

CALIFORNIA STATE UNIVERSITY, EAST BAY

OFFICE OF THE  
ACADEMIC SENATE

Approved Minutes of the Executive Committee Meeting, October 22, 2013

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

Guests Present: Jagdish Agrawal, Endre Branstad, Linda Dalton, Linda Dobb, Liz Ginno, Jiansheng Guo, Sue Opp, Gretchen Reevy

The meeting was called to order at 2:00 p.m.

1. Approval of the agenda

M/S/P (Jennings/Murray) to approve.

2. Approval of the minutes of October 15, 2013

The last paragraph on Page 2 should read, "Statewide Senator Fleming reported that National Council for Accreditation of Teacher Education (NCATE) accreditation was discussed in a recent virtual committee meeting." The second sentence on Page 3 should read, "He would like to hear from faculty on MOOCs, bottleneck courses, and K-12 preparation." M/S/P (Gubernat/Jennings) to approve as amended.

3. Reports:

A. Report of the Chair

WASC will be meeting with ExCom and standing committee chairs Thursday, October 24, 2:00-3:00. Barrett will be meeting with the President the same day. There was discussion regarding implementation of the university writing skills policy. Barrett and Murray will work on completing the membership of the CIC Writing Skills Subcommittee. There was discussion regarding making ITAC a permanent committee. (ITAC is the Information Technology Advisory Committee.)

B. Report of the Provost

Provost Houpis provided copies of the following: a description of First Year Faculty Experience (FYFE) Workshops for 2013-14 from the Office of Faculty Development; a set of links titled Academic Information/Reports posted at the Academic Affairs webpage; a printout of Science and Engineering Indicators 2012, Chapter 3. Science and Engineering Labor Force; a table showing Foreign-born workers in S&E occupations, by education level; and a table showing Distribution of workers in S&E occupations, by race/ethnicity. (The last three are posted at nsf.gov and are linked to at the Academic Information/Reports page.)

C. Report of the Statewide Academic Senators

The ASCSU plenary will be next week.

4. Appointments

A. University Administrative Review Committee (UARC) appointment

i. CEAS 13-14 (to replace Bijan Gillani): Doris Yates (Hospitality, Recreation, and Tourism)

M/S/P (Fleming/Eagan) to appoint Yates.

5. Old Business:

A. Planning for Distinction

i. Jagdish Agrawal, 3:00 time certain

CBE Dean and Planning for Distinction Support Program Task Group Co-Chair Jagdish Agrawal presented a PowerPoint describing the group's evaluation criteria and process. There are approximately 186 services in five divisions being evaluated by 13 task force members. The five criteria established for service evaluation are whether the service is mandated, the relative importance of the service, the relative quality (effectiveness) of the service, the relative efficiency (cost effectiveness) of the service, and other.

Agrawal acknowledged that judgments regarding some services may be based solely on self-report descriptions and that it's possible that all services may report needing more resources. Recommendations for reallocation will go to the President following an initial pass at the vice president level. In response to a question, Provost Houpis stated that reallocation will not lead to staff layoffs. Houpis stated that Planning for Distinction is not a budget cutting exercise and that the University is on very good financial footing; the question is how to wisely use the resources we have.

## V. Other

### 6. New Business:

#### A. Digital Dossiers

There was a report that CEAS is exploring moving to digital dossiers. M/S/P (Fleming/Calvo) to refer the issue of digital dossiers to FAC, Barrett to draft the referral.

#### B. Administrative Review

##### i. Appointment & Review of Administrative Officers and Department Chairs of CSUEB Policies and Procedures

At the recent lunch meeting with ExCom members and at his last meeting with Barrett, the President raised concerns about the administrative review process and the number of administrators who are reviewed. Barrett will study the appointment and review document further and discuss with the President when they meet on Thursday.

#### C. Student Course Evaluations

##### i. Faculty Affairs Subcommittee on Student Evaluations of Teaching

Barrett described the work of the FAC Subcommittee on Student Evaluations of Teaching, which last year worked on revising the SET form but has not met this year. There was discussion of the pilot approved by the Senate to conduct student evaluations online for all classes in Fall 2013, how its results will be used, and whether it will be extended into Winter quarter. There was discussion of peer review of online courses and peer review in general, including the role in RTP of classroom visits (and their counterparts in online courses). Discussion will continue at the next ExCom meeting.

Item 7 was next. Items 6.D and 6.E were not discussed.

#### D. Campus Hour

#### E. Campus Policy on Intellectual Property

## 7. Adjournment

M/S/P (Fleming/Gubernat) to adjourn. The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Mark Karplus, Secretary