CALIFORNIA STATE UNIVERSITY, HAYWARD

EXECUTIVE COMMITTEE of
the ACADEMIC SENATE

Approved as amended

Minutes of the Meeting of October 2, 2001

Members present: Dee Andrews, Kevin Callahan, Cal Caplan, Sally Murphy, Sue Opp, Norma Rees, Don Sawyer, Eric Soares, Sue Sunderland, Emily Stoper, Don Wort

Guests: Carl Bellone, Dennis Elo, Frank Martino, Joe Zelan

1. Approval of the agenda

M/S/P (Caplan/Opp) to approve the agenda as presented.

2. Reports

A. Report of the Chair
The Chair distributed a COMMUNIQUE jointly signed with President Rees (10-27-2001) acknowledging the campus community=s sympathy and concern for all who have been affected by the catastrophe of September 11, 2001. While there have been reports of negative actions which have been hurtful to certain individuals and groups, some occurring in university classrooms, we are reminded: AIn these difficult times, it is vital that all of us should value and respect the multitude of cultural differences that have blended together to make us such a great nation.@

The next Executive Committee meeting will be October 9th, 2:00 P.M. No meeting October 16th to allow faculty to participate in CFA statewide activities. The first Senate meeting will be October 23rd.

Information forums on the calendar conversion issue will be held in MI 2002 on Tuesday, October 30, 2:00 - 4:00 p.m. and on Wednesday, October 31, from 2:40 - 4:40 p.m.

The Degree Works Ad hoc Curriculum Committee has suggested that we consider the reinstatement of DGS Courses. This issue will be referred to the Committee on Instruction and Curriculum.

At Sue Shaefer=s retirement celebration, Russ Merris suggested the campus establish a faculty award, the Sue Shaefer Service Award, in recognition of Sue=s outstanding contributions to the University. It was noted that Merris had already received a number of contributions. Wort stated that the Office of University Advancement would assist in the management of the Award. The Academic Senate Office will also be involved. Stoper suggested a letter be sent to the faculty informing them of the Award and indicating where contributions could be directed.

The Chair articulated three themes he would like the Committee to continue to direct its efforts and attention to during this academic year: 1) Diversity, 2) Collegiality, and 3) the Contra Costa
The CSU will hold an academic conference entitled AQuality Education through Diversity, to be held November 28-30 in San Diego. Each campus has been asked to make a presentation, and the Chair in concert with Lettie Ramirez, Executive Assistant to the President for Diversity & Equal Opportunity, will be putting together a group of people to prepare the CSUh presentation.

It was suggested that a plan be developed for promoting the Oakland Center. This might include community service projects for classes and students, as well as the utilization of the Center for delivery of educational degree programs.

B. Report of the President

At noon today there will be a campus wide event--a campus response to the events of September 11, 2001. Sonjia Redmond and Student Affairs are continuing to work with other individuals throughout the campus to respond to and meet the needs of our constituencies.

Al Fresco is this Wednesday, October 4th. The Fall Festival will be held on October 12th, and the President will be inviting new faculty to join her that day. We will be hosting a mixer for the Oakland Chamber of Commerce at our Oakland Center during the Fall.

Jay Colombatto has been appointed to the new campus position of Director of University Communications and Marketing. Gladys DeNecochea has resigned and Sonjia Redmond has been appointed as Interim Vice President of Student Affairs. Announcement of the appointment of the Vice President of Extended and Continuing Education is expected in a matter of days.

The University has purchased Carlos Bee Residence Hall. The facility will require some upgrading to meet expectations and standards for housing for our students. It will be a positive addition to the campus in helping meet the housing needs of our students.

The University will be offering a Masters Degree in Social Work in a collaborative effort with CSU Long Beach at the Contra Costa Center. We have applied for candidacy for accreditation of the program. CSU Long Beach is helping us to develop the program and get it up and running. This is a great example of inter campus collaboration.

Kevin Callahan asked about the status of the new Student Center for Academic Achievement in terms of its allocation of space. In reviewing the plans he noted the center, which is less that the current size of the LRC at 2100 sq. ft., is presently configured somewhere between 1,300 to 1,800 sq. ft. It was not clear as to whom he should talk to. Opp asked about the timeline for completion of the project which is part of the fire reconstruction. Rees pointed out that there had been a setback due to seismic concerns, but she will check on these issues and report back next week.

