

CALIFORNIA STATE UNIVERSITY, EAST BAY

OFFICE OF THE
ACADEMIC SENATE

Approved Minutes of the Executive Committee Meeting, October 1, 2013

Members Present: Eileen Barrett, Luz Calvo, Jennifer Eagan, Denise Fleming, James Houpis, Patricia Jennings, Mark Karplus, Derek Kimball, James Murray

Guests Present: Dan Bellone, Endre Branstad, Linda Dalton, Linda Dobb, Jiansheng Guo, Amber Machamer, Gigi Nordquist, Glen Perry, Gretchen Reevy, Donna Wiley

The meeting was called to order at 2:02 p.m.

1. Approval of the agenda

M/S/P (Kimball/Murray) to approve the agenda.

2. Excom Election of Vice Chair for Fall '13

Eagan was elected.

3. Excom appointment of Watnik replacement for Fall '13

The Senate will hold an election at its first meeting.

4. Reports:

A. Report of the Chair

i. **12-13 BC 2:** Annual Report of the Chair (for approval as information item to Senate)

ii. Discussion of Chair Watnik's recommendation in his annual report regarding CAPR and Planning for Distinction

M/S/P (Eagan/Jennings) to refer to CAPR the recommendations that CAPR be the ongoing version of the instructional task group and that Section III of 05-06 CAPR 9 be reinstated, Barrett to write the referral.

iii. Barrett reported that Gubernat and FAC Chair Liz Ginno are on jury duty. Barrett will convene FAC meeting on Wednesday if necessary.

iv. Barrett met with CAPR Chair Chris Chamberlain and by conference call with FAC Chair Liz Ginno.

v. Barrett met with CSCI Dean Michael Leung regarding search for AVP Research and Sponsored Programs. The dean agreed to meet with the Committee on Research regarding the job description.

vi. Faculty and staff in several departments have reported student confusion caused by DCIE classes appearing in the class schedule. Political Science and English 7000 series classes were cited as examples. Barrett met with DCIE AVP Brian Cook and PEM AVP Glen Perry and they discussed possible Peoplesoft solutions.

vii. Barrett will follow Chair Watnik's practice of sending a message to senators before Senate meetings.

viii. Barrett will attend the Senate chairs meeting in Long Beach on October 10.

B. Report of the Provost

i. The Provost will bolster the Office of Research and Sponsored Programs by increasing RSCA funds and encouraging collaborative research.

ii. CSU Trustees Douglas Faigin and J. Lawrence Norton were impressed during their visit to campus. Ken O'Donnell, Senior Director, Student Engagement and Academic Initiatives and Partnerships, and Chancellor's Office representative for general education, also visited.

iii. Provost Houpis stated that Planning for Distinction instructional program recommendations will carry no weight on their own, that they will be turned over to Senate committees. Giving an example, he stated that a recommendation for departments to merge would need to go to the college and Senate. He also stated that no policies will be overturned.

The question was asked as to how Planning for Discussion fits into the tenure-track allocation process. Barrett noted that 05-06 CAPR 9 stipulates CAPR's involvement in the process. Barrett also noted the praise for CAPR in the last WASC review. Houpis offered his praise for the current CAPR.

C. Report of the Statewide Academic Senators

Statewide Senator Fleming reported that ASCSU met in plenary September 19-20; committees met September 18. There were waivers of first readings for resolutions regarding the delay in the governor's appointment of the CSU faculty trustee, a call for more tenure-track faculty, opposition to community colleges offering baccalaureate degrees, and support for continuation of Early Assessment Program (EAP)/Standardized Testing and Reporting (STAR) testing. As Vice Chair of the Academic Preparation and Education Programs Committee (APEP), Fleming has particular interest in the last topic. Other resolutions introduced concerned editorial changes to the ASCSU bylaws, asking for more proactive legislative advocacy by the ASCSU, support for continuation of the Statway pilot project, and support for the CSU Board of Trustees proposed 2014-15 support budget.

