



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 17, 2013**

Approved 10-1-13

11:30 AM - 1:00 PM

MH-141

Present: Bedell, Bonney, Dabirian, Fontaine, Jarvis, Walicki, Walk, Walker
Absent: Guerin, Stambough, Pasternack
Guest: Faust

I. CALL TO ORDER

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

II. URGENT BUSINESS

Three faculty, at least two tenured, are needed to serve on the Search Committee for Associate Vice President for Human Resources, Diversity, and Inclusion. Faculty names will be added to the 9-26-13 A.S. Consent Calendar.

III. ANNOUNCEMENTS

3.1 (Dabirian)

- Apple upgrades are scheduled to arrive 9-18-13; however, the campus community will be asked NOT to upgrade until Information Technology Division has fully tested the product.

IT is in the process of testing the new Apple operating system iOS7 for iPhones, iPads, and iPod Touch. Please do **not** upgrade your campus device to iOS7 when Apple releases it for download. We will update you on Monday, September 23rd as to the status of our testing.

- Mandatory Information Security Training is coming for every member of the campus community who is connected to CSUF internet – a soft launch in fall 2013 with a campaign to underscore importance of compliance and CSU audit. A hard launch will take place spring 2014. IT will need Academic Senate help encourage the mandatory training through CSUF portal. Training is to increase awareness of spam, antivirus, network protection, server protection, mobile control, safeguard encryption, threat management, etc. Mandatory training will be enforced.
- Education Advisory Board Predictive Analysis will be on campus to kick-off the advising initiative with a demonstration to stakeholders in 10 days.

3.2 (Walicki) Announced that Executive Committee members may ask and receive two tickets to a Music Department event held in Meng Hall over the A/Y 2013-14. Contact kwalicki@fullerton.edu to request tickets.

An event is scheduled for F, 9-27-13, at CSUF – Meng Hall. Divan Consort is a Los Angeles based ensemble founded by the Turkish pianist and CSU Fullerton Faculty Artist Füreya Ünal (wife of Senator Walicki). Music by Walicki will be performed as part of the program.

IV. TIME CERTAIN

11:30 AM

Topic: UPS 210.000 Faculty Personnel Policy and Procedures

Guest: Jenny Faust, Associate Vice President for Academic Affairs

Chair Walker welcomed Associate VPAA Faust. Discussion time was spent on future revisions to UPS 210.000 – a 23 page document.

Two items:

- 1) Faculty Affairs Committee has sent editorial revisions to UPS 210.000 that will resolve a grievance by adding language to clarify the timeline gap in the policy regarding material submission timeline.
- 2) Proposed future revisions should culminate in a shorter document that communicates clearly and succinctly the standards and expectations toward the retention, tenure and promotion process.
 - ✓ Define vocabulary used throughout document.
 - ✓ Articulate values.

- ✓ Develop a campus *norm* keyed to specific standards.
- ✓ Less bureaucracy).
- ✓ Streamline process.
- ✓ Work toward student success.
- ✓ Campus conversation on a way to begin the process of revision.
- ✓ Teaching-related activities emphasized.
- ✓ Encourage department personnel standards template.
- ✓ Maintain distinction between policy-making and policy-review/enforcement committees.
- ✓ Proposed leaving standards and pedagogy to local departments/disciplines and respective deans.
- ✓ Academic Senate review portions of UPS 100.001 (Bylaws) for consistency with UPS 210.000.

V. APPROVAL OF MINUTES

5.1 EC Minutes (Draft) 9-10-13

M/S/P (Bedell/Walicki) Minutes were approved with edit to clarify anticipated net gains of new faculty.

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.

VI. CHAIR'S REPORT (Walker)

- 6.1 Concert Under the Stars (CUTS) event is scheduled for Saturday, 9-21-13. A table has been reserved for EC members who have indicated they will join the group to enjoy the evening.
- 6.2 At PAB meeting, numbers were given for enrollment: total number of students = 38,400, First Time Freshmen = 4,675, transfers = 4750, new graduate students = 1,700, post baccalaureate students = 532. There is no ethnic majority on campus, but multi-interracial numbers are increasing. There was discussion on enrollments for international students with too little infrastructure support; i.e. remedial and writing classes, etc.
- 6.3 AA/AS Retreat held at the Marriott on F, 9-13-13, was well-received. The evaluation form link has been sent to attendees and will be used to collect data.

VII. PROVOST REPORT

VIII. STAFF REPORT (Miller)

- 8.1 Reminder memo was sent 9-16-13 regarding special election – petitions are due at noon, F, 9-20-13. The 8-page voting eligibility list was sent to full-time Unit 3 faculty as well as Administration and Student Affairs constituencies. One petition has been returned for the at-large A.S. seat. eVoting is scheduled for 9-30 through 10-3, 2013. Signatures will be verified by Elections Committee prior to an announcement to campus containing list of candidates.
- 8.2 Two memos will be sent to the campus community this week – nomination deadline for each award is 10-15-13.
 - UPS 292.000 Faculty Leadership in Collegial Governance Award (memo dated 9-16-13)
 - UPS 294.000 L. Donald Shields Excellence in Scholarship and Creativity Award (memo dated 9-20-13)

IX. COMMITTEE LIAISON REPORTS

9.1 **ASI Board of Directors** [Stambough] T, 9-17-13 1:15 – 3:30 PM, TSU -207

Agenda included a motion to reverse the previous week decision to exempt the CSSA representatives from regular student travel reimbursement process. That issue dominated the public comment section. Tabled until the next week.

