



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
NOVEMBER 1, 2016**

Approved 11-15-16

11:30 AM - 12:50 PM

PLN-120

Present: Bonney, Brusckke, Gradilla, Matz, Meyer, Oliver, Stambough, Stohs, Walker

Absent: Dabirian

I. CALL TO ORDER

Meeting called to order at 11:30 am.

II. URGENT BUSINESS

IRA orientation meetings are being held, and faculty are alarmed about what the task force and the IRA committee have done to those programs. They are putting limits and paying only half on travel, paying \$250 in state and \$750 out of state. Would like to see the recipients get some input/feedback on how this is going.

- These are all issues the task force struggled with last year, like whose travel will we pay, how much of it will we cover, and what to do if we have only fifty percent of the money we need for all of the requests we are getting.
- Chair Bonney will circulate to the Executive Committee the task force report from last year, which will give insight into what they were and why they made the decisions they did about this year.
- Chair Bonney will speak with ASI Executive Director Dave Edwards and share the dissatisfaction with him.

III. ANNOUNCEMENTS

- (Stambough) I attended the AD Hoc committee on the preferred name and they are going to be reaching out to Chair Bonney to see if there is any Senate committee that should be looking at this. The goal was to have extra fields added in where students could have preferred name. There was discussion about do we mention their names can be rejected to prevent people from putting in objectionably names or not taking it seriously. It was mostly aimed for gender identity issues, but it's also for people who want to put down their nicknames, and for international students whose English name is totally different. It will be broader in scope than additional initially designed for. It's for informal records, stuff related to financial aid, an actual degree, or anything contractual will be the legal name. The class roster and Titanium will have both the legal name and preferred names.
 - When we get it, we will send it to the SALC; that issue is within their purview.
- (Stohs) Our SUG's were at \$50 million and that is a huge amount of our budget. I noticed that in this year's budget SUG's are down by \$2M; which should mean that we have more budget to work with.

IV. APPROVAL OF MINUTES

- 4.1 EC Minutes (Draft) 10-18-16
M/S/P (Stohs/Meyer) minutes approved unanimously.
- 4.2 EC Minutes (Draft) 10-25-16
M/S/P (Oliver/Matz) minutes approved unanimously.

V. CHAIR'S REPORT

- The Provost will be coming, and he will report on the 360 review of Academic Affairs.
- They started doing the GE Assessment and reporting to Council of Deans and it seems to be going well. Everybody seems to be coming through with the material and it's working out much better than last year.
- The Provost has set a target for colleges to reach on teaching Friday and Saturday classes. According to the Provost SSI funds can be used to cover those classes/sections, so there is an incentive. He wants to

get the total number up by three percent, up by fifty-five classes. There is actually a very large number of classes being taught on Friday and Saturdays, so three percent gives you a lot more classes.

- One issue is when you have a Saturday class prior to having online they will fill up, but once you have online with the same section on a Saturday, the Saturday class goes away. We have 209 sections being offered on Friday and Saturday, and the Provost would like 255 sections.
- There are eighty applications for sabbatical and Academic Affairs must fund forty-seven of them. It is all electronic this year, which makes it easier to do the review.
- Irvine is continuing to develop professional programs, particularly with human services and nursing degrees. They have deals with Irvine Valley College and Saddleback, and ISDS already has a big presence down there. It sounds like they are headed in the direction we had always hoped they would.
- We will have the Graduation Initiative Presentation by Provost Puri on December 8th. The Senate chairs statewide are concerned about getting faculty engaged in this process.
- The chair of UAC has a lot of good ideas for what that committee can do including looking at how do you work with folks in the industry.
- We are going to have a special election because Laura Lohman is taking a leave, so we will have to fill a seat in the College of the Arts. We will have a special election in a single constituency with voting the second week in December.
- Chair Bonney had a conversation with VP Gail Brooks and Maria Osorio about our objection to using the Civility UPS. One thought would be taking a second look at UPS 230.00, which talks about responsibilities of faculty. The Education Code does use strong language about people who behave unprofessionally. We are going to be working on this to see if there is some way we can more effectively deal with failure to meet classes, failure to keep office hours, or failure to put assignments up.
- Chair Bonney talked with VP Kim yesterday and they expect to have 120 locks for classroom doors installed by the end of December with another 300 after that, not clear how far after.
- VP Kim will be talking to ASI about the budget today. He will try to explain to them more clearly for those who receive financial aid the increase will have not increase because the financial aid will track the increase. He will also talk with them about the ongoing regarding Chick-fil-A and whether we will ever get a Chick-fil-A on campus, which is what the majority of the students wanted.
- They are looking into another parking structure funded by the students for a student-only lot. Location to be determined.

