CALIFORNIA STATE UNIVERSITY, FULLERTON

ACADEMIC SENATE
EXECUTIVE COMMITEE
MINUTES
MAY 6, 2014

Approved 5-13-14

11:30 AM   **MH-141**

Present: Bedell, Bonney, Dabirian, Fontaine, Guerin, Jarvis, Pasternack, Walicki, Walk, Walker
Absent: Stambough (resigned – election needed to replace on ASCSU)

I.   CALL TO ORDER
Chair Walker called the meeting to order at 11:30 AM.

II.   URGENT BUSINESS
Chair Walker
  ➢ Updated EC members on a meeting held with Elaine Estrada (Scheduling office), AVPAP Nwosu, and Ed Sullivan to follow-up regarding revisions to UPS 300.005 Final Examinations and the assurance that the IT system can fully support the document implementation. This policy has been forwarded from Academic Standards Committee for the A.S. agenda 5-15-14. The only change in the document relates to a take-home final or a synchronous online examination. The only way this will work is for all finals to be scheduled by the university.
  ➢ Needed discussion to elect a FT Unit 3 faculty member to complete Steve Stambough's term through May 2015 on the Statewide Academic Senate. EC members considered various interpretations of the Bylaws (UPS 100.001). An email will be sent from A.S. Chair Walker to CSUF FT Unit 3 faculty who may want to run for this position. FT Unit 3 faculty elected to the Academic Senate will use clickers at the 5-15-14 marathon meeting to elect a FT Unit faculty member from the pool of candidates.

III. ANNOUNCEMENTS
3.1   (Dabirian) password changes are becoming more urgent with the deadline of May 15th fast approaching.

IV.   APPROVAL OF MINUTES
4.1   EC Minutes (Draft) 4-29-14
        M/S/**P** (Bonney/Dabirian) EC draft minutes 4-29-14 were approved as submitted.

V.   CHAIR'S REPORT (Walker)
  ➢ Discussed the following with Provost Cruz:
    • Honors Board – Provost will appoint Susan Jacobsen as director for 1 year. An open search will be announced fall 2014. UPS 412.010 Honors Programs [2-18-05] document revisions from ASD 13-123-Spring 2013 need to be revisited.
    • Director of Undergraduate Studies search has begun. Candidates will be invited for on campus interviews after finals week. Newly elected Executive Committee will have meetings to talk with candidates.
    • Deputy Provost appointment should be announced this week.
    • Ed Fink has been appointed Interim Associate Dean of College of Communications and will serve with Interim Dean Irene Matz for one year.
    • FDC Director will be needed.
  ➢ Chair Walker will serve as Faculty Marshall at commencement exercises May 17 & 18. [No OPA this year]
  ➢ Noted that EC needs to pay attention to Title 5 and Executive Orders when sending UPS documents to respective committees for review and revision.
  ➢ Statements-of-Opinion from spring comments should be a discussion for next year's EC.

VI.   PROVOST REPORT No Report

VII. STAFF REPORT (Miller)
7.1   Transmittals have been sent from the 4-17 and 4-24-14 A.S. meetings – 8 sent to President 5-5-14.
        1.   ASD 14-66 UPS 300.003 University-wide Student Learning Goals   [AS approved 4-17-14]
        2.   ASD 14-10 Proposed Division of Anthropology   [AS approved 4-24-14]
        3.   ASD 14-70 UPS 411.101 Policy on Courses: Numbering, Standard Codes, & Controlled Entry   [AS approved 4-24-14]
        4.   ASD 13-176 UPS 330.230 Recording & Transcription of Class Content by Students   [AS approved 4-24-14]

5. ASD 14-27 UPS 320.102 International Education Policy [AS approved 4-24-14]
6. ASD 13-42 rev. 3-21-14 UPS 291.000 Distinguished Faculty Member Guidelines [AS approved 4-24-14]
7. ASD 14-69 UPS 410.100 Student-to-Student Tutorials [AS approved 4-24-14]
8. ASD 14-73 UPS 330.124 Leaves of Absences for Graduate & Credential Students [AS approved 4-24-14]

VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board of Directors [Walker] T, 5-6-14, 1:15-3:30 PM, TSU 208
ASI has had two meetings per week for several weeks revising policies. Student involvement in future elections is a key focus.

8.2 Assessment & Educational Effectiveness Committee [Walker] W, 4-30-14, 1:00-2:15 PM, MH-141
Assessment and Educational Effectiveness Plan version 1.0 was approved. Teeanna Rizkallah will chair the AEEC next year.

8.3 Extended Education Committee [Pasternack] M, 5-5-14, 3:00-4:00 PM
EEC action item was the election of committee chair for A/Y 2014-2015. Binod Tiwari (Civil & Environmental Engineering) was unanimously elected. EEC members congratulated Harry Norman on his upcoming retirement. Dean Norman reminisced about his tenure at CSUF and read excerpts from the position announcement in place when he was hired. Liaison Pasternack pointed out that UEE was the envy of many campuses due to CSUF's consistently good financial results. Carol Creighton is serving on the Provost's Task Force on Intersession, which is just getting started.

