



CALIFORNIA STATE UNIVERSITY, FULLERTON

ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES SEPTEMBER 22, 2015

Approved 9-29-15

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

There was no urgent business.

III. ANNOUNCEMENTS

- Dabirian: Reminder to change your passwords.
 - IT is not expiring accounts of Emeriti that have left the campus and are giving part-time faculty extra time to change their passwords. Emeriti will only have to change their passwords once a year because they don't have access to the Portal or Titan online.
 - Encouraging students to change their password. Students will have to change their passwords once a year in October. For those who do not change their password, they will be forced to change once they log into the portal.
- Meyer: Dancing at Lughnasa opens Friday, September 25, 2015.
- Guerin: Recognition and thanks for excellent Concert Under the Stars. Concern was expressed over the decision of who was recognized and the omission of recognition of the CSU student trustees that were in attendance.

IV. APPROVAL OF MINUTES

M/S/P (Walker/Sargeant) EC draft minutes 9-15-15 were unanimously approved.

V. CHAIR'S REPORT (Bonney)

Chair Bonney reported on topics below.

- Talked with the Provost this morning and the Academic Master Plan is moving along.
- Met last week with chairs of the College of H&SS after the Steering Committee meeting. Informed them we will be putting more faculty on the subcommittees.
- Academic Master Plan timeline has been extended. It is scheduled to go to its drafting stage late in Spring 2016 opposed to December 2015.
- Notification of training sessions emails
Suggestions:
 - Send them a letter asking them to inform people how long the sessions are estimated to take
 - What will happen if they don't do the training?
 - A list of mandatory training
- The Writing committee met for the first time last Friday and the question from the writing committee is whether both the Writing committee and Grad Ed should review the graduate writing piece?
 - Both groups should be involved in the review process
 - Have the Writing Proficiency Committee do the revisions to UPS 320.020
- Need a replacement for Michelle Mouttapa on the TSU Governing board and a replacement for Steve Walk on the Athletic Advisory Council from Exec.
 - Will ask for Jianxin Gong for TSU Governing Board
 - Sean Walker volunteered to serve on the Athletics Advisory Council
- The budget memo came out, will be discussing it with President Garcia when we have our 1-on-1 meeting on Thursday.
- Scott Hewitt and I were trying to arrange a meeting with Nancy Fitch and Kristine Dennehy regarding the 1,720 books Kristine checked on the Recreation and Leisure List as books she did not want weeded, but they did not wish to meet. The books will go over to Western Law. Going forward, people who wish to retain books on the weeding list will be asked to explain book by book why they want it retained. Encouraged Scott to get a hold of Discover Books which is a company in Livermore, CA.

They acquire books for universities and public libraries; sell books the books on eBay or Amazon and return part of the profit to the Library that is giving them the books. Will talk with Scott again regarding Periodicals.

- Kristine Dennehy asked to be appointed as the representative to The Patrons of the Library.
- Diversity Action Plan - Titans Together, we have been requested to have a response to VP Lori Gentles by Friday. When I talked to the Provost this morning about this, he said he had alerted HRDI that it would be important if faculty were involved in the implementation.

Question: What factors are most effective in implementation?

- Accessibility is an issue
- Lack of clarity
- Terminology used
- Concern that the document does not mirror the sum of the data collected through the Campus Climate survey
- The Academic Senate was not involved. In shared governance, the Senate represents the faculty.
- Limited representation by unions
- HRDI is over-involved. The document seems too "top-down"

VI. PROVOST REPORT

There was no Provost report.

VII. STAFF REPORT (Benjamin Report)

- Call for nominations went out for two Faculty awards:
 - Faculty Leadership in Collegial Governance Award, deadline was September 21, 2015. We received 3 nominations.
 - Outstanding Lecturer Award, deadline: September 28, 2015. We have received 12 nominations; a reminder email will go out today.