The Chancellor is moving forward with quarter-to-semester conversion but as of yet there is still no document detailing when and how conversion will happen or when any decisions involving conversion will come before the Board of Trustees. An ExCom member requested that statewide senators continue to ask for this information.

Information:

5. 2012-2013 Annual Reports of the Academic Senate and Standing Committees

Jennings observed that no report from COBRA was included, just the summary table. Barrett will contact last year's chair. Barrett praised the report from Kevin Brown, Chair of the Institutional Review Board, including its recommendations. The Institutional Review Board is a subcommittee of the Committee on Research.

Appointments:

6. **13-14 BEC 2:** Election of 13-14 University Committee on Layoffs (UCL)

A. Excom nominations (Mitch Watnik is willing to serve)

Besides Watnik, Eagan and Barrett are willing to serve. Barrett has asked Ginno and contacted COBRA Chair Nancy Mangold.

7. Committee on Research (CR) appointment:

A. CEAS vacancy 13-14 (Jenny O of Kinesiology wishes to serve)

M/S/P (Eagan, Kimball) to appoint O.

8. Faculty Equity and Diversity Committee (FDEC) appointment:

A. LIB vacancy 13-14 (Sharon Radcliff wishes to serve)

M/S/P (Kimball/Jennings) to appoint Radcliff.

9. Academic Access, Enhancement and Excellence (A2E2) appointments:

A. CLASS vacancy 13-14

i. Michael Lee, Amy June Rowley, Margaret Rustick, Buddy James, Mavis Braxton, Darryl Jones

Rustick was elected from the above list of nominees.

B. CSCI Fall 2013 vacancy

i. Roger Doering

Roger Doering was appointed.

C. CEAS vacancy 13-14

The Senate office will contact Jim Zarrillo, CEAS Associate Dean, for assistance in filling the vacancy.

10. List of additional appointments needed

A. Excom participation in finding willing faculty to serve strongly encouraged

The suggestion was made to approach candidates for the A2E2 committee to serve on other committees.

Time-certain Item 21 followed Item 10. Item 11 then followed Item 21.

New Business:

11. **13-14 BEC 1:** Excom and Senate proposed meeting dates

This item was approved by an email vote.

12. **13-14 BEC 3:** Draft Administrative Review Schedule

M/S/P (Murray, Jennings) to place on the Senate agenda. The Senate office will amend the document to reflect changes in PEMSA (now PEM), the addition of Student Affairs, the move of Stan Hebert to Student Affairs, and the departure of Anne Harris from University Advancement.

13. **12-13 FAC 12:** Separation of Department Chairs section from the Appointment and Review document

M/S/P (Eagan, Kimball) to place on the Senate agenda as amended to change the effective date from 2013-2014 to 2014-2015, with a notation that ExCom made this amendment.

14. **12-13 FAC 13:** Suggested changes to the Appointment and Review of Administrative Officers of CSUEB document

M/S (Eagan/Kimball) to refer back to FAC to address the 2013-2014 effective date in the document as well as the references to PEMSA and lack of reference to Student Affairs. There was discussion as to whether these can be addressed in the same manner as Items 12 and 13 above and that it makes sense to send Items 13 and 14 forward together. Motion and second were withdrawn. M/S/P (Murray, Jennings) to place on the Senate agenda with the same amendments as made to Items 12 and 13 above.

15. **12-13 CAPR 23:** Five-year Program Review for Theater Arts

M/S/P (Jennings, Kimball) to place on the Senate agenda.

16. **12-13 CAPR 26:** Five-year Program Review for Nursing

There was discussion regarding the brevity of current CAPR five-year review items (two pages compared to typically ten pages in the past). Donna Wiley, a CAPR member, noted the workload in producing a ten-page document and that this was a compromise. M/S/P (Murray, Karplus) to place Items 16-18 on the Senate agenda and provide links to supporting documents for Items 15-18.