Q: Did he give any indication of how many parking spaces we would lose when building the new parking structure?

A: No

- We are slowly filling the Exceptional Assigned Time Committee (EATC). The Executive Committee will have to revise the UPS ourselves based on Senator Bruschke's notes because by the time we get a committee together, and then get the document done, it will be so late that we would not get anybody anything. We will look at the document next week.
- Chair Bonney received a phone call from Interim Dean Rahmatian about the Marketing Department, which is finally going to have a chair's election.
- We had a hearing last Friday on the Geography Department Name Change, which proceeded peacefully. The UCC came to the conclusion that rather than of making a recommendation to the Senate, they had a proposed solution which the Geography Department likes. Chair Bonney has sent the UCC's proposed solution to NSM.
- The interviews with the new Dean of the Library are extremely important, so get to as many as you can.

VI. INTERIM PROVOST REPORT – 12:30 PM

- I want to check and see if there are any questions I can answer regarding the Academic Master Plan (AMP) that was presented to the Senate. Would like you to provide me with any feedback. The Senate review is the last step before we finalize the plan, before we take it to the Cabinet.

Q & A:

Q: I have a hard time finding what the plan is, the discussion who will we teach. How does this result in action being taken or become a plan?

A: Let me make a distinction between the Strategic Plan and the AMP. The Strategic Plan has a definite time limit (five years) with specific goals, strategies to accomplish those goals, reporting of these goals on an annual basis, measuring the outcome of the five year plan, and there is dollar value attached to it. The AMP does not have a time limit and actual strategies that are outlined as to how the work will be done. The AMP talks about what needs to be done in different areas, but a question of how it depends on subsequent plans. AMP provides a general direction of important issues that the campus needs to work on and some expectations of what should be done, but it does not tell us who is going to do it and what the timeline should be.

Q: How is all this going to get funded and implemented?

A: We need to keep an eye on every step we take. When we start to develop the implementation plan there have to be wide consultation across the campus. You take a look at the plan to make sure our concerns and issues are taken into account. AMP cannot be expected to do all that because there are too many things in there, and that's not the job of AMP, it is not a specific plan for one item or another.

Q: How is it different from a Mission and Goals Statement?

A: Mission and Goals statements are very general, simple statements; this is more specific and goes into a lot more detail. It outlines ten different goals and objectives and provides a lot more guidance to the University Community for the areas we need to focus on going forward. AMP is a bridge between the Mission Statement and the Strategic Plan because it provides more detail into the kind of things we should be working on.

Q: I get this is a more specific vision plan and a broader strategic plan. I was wondering about the overall level of direction, such as the one about "who will we teach and how will we teach"; is this supposed to provide some guidance about where we are prioritizing, or is that the next step? Are we prioritizing HIPs which is one of the ones listed, and if so where is the funding coming from for that? Is it going to be international students and if so, what does that mean for support services amongst other things?

A: As for the "who" are we teaching, this concerns enrollment management. How do we affect students in different programs? Right now there are some programs that are impacted. The University as a whole is impacted, so we have higher than the minimum standard that is required. As we develop more detailed plans for enrollment management there will be campus input from the colleges and other constituencies which will give direction to the admission, recruitment and the outreach people make as to what kind of cohort we want to bring to the campus. AMP is basically telling us to create an enrollment management system, but not how it is actually created or done; AMP does not go determine that, and it cannot do everything.