Children's Center Budget Report: focused on cuts from both state and federal levels, particularly early education funds and food program. CSUF's Children Center serves 108 children of students, 34 children of faculty, 13 children of community and staff. CCAMPUS grant renewal is important.

ASI Elections Report: discussion regarding earlier publicity for ASI elections and expanding voting days. This could promote student interest in running for office as well as increase in voter turnout.

A campus survey will be done regarding election processes in areas of concerns.

Audit Report: ASI has a working capital of \$2 million, which is 4 months operating expenses. Finances are strong. Extra money for NSM ICC was approved due to their increase in event activity.

A special meeting was called within the meeting to approve a special request by the Indian Student Association for an immediate request for money and approval of contract status for an event later this week. This was approved.

- 9.2 **Assessment & Educational Effectiveness Committee** [Walker] W, 9-11-13 1:00 – 2:15 PM, MH-141
This was the most jovial group of people I have ever witnessed discussing assessment. Chair Burgtorf reviewed the committee's charge from last year, discussed what had been accomplished and the work ahead. A short report was given on the status of the Director of Assessment (DOA) search and most of our time was spent discussing how the committee will proceed with UPS 300.022. The DOA search is ongoing and they are looking to actively recruit candidates as well as using advertisements. The committee's discussion of UPS 300.022 focused on how the document could guide programmatic assessment in the long term and what the role of the various stake holders could be. Dr. Burgtorf has collected a number of documents and assessment plans that have been made available to the committee for review prior to redrafting UPS 300.022.
- 9.3 **General Education Committee** [Bonney] F, 9-13-13 2:00 –4:00 PM MH-141 No Report
- 9.4 **Graduate Education Committee** [Jarvis] F, 9-13-13 2:00 –4:00 AM KHS-221
Chair Weismuller led the first meeting of the semester. Review and revision of the current charge from the A.S. Bylaws has been suggested by A.S. Chair Walker. Streamlining the process for new course proposals [reviewed at the department and college level] relieves the Grad Ed Com from this task unless there is a challenge to a course and the committee involvement is requested. Language in the charge could include supporting the office of Graduate Studies.
There was discussion regarding prioritizing activities for 2013-14.
- Make recommendations regarding advisement and assessment for graduate students.
 - Review graduate admissions and recruitment policies and procedures across campus.
 - Make recommendation related to time to completion of graduate degrees and theses and projects (related to Strategic Plan Goal 2).
 - Develop a "mission statement" for graduate education at CSUF.
- 9.5 **Library Committee** [Dabirian] M, 9-16-13 1:00 –2:00 PM
The first meeting of the Library Committee was called to order by Senator Dabirian, Liaison. Minutes of May 13th meeting were approved. No chair was elected. Future meetings will be determined from another Doodle poll since committee members agreed the set time of Mondays, 1:00-2:00 PM doesn't work for most. The plan is to meet twice in each semester and twice have a virtual meeting if needed.
Discussion items:
Dabirian: Librarian search committee update.
Tschabrun, Interim Librarian: Following severe cuts to the Library budget over the years, current plans are for investments to the collections. With low usage of Library North (primer) area, project upgrade for student space. Considering local library sharing of book collections. University archives and Center for Oral History is moving to the 6th floor, Library South.
- 9.6 **University Advancement Committee** [Jarvis for Walk] W, 9-11-13, 9:00 –10:00 AM CP-810
UAC discussed ways in which Division of Advancement can work with the UAC to move forward in 2013-14. Bylaws for UAC will be reviewed. Chair Joshua Yang led discussion joined by Greg Saks on the following:
- Reviewed UA accomplishments 2012-13.
 - Discussed 9-21-13 Concert Under the Stars event – ideas of corporate sponsors for next year.
 - Continue to build CSUF *IOU Program* [\$125K last year].
 - Design faculty/staff giving recognition program/ begin an award for Alumni of the Year.
 - Create unit within UA to assist in gift management; to include personal acknowledgement for donations.

X. UNFINISHED BUSINESS

- 10.1 A.S. Orientation for New Senators, Thursday, 9-19-13, 11:30-1:00, MH-141
Chair Walker projected an updated PowerPoint for the 9-19-13 Orientation for new Senators in MH-141. EC members will share sections to present. Box lunches have been ordered for 16 RSVPs.
- 10.2 Setting Goals and Priorities for Academic Senate 2013-14 – List for Review
Chair Walker distributed a draft outline that is a beginning for discussion of what can be accomplished this year. The January retreat is a future discussion.

Following election of a chair for FPC, Executive Committee will invite both chairs of Faculty Affairs Committee and Faculty Personnel Committee for a conversation regarding UPS 210.000. This could begin a future campus conversation regarding redesigning document.

- 10.3 Follow-up to ASD 13-101 Reaffirmation of Commitment to Shared Governance, Spring 2013 [5-16-13]
Chair Walker will coordinate ideas from Executive Committee and Provost Cruz and put together a draft document with a definition of shared governance and suggestions how campus community could participate. Document written in 2001 by Buck and Reisman is very interesting – lists broad recommendations regarding attitudes and setting agendas jointly.

XI. NEW BUSINESS

- 10.4 UPS 210.000 Faculty Personnel Policy and Procedures [8-16-13] III B.2 "Timeline" [Source: FAC]
Following discussion, this item will be added to the 9-26-13 A.S. agenda under Urgent Business.
- 10.5 A.S. Revised Transmittal Form [for Presidential Signature]
Revised transmittal was reviewed, discussed, and approved to replace former transmittal form. Revised version has an added check mark for "unsigned with suggested edits".

XII. ADJOURNMENT

M/S/P (Jarvis/Walk) Meeting adjourned at 12:58 PM.