



ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES – Summer JULY 21, 2015

Approved 8-4-15

11:30 AM - 1:00 PM

PLN-120

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

There was agreement among EC members that the detailed information available to faculty regarding the salary equity program sent from administration was extremely satisfactory. There was transparency in formula calculations and variations with adherence to the promised timeline to provide details of monies dispensed. Finalizing the process is still ongoing.

III. ANNOUNCEMENTS

- (Meyer) Distributed the 2015-16 *Theatre & Dance* promotional flyer within College of the Arts.
- (Stohs) Discussed the 7-21-15 email distributed to the campus community from Emergency Management regarding campus emergency preparation and the impact these have on teaching schedules.
To help us prepare for campus emergencies, the following campus-wide drills and activities have been scheduled for Academic Year 2015-16.

These mandated campus-wide drills and activities (evacuation, shelter-in-place, drop-cover-hold on) must be carried out throughout the year. These required exercises have been scheduled on days of the week Mon-Wed-Thur. No drills are scheduled on Mondays because of various holiday closures throughout each semester seriously limiting instructional time; however, M-W classes are impacted with the Wednesday's scheduled drills.

It was suggested Campus Police could work with Academic Programs when scheduling these required drills. (Walker) Noted that students frequently hit the limit on repetition of courses without realizing they are about to do so and flagged as an issue we will need to consider.

IV. APPROVAL OF MINUTES

- 4.1 EC Minutes (Draft) 7-7-15
M/S/P (Walker/Meyer) EC draft minutes 7-7-15 were unanimously approved as submitted.

V. CHAIR'S REPORT (Bonney)

- 5.1 Chair Bonney reported on topics below.
 - Provost Cruz is out-of-town through July.
 - Resumed Academic Senate/Academic Programs regular meetings with Alison Wrynn & Peter Nwosu. Follow-up conversations regarding policies and process have been extremely helpful. Some of the attendees (Childers, Wrynn, Swarat) from the WASC Honolulu conference on Core Competencies will join some members of EC (Bonney, Casem, Meyer) on 7-24-15 to discuss planning of the 10-16-15 AA/AS Retreat which will be on the Five Core Competencies.
 - Academic Programs is working on setting up a procedure for the upcoming ECS GE recertification and assessment process for areas A3 and B2..

VI. STAFF REPORT (Miller Report)

- 6.1 Continuing to work on formatting, proofing, and posting to the AS website a total of 27 approved UPS documents from spring semester. The final pending ASD 15-73 was signed 7-15-15. An IT training session is planned for AS staff to learn OU Campus #10 which is a program upgrade to post to the Web.

#	ASD #	Document	Title	AS Approved	Fwd to President	Effective
1	15-73	UPS 210.000	Faculty Personnel Policy & Procedures [6-5-14] [Source: FAC] typo/clerical error	5/14/15 NB	6/16/15	7-15-15

VII. UNFINISHED BUSINESS

7.1 Consider a Change to End AS Meetings at 12:50 PM.

Chair Bonney led a brief discussion. EC members were in agreement to change meeting times for both AS and EC meetings from 11:30 AM to 12:50 PM. Academic Senate members will be notified of the shortened 10 minute meeting time when the 8-27-15 agenda is distributed. Revisions to meeting time will be made to agendas, calendar of meetings (ASD 15-125) and the AS Website. This 10-minute reduction in meeting time may encourage succinctness in AS presentations, speakers to various motions, as well as allowing faculty who teach at 1:00 PM to arrive at their classes in a timely manner.

7.2 ASD 15-124 Review Committee Liaison Choices for 2015-16

Exec Committee	Member	Liaison to Committees	#
Chair	Emily Bonney	ASI, FAC	2
Vice-Chair	Bill Meyer	EEC, PRBC	2
Secretary	Merri Lynn Casem	AEEC, GE	2
Treasurer	Amir Dabirian	ISLC	1
At-Large	Kristin Stang	ITC, UAC	2
At-Large	Lynn Sargeant	ASC, IEC	2
At-Large	Ron Oliver	FDCB, Grad Ed	2
CSU Senator	Diana Guerin	Library (F 15), SALC	2
CSU Senator	Mark Stohs	CF&B	1
CSU Senator Immediate Past Chair	Sean Walker	UCC, Elections, Library (Sp 16)	3
		University Writing Proficiency	

No changes were made to the above liaison list. University Writing Proficiency Committee liaison is still pending until faculty have been asked to serve and confirmed by the AS. A meeting time will be determined by the committee and an EC liaison will be assigned.

7.3 ASD 15-125 Review A.S. Calendar of Meetings 2015-16

The only change to ASD 15-125 will be revision of meeting ending time to 12:50 PM. This will go forward for AS approval on the 8-27-15 agenda.

7.4 Multiple Dates for Committee Chair Orientation – Fall 2015

Chair Bonney will review committee meeting dates to determine the optimum early October Wednesday/Thursday date choices for committee chairs to attend a committee orientation meeting. This will be especially helpful for new committee chairs and reinforcement for continuing chairs.

7.5 AS Budget for Assigned Time 2015-16

Provost Cruz has committed a total of 27 units of reassigned time from baseline budget. Following a short discussion, EC members agreed that in addition to eligible AS officers receiving three units of assigned time for spring semester, the chair of the newly-formed University Writing Proficiency Committee should receive the remainder of assigned time.