Q: Where is administrative accountability located in those three different plans? If you are a department and you say we need to grow, but you have not given us money in the last twenty years, do I pull from the AMP to make a case? Where do we start -- with my Dean and then meet with the Provost? Is this about resources for space or rewarding work already done, or the work we are doing, how do we use it as a department or as a faculty?

A: There are annual plans and strategic plans that colleges have. Every college now has an annual plan for this coming year, which is part of the overall strategic plan. As we get more into enrollment management issues and how different programs are growing or not growing, that's where we start talking about this program needs more resources. Those decisions are going to start at a very basic level. The conversation at the department level, then the Deans, the Provost level, and the University as a whole. That will be the process for a particular programs growth or lack thereof. The AMP does not speak directly to which program should be growing or not growing.

Suggestions:

- Add the discussion we just had to the introduction so there is come clarity about the scope of the document.
- Show in the beginning the flow of Master Plan to the Strategic Plan.

An Enrollment Management task force was created about 1 ½ year ago, and they did a lot of good work in collecting data and understanding what was going on, but no final decisions was made on how to move forward. When I came on board, this is one of the things I was asked to look at and move it forward. I had Mark Fillowitz work with me, he collected a lot of data on all the CSUs and what different CSUs are doing, how they are structured. He also collected data on non-CSUs to find out if there is a model or best practice and there isn't; everybody has their own way of doing it. There are two steps that are common to good programs in 90 percent of them, they have two committees, one at the higher lever represented by the Provost or President, CFO, and Student Affairs that sets overall targets for enrollment. There is a second group which is more hands on, people that actually work in the Admissions and the Registrar's office, outreach, and student success all working together making sure from the time students show an interest in the university through recruitment of that student and through admission process in a particular program, all steps of the process are synchronized, work well and are effective. On our campus we have outreach and recruitment in Student Affairs. We have Admissions and the Registrar's office, and everything else in Academic Affairs. There are many campuses where admission and registrar, outreach, and recruitment are in Student Affairs and Academic Affairs takes on the role of student success starting with admissions. The other model, when admissions is part of recruitment and outreach, there is no standard model. There are two presentation Mark and I made to the Council of Deans sharing all the information and data. We asked them what they think is the best model for us?

Provost Puri shared the presentation made to the Council of Deans and the direction we are taking right now. No final decisions have been made, but there is a sense of which direction we want to proceed.

- Talking with the Council of Deans and discussion where other folks were involved with the process, it appears that admission needs to be tied to financial aid, outreach, and recruitment, because it does not function very well without them. This is the direction we are moving too, onboarding all in one division.

Q: Will this help with all the snafus that are happening between admission, financial aid, outreach, and all the extra communication?

