



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MARCH 10, 2015**

Approved 3-17-15

11:30 AM - 1:00 PM

Academic Senate Office – PLN-120

Present: Bonney, Dabirian, Fontaine, Guerin, Jarvis, Sargeant, Walicki, Walk, Walker
Guest: Hewitt

I. CALL TO ORDER

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

II. URGENT BUSINESS

III. ANNOUNCEMENTS

- 3.1 Chair Walker announced Provost Cruz will not be attending today's meeting; however, the following information is given to EC members per his request.
- An update regarding faculty hires – there have been 17 new faculty hires for fall 2015, 28 are in the *offer* stage, 12 are in the *interview* stage, and 6 are in the *screening* process. There is potential for 63 new faculty with 8 deferred into next year.
 - EC feedback has been requested for the next Town Hall meeting scheduled for Thursday, September 3, 2015. Members agreed this date is too early in the fall semester. A Town Hall may be better attended the last week in September or first week in October, possibly from 3:00-5:00 PM.
- 3.2 (Walicki) A short update was given on the COTA Dean Search.

IV. TIME CERTAIN

11:45 AM – 12:15 PM

Topic: LIBRARY OF THE FUTURE PLANS [LOFT (Task Force)]
Presenters: Scott Hewitt, Interim University Librarian
Amir Dabirian, Vice President for Information Technology

VPIT & EC member Dabirian and Interim University Librarian Hewitt collaboratively shared information using a PowerPoint presentation that has also been shared with other campus groups and committees. The LOFT project began at the Chancellor's Office with a recommendation request from each campus to transform library facilities and services. 23 campuses were asked to:

- develop their respective visions and strategies to deliver benefits for students, faculty and institutional operations;
- Develop a portfolio of plans for redesigning library facilities and services;
- Analyze and identify opportunities for collaborative and shared services projects.

In 2013-14 CSUF formed a [LOFT] steering committee and engaged an outside consulting firm to oversee follow-up focus group sessions.

The following items were highlighted in the 36 page PP covering library strategies, process, timelines, and goals:

- ✓ Space utilization
- ✓ Campus communication / presentations / open forums
- ✓ Detailed cost analysis / funding
- ✓ Phase development and renovation

Q/A session followed the presentation as well as many questions throughout this *time certain*.

V. APPROVAL OF MINUTES

- 5.1 EC Minutes (Draft) 3-3-15
M/S/P (Bonney/Jarvis) minutes of 3-3-15 were approved as submitted.

VI. CHAIR'S REPORT (Chair Walker)

- Have sent target emails to specific people (VPs, Deans, Associate Deans) to assist finding faculty to serve on the various AS committees.

VII. PROVOST REPORT – ~~12:30 PM~~

See announcements.

VIII. STAFF REPORT (Miller)

- ✓ Files for Outstanding Professor Award were due Monday, 3-9-15, 5:00 PM. 2 files were received.
- ✓ Reminder memo was sent 3-9-15 regarding nomination petitions due at noon on Thursday, 3-12-15 for election for CSUF Statewide Senator to replace Matt Jarvis. One (1) petition has been received thus far with one other petition picked up.
- ✓ Three transmittals are still pending from President García:

ASD #	Document	Title	AS Approved	Sent
14-99	New UPS 400.020	Undergraduate Project and Thesis	2/12/15 NB	2/26/15
14-192	UPS 411.601	Policy on Academic Internships	2/12/15 NB	2/26/15
14-194	UPS 100.605	Policy on Administrative Restructuring of Academic Programs	2/12/15 NB	2/26/15

IX. COMMITTEE LIAISON REPORTS

- 9.1 ASI Board of Directors [Walker] T, 3-10-15, 1:15-3:30 PM, TSU 208
ASI Board received reports on ASI Information Technology, ASI Elections, and LOFT. A number of our students attended the California Higher Education Student Summit and it was a successful trip. Students received training and interacted with legislators, and legislative staff.
- 8.2 Faculty Affairs Committee [Sargeant] F, 3-6-15, 10:00-12:00, MH-141 No Report.
- 8.3 Information Technology Committee [Walicki] F, 3-6-15, 10:00 -11:00 AM, PLS-299
Meeting date changed to 3-13-15.
- 8.4 International Education Committee [Walk for Dabirian] W, 3-4-15, 10:00-11:00 AM, MH-141
Chair Dean Kazoleas summarized the intent and potential impact of a survey of faculty and administrators on international programs. Members present discussed potential survey items in the areas of awareness, obstacles, participants, and suggestions for strengthening IPs, and a plan for the survey's administration during spring 2015 semester. The issue of the absence of explicit identification of IPs in RTP documents was discussed with respect to gaining interest of new faculty. D. Kazoleas will share a revised draft of the survey at the next meeting.
- 8.5 Library Committee [Fontaine] M, 3-9-15, 9:00-10:00 AM, PLS-260C
Meeting called to order, but not enough members were in attendance for quorum to be met. Members present received Interim Librarian Scott Hewitt's presentation on LOFT. Conversation about the circulation policy--non tenure track faculty would have the same policy as tenure track faculty; students would have the 100 book limit, and check out times would not change. Chair Breskey will distribute the revised policy to the committee for an online vote. Prior to adjournment, he reminded members to respond to the request for committee participation. The final 2014-15 Library Committee meeting should be April 13, 2015.
- 8.6 Planning, Resource, & Budget Committee [Bonney] F, 3-6-15, 1:00-2:30 AM, CP-1060-05
There was a presentation on the Irvine Task Force by Deputy Provost McMahan. She explains that people thought it was an opportunity for growth and to build relationships with south County. There will be two changes immediately to facilitate. First is streamlining the 2-2 with students in accounting taking a bridge course at the end of the sophomore year and then begin as a cohort the following fall with a completion data two years out. They will reach out to the high schools. The second is the appointment of the AVP for outreach. He will work with the department chairs here and help facilitate Susan's work. Jon Brusckhe wants to know what the cost of educating a student at Irvine is and thinks we should be able to just absorb those 1000 students on this campus. His concern is that we are turning students away from this campus to cover the cost of the Irvine campus. There was further discussion of the Irvine issues.

