

## APPROVED MINUTES EXCOM 4/10

In attendance: Paul Carpenter, Karina Garbesi, Provost Inch, Mark Karplus, Dawna Komorosky, Gretchen Reevy

Guests: Robin Hale, Mike Hedrick, Mitch Watnik, Jim Murray, Mark Robinson, Sophie Rollins, and Julie Stein

Committee Members Absent: Susan Gubernat, Denise Fleming, Murray Horne, President Morishita, and Meiling Wu

- 1) Approval of the agenda
  - a. Additions by Mark Karplus: FAC 7 (as 6B) and AAUP Resolution (as 6C)
  - b. Agenda unanimously approved Garbesi/Reevy as amended
  
- 2) Approval of [3/27/18](#) draft minutes
  - a) Notes of 3/27/2017 approved Komorosky/Garbesi, one abstention
  
- 3) **Reports:**
  - a) Report of the Chair

No report
  - b) Report of the President

No report
  - c) Report of the Provost
    - Liz McGuire’s book, “Red at heart: Falling in Love with Communist China” was reviewed by New York Review of Books, and was well received.
    - Search for VP of Student Affairs is about to conclude, as on-campus interviews have been completed.
    - New CBE starts on Monday (4/16/2018)
    - The Diversity Office Search will begin
    - Status of faculty searches:
      - a. 15 searches completed
      - b. 3 in process
      - c. 7 failed
    - Enrollment- Trending at 1.8% lower—our budget projections are based on enrollments
    - Presidential Implementation of CIC was noted

- Budget- Long Beach- 11 million, pencil budget for planning
- CIC- Implementation Process was discussed
- COBRA- 18-19 budget design and prediction and impact on course offerings and enrollments was noted
- AVP Facilities started today

d) Report of the Statewide Academic Senators

No Report

e) Report of Semester Conversion

No report

4) **Appointment:**

a) Lisa Handwerker voted Lecturer Representative to the Academic Senate for Spring 2018

5) **Information Items:**

a) [17-18 CIC 41](#): Updated Curricular Procedures Manual

Garebesi approved to place on agenda, Reevy seconds

Discussion: Manual broken to 3 categories... Part three on agenda as CIC 43.

Information item to Senate--- Provide something that tells us the nature of the changes.

Watnik provided the committee a history of the current procedures manual, noting all forms in electronic format, and processes are available, but forms online are now in curriculog.

CIC – practical workings- Determined only changes were language regarding quarter to semester.

Vote- unanimous approval

b) [17-18 CIC 42](#): Revision Request for Online Teaching and Learning

Garbesi motions to place on agenda information item. Komorosky seconds.

Discussion: It was noted that it would be helpful to have class content (not included in the proposal).

Committee was informed that certificate programs do not have core course.

The document has been revised to note quarter to semester- no substantive changes.

It was suggested to add the 4 courses noted in proposal

Request: If transformed what changes. If converted, what classes? Involves cleaning the language in background.

Garebesi - motion to refer back to CIC. Reevy seconds.

Needs clarity: was program transformed or converted? Motion to refer passes.

6) **Business:**

a) [Spring 2018 Election Schedule](#)

Garbesi motion to approve. Reevy seconds.

Karplus- Introduced new version: May 1- May14: Voting for 10 day

Without objection: to change dates to 2018, and elections May 1-14 posted May 15-17

Unanimous approval of item

b) 17-18 FAC 7

Garbesi motioned to place on agenda. Reevy seconds.

Background – need to adjust starting day in Fall, and final grades submission due date. FAC has since reviewed and proposed new calendar.

Discussion- Start date moved to August 17, 2018. Grades due date is Dec. 18. Later dates were deemed unworkable (re: Dec. 18). Potential implication for intersession.

Two terms cannot overlap, i.e., two full-time work days simultaneously cannot be done.