8.4 Faculty Affairs Committee [Bonney] F, 5-2-14, 10:00-12:00 AM, MH-141 FORTHCOMING

8.5 Information Technology Committee [Bedell] F, 5-2-14 10:00-11:00 AM, LH-702 No Report

8.6 Planning, Resource, & Budget Committee [Bonney] F, 5-2-14, 12:30-2:30 PM, CP-1060-05 FORTHCOMING

8.7 Student Academic Life Committee [Guerin] T, 5-6-14, 9:00-10:00 AM, MH-141
SALC members discussed the following three agenda items:
1. Chair election: Joe Albert Garcia was elected by acclamation.
2. Meeting dates for fall 2014: 9/2, 10/7, 11/4, 12/2 from 9:00 to 9:50 (first Tuesday).
3. Revisions to UPS 300.002 Academic Advising Policy. Chair Levesque will forward the revised document to A.S. Chair Walker.

Chair Levesque was thanked for his leadership for the past several years. Debra Cote has served valiantly for two years as SALC vice chair.

IX. UNFINISHED BUSINESS

9.1 ASD 13-101 Resolution re Collegial Governance [Spring 2013] + ASD 13-163 Joint Memo
Chair Walker discussed follow-up of this document that must be brought back to A.S. spring 2014. A conversation with Provost Cruz will be appropriate. EC members agreed that if the resolution is passed by A.S to audit policies to keep them current, the spirit of the resolution will be accomplished. Document will be added to Consent Calendar 5-15-14.

9.2 Search Committee – Dean of Communications [5 faculty/3 tenured]
Chair Walker led the discussion of appointing faculty for this search committee. The online form listed nominated faculty willing to serve. Careful consideration was given to interested faculty representing three departments in the College of Comm. Names will be on the A.S. Electoral Agenda 5-15-14 for confirmation.

9.3 Standing Committee Vacancies [UCC, GE Com, Grad Ed Com, FAC, PRBC]
Faculty names were discussed to complete the list of vacancies on the above five committees that must be confirmed at the Electoral meeting of A.S. 5-15-14.

X. NEW BUSINESS

10.1 ASD 14-91 UPS 410.103 Curriculum Guidelines & Procedures: New Programs [6-17-08] [Source: EC]
The revision to this document is to align EO 1071. EC members agreed to add this to Consent Calendar in order to accommodate the long list of agenda items under New Business. Chair Walker will speak to the revisions.

Senator Bedell suggested, and EC members agreed, that the next items also be put on Consent since revisions should not be controversial with an explanation from Chair Walker prior to motion to approve the Consent Calendar.

10.2 ASD 14-92 UPS 410.104 Undergraduate Options, Concentrations, and Emphases [6-17-05] [Source: EC]
Item to be added to Consent Calendar on A.S. Marathon Agenda 5-15-14.

10.3 ASD 14-94 University Advancement Committee – Revised Bylaw from UPS 100.001 [Source: UAC]
Item to be added to Consent Calendar on A.S. Marathon Agenda 5-15-14.

10.4 ASD 14-96 Resolution in Support of Using EWP for 2014-2015 for Select Graduate Programs
[Source: EC]
Item to be added to Consent Calendar on A.S. Marathon Agenda 5-15-14.

10.5 ASD 14-97 UPS 320.010 University Writing Requirements – Revised [Source: EC]
This is a temporary "fix" until the campus can have a larger discussion on writing in general. English
Writing Proficiency (EWP) test is the tool available for testing graduate writing proficiency for those
departments that do not have courses that fulfill the writing requirement. Item to be added to Consent
Calendar on A.S. Marathon Agenda 5-15-14.

10.6 ASD 14-98 Assessment & Educational Effectiveness PLAN [Source: AEEC]
Although this item needs to continue on next week's EC agenda, it will also be added to the A.S.
Marathon agenda 5-15-14.

10.7 ASD 14-99 New UPS 4xx.xxx Project and Thesis at the Undergraduate Level [Source: UCC]
Although this item needs to continue on next week's EC agenda, it will also be added to the A.S.
Marathon agenda 5-15-14.

10.8 ASD 14-100 New UPS 4xx.xxx Service Courses [Source: UCC]
Although this item needs to continue on next week's EC agenda, it will also be added to the A.S.
Marathon agenda 5-15-14.

10.9 ASD 14-101 UPS 102.000 Academic Jurisdiction – Revision Related to Item 10.8 [Source: UCC]
Although this item needs to continue on next week's EC agenda, it will also be added to the A.S.
Marathon agenda 5-15-14.
Risk management is an issue within this document. Academic Programs needs to assess potential
problems/issues with course numbering and how to proceed with information gathered.

10.10 Discussion Item: ASD 14-102 UPS 411.601 Academic Internship – Revision from UCC – Creation of an
"internship" course UPS (e.g. UPS 400.010 or 410.100) – in light of (Jarvis) Resolution-ASD 14-104
Item will be continued under New Business for EC 5-13-14.

XI. ADJOURNMENT
Meeting adjourned at 1:10 PM.