A: Yes

VII. STAFF REPORT

- Outstanding Lecturer 2016-17 files are due Monday, November 7th.
- Nominations for the L. Donald Shields Excellence in Scholarship & Creativity Award 2016-17 are due Monday, November 7th.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board [Bonney], T, 10-25-16, 1:15-3:45PM, TSU Legislative Chambers
The ASI Board met on 25 October. There were presentations by Meredith Basil in her capacity as interim AVP for Student Affairs; Anil Puri, interim Provost and Vice president for Academic Affairs; and Gregory Pongetti, Living Collections Curator, Arboretum. During the executive reports Amanda Martinez the chief governmental officer and rep to CSSA announced that the statewide group was preparing a resolution about the possibility of a tuition increase. This news prompted a lively discussion.
- 8.2 Campus Facilities & Beautification Committee [Stohs], W, 10-28-16, 11:00AM-12:00PM, MH-166
- Campus cleanliness.
 - Update on efforts to connect with students/Student Affairs. ASI and Student Affairs reps will attend next meeting.
 - Still some issues with buildings being kept clean. Good idea to let others know we are on the committee so that items to get attention. Library area still needs attention. Campus clean-up We should ask our Department student clubs.
 - Nov 4th is a cigarette clean-up day. 11-2 p.m.; Fresh Air Advocates.
 - Continued discussion on biking, skateboarding etc. on campus.
 - Consideration of which areas need to be clear of any biking/skateboarding/scooter/hover boards. Review of map and recommendations. Still an issue - some signs up.
 - Social space for faculty and staff
 - Academic Senate informal coffee or wine activity for faculty for Spring semester.
 - Matt reached out to FAC, they were supportive of the idea; but didn't get to discuss in meeting (one time event).
 - Perhaps talk to Auxiliary about space; perhaps a room in CP West (Titan Hall) somewhat designated for faculty events. There is a conference room in TH that holds 125 people (free). Faculty commons in library (perhaps up to 100)?
 - Talk to Provost office directly about funds. Use phrase "stewards of place" - faculty retention.
 - Create a "fund" for this. Invite office of Advancement.
 - Use George G. Golleher House - co-own with Alumni affairs for Faculty space?
- 8.3 University Curriculum Committee [Stambough], W, 10-28-16, 12:00-2:00PM, PLN-130
The University Curriculum Committee held an open hearing on October 28, 2016 to consider the proposed name change for the Department of Geography. The challenge came from the College of Natural Sciences and Mathematics. The core of the arguments were about the ownership of the term "environment" and whether environment is a better description of the core mission of the field of geography. Collegial presentations were made for both sides. After the open forum, the committee sent an additional inquiry to clarify an issue. That clarification led to a compromise that has been accepted by both parties resulting in the proposed name change moving forward.

IX. NEW BUSINESS

9.1 Search committee for Provost

The President has asked us to put together a search committee for the Provost position (5 faculty). She would like to have this committee meet before the end of the semester for the first time, so we would need to think about who we would want on this committee. This search will conclude in the spring.

Send your suggestions to Chair Bonney as soon as possible.

9.2 Search committee for AVP Student Affairs

We need three faculty for this search committee. VP Eanes would like this committee to meet before the end of the semester. And we need to think of three faculty we could recommend for the Dean of Students search committee.

Send your suggestions to Chair Bonney as soon as possible.

9.3 UPS 320.020 University Writing Requirements

1. Minutes from Graduate Education Committee meeting 10-14-16
2. Minutes from Writing Proficiency Committee 10-21-16

We have this UPS on University Writing Requirements that has been in process for a while. The Writing Proficiency Committee finished their work on it last spring and they and sent it to the Graduate Education Committee.

Suggestion:

We turn this into two separate documents. We would send UPS 320.020 as it currently exists back to the Writing Proficiency Committee for them to put it the way they want it to look for undergraduate writing and tell Graduate Education Committee to use what they have as a foundation and develop a new UPS on graduate writing requirements.

Make sure the Graduate Education Committee to delineate clearly who can say a graduate student has met that requirement.

9.4 Revision to UPS 210.007 Appointment of Administrative Personnel

The only issue that has been raised is the Director and Assistant Vice President in the Division of Academic Affairs.

Chair Bonney will talk with President Garcia, have her look at the current version, and talk about it to get more from her perspective.

9.5 Revision to UPS 210.500 Searches for Administrative Personnel

The two big sticking points are the ranking and the selection of the chair.

Chair Bonney will talk with President Garcia, have her look at the current version, and talk about it to get more from her perspective.

9.6 UPS 100.005 Patent Policy

9.7 UPS 210.020 Review of Tenured Faculty

9.8 Revision to UPS 410.103 - Curriculum Guidelines and Procedures: Programs

9.9 Revision to UPS 411.100 - Curriculum Guidelines and Procedures: Courses

X. DISCUSSION ITEMS

10.1 General Education Gets an Integrative Learning Makeover

XI. ADJOURNMENT

M/S/P (Dabirian/Gradilla)