



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 20, 2016**

Approved 9-27-16

11:30 AM - 12:50 PM

PLN-120

Present: Bonney, Bruschke, Dabirian, Gradilla, Matz, Meyer, Stambough, Stohs, Walker

Absent: Oliver

I. CALL TO ORDER

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

II. URGENT BUSINESS

We should probably send a note out to departments since the President signed the textbook policy over the summer, to let them know they should be engaged in developing their departmental policy.

III. ANNOUNCEMENTS

- (Meyer) The first production of the year "Anna in the Tropics" opens on Friday.

IV. APPROVAL OF MINUTES

4.1 EC Minutes (Draft) 9-6-16

M/S/P (Walker/Dabirian) Minutes approved unanimously.

4.2 EC Minutes (Draft) 9-13-16 *forthcoming*

V. CHAIR'S REPORT

- Anil will be moving to find a replacement for Phil Lee. Recommended two past presidents of the FPC and the current chair of the FAC. Difficult to get a faculty member to move this time of the year.

Suggestions: Bob Gass and Joe **Burgtorf**

- We are working on the narrative for the AMP.
- Met with Danny Kim and discussed parking. He noted constraints of the CBA on the price of parking passes for staff and faculty and inventory of spaces. He will know by the end of the week whether it is realistic to do stacked parking in Lot F. Will mention in chair's report.
- VP Kim will also emphasize distinction between baseline and one-time money in report to the Senate so that the faculty will understand that administration is not holding back any baseline money.

Suggestion: A special meeting on a Thursday when there is no Academic Senate meeting that focuses on Budget 101, student fees, and talks about hiring.

- Have asked Gail Brooks to provide a breakdown of how many MPP lines this year, five years ago, and ten years ago.
- Be sure to include room in your schedules for the EC interviews with finalists for administrative positions.
- Will schedule appointment with chair of UA Committee.
- Need more names for the Associate Vice President Academic Human Resources search committee, as all three invitations were declined.

VI. STAFF REPORT

- We received five nominations for the Faculty Leadership in Collegial Governance Award 2016-17.
- The deadline for nominations for the Outstanding Lecturer Award 2016-17 is September 26th.
- The Special Elections eVoting will take place September 26th - 29th.

VII. COMMITTEE LIAISON REPORTS

- 7.1 Faculty Research Policy Committee [Walker] T, 9-13-16, 2:00-3:00PM, MH-141
The faculty were all at the committee meeting. However, we did not have the relevant administrators, which may have facilitated the discussion on the Intellectual Property Policy. The faculty were a bit confused about the purpose of the policy and we had a good discussion regarding clarification and also making the policy more inclusive. The committee chair reviewed several tasks for the committee including review of UPS 230.500 – Rules for Acquisition of Archaeological, Ethnological, and Art Objects which was passed in 1974, surveying colleges/departments to find out how resources are used to support faculty scholarship and creative activities (e.g., assigned time, supervision courses, OEE, travel etc.), and discussing intramural grant criteria and policy. Although this was not on the RPCs list, there are two policies on conflict of interest and these should be reconciled. In addition, although we may have just done this, I'd recommend asking the committee to try to consider changing the name to be more inclusive of creative activities (e.g. Faculty Research, Scholarly, and Creative Activities Policy Committee - FRSCAPC).
- 7.2 ASI Board [Bonney], T, 9-13-16, 1:15-3:45PM, TSU Legislative Chambers
Pending
- 7.3 Internships & Service Learning Committee [Dabirian] W, 9-14-16, 9:00-10:00AM, MH-141
- Minutes from last semester were approved.
 - Dawn Macy explained the Internship and Service Learning functions and reviewed the Annual report (I have included the Annual report). She also explained the 2015 Student Engagement Report.
 - Mark explained the charge for our committee and asked us to create a sub-committee to review the UPS requirement standard (UPS 400.600 and UPS 400.601) for accountability. He also wanted to make this committee relevant. Sub-committee was formed to review UPS 400.600 and 601.
 - Mark was suggesting the ISL committee can approve the new 495, 595 internships syllabuses.
 - Mark wanted to create a page to show all the service learning courses on campus; therefore students can see the classes that have service level components.
- 7.4 University Advancement Committee [Bruschke] W, 9-14-16, 9:00-10:00AM, CP-810
- Managed to elect a chair (Mike McAlexander).
 - Reviewed the functions; there was some frustration with the lack of meaningful activity in the past, and general enthusiasm for faculty involvement in activities, especially as they related to alumni and especially the "12 Titans" and TAG grants.
 - There was some interest in reviewing advancement activities as they relate to the overall university budget.
 - General book-keeping discussion about meeting times (last meeting is during finals week) and other planning.
- 7.5 Writing Proficiency Committee [Matz] F, 9-16-16, 9:00-11:00AM, PLS-299
Meeting was called to order by Garrett Struckhoff who acknowledged a quorum.
- Introductions were made since new members had joined the committee
 - Minutes from April 8, 2016 meeting were approved
 - First order of business – electing a chair
 - Dr. Struckhoff agreed to serve for one semester only since he has family responsibilities that will expand over the spring semester
 - A lively discussion concerning the UPS 320.020 document that had been a large volume of work during the spring 2016 semester
 - Many questions and concerns were raised
 - Since the document is now with the Graduate Programs, the committee wanted to know if they could submit partial document
 - Verification from Chair Bonney underscored that they could not
 - Areas of discussion
 - Language was edited concerning taking the upper division writing course or courses no sooner than earning 60 units and should take them no later than their having earned 90 units of coursework that could count towards the major (Word edits)
 - Discussion about "intensive and complementary writing courses" and the language
 - Recertification was discussed and the procedure
 - As soon as the document is received from the Graduate Program, it will be sent to Senate Exec

Next meeting will include the following:

- Guidance how to approve writing courses that are transferred from another college/university
- Recertification submission

7.6 Faculty Affairs Committee [Bonney] F, 9-16-16, 10:00AM-12:00PM, MH-141
Pending

7.7 Academic Standards Committee [Matz] F, 9-16-16, 1:00-2:00PM, MH-166
Meeting was called to order by chair Mark Filowitz.

