

CALIFORNIA STATE UNIVERSITY, EAST BAY

OFFICE OF THE
ACADEMIC SENATE

Amended Minutes of the Executive Committee Meeting, October 29, 2013

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

Guests Present: Endre Branstad, Linda Dalton, Liz Ginno, Jiansheng Guo, Sally Murphy, Sue Opp, Glen Perry, Donna Wiley, Michelle Xiong

The meeting was called to order at 2:04 p.m.

1. Approval of the agenda

M/S/P (Kimball/Murray) to give Item 6.A a time certain of 3:00 p.m. M/S/P (Calvo, Kimball) to approve as amended.

2. Approval of the minutes of [October 22, 2013](#)

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

3. Reports:

A. Report of the Chair

Faculty Honors and Reception is Wednesday 4:00-6:00. Barrett met with the President last week and reported that UARC is ready for him to convene. She informed him about some items that ExCom has been working on, including student evaluations, digital dossiers, and the reports on financial aid and planning for distinction.

Barrett asked about future planning, especially in light of possible conversion from quarter to semester. Cal State LA and Bakersfield are preparing for their conversion in 2015-16, and the President hopes we can learn from their conversions before we roll out our own conversion from quarter to semester.

There was discussion as to whether one year (following conversion at LA and Bakersfield) would be sufficient time for East Bay to convert, a report that scant resources are going to faculty at LA (a single class of release per department), and questions about what the rumored 75% funding by the Chancellor's Office really means. Nothing about the apparent conversion has been provided in writing. There was a renewed request for the conversion report led by Dr. Carl Bellone.

Barrett emailed the President about ExCom concerns regarding the meeting requested by him and spoke with Government and Community Relations Director Derek Aitken about this issue. They agreed to postpone the meeting; Barrett and the President will discuss at their next meeting.

i. Report on Fall enrollment (Linda Dalton)

PEM Vice President Linda Dalton presented two documents, a set of tables entitled "Fall 2013 15-Day Census Quick Facts" and a set of tables and figures entitled "CAL STATE EAST BAY–

Enrollment Trends.” Fall headcount peaked and reached its all-time high in Fall 2009 and Fall 2013 shows a new peak. Looking at FTES trends by college dating back to Fall 2007, CBE is down slightly. Looking at FTES trends by location, online is up and Concord is down. There was a question regarding what the trends for SFR look like. Dalton agreed to provide ExCom with that information.

B. Report of the Provost

APGS Associate Vice President Sue Opp reported positive feedback from WASC from their meeting with ExCom. Provost Houpis stated that Academic Affairs in standardizing release time for graduate advising will be counting both actively enrolled students and not actively enrolled students. The CSU MOOC Task Force Report should be finished soon. The Cal State Online Board is being dissolved. Assembly Bill 386 dealing with cross-enrollment in online courses would provide a definition for courses that can be “provided entirely online.” The Spanish-language financial aid website should soon be available.

C. Report of the Statewide Academic Senators

Statewide Senators Fleming and Gubernat are at the ASCSU plenary meeting. Barrett reported that Governor Brown appointed Northridge Senate Chair Steven Stepanek as CSU Faculty Trustee.

4. Appointments

A. Honorary Degrees Committee

i. CSCI Fall 13 (to replace Gary Weston): Michael Groziak (Chemistry and Biochemistry)

M/S/P (Karplus/Murray) to appoint Groziak.

5. Old Business:

A. Campus Hour

Barrett described how one hour a week with no classes scheduled could help us come together as a campus community. ASI President Michele Xiong stated that four CSU campuses have university (or campus) hours: San Marcos, Tuesday-Thursday 12-1; San Luis Obispo, Thursday 11-12; Pomona, Tuesday-Thursday 12-1; and Maritime, Tuesday-Thursday 11-12. ExCom members expressed enthusiasm for a campus hour, but raised questions regarding the effect on scheduling given our busiest hours for classes are in the middle of the day. M/S/P (Eagan/Calvo) to form a campus hour task force, initial members to include Xiong, Barrett, Calvo, and representatives from GE and PEM.

Time-certain Item 6.A followed Item 5.A. Item 5.B then followed Item 6.A.

B. Campus Policy on [Intellectual Property](#)

Barrett reported that according to other senate chairs other campuses are reviewing their intellectual property policies. Our policy calls for a review every five years and it has not been reviewed since it was approved in 2007-08. M/S/P (Eagan/Jennings) to refer to FAC.

C. Student Course Evaluations

i. [Faculty Affairs Subcommittee on Student Evaluations of Teaching](#)

Barrett reviewed some of the topics discussed by ExCom previously, including the mandate that all classes receive student evaluations, whether online is the only practical method to evaluate all classes, and that the FAC Student Evaluations of Teaching Subcommittee has been looking at questions on the evaluation form with the goal of shifting the focus from student perception of

faculty to student learning. She recommended the materials at the IDEA Center website relating to evaluation of faculty and evaluation of administrators. Peer evaluation was discussed, including whether departments could be encouraged to develop more formative evaluation processes. It was suggested that looking at a department's evaluation processes could be part of the CAPR five-year program review. M/S/P (Eagan/Jennings) to charge FAC to find ways to encourage departments to develop enhanced methods to evaluate teaching and instructional achievement, a charge that need not be restricted to tenure-line faculty.

6. New Business:

A. [13-14 BC 1](#): University Writing Skills Policy Implementation Update (given a time certain of 3:00 during approval of the agenda)

Undergraduate Studies and General Education Senior Director Sally Murphy described how the writing skills requirement is often a roadblock, with many students waiting until their last quarter to begin work on satisfying it. An ExCom member suggested that there be a campaign to inform students about the requirement. The mandate in the current policy that students begin work on satisfying the requirement upon completing 90 units or be blocked from registration has been found to be unenforceable, so it is proposed that students be prohibited from filing for graduation until they begin work on satisfying the writing skills requirement. M/S/P (Jennings/Murray) to refer to CIC with the recommendation that CIC then refer to its Writing Skills Subcommittee.

B. Information and Technology Advisory Committee (ITAC) status

M/S/P (Kimball/Calvo) to make ITAC an ad hoc committee for another year.**

7. Adjournment

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

Respectfully submitted,
Mark Karplus, Secretary

**Please see item 3.A in the ExCom minutes of 11/5/13