VIII. COMMITTEE LIAISON REPORTS

8.1 Assessment & Educational Effectiveness Committee [Casem] W, 9-16-15, 1:00-2:15PM, MH-141

- The AEEC met for the first time on Weds. 9/16. A report on the work of the Assessment Liaisons was presented by Su Suwarat with additional information provided by Pamella Oliver. The liaisons are actively involved in the coordination of assessment activities within their respective colleges. They meet monthly and share best practices and challenges. The liaisons worked over the summer to evaluate the assessment reports submitted through Compliance Assist. Their efforts are reflected in the University Assessment Report distributed by the Provost.
- A discussion of the question of ex officio members of the committee was held. It was the wish of the committee to involve division beyond those already represented. Chair Rizkallah will draft a memo recommending that IT be invited to participate as an ex officio member.
- A "word-smithing" discussion was held regarding whether Step 3 of the 6-Step Assessment cycle should refer to establishing criteria "for success" or criteria "of success". The wording "for success" as unanimously approved.
- The Office of Assessment and Educational Effectiveness shared its goals for the AY15/16. Timeline in this draft document should be disregarded. The idea of sharing effective assessment tools across campus was discussed.
- The committee reviewed UPS410.200 regarding the PPR. it was decided that the AEEC would hold off reviewing the document until such time that the Academic Senate re-works the current UPS to include specific reference to assessment. The role of assessment in the process of the PPR was discussed.

8.2 Writing Proficiency Committee [Oliver] F, 9-18-15, 9:00-11:00AM, PLS-299

- Barbara Erickson attended as the representative of the Graduate Education committee (appointment Pending). Peter Nwosu reported he will eventually be represented by Director of Writing Across the Curriculum (once hired). A student representative is still needed.
- Garrett Struckoff was elected chair.
- A subcommittee was appointed (Krissy van Truong, Jasamin Rostam-Kolayi, and Garrett Struckoff) to draft bylaws for the committee based on the four functions enumerated in Emily Bonney's charge to the committee. A brief discussion was held regarding potential bylaws and all agreed to keep them short and simple. The draft will be sent out for committee members to respond to. The bylaws will be sent to Emily in time for the October 29th Academic Senate Meeting
- Consideration of timeline and strategy for other matters within the committee's purview:
 - Peter Nwosu discussed a few of the new Director of Writing Across the Curriculum responsibilities and will send the job description to the Writing Proficiency Committee. He also discussed possible summer work for the committee or members thereof regarding the approval of university writing requirement fulfillment done by students.
 - The four syllabi to consider will be reviewed once the bylaws are approved

- 8.3 Faculty Affairs Committee [Bonney] F, 9-18-15, 10:00AM-12:00PM, MH-141
- The Faculty Affairs Committee met on 18 September 2015. We had a brief discussion of work that would be coming their way from the Executive Committee. They reviewed and approved the part-time faculty policy for the evaluation of temporary faculty.
- 8.4 Academic Standards Committee [Sargeant] F, 9-18-15, 1:00-2:00PM, MH-166
- Academic Standards Committee Liaison Report, September 18, 2015 After approving the minutes of 4/17/15, a brief overview of last year's committee work to bring the new members up to speed. Specific discussion of an item of new business -- an Appeals Board question on UPS 300.021 (using past exams/study notes and common exams).
 - The committee believes that there needs to be better training on policy relating to academic dishonesty, syllabi, and other issues for faculty and would like to refer this to Senate Exec. Such training should be ongoing and offered to both full time and part-time faculty.
- 8.5 Planning, Resource & Budget Committee [Meyer] F, 9-18-15, 1:00-2:30PM, CP-1060-05
- President Garcia presented the Budget for 2015-2016.
 - The budget works only by taking \$10,000,000.00 from the Reserves which are drying up. She stated "we will need to live within our means in the future." We will need to develop new reserves to cover all future capital projects.
 - Provost Cruz reported on the Academic Master Plan and changes in its schedule. The report deadline will be extended to Fall 2016.
 - The PRBC established a Sub-committee to draft a response to the Sustainability Paper from the CSU on the FUTURE FUNDING FOR THE CSU.
 - We might want a Senate Resolution as a response to this Paper.
- 8.6 Library Committee [Guerin] M, 9-21-15, 11:00AM-12:00PM, PLS-260C
- Catherine Maderazo (Literacy & Reading Education) was elected chair.
 - Minutes of 4-13-15 were approved as submitted.
 - The committee does not have faculty members from ARTS or NSM yet? Kristine Dennehy (SOCSCI) will need a replacement for spring, as she is on sabbatical.
 - Meetings for the year are tentatively set for 11-12 on 10/19, 11/16, 2/15, 3/21, and 4/18.
 - The Committee would like a community page on Titanium.
 - Students were asked to check with ASI leadership about whether or not they would like a graduate student on the committee (would this be a third student?).
 - The committee discussed functions of the committee. Some of the questions were (1) does part c on faculty communications extend to emeriti and Patrons of the Library? (2) Is space within the committee's purview?
 - Ex-officio membership was reviewed as requested by AS Exec Comm. No changes recommended.
 - Scott Hewitt gave an update on the Library, describing changes in stacks and renovation plans due to earthquake damage closing several floors in Library South. He also discussed the Dune (Frank Herbert) 50th Anniversary Celebration.