C. Report of the Statewide Academic Senators

Caplan reported a senate resolution was passed which proposed that the Academic Senate work with the Trustees to develop policies and procedures for faculty input to evaluation of senior system-wide administrators.
Sunderland distributed a copy of the executive summary of the report *The CSU at the Beginning of the 21st Century: Meeting the Needs of the People of California* that was, in part, a response to the Joint Committee to Develop a Master Plan for Education K-University. The purpose of the report is to present the concerns of the CSU Academic Senate to various policy-making and budget-making bodies.

3. **2001-02 BEC 1, Standing Rules of the Academic Senate**

M/S/P (Stoper/Murphy) to place 2001-02 BEC 1 on the Senate agenda.

4. **Administrative Review Schedule**

M/S/P (Caplan/Stoper) to approve the following changes to the Administrative Review Schedule:

- 2001-02 B remove Herb Graw, Associate Vice President, University Extension Services
- 2002-03 B remove Carl Bellone, Graduate Dean
- 2004-05 B add Carl Bellone, Associate Vice President, Academic Programs & Graduate Studies
- 2003-04 B add Robert Strobel, Assistant Vice President, Enrollment Services

5. **Appointments**

A. Fall Quarter replacement for Stevina Evuleocha (Marketing & Entrepreneurship) on the Academic Senate. Cesar Maloles (Marketing & Entrepreneurship) was appointed to replace Stevina Evuleocha for Fall Quarter.

B. Fall Quarter replacement for Terry Jones (Sociology & Social Services) on the Academic Senate. B held over until the next meeting.

C. Faculty Diversity & Equity Committee (FDEC), replacements for Henry Reichman, History (ALSS), Noel Samaroo (Ethnic Studies rep) and Don Wort (SBE)- 2 year terms. Robert Phelps, History, was appointed to replace Henry Reichman, History, (ALSS). Eric Soares (Marketing and Entrepreneurship) was appointed to replace Don Wort, Management & Finance (SBE). The replacement for Noel Samaroo (Ethnic Studies rep) was held over until the next meeting.

D. Replacement for Jeffrey Friedman (SEAS) on the University-Wide Information Technology Planning Committee- 2 year term. Appointed Li-Ling Chen, Teacher Education, Fall Quarter.

E. Fall Quarter Replacement for Don Wort (Management and Finance) on the Statewide Academic Senate. Appointed Susan Sunderland (Recreation and Community Services) to replace Don Wort (Management and Finance) on the Statewide Academic Senate for Fall Quarter.

The Chair noted that since we now have a vacancy on the Executive Committee for the Fall Quarter, the election of an Executive Committee member for the Fall Quarter only will be placed on the agenda of the Senate meeting.
3. Fall Quarter University Wide Elections

M/S (Murphy/Andrews) to separate the voting period on the calendar conversion issue (scheduled for November 5-16) and the voting period for the Fall Quarter University Wide Elections and schedule the voting for the latter to a later date, November 16 - December 7.

Stoper spoke in favor of combining the vote on the calendar question with the Fall Quarter University Wide Elections. Caplan suggested the combined voting be on the earlier date (November 5-16). Andrews and Soares both spoke in support of the separation of the voting based upon, in part, Sexauer’s judgement that it would draw more attention to the important issue of the quarter/semester conversion and would not be difficult for the Senate Office to accomplish.

The motion passed (5-4).

4. Report and Recommendations from the 00-01 Affirmative Action Liaison Officer- continued from the meeting of 5/22/01 (TIME CERTAIN: 2:30. P.M.)

In a continuation of the report presented at the 5/22/01 meeting, Barbara Paige noted that the Faculty Diversity and Equity Committee Report, 2000-2001, includes the Committee’s response to the two charges it received last year, one from the Executive Committee and one from a faculty member.

Paige noted that the relationship between the total number of retiring faculty and the hiring of new TT has provided a consistent decline in TT faculty. This general loss in faculty is associated with and related to under utilization of both minorities and women. The Committee looked at TT hires for the last 10 years (90-99) to determine if there was any bias (U.S. Department of Labor guidelines requires study of any discrepancy that is less than 80% achievement by any minority group compared to the dominant or majority group). The numbers are so small (appendix H) that analysis required the use of the Fisher Exact Test to test for statistical significance. Overall, the results found no statistically significant findings. However, the addition of 1 individual would make a significant difference. Paige pointed out this area needs to be monitored closely looking not only at minorities and women, but also at the rate of TT hires. Determining the number of faculty retained is also important. For example in 1996 three Black faculty were denied tenure (Appendix H, pg. 1). We need more effective outreach; presently 75% of the faculty is white and that does not reflect the diversity of our student body.

-Sue Opp noted no African American faculty were considered for tenure from 1996-99. Did African American faculty leave the University during this time?

-Paige responded that she was not sure, the 80% is based upon a formula of under and over utilization based upon availability in the job market.

-Cal Caplan suggested we need to clearly articulate expectations and support junior faculty needs, as there tends to be a perception among junior faculty that the emphasis is on scholarship and grants, rather than teaching.

-Paige pointed out that one of the Committee’s recommendations was that all search committees be invited to meet with the AALO and the Assistant to the President for Diversity in the Fall. The Deans and Department Chairs attend these meetings but the search committees are not yet formed.
This might be more efficient and effective than trying to meet with each department individually. Further it was recommended a person be designated within each search committee as the diversity facilitator who would monitor and report issues throughout the search process back to FDEC.

- Stoper suggested a good idea would be to include FDEC and the AALO with the meeting Stan Clark has with the search committees in the Fall. It was pointed out that the amount of information and detail in the meeting between Stan and the Committees would be difficult to add to. Typically the most important thing conveyed to the committees is the wording of the position announcement, usually done in early September. Holding the meeting in Spring even without the position announcement, was suggested.

- Charlotte Perry indicated that most committees are not formed in the Spring. Martino pointed out the announcements for last year were made several weeks before the end of the Spring Quarter. Rees noted that many of the search committees were not formed until October.

- Stoper suggested that the faculty might change its procedures, have two meetings, one in the Spring and the other the Fall meeting with Clark. Opp suggested that when a position is proposed it include the membership of the search committee. Stoper pointed out the search plan and outreach activities should be identified as early as possible.

Stoper noted that the released time for the AALO includes time to individually visit each department that is conducting a search. Charlotte Perry, the current AALO, responded that it is difficult to work around the schedules of the different department committees. She believes it would be a much enriched experience if the AALO were to meet at the school level with the search committees and then meet with the individual committees at their request.

Another of the Committee recommendations was to continue the data collection process related to identifying the factors that are important in attracting and retaining new faculty. It was suggested that faculty hired in the years 88-90 and 90-94 and the new faculty hired 01-02 be included with the data in the faculty survey presented in the current report (94-99).

- Andrews suggested that in the data gathering there appears to be a need to identify the number of minority and women hires and tenure decisions in order to judge the relationship between them.

Sunderland was stunned by the faculty response on the survey question which asked for their overall experience at CSUH, only 40% ranked it positive. This has an implication for our committee goals this year. Andrews indicated that the CSUH teaching load is brutal compared to other collegiate institutions. Opp stated it is clear the younger faculty appear to be overwhelmed. Stoper suggested that FAC be asked to look at these findings.

Paige reported that last year FDEC was asked by a faculty member to review the MOU with regard to inclusiveness on search committees. While it is possible to change the MOU, faculty members generally support the latitude that is currently available in the document. The FDEC recommended that all campus search committees embrace the concept of inclusiveness and strive to have committee membership that reflects the ethnic and gender diversity represented within the campus community.

Stoper and Paige discussed the possibility of developing a policy to guide search committees. It might build into a timeline for the committees. The issue should be referred to the Faculty Affairs Committee. Caplan noted that SEAS already has such a document in place.
Chair Wort thanked Paige for her report.

5. Calendar Task Force Final Report on Conversion to Semesters

M/S/P (Stoper/Andrews) to go to a vote of the faculty on November 5-16, with the ballot language Shall CSUH change from quarters to semesters?

Stoper suggested the proposed voter pamphlet as presented is difficult to follow. The pro and con statements seem to