Introductions made since new members have joined the committee
New Business

- UPS 300.013– late add policy
 - Added language for Exceptions C.3.
 - Student has been attending a class in which he/she is not enrolled due to an administrative error by faculty or staff.
 - Census date defined in the document
 - These could be friendly amendments
- Repetition of courses UPS 300.015
 - Discussion of limits for repetition of courses
 - Melissa Whatley informed that new technology will be installed and resolve the problem with some exceptions (repeating courses and not forgiven until second course has been recorded)
 - This is in progress now and will not be implemented totally until Fall 2017; presently doing in groups
 - Will be in CMS
 - Another problem will be readmits – getting their records into the system
- Academic Standards for Post baccalaureate students, UPS 300.020
 - Uncertain if the document represents all departments
 - Asked to check with departments
- Grading Practices UPS 300.020
 - More discussion needed since community colleges accept C1 as a passing grade for the Golden Four
 - Want the Senate to discuss
- Withdrawal unauthorized UPS 300.018
 - EO 1037 – limits on Ws
 - Rationale for this document was approved before the EO

7.8 Library Committee [Stambough] M, 9-19-16, 11:00AM-12:00PM, PLS-299
There were two agenda items.

- First, the committee elected Sinjini Mitra as Chair for this year.
- Second, Scott Hewitt provided a library update.
 - The update included announcements of programs such as the new faculty fellow program, new exhibits, and events advertised through the library.
 - He also included notes about the charge from the Senate to provide guidance about open access.
 - The Committee began a discussion about the role of the library committee in providing information about open access and the changing nature of academic publishing as a resource for departments for their RTP standard revisions. This will be the main work of the committee for the year.

VIII. UNFINISHED BUSINESS

8.1 EO 1071 and Concentration Issue

1. Draft EO 1071 rev Consultation 8-24-16
2. Draft EO 1071 rev Consultation 9-7-16
3. Email from Katherine Powers

8.2 Revision to UPS 210.007 - Appointment of Administrative Personnel

- Line 46 – remove the wording... “one of whom shall be a Dean (preferably not an acting or interim dean) of another College”
- Line 51 – insert the wording “from the college”
- Line 52 – accepted Sean’s friendly amendment... “In so far as possible....”
- Line 111 - change “shall” to “should”
- Line 117 – keep wording “from the college”

- Line 119 – accepted the amendment to remove “tenured/tenured track” replacing with “full-time”
- Line 121 – accepted wording to keep document consistent with wording above
- Lines 153 – 156 – remove this wording and add to UPS 210.500
- Line 165 – remove the word “positive”
- Line 166 – remove reference to UPS 210.000

This document will go the September 29th AS agenda as a first reading item.

IX. NEW BUSINESS

- 9.1 Revision to UPS 210.500 - Procedures: Search Committees for Administrative Personnel

- Remove the word procedure from the heading
- Line 35 – change the word “if” to “whether”

This document will not go on the September 29th AS agenda as a first reading item.

- 9.2 Revision to UPS 300.013 – Late Add Policy

This document will go on the September 29th AS agenda as a consent calendar item.

- 9.6 Revision to UPS 100.250 - Definition of an Academic Unit

This document will go on the September 29th AS agenda for a first reading item.

- 9.9 Revision to UPS 411.201 - General Education: Breadth Objectives and Course Development

This document will go on the September 29th AS agenda.

- 9.10 Revision to UPS 411.202 - General Education Program: Unit Requirements, Academic Standards, and Exceptions

This document will go on the September 29th AS agenda.

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 9-27-16.

- 9.3 Proposed new degree program: MS in Engineering Management (College of Engineering and Computer Science with collaboration from the Mihaylo College of Business and Economics)
- 9.4 New Professional Certificate in “Spanish for Hispanic Media” and two New Concentrations in the MA in Linguistics “Language and Mind” and “Language and Society”
- 9.5 UPS 260.100 - Assigned Time for Exceptional Levels of Service to Students
Email from Michele Barr
- 9.7 CSUF-AB1602 - Campus Plan
- 9.8 General Education Requirements Survey – Memo
CSU GE and Graduation Requirements Survey
- 9.11 UPS 230.020 - Policy on Faculty Office Hours
- 9.12 New UPS on Annual Reports – include in PPR UPS or create to corral assessment reporting? Define and limit.
- 9.13 UPS 100.600 - Proposals and Procedures for the Establishment of University Departments
- 9.14 UPS 220.000 - Policies, procedures, and guidelines for the Administration of Statements of Opinion
Questionnaire (SOQ) Forms
- 9.15 Undergraduate Course Reallocation Request Form

X. DISCUSSION ITEMS

- 10.1 General Education Gets an Integrative Learning Makeover

XI. ADJOURNMENT

- M/S/P (Dabirian/Walker)