair, Mike DeMars, who will be chair next year and will be sending the UPS on forming departments back to Senate Exec and the A.S.

Although we had quorum to conduct business, none of the Vice Presidents or the President attended the meeting because of the Provost interviews on campus.

VIII. UNFINISHED BUSINESS

- 8.1 Members on Task Force re Assessment of Student Learning – To Complete Task Force
The ad hoc committee charge was approved at the Academic Senate 9-20-12. To move forward, faculty names were discussed to finalize the ad hoc committee members. One or two students appointed by ASI are also needed. Provost/VPAA Murray will be asked to appoint two designees from Academic Affairs and Dr. Eanes will be asked for one Student Affairs member for this ad hoc committee.
- 8.2 Simplifying New Course Approval Process – Update
Chair Bedell sent an email request for input to three curriculum committee chairs (GE, Grad Ed, UCC) plus all department chairs. Ten responses have been received so far. The NCP form has been the biggest issue noted for future change/simplification. A reminder will be sent to recipients giving a deadline for responses.

IX. NEW BUSINESS

- 9.1 Presidential Selection *Proposed New UPS*
This document needs several changes related to part-time faculty votes prorated in terms of the number of units taught. This document will be returned to Executive Committee for review before going to Academic Senate.
- 9.2 Action Items from Statements-of-Opinion (ASD 12-96) [All University Election Results 2012]
Further review of these S-O-O, some members suggested some items could be referred to appropriate standing committees for their review and input.

1) The University should develop a comprehensive program for assessing the readiness for students intending to take online courses.

FT: 29% agree; 23% strongly agree

Comment: Senator Randall is working with a group of faculty and administrators having received a Mission & Goals grant to conduct comprehensive trainings of students last year with anticipation of moving to fully online trainings in the future. The University also has a site license for SmarterMeasure, an assessment of readiness for online learning. Perhaps by February 2013, this topic could be revisited. This could be an important advising tool.

2) The University should develop a comprehensive program for providing additional training for faculty intending to teach online courses.

FT: 37% agree; 33% strongly agree

Comment from Senator Brusckke: Teaching a massive online course could be good for the FTES of an individual department, but might be bad for the university overall. The financial advantages can push the use of online where it's not appropriate, like for borderline students.

Comment from Senator Randall: She is currently working with Dr. Jenny Faust on a project to develop a taxonomy of technology and pedagogy skills for teaching online. We are also developing a rubric to assess faculty readiness. Dr. Bedell asked that we schedule a time certain at the start of spring semester to report out on this project.

3) Resources should be made available to develop optional common interdisciplinary, intellectual themes for the nine (9) units of required upper division General Education.

FT: 32% neutral [12% strongly disagree; 12% disagree; 22% agree; 14% strongly agree]

Comment: Suggestion to refer to GE Committee for input.

4) Current curricular approval process requires completing an extensive and very detailed proposal form that needs to be approved by curriculum committees at department, college and University levels (GE, Graduate Education or University Curriculum committees). This process should be streamlined.

FT: 30% agree; 37% strongly agree

Executive Committee has begun "streamlining" conversations with curriculum committee chairs as well as department chairs and deans.

5) Priority registration shall be given to students based on the percentage of units they have left until graduation in the degree major instead of the present policy of priority given in terms of number of units already completed. Note that this would not affect students who are registering under the current special priority rules (such as ASI leadership, athletes, President's Scholars, Disabled Students).

FT: 36% agree; 23% strongly agree

This positive response indicates further study. Senator Dabirian will find out the cost of changing the current system *from* allowing super seniors priority registration. He will have follow-up conversations with Provost/VPAA (Murray) as well as Assistant VP for Enrollment Services (Dority).

The following items will be moved to the next Executive Committee agenda.

IX. NEW BUSINESS

9.3 New UPS re Visiting Scholars from U.S. [Rev. UPS 108.000 Visiting Scholars from Abroad, effective 5-11-12]

X. ADJOURNMENT

Meeting adjourned at 1:10 PM.