Chair Bonney will continue to advocate to the Provost that the AS chair position should be increased from the current funding of 60% to a full-time (12-month) position.

7.6 Continue Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee, 2015-16

The faculty positions on the four subcommittees will be "joint appointments". Many faculty members have been sent an email on behalf of the AS Executive Committee inquiring "if asked to serve, would they be willing to accept" [service] on the respective subcommittee. The kickoff meeting for the Academic Master Plan will be 8-26-15. Confirmation of faculty who will have been asked and accepted serving on the four subcommittees will be listed on the consent calendar of the 8-27-15 AS agenda.

1. Academic Master Plan Subcommittees (4 faculty to serve on each)

- Subcommittee 1 Programs, Degrees, and Outcomes [*what we teach*]
- Subcommittee 2 Students [*who we teach*]
- Subcommittee 3 Faculty and Pedagogy
- Subcommittee 4 Infrastructure and Resources

2. Complete Standing Committee Assignments

Faculty names were discussed. Following the many suggestions, a list will be compiled and circulated for further discussion and assessment regarding committee needs.

3. Ten (10) faculty to Added Standing Committee: University Writing Proficiency Committee
Faculty names were discussed and will be asked to serve on this newly-formed committee.
 4. Complete Ad Hoc Committee per UPS 260.100 Assigned Time for Exceptional Service (per CBA)
[still needed as of 6-1-15: ARTS, L/A/C/E]
This continues to be difficult to find available and willing faculty from these two constituencies.
- 7.7 Action Items from Statements-of-Opinion (ASD 15-106) [All University Election Results 2015]
Chair Bonney asked EC members to return to this item in the near future when more time is available for discussion.
- 7.8 College of Education (COE) – Campus Comments Requested re Reaccreditation
Chair Bonney reminded the body we have been encouraged to submit comments on our collective or individual experience with the operation and interaction of COE as they move forward on their accreditation process. A testimonial link is available on the COE Website, and the following positive comments will be submitted by Chair Bonney on behalf of Executive Committee:
- Appreciated collaborative work regarding revision updates of UPS 411.400 Teacher Preparation, effective 11-15-68. AS approved ASD 14-181, UPS 411.400 as revised, and the President signed, effective 6-16-15.
 - Faculty from COE are actively engaged in collegial governance.
 - A COE faculty department chair has agreed to chair PRBC for 2015-16.
 - Two COE members serve on Executive Committee for 2015-16.
 - COE has embraced technology – FDC director appointments, service on Information Technology Committee, access for students in other majors, etc.

VIII. NEW BUSINESS

- 8.1 HHD Search Committee Member Replacement – HHD Dean Search
M/S/P [Guerin/Dabirian] motion to approve replacement member on Dean Search Committee – HHD. José Cervantes (HHD) has agreed to replace Matt Englar-Carlson who recently resigned. Meetings of this search committee will begin 8-6-15.
VOTE (by Voice) Motion was approved. The search committee will be informed of this change in faculty membership.

The Dean Search Committee – HHD was confirmed on consent calendar 10-16-15 [ASD 14-160 AS Minutes]

NOMINEES TO SEARCH COMMITTEES

SEARCH: DEAN, COLLEGE OF HEALTH and HUMAN DEVELOPMENT (HHD)

Nominees: **Matt Englar-Carlson** (HHD); Sora Tanjasiri (HHD); Dana Rutledge (HHD); Pamela Oliver (HHD); Matthew Llewellyn (HHD)

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 8-4-15.

- 8.2 Research, Creative Activities and Technology Transfer: Infrastructure – Mission, Vision, Organizing Principles
- 8.3 Academic Appeals Board re [UPS 300.021](#) Academic Dishonesty [6-30-10]
- 8.4 Faculty Development Center Board Composition – Adding/Replacing Ex Officio Member
- 8.5 ASD 15-126 Treasurer's Report from Academic Senate Account for CSFPF #93400, #97007, #97845
- 8.6 Research Policies [ASD 15-109 AS Approved Receipt of Ad Hoc Com Report 5-14-15]
 - 1) [UPS 280.000](#) Intramural Research Grants [4-25-03]
 - 2) [UPS 610.000](#) Conflict of Interest Policy for Externally Funded Proposals [4-21-14]
 - 3) [UPS 620.000](#) Protection of Human Participants [4-26-13]
 - 4) [UPS 630.000](#) Policy for Investigating Instances of Possible Research Misconduct [6-20-11]
- 8.7 PPR Guidelines
- 8.8 Marathon Meeting 5-14-15 – Discussion Items
 1. ASD 14-193 UPS 410.103 Curriculum Guidelines & Procedures: New Programs & Program Changes [Source: GE/UCC]
 2. ASD 15-107 Proposed New UPS 3xx.xxx Declaration and Change of Majors and Minors [Source: UCC]
 3. ASD 15-73 UPS 210.00 Faculty Personnel and Procedures [6-5-14] [Source: FAC]
- 8.9 Refer to Faculty Affairs Committee: UPS 210.007 Appointment of Administrative Personnel [1-30-13]
- 8.10 Refer to Faculty Affairs Committee: UPS 210.500 Procedures: Search Committees for Administrative Personnel [1-30-13]

- 8.11 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.

IX. ADJOURNMENT

M/S/P (Dabirian/Sargeant) Meeting adjourned at 12:57 PM.
Next meeting will be planned to end at 12:50 PM.