



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MARCH 22, 2016**

Approved 4-5-16

11:30 AM - 12:50 PM

PLN-120

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

- CSU Statewide Academic Senate elections are this week.

IV. APPROVAL OF MINUTES

- 4.1. EC Minutes (Draft) 3-8-16 M/S/P (Meyer/Stohs) minutes were passed unanimously.
- 4.2. EC Minutes (Draft) 3-15-16 M/S/P (Walker/Stang) minutes were passed unanimously.

V. CHAIR'S REPORT (Bonney)

- We received an enormous amount of material from the AA/AS Retreat in terms of the reflection and the table discussions and will make available on the Senate website. .
- Received a request from the Library. Scott Hewitt would like to get the build-out of the first floor of the library finished; however, that means moving entities that are on the first floor and space is not readily available for them to move into. He would like to use the Executive Committee conference room for the Patrons of the Library bookstore and the Executive Committee can meet in PLS-260. Agreed this would not be acceptable to the staff and the members of the Executive Committee.
- An interesting issue came up from Barry Pasternack who has discovered there are faculty who are with one department and identify themselves as an affiliate faculty in another department.
- Have received an email expressing a concern regarding a couple of director level searches. The email suggested there have been differences in the way things have been posted internally and the way they have been posted on the HRDI website. So far there have been no major problems. Will bring this to Gail Brooks' attention.
- Provost has not been available to discuss the issues of reviewing courses in Area Z for alignment with new GE learning goals prior to recertification.

Suggestions:

- Regarding the deadlines established for the AMP. The best that could be done this semester would be an expanded outline version of where we are with the issues that have been raised by combining the outline that already exist with the feedback from the retreat providing a written draft in the fall.
- Need to talk about the transition to the new AMP committees.
- Have someone pull the stuff from the references and the discussion into an outline, sending it back to the subcommittees for their review, edits, and comments before circulating.
- Having an outline out by April.
- Important to have not only open communication, but a process guideline somewhere that tells all the times we solicited feedback..
- The administrator co-chairs will probably stay on, but the faculty member chairs probably will change, and that's an issue that needs to be addressed.

VI. PROVOST REPORT

No Provost report.

VII. STAFF REPORT (Benjamin Report)

CSU Statewide Senator election eVoting is in process; the results will go out to campus on Friday, March 25th. Petitions for the All University elections are due April 6th.

VIII. COMMITTEE LIAISON REPORTS

8.1 Assessment & Educational Effectiveness Committee [Casem] W, 3-16-16, 1:00 PM – 2:15 PM, MH-141

Quorum was not achieved.

The committee was reminded of the upcoming WASC Academic Resource conference (April 6-8), the Assessment forum (4/21) and Assessment Conference (4/22). Assessment Liaisons reported on the progress of completion of the AY14/15 Compliance Assist reports. It was brought to our attention that Compliance Assist will only construct a report based on text entered into text fields; it does not recognize uploaded files. The remainder of the non-meeting was spent discussing revisions to the tables included in the PPR. Differences in which type of FTES should be reported in table 2A (course-based vs majors) were discussed. The possibility of eliminating the column in table 2B for post-baccs was considered, however, the committee recommended checking with HHD to determine what effect that would have on the nursing credential.

8.2 Writing Proficiency Committee [Oliver] F, 3-18-16, 9:00 AM – 11:00 AM, LH-702

- Meeting called to order and minutes approved
- Departmental survey was discussed – 18 were turned in and comments varied
- The committee reviewed the Grad Education Committee proposed Graduate Level Writing Standards (October 9, 2015) and discussed also doing something along this line
- A subcommittee was established to write a draft of the UPS 320.020 revision to be reviewed and discussed at the April 8th and May 4th meetings. A draft will go to committee for review prior to the meeting by May 4
- The petition to approve course equivalent to PSCCH 306 taken at Chapman University was table and more evidence is being requested from the Psychology Department
- The committee discussed creating an approval form for reviewing course approvals.

8.3 Faculty Affairs Committee [Bonney] F, 3-18-16, 10:00 AM – 12:00 PM, MH141
Meeting cancelled.

8.4 Academic Standards Committee [Sargeant] F, 3-18-16, 1:00 PM – 2:00 PM, MH-166
Discussion of proposed UPS on Sale of Academic Presentation Materials for Commercial Gain. Proposed revisions are intended to leave the door open for faculty who create original material to exercise their intellectual property rights over these materials, while also not trying to create a policy on intellectual property rights within this UPS.

Discussion of UPS 300.020. Melissa Whatley will research Exec Orders and other sources of information to help develop language on CR/NC grades and definitions thereof.

UPS411.100 and EO 1099 (Defining an Academic Unit). Broad discussion of need for faculty involvement in developing curriculum, etc. Consensus that additional discussion and research is needed in order to develop a functional policy that will clarify for the campus what an academic unit is and the differences between divisions, departments, and programs. The committee would like to be a part of developing this policy.

Title IX Statement and Syllabi -- committee thinks that it is not the proper venue to discuss this issue as it is not really about Academic Standards.