IX. NEW BUSINESS

- 9.1 ASD 15-133 New Course Proposals, Fall 2015 [Source: Academic Programs]
Approved to go on Consent Calendar at October 1st Academic Senate meeting.
- 9.2 Revisions to UPS 411.100 Curriculum Guidelines and Procedures: Courses
Proposed changes:
- We will go from a twice a year curriculum cycle to a once a year curriculum cycle. We would do this to make sure the catalog is always up to date.
 - This will structure the Curriculum development and approval process to meet the needs of a system, rather than meeting the needs of faculty.
 - New course proposals that require revision will be delayed by a year
 - There are a lot of things in that section that don't make since if you are using Curriculog, such as provisions for department review and signing.
 - The procedure outlined in the revisions does not align with Curriculog.
 - Raises the question whether we should collapse the question/challenge process.
 - There is very good reason this structure exists in several different documents.
 - There is no provision as to how courses get to the Academic Senate.
 - The revision to Section 6 doesn't suggest that they even tell us what these courses are about.
 - There is no reason to specify the details of the Department Curriculum committee; it should be up to the department.

Suggestion:

- Share our comments about the things we think are not ok.
- Have a meeting with Mark Fischer, Chair of UCC, Emily and Alison Wrynn.

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 9-29-15.

- 9.3 Marathon Meeting 5-14-15 – Discussion Items
 - 1. ASD 15-107 Proposed New UPS 3xx.xxx Declaration and Change of Majors and Minors
[Source: UCC]
 - 2. ASD 15-73 UPS 210.00 Faculty Personnel and Procedures [6-5-14] [Source: FAC]
- 9.4 Refer to Faculty Affairs Committee: UPS 210.007 Appointment of Administrative Personnel [1-30-13]
- 9.5 Refer to Faculty Affairs Committee: UPS 210.500 Procedures: Search Committees for Administrative Personnel [1-30-13]
- 9.6 Continue Discussion re Presentation for Proposed Changes to Bylaws & Constitution – CONSTITUENCY ISSUES [from 4-28-15 EC meeting]
Chair Walker stated this ongoing discussion will carry over into the summer for the new EC to agendize. The topic will be brought forward for action – 2015-16 Academic Senate.
- 9.7 Discussion on Excess Units
- 9.8 Discussion on Articulation Issues
- 9.9 [UPS 411.102](#) Curriculum Guidelines and Procedures: Academic Jurisdiction
- 9.10 Discussion on Smoking
- 9.11 UPS 210.001 Recruitment and Appointment of Tenure-Track Faculty
- 9.12 Revised ECS Exemption Resolution – Jon Brusckhe
 - 1. Draft Report of the CSU Sustainable Financial Model Task Force

X. ADJOURNMENT

M/S/P (Dabirian/Walker) Meeting adjourned at 1:00 PM.