17. **12-13 CAPR 27:** Five-year Program Review for Health Care Administration

See Item 16 above.

18. **12-13 CAPR 28:** Five-year Program Review for Ethnic Studies

See Item 16 above.

19. **12-13 CIC 20:** Policy for Renewal of General Education Classifications

M/S (Jennings, Murray) to place on the Senate agenda. The policy needs to be amended to clarify that GE Subcommittee recommendations come to the Senate. It was observed that the GE website is out of date and that more formal communication is needed from the GE Subcommittee. It was suggested that more complete demand and capacity numbers be made available. Concern was expressed as to whether GE renewal standards would be too stringent. It was suggested that an additional category besides renewal or revocation may be needed, for example, provisional renewal. Motion and second were withdrawn. M/S/P (Jennings, Kimball) to refer to CIC.

20. **13-14 BC 1:** University Writing Skills Policy Implementation Update

M/S (Eagan, Jennings) to place on the Senate agenda. There was discussion as to whether this is an information item or an action item. Motion and second were withdrawn. M/S/P (Eagan, Jennings) to postpone discussion. As this is a BC from Chair Watnik, Barrett will consult with Watnik.

M/S/P (Eagan, Kimball) to extend the meeting ten minutes to 4:10 p.m.

21. Online Course Evaluation pilot results

A. Donna Wiley (*3:00pm time certain*)

APGS Senior Director Donna Wiley reported on the results of the Spring 2013 pilot in which 12 departments conducted student evaluations online for all classes. Response rates by department ranged from 35 to 61%, with an overall response rate of 42.5%. It was observed that the highest response rate was for Social Work, a graduate program. Comparison of scores from the same courses taught by the same instructor with in-person paper evaluations a year earlier showed that scores were on average 0.08 higher with online evaluations. The hope is to go all-online for Fall.

An ExCom member reported that the response rate in their classes decreased when they did not make multiple requests to students to complete the online evaluations. Another observed that untenured faculty may feel pressured to increase the response rates in their classes.

In response to a question, Wiley confirmed that faculty may still request in-person paper evaluations be completed for two classes.

Houpis noted that course evaluations are “student satisfaction surveys” and questioned how we evaluate effective learning.

Associate Provost Linda Dobb noted that most scores fall between 1.4 and 1.8, and that when faculty receive 2’s and 3’s (maybe 30 instances a quarter), it stands out.

M/S/P (Murray/Eagan) to add this item to the Senate agenda.

22. Adoption of Standing Rules; suggested/necessary changes?

M/S/P (Eagan, Jennings) to place on the Senate agenda.

23. Planning for Distinction report for Senate Office; suggested changes?

ExCom will discuss at its next meeting.

24. Director of Online Campus job description

Suggestions were made to improve the document including adding the word “possible” to the third bullet on Page 1, deleting the reference to MOOCs on Page 2, adding the Academic Senate to Deans and departments as an entity to be worked with in the third bullet on Page 1, and changing references to “online” to “online/hybrid.” Barrett will send these comments and other editorial changes to Associate Provost Linda Dobb. Dobb will return the document to ExCom after consulting with chairs of departments that have an online presence.

25. HSU Resolution regarding appointment of a Faculty Trustee to the Board of Trustees

A. Draft Excom resolution (Watnik, Jennings)

M/S/P (Karplus, Eagan) to place on the Senate agenda with the understanding that Barrett will make edits and send to ExCom prior to the Senate meeting.

26. Listing DCIE courses with Department courses

There was brief discussion on the topic introduced by the Chair in Item 4.A.vi above. A charge to CIC may be appropriate. Discussion will continue with a time certain at ExCom’s next meeting.

27. Adjournment

The meeting adjourned at 4:12 p.m.

Respectfully submitted,
Mark Karplus, Secretary