CALIFORNIA STATE UNIVERSITY, FULLERTON

ACADEMIC SENATE
EXECUTIVE COMMITEE
MINUTES
SEPTEMBER 10, 2013

Approved 9-17-13

11:30 AM - 1:00 PM   **MH-141**

Present: Bedell, Bonney, Dabirian, Fontaine, Guerin, Jarvis, Stambough, Walicki, Walk, Walker
Absent: Pasternack
Guests: Gentles, Cruz

I.   CALL TO ORDER
Chair Walker called the meeting to order at 11:32 AM.

II. URGENT BUSINESS
There was discussion regarding appropriate procedure for confirming faculty for various search committees prior to 9-26-13 A.S. meeting.

III. ANNOUNCEMENTS
3.1   Athletics Events for 2013-14 Academic Senators. EC members agreed that an announcement should be sent to Academic Senators regarding new instructions to obtain an annual *All Sports Pass* for 2013-14 provided by Titan Athletics Department. A 48-hour email or phone call is being requested in order to pick-up a sporting event ticket at the "will call" window.

IV. TIME CERTAIN

12:15 AM	
Topic:	**Welcome and**
	Search Committee for Associate VP – Human Resources, Diversity & Inclusion.
Guest:	**Lori Gentles, Vice President for Human Resources, Diversity, & Inclusion**

Introductions were made, and VP Gentles requested faculty to serve on a search committee for an Associate Vice President of Human Resources, Diversity & Inclusion. This position is operational and will serve as a second in command to oversee core human resources component of the newly created division of Human Resources, Diversity & Inclusion. A job description has already been drafted for review by the search committee. VP Gentles would like for the recruitment to commence as soon as possible. Her goal is to streamline the department to create efficiencies and to position Human Resources to provide high quality high value services to our customers. As Vice President, Ms. Gentles will attend to the Strategic Plan component of the HR division. VP Gentles talked briefly about other initiatives such as implementation of an entrance and exit interview strategy that will provide valuable data that will inform recruitment and retention strategies.

Executive Committee committed to confirming three faculty members, (2 tenured) to serve on the search committee – to be on the A.S. agenda consent calendar 9-26-13.

V.   APPROVAL OF MINUTES
5.1   EC Minutes (Draft) 9-3-13
M/S/**P** (Walk/Bedell) Minutes were approved as submitted.

VI. CHAIR'S REPORT (Walker)
6.1   Reported on the items discussed at this morning's meeting with Provost Cruz:
Time Certain today will have answers for the questions 1-4.
6.2   Continuing to ask faculty to serve on committees to finalize committee composition.
6.3   Reported on meeting this week with ASI President, Rohullah Latif, & Vice President, Johnny Leggett. A monthly meeting will be set to discuss various ideas for collaboration and to include faculty involvement.
6.4   Gave an overview of the upcoming all-day AA/AS Annual Retreat to be held at the Marriott F, 9-13-13. The topic this year is Faculty Recruitment and Retention.

VII. PROVOST REPORT – 12:00 – 12:15 PM

Chair Walker welcomed Provost Cruz who went straight into answering questions asked by EC.

1.   net loss/gain of faculty – fall 2013.

The net gain was 0.4 Tenure Track Faculty (TTF). A total of 31 new faculty members were hired (not including 2 librarians) and 30.6 TTF were lost to retirements (2), resignations (15.5), death/other (3), and FERP (10.1). CSUF has been averaging approximately 35 faculty losses per year and has a 75-80% success rate with searches. Thus, with authorization of 133 new searches over the next 2 years (72 this year, 61 next year) we can anticipate net gains of approximately 35-40 TTF during this period, assuming an 80% yield on searches.

2.   net gain, if any, in MPP positions following restructure of various divisions.

The total number of MPPs as of July 2013 is 234. This is five less than the 239 MPPs in July 2012. We can expect the number of MPPs to ebb and flow as the various divisions continue to reorganize (some positions added, others consolidated or eliminated).

3.   list of searches needed for administrative positions 2013-14.

Academic Affairs Division

1.	Deputy Provost	5 faculty - 3 tenured
2.	AVP Academic Programs	5 faculty - 3 tenured*
3.	AVP Research, Creative Activity, and Technology Transfer	5 faculty - 3 tenured
4.	Dean College of the Arts	5 faculty - 3 tenured*
5.	Dean College of Natural Sciences and Mathematics	5 faculty - 3 tenured
6.	Dean College of Humanities & Social Sciences	5 faculty - 3 tenured
7.	University Librarian	3 or 4 faculty
8.	Director of Assessment	3 faculty – 2 tenured*

Administration & Finance Division

9.	VP Administration and Finance	3 faculty - 2 tenured

Human Resources, Diversity, & Inclusion Division

10.	Associate Vice President, HR-Diversity & Inclusion	3 faculty - 2 tenured
11.	Associate Vice President, Labor Relations	3 faculty - 2 tenured

Information Technology Division

12.	Associate Vice President, Information Technology	3 faculty - 2 tenured

4.   A sense of how the position of Associate VP of Labor Relations relates to Dr. Faust's position, Associate VPAA overseeing Faculty Affairs & Records and the relationship of its duties and staff to the new Labor Relations position.