It was suggested that later dates in December (i.e. Dec. 21) need clarification about why this date is unworkable. Concerns were raised about posting after December 18 that could impact issues related to academic probation and disqualification. Need time to determine all potential issues related to changed final grade submissions in Fall 2018.

Suggestion to split discussion as per the following;

- 1) Start Date
- 2) Grade Due Date

Motion to place on senate agenda approved

c) AAUP Resolution

Reevy motioned to place on senate agenda. Garbesi seconds.

Request to place on senate agenda as a BEC\_In support of AAUP document

Unanimous approval

- d) [17-18 CAPR 12](#): Institutional Learning Outcome (ILO) Information Literacy Measurement Rubric  
(3:00pm time certain)

- 1) Motion to place on senate agenda Garbesi/Reevy

No questions.

Stein- Different rubric than others. Important to note that sometimes student feedback/experience are important. It's not just assignments that are included in evaluation process. Stephanie Alexander can present to address appendix.

Unanimously approved.

- e) [17-18 CIC 39](#): Revised Clarification of B6 Standards

Motion Garbesi/Reevy

Discussion:

It was suggested that the background needs more clarity- Last two sentences of 1<sup>st</sup> paragraph. Are convoluted (Courses approved for GE credit must count for both). Not clear. Language addressing the option (not required) for students to double count is not clear as written.

A discussion regarding the EO 1100, and Ex Com/Senate position of this document. The action required is vague, and does not state the current practice. It was noted that the current practice is not uniformly in place. Discussion regarding Senate's position and acknowledgement of EO 1100 continued.

**Meeting moved to 3:15 time certain**

- f) [17-18 CIC 43](#): Course classification guide
- g) [17-18 CIC 44](#): SPED prefix for Special Education
- h) [17-18 FAC 5](#): FAC Subcommittee on Student Evaluations of Teaching name change
- i) [17-18 FAC 3](#): Revisions to the Faculty Office Hour Policy (*from 2/6/18 Senate*)
- 1) [17-18 FAC 3 revised](#): Revisions to the Faculty Office Hour Policy
- j) [17-18 FAC 6](#): Recommended Changes to the Policy on Periodic Evaluation of Temporary Faculty
- k) [17-18 FAC 8](#): Addition of note on Student Conduct to the CSUEB Common Syllabus

7) **Discussion Items:** (*time certain no later than 3:15pm*)

a) University Diversity Officer search committee (national search)

1) [Job description](#)

Motion: Garbesi/Reevy Approve Job Description, Current DELO should be on committee, Call to TTF by email

Question was raised: if person should have served on faculty to include balance with more formal roles (HR/Title 9). Ex com recommends that candidates that served as university faculty is preferred. This position (UDO) is still not on appointment and review document. Should it be there, and to what extent is this a faculty-centered position? Has come forward twice that it should be a faculty review document. Position description should include statement about preference for faculty/student focus/perspective.

Question was called.

Unanimously approved

b) Success and Retention Subcommittee

Strategic Enrollment Management Organization [draft document](#)

Discussion: Approve faculty members from CIC, FAC, and Senate.

This document tries to systemize getting faculty with certain expertise in the right place.

It was recommended to vote on the document as is, and make changes as needed. Focus is heavy on undergraduates and not graduate students. Questions were raised regarding how to address individual department targets and not just institutional targets. It was noted that strategic enrollment management is an on-going process, and faculty are invited to take an institutional role in those discussions. Chairs of subcommittee report to steering committee, one advising the President and the other reports to Senate.

Vote- Karplus/Reevy approving membership of SRSc--- unanimously approved

c) Timing of Senate and Standing Committee meetings for 2018-19

Discussion of future senate meeting days/times under semesters. Further consultation is needed.

8) Academic Senate 4/17/18 [draft](#) agenda (*3:50 PM time certain*)

a) Motion to approve draft senate agenda Garbesi/Carpenter- unanimously approved

9) Adjournment

Garbesi/Komorosky

Unanimously approved.

Respectfully submitted,

Dawna Komorosky, Substitute Secretary