Then there was a brief presentation by the Provost summarizing the procedure for the Academic Master Plan.

Vice President Gentles made a presentation "A Preliminary Discussion: Adequacy of CSUF Staffing Levels to Achieve strategic Goals." she presents data that show that the staff to faculty ratio where full-time only or full-time and part-time only that CSUF has lowest ration compared to benchmark schools, CSULB, CSUN, Sac State, San Jose, San Bernardino and Pomona. We are at 1.50:2 full-time only and others have 1.52 (CSULB) and up to 2.02. Brusckhe suggests we should factor in the number of students. The Part-Time and Full-Time ratio is 1:1,38 and everyone else if lower, Provost Cruz points out that in Academic Affairs \$4.1 million in staff is being paid for by one-time moneys. Bill Meyer recommends information on role so administrative support, buildings and grounds, and so on. The presentation identifies 2 fundamental questions one of which is "What's the best way to determine whether staff are equitably allocated." That is before we get more staff we need to be sure the ones we have are distributed

equitably. There was a discussion on what that means. VP Kim announced that we have created a lot more faculty positions than the increase in enrollments would seem to indicate we would historically. There was a discussion about the demands that are made on the staff and in the system and on the need for reducing self-inflicted demands (do we really need 5 signatures?) as well as approaching classification with greater flexibility.

Then there was a discussion of UPS 410.103. Recommended changing I.C to read "deems the change to have resource implications."

X. UNFINISHED BUSINESS

- 10.1 ASD 14-181 UPS 411.400 Teacher Preparation [11-15-68] Proposed Revisions 3-5-15 [Source: COE] EC members were encouraged to review these revised materials. This agenda item will continue next week.
- 10.2 Complete General Committees – Terms Ending – “Senate Nominee” needed for each constituency [terms ending] – Confirm on AS Agenda 3-12-15 Needed: FPC=NSM; PLC=EDUC
NSM faculty member for FPC has accepted the invitation to be placed on the ballot as “Senate Nominee” for the All University Elections, Spring 2015, and an EDUCATION faculty member to serve on PLC should be found prior to the 3-12-15.
- 10.3 ASD 15-27 Bylaw Revisions to Add New Standing Committee of Proposed *University Committee on Writing Proficiency* [EWP / Graduate Students – Follow-up Action re Writing Issues]
There was brief discussion regarding recertification language. EC members agreed ASD 15-27 is ready to add to the AS agenda 3-26-15.
- 10.4 ASD 15-38 Elections Committee Memo re Proposed Changes to Bylaws & Constitution - Election Timeline
Item was not discussed – it will remain as Unfinished Business for EC meeting on 3-17-15.

XI. NEW BUSINESS

- 11.1 Ad Hoc Committee per [UPS 260.100](#) Assigned Time for Exceptional Service (per CBA) – Committee & Forms
Discussion was postponed until 3-17-15.
- 11.2 University Honors Program Charter / Mission Statement – Provost Memo 3-3-15
There was brief discussion regarding the mission statement not matching language in the charter. Chair Walker will draft a statement to discuss with Provost Cruz and a decision made how to move forward.
- 11.3 Visiting & Adjunct Professor Process – Assign to FAC
Not discussed.
- 11.4 CO Request for President García’s 3-year Review
Not discussed.
- 11.5 [UPS 240.200](#) Policy on Amorous or Sexual Relationships between Faculty, Staff and Students [9-19-94] / Title IX – Link to EO 1097 <http://www.calstate.edu/eo/EO-1097.html>
An inquiry was made by President García at the regularly-scheduled meeting between she and Chair Walker on 3-5-15 regarding UPS 240.200. Chair Walker will follow-up with university counsel and HRDI for direction on this topic and setting expectations prior to involving Academic Senate.

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 3-17-15.

- 11.6 ASD 14-162 UPS 300.015 Repetition of Courses [6-7-12] [Source: Grad Ed Com/ASC]
- 11.7 ASD 14-163 UPS 300.018 Unauthorized Withdrawals – Issuance of WU Grade [5-11-12] [Source: Grad Ed Com/ASC]
- 11.8 ASD 15-39 UPS 300.016 Withdrawal Policy [5-11-12] [Source: ASC]

XII. ADJOURNMENT

Meeting adjourned at 1:10 PM.