8.5 Planning, Resource & Budget Committee [Meyers] F, 3-18-16, 1:00 PM – 2:15 PM, CP-1060-05
No minutes.

8.6 Library Committee [Walker] M, 3-21-16, 11:00 AM – 12:00 PM, PLS-260C

Library Update – Scott Hewitt – There is a new faculty author bookshelf on the first floor near the new book shelf. When the library gets renovated there will be a separate shelf for faculty authored books, new books, and alumni authored books. Dan Santat will be visiting and giving a presentation in PLN 130 on Tuesday 12:30 – 1:30. As far as demolition goes – the bathrooms are done on the 4th, 5th and 6th floors. So for moment, demolition is done. The first floor is going to be difficult because there are still occupants. College Park West is not open so there isn't a place to move the current 1st floor occupants. Will need approximately 8,000 square feet. Permanent library dean search has been delayed and interviews will be happening in fall. Open Access Faculty Publication Fund – only funded one faculty member at this point. We have had four requests where the faculty member wanted more than the

maximum (\$2,000). We have faculty that want 3k so the maximum is being upped to 3k. Also the library is working on faculty grant proposals for one time library materials. This will be for larger requests (usually not a single book). This will be funded by the Patrons of the Library.

Electing a Chair – Sean will convene meetings – move next meeting until April 25 (inform Sheretha/Mara/Emily)

Open Access Policy – IL Hewitt gave a handout on open access policies/resolutions. Having more open access will increase availability of scholarship to the community. Having an institutional repository would do the same thing. Having a policy could leverage institutional policy for faculty and the institution to retain rights and not sign them over to the publisher. Developing a policy will be important to having a successful Digital Institutional Repository. CSUF DIR will probably begin in spring 2017. The library committee will draft a resolution to get to Executive Committee on April 26th. AS endorse the creation of an open access policy. Resolution committee – Natalie, Michele, Sean. We'll get it set up via Google docs.

Circulation Policy – CSU is implementing a ULMS – unified library management system. Right now every campus has its own system and the system will be going to one system for the entire system. What will the 'circulation' policy be? Circulation policies vary greatly among campuses. The issue is whether the CSU will end up with one policy for all 23 campuses or if we will continue with 23 different policies. The difficulty with one policy is that each campus values its autonomy and the systemwide policy would need to be 'ratified' by all of the senates. Nothing for the committee to do at this point. There will be a recommendation from the folks working on the ULMS and then COLG will likely make a recommendation.

8.7 Extended Education Committee [Meyer] M, 3-21-16, 3:00 PM – 4:00 PM, CP-950
Meeting cancelled.

IX. NEW BUSINESS

9.1 Discussion on Statement of Opinions

#1 – should be.... permission of an "academic" advisor

9.2 New UPS 3XX.XXX Faculty Selection of Instructional Materials final Senate version

1. New UPS 3XX.XXX Faculty Selection of Instructional Materials [FAC 3-8-16]
2. First Reading New UPS 3XX.XXX Faculty Selection of Instructional Materials [AS meeting 2-25-16]

- There is an email going around about the textbook document, but instead of an email, they should be making amendment changes on the Senate floor.
- The State legislature is already addressing this issue, and will likely do something far worse than the proposed UPS..
- The issue of the involvement of lecturers in the selection of textbooks is a real one; they need to make an alternate proposal. Every department needs to have this conversation.

Q: Will the people who wrote the document be at the AS meeting?

A: Katherine Dickson cannot be there, but John Patton will be there.

- The problem is the textbook order must to be in by a particular date in order to make them accessible for Disability Support Services and to allow students to obtain Financial Aid
- Part of the reason we started this early textbook date is because we were fined.

9.3 Revision to UPS 295.000 Outstanding Lecturer Award [OPC]
This will go on the AS agenda for the March 24th meeting.

9.4 Revision to UPS 100.700 [Source: AEEC]

This UPS was sent to AEEC to revise and provide better guidance for the policy of the review of the centers and institutes.

- 2A is not clear the way it is written. Are they petitioning an appealing a recommendation of disillusion or are they petitioning to dissolve?
- Add a comma to the sentence below (see highlighted area); this will make it clear that it is two separate entities.

Each Institute and Center shall complete a self-study/program review every three years. After review of the self-study/program review and consultation with the

Institute or Center in question, the college dean(s), Office of Assessment and Educational Effectiveness, Office of Academic Programs, and Provost may make recommendations to the Council of Deans and the Provost for continuation, dissolution, or provision of further information.

- Align the wording in paragraphs 2B to the wording in paragraph 2A.
- Regarding the process, there needs to be explicit language stating the Office of Academic Programs is the conduit, collector, and facilitator not the decider. The reviewer is the Dean.
- Self-Study will be done by the center or institute up for review. That group will consult with the Dean, the parties will reach an understanding, and then submit their recommendations to Academic Programs for transmission to the Provost to forward to Chancellor's office.

Chair Bonney will draft a memo to AEEC to incorporate the Executive Committee suggestions.

9.5 Discussion: counting courses toward Major and GE

1. Memo from Mark Fischer

This will be the first item of unfinished business at the next EC meeting.

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 4-5-16.

9.6 Title IX & Syllabi

9.7 Follow-up on Retreat.

9.8 Review of Chairs

1. Bakersfield
2. Channel Islands
3. East Bay
4. San Bernardino
5. San Jose

9.9 Revised ECS Exemption Resolution – Jon Bruschke

XII. ADJOURNMENT

Meeting adjourned at 12:55 PM.