The AVP of Academic Affairs is currently responsible for managing labor relations for faculty (unit 3) and graduate and teaching assistants (unit 11); managing the RTP process; managing faculty development programs; and, serving on various faculty policy committees. The AVP of Labor Relations will assume responsibility for unit 3 and unit 11 labor relations (interpreting and administering provisions of the CBA, grievances, arbitration, mediation, etc.). This move will add capacity to the Division of Academic Affairs, by allowing the AVPAA to focus efforts and expand support to faculty on the academic areas currently under the position's purview.

VIII. STAFF REPORT (Miller)

8.1   Special election memo was sent electronically 9-6-13. The 14 day period to turn in a completed petition is noon, 9-20-13. Names from HR and FAR lists are currently being verified for voting eligibility. Two petitions have been picked up so far, and a reminder memo will be sent later this week, along with the eligible voter list. Special Election is scheduled for 9-30 through 10-3, 2013.

8.2   Faculty Leadership in Collegial Governance is scheduled to go out from the Academic Senate office in the next week calling for nominations due by 10-15-13, per UPS 292.000.

IX. COMMITTEE LIAISON REPORTS

9.1   **ASI Board of Directors** [Stambough] T, 9-10-13 1:15 – 3:30 PM, TSU -207
The 2013-14 ASI Board of Directors seem purposeful and efficient, working as a team to move ASI forward.

Reports were received on upcoming events [Halloween] at the Arboretum and also a detailed report from Athletics. There is a new program *for trade-in gear* from other schools in exchange for new Titan apparel.

The main vote and agenda item was to exempt the CSSA representatives from the standard student travel reimbursement process. Motion passed with a tie-breaker vote. This will allow reps to have their travel covered prior to travel time.

9.2 **Academic Standards Committee** [Walk] T, 9-6-13 1:00 – 2:00 PM, MH 166
Chair Filowitz reviewed the ASC 2012-2103 annual report. UPS 300.023 Grade Changes was reported complete; however, it will be revised fall 2013. The group agreed to propose grade changes initiated by instructors, to add a reference to grade appeals policy (300.030), and to clarify verbiage on signatures required on the grade change form. ASC members agree that the section IV of UPS 300.020 on Grading Practices and Grade Inflation should be deleted, both because it appears out of place in the policy and the issue is more properly managed by individual departments via their DPS documents and other policies. The committee will gather documents and take up a discussion on the construction of a UPS regarding challenge examinations. A draft policy will be reviewed during the next meeting.

9.3 **Faculty Affairs Committee** [Walker for Bonney] F, 9-6-13 10:00 –11:00 AM
Following introductions, FAC members reviewed last year's business from the annual report, and discussed upcoming agenda items. The series UPS 210.000 documents need to be reviewed and possibly revised for consistency with the CBA and possible clarification of issues within these policies. There is some urgency to make minor changes to UPS 210.000 Faculty Personnel Policy & Procedures to make it consistent with the CBA. This will be coming to EC in the near future. A.S. Chair Walker updated FAC members regarding UPS 260.102 Guidelines for Granting Sabbatical Leaves and UPS 261.000 Faculty Emeritus Status documents which were recently returned with proposed revisions by the President. Proposed changes by EC have been given to FAC for committee review. These revisions are also on the EC agenda 9-10-13.

9.4 **International Education Committee** [Walker for Walicki] T, 9-3-13 10:00 –11:00 AM
The IEC met, had introductions, and discussed a number of policies. Committee plans to examine the international part of UPS 108.000 – Visiting Scholars. There was also discussion whether the UPS on reviewing 'supplemental documents' for study abroad courses was actually being followed since the committee cannot remember ever reviewing any of those documents. There was a brief discussion of the Study Abroad Orientation organized for spring 2013. Most seemed pleased with the event, but many did not attend.

9.5 **Information Technology Committee** [Dabirian for Bedell] F, 9-6-13 10:00 –11:00 AM, PLS-299
Chair Chuck Grieb, led the ITC meeting. Minutes were approved from May 2013, and the 2012-13 Annual Report was reviewed. Senator/CITO Dabirian discussed the Division of Information Technology goals for 2013-2014 and advising tools, including EAB and Student Success dashboard. Centralized purchasing was also discussed.

9.6 **Planning, Resource, & Budget Committee** [Walker for Bonney] F, 9-6-13 12:30 –2:30 AM
Following introductions, PRBC members reviewed the PRBC recommendations sent to President Garcia following Division Budget Presentations spring 2013 and discussed plans for the upcoming year. *Budget 101* was presented. PRBC functions within A.S. bylaws were discussed, as well as UPS 100.201 Planning and Budgeting Process [8-24-10]. There was strong consensus for maintaining transparency and continuing the involvement of all constituencies. There was also a general feeling that the current UPS does not allow enough flexibility. The committee does feel the documents should be revised. Several options were discussed for how the document gets revised (e.g. PRBC or an Ad Hoc committee). PRBC will wait to decide on revisions until after meeting with the President on September 20.

