



# CALIFORNIA STATE UNIVERSITY, FULLERTON

## ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES OCTOBER 20, 2015

Approved 10-27-15

11:30 AM - 12:50 PM

PLN-120

Present: Bonney, Casem, Dabirian, Guerin, Meyer, Oliver, Sargeant, Stang, Stohs, Walker

### I. CALL TO ORDER

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

### II. URGENT BUSINESS

(Guerin) Not happy with the article in the OC Register on Math textbooks. There will be a Grievance hearing on Friday, October 23<sup>rd</sup>.

### III. ANNOUNCEMENTS

- Casem: Her paper is being published.
- Dabirian: Sent an email to students and put it on the portal and 12,000 students have changed their passwords.
- Meyer: Carrie is open and running.
- Dabirian: Looking into replacing the mics for the AS Senate. Looking into getting wireless mics by Spring 2016.

### IV. APPROVAL OF MINUTES

- 4.1 EC Minutes (Draft) 10-6-15 (Walker/Meyer) Minutes were approved unanimously.
- 4.2 EC Minutes (Draft) 10-13-15 (Walker/Stohs) Minutes were approved with 1 abstention.

### V. CHAIR'S REPORT (Bonney)

Chair Bonney reported on topics below.

- Had a long conversation and email with Jon Brusckke regarding the vote for PRBC Vice-Chair. The vote for Vice-Chair occurred a couple of weeks ago and Ann Camp, President Garcia's designee, voted in the election and she should not have voted. Jon wanted the Executive Committee to overthrow the election and call a new election, but Roberts Rules of Order states that if there is a vote that is illegal and it doesn't change the outcome, it's just an illegal vote.

It was discussed and agreed the election will stand. A message will go out to Jon of the decision and reference Roberts Rule of Order.

Suggestion: Let the next chair of PRBC know who is eligible to participate in the voting.

- Nothing further on the Diversity Action Plan.
- I have sent an email to AVP Nwosu and Allison Wrynn indicating whatever means of assessment ECS is planning to use to show they are actually doing critical thinking has to be approved by the GE Committee. Will send a reminder to them today.
- Had an exchange of emails regarding the proposed change of GE category for Anthropology 101 and we discovered a form to use when there is no form available on Curriculog. It directs the form immediately to Alison, who can route it to the College of HSS, which has indicated it wants a chance to look at the proposal.

Q: Is Curriculog working?

A: Yes. Everyone is learning where the glitches are in terms of formatting. It is anticipated that some of those will be fixed. The upside, it is improving communication once everyone knows where to look for things. It is moving things through the process a lot faster and things can't get lost.

- We had a chairs meeting with the Provost yesterday, and it was brought up that in the past, our coordinators or office staff had access to the documents submitted for courses and programs and now they cannot access those materials in Curriculog this. I believe they have an option to have someone as a viewing option.

- Per Alison, they are going to give ASC's viewing privileges.
  - Emily will send Alison an email on this so we have something in writing.
  - The same problem exists with the Faculty Pay Consultant Forms. The new digital system that has been put into place doesn't give viewer rights to all the players. When we put new systems in place, we need to think about who needs access rights.
- The second phase of the weeding process has begun in the Library.
  - UPS 3XX.XXX Declaration and Change of Majors and Minors, will be on the October 29<sup>th</sup> A.S. agenda.
  - Would also like to put on the October 29<sup>th</sup> agenda open discussion on UPS 210.000 Faculty Personnel and Procedures, on potential issues that people would like to see addressed in the revisions.
  - We have an A.S. meeting scheduled on December 3<sup>rd</sup> and I will be at the CSU Senate Chairs meeting and I would like to know how you feel about allocating 30-35 minutes of the December 3<sup>rd</sup> meeting to have Frank Mumford, Chris Reese and Willem van der Pol come to the Senate. We had Frank Mumford come talk to Exec and we agreed we wanted him to come to the Senate. Chris Reese has approached me about doing an update on College Town and Willem van der Pol gave a really interesting presentation at PRBC about deferred maintenance. We could have all three of them come to the Senate because they are hooked with the link of College Town. This would allow for a shared discussion.

Q: Do you think that will be enough time?

A: I will talk to each of the parties to see what sound like a reasonable amount of allocated time.

- Have Frank bring Kim Ball to do the same presentation.
- Suggestion: Executive Committee to inform anyone doing a presentation to the Senate, to have their presentation to the Executive Committee by the Tuesday, prior to presenting to the Senate so the Executive Committee has time to review the presentation.

## VI. PROVOST REPORT

- The on-campus interviews for the HHD search have been completed.
- The finalists for the position of Dean of Communications will be announced later today.
- The provost and the executive committee discussed ways to strengthen communications associated with search processes.

## VII. STAFF REPORT (Benjamin Report)

- We only received 1 file for the Faculty Leadership In Collegial Governance Award. The Outstanding Professor Committee will begin reviewing the file today.

## VIII. COMMITTEE LIAISON REPORTS

### 8.1 Internships & Service Learning Committee [Dabirian] W, 10-14-15, 9:00 AM – 10:00 AM, MH-141

I chaired the meeting. We had Quorum and approved minutes for April and September meetings. I reported on HIPs Pilot to the committee. Dawn Macy presented the Center for Internship and Community Engagement's 5 year Strategic Plan and organization. The committee will explore how promote Service learning in the colleges. There are mini-grant from CO is up to \$3000 available to faculty. Faculty can apply in Internship and Service Learning sites.

### 8.2 University Advancement Committee [Walker for Stang] W, 10-14-15, 9:00 AM – 10:00 AM, CP-810

The committee received a report on advancement activities from VP Saks. There was a good discussion about the role of faculty and the information that faculty might want to know with regard to dollars raised through philanthropy (e.g. restricted vs. unrestricted gifts).

### 8.3 Writing Proficiency Committee [Oliver] F, 10-16-15, 9:00 AM – 11:00 AM, PLS-299

The minutes from the September 18th meeting were approved.

Old Business:

We agreed to revise "Department of Communications" representative in Bylaws to "College of Communications" representative.

We revised Section 2.3 of the Bylaws for clarity. Garrett moved that we'll vote for approval of Bylaws via e-mail before the Faculty Senate meeting on October 29th. We will clarify international programs participation and AVP for Enrollment Services as a resource.

New Business:

Upon review of 2 course proposals POSC 458 and POSC 445, committee decides to ask for future proposals to include a rubric for the writing assignments. After discussion, voted to approve POSC 445 with revisions that would state it fulfills UDW and students must get a C or better. Discussion of POSC 458 - all agreed that the course is strong. We approved POSC 458.

Discussion of revising UPS to specify page numbers and kind of writing expected.

We discussed making writing goals clear in Course Objectives and Learning Goals. Course should make clearer how and when evaluations of writing will be provided by the instructor.

Discussed and approved RTVF 349

- 8.4 Faculty Affairs Committee [Bonney] F, 10-16-15, 10:00 AM-12:00PM, MH-141  
Due to AA/AS Retreat, this meeting was rescheduled for 10-23-15.

## IX. NEW BUSINESS

- 9.1 [UPS 106.000](#) Campus Selection Committee for Conferring the Honorary Degree

1. Memo Recommendation for Honorary Doctorate - Richard K. Davis

➤ Received an email from Greg Saks about the honorary degree they want to give out this year. Because of the length of the process, he wants to get started on it right away, because it has to go through the Chancellor's office. Greg would like to have a meeting on November 9<sup>th</sup>. Per the UPS, we need an Emeritus faculty member and two recent chairs.

- Recommendations: Sean Walker and Scott Hewitt. Emeritus faculty will be selected by the Emeriti Professor group.
- Discussed and everyone agreed on the recommendations.

- 9.2 Implement committee recommendations ASD 15-109

➤ We had an Ad Hoc Committee last year that looked at putting together a Faculty Research Committee. As part of their work, they put together the language for an amendment to the Bylaws that would create a new standing committee called the Faculty Research Policy Committee. We took this to the Senate last spring and the report was accepted. I would like to propose we implement the amendment of the Bylaws to include this provision once we get the blessing of the Constitution Committee.

Q: Do we need the Constitution Committee to change the Bylaws?

A: No, if we don't hear from them by the 29<sup>th</sup>, it will go on the A.S. agenda. The Constitution Committee makes sure it conforms to the format of the Bylaws.

Discussed and everyone agreed to move this forward.

1. [UPS 630.000](#) Policy for Investigating Instances of Possible Research Misconduct [6-20-11]

2. Research Misconduct NIH version

(Walker) We have a UPS on misconduct and the UPS has been revised several times because of issues that are related to our being able to receive federal funds. The last time it was revised, the revision was not substantive enough or did not include certain things that needed to be in the policy for NIH and a couple other federal agencies. Dorota Huizinga drafted something that was much more substantive that is in the general vein of what the UPS says, but much more specific and has a few things that are in the UPS. We need to sort out a way to align the two so we have one misconduct policy. It is important that we work to be compliant with the federal granting agencies, the policy should be that is written, drafted, and taken care of by faculty and not the RCATT office.

Will put this on the A.S. agenda.

9.3 Refer to Faculty Affairs Committee: [UPS 210.007](#) Appointment of Administrative Personnel [1-30-13]

- We started on this last week but the conversation didn't get that far. I went back and looked at the document and we still have the college dean consulting with the chair of the A.S. before putting together a search for an associate dean.
  - This has been really important to make sure the search committees are represented. And because we have elections that are represented across the University where we cannot get every single department or college for certain things represented, we have ways of making suggestion on how they might go about doing that.
  - Would like to add language like: When it is determined there shall be a search for a Director in the Division of Academic Affairs, the Provost and the chair of the Academic Senate shall consult and determine whether the Executive Committee of the Academic Senate should be consulted regarding the formation of a search committee.
  - Recommended using the same language as in the section for appointing Interim appointments.
  - Emily will send this to FAC with a memo that puts together all the things we talked about with respect to this document.

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 10-27-15.

9.4 [UPS 410.200](#) Program Performance Review Policy [7-11-11]

1. FAC response

9.5 [UPS 411.102](#) Curriculum Guidelines and Procedures: Academic Jurisdiction

9.6 [UPS 411.200](#) General Education Guidelines and Procedures: New and Existing Courses Policy

9.7 Discussion on Smoking

9.8 Follow-up on Retreat. New UPS on Core Competencies?

9.9 Revised ECS Exemption Resolution – Jon Brusckke

9.10 Continue Discussion re Presentation for Proposed Changes to Bylaws & Constitution – CONSTITUENCY ISSUES [from 4-28-15 EC meeting]

Chair Walker started this ongoing discussion will carry over into the summer for the new EC to agendaize. The topic will be brought forward for action – 2015-16 Academic Senate.

9.11 Discussion on Excess Units

9.12 Discussion on Articulation Issues

## X. ADJOURNMENT

M/S/P (Dabirian/Oliver) Meeting adjourned at 12:55 PM.