X.   UNFINISHED BUSINESS

10.1 ASD 13-136 UPS 411.100 Curriculum Guidelines and Procedures: Courses Effective 8-12-13 [Source: EC]
Returned from A.S. 8-29-13
Chair Walker discussed the general education challenge process that is mentioned on pg. 4 of revised UPS 411.100.
There was consensus to request that University Curriculum Committee agendize for its 9-20-13 meeting and report out to EC on the following issues [to agendize document for A.S. meeting October 24].
- Review timelines within UPS 411.100
- UPS 411.200 GE Guidelines should include all of the general education process. Reference to GE should be removed from UPS 411.100 and added to UPS 411.200 to keep all of general education process in UPS 411.200.

There is urgency to have document revised, approved, and signed by the President this semester so timelines indicating clear, correct deadlines will be in place for spring 2014.

GE Committee will be asked to review and revise UPS 411.200 General Education Guidelines & Procedures to consider the structure process. Their next meeting is scheduled for 9-20-13.
- Document should give parallel timelines as UPS 411.100 (non-GE new courses) considering a time lag adjustment [from regular courses] for general education approval.
- A challenge process should be put into place considering category placement approval.
- With changes in Academic Programs over past years, the curricular review questions are missing.

GE Committee to report out to A.S. ASAP.

XI. NEW BUSINESS

11.1 Action Item from Statements-of-Opinion (ASD 13-108) [All University Election Results 2013]

1) EC members discussed CSUF Intersession and the inconsistent length year-to-year. It seems to some faculty there has been a passive pedagogical shift with administration decision to shorten intersession with expected lower student enrollment for this A/Y. A suggestion was made to review other universities' intersession period and also to ask ASI leadership regarding impact on students. A possible resolution was discussed.

11.2 Setting Goals and Priorities for Academic Senate 2013-14

Following discussion on various topics, Chair Walker will make a list, and this item will return under *Unfinished Business* next week.

(Guerin) As Chair of ASCSU, she would ask that CSUF Academic Senate think strategically regarding priorities for achieving academic quality. She has asked other CSUs to do the same, so as educators we can take the offensive versus being reactive to CA legislators meddling in faculty purview.

11.3 Policy Suggestions from Dawn Macy & Internships & Service Learning Committee

➢ Service Learning in RTP Process as Part of Teaching
EC members suggested sending the RTP part of _____ to Faculty Affairs Committee for input.

➢ Service Learning Designation in Course Schedule
The consensus from EC members was that current digital catalog descriptions should be expanded to communicate clear and descriptive language from formerly restricted 40-word descriptions.

11.4 Follow-up to ASD 13-101 Reaffirmation of Commitment to Shared Governance, Spring 2013 [5-16-13
This will return under Unfinished Business 9-17-13.

11.5 Review ASD 13-23 UPS 261.000 Faculty Emeritus Status – Revisions [Source: President]
Chair Walker discussed with President García suggested editorial changes from members of EC to give clarification of process. These agreed-upon editorial changes were then sent to Faculty Affairs Committee for approval. Approval was received electronically with a minor change to grammar and forwarded by FAC Chair Lohman. ASD 13-23 will be a *New Business* item on A.S. agenda 9-26-13.

11.6 Review ASD 13-111 UPS 260.102 Guidelines for Granting Sabbatical Leaves for Faculty - Revisions [Source: President]
Faculty Affairs Committee has approved removal of preamble in UPS 260.102, which was requested by President Garcia. Members of EC discussed the need to stand by the preamble philosophy even if editorializing is not appropriate for a policy statement. Faculty Affairs Committee will be asked to consider writing a resolution regarding sentiments of the preamble.

I. PREAMBLE – UPS 260.102 Guidelines for Granting Sabbatical Leaves for Faculty

Ideally, sabbatical leaves would be a right rather than a privilege and would be granted as rewards for past performance and as incentives for continually improved service to the institution, the students, and the discipline.

Because the California State University lacks resources to fully fund all sabbatical leave requests, the faculty sees itself reluctantly forced to devise criteria for evaluation of applications for sabbatical leaves in order to advise the President effectively on the approval of leave applications.

There was discussion on the use of resolutions.

• It is a formal expression of opinion or intention (a "sense of the Senate)	• Used strategically, it gives leverage to a concept or idea
• A decision or resolve; firmness of purpose	• Although not binding, a resolution can affect change in policy; i.e. smoking policy began with a resolution from the A.S.

XII. ADJOURNMENT

M/S/**P** (Walk/Jarvis) Meeting adjourned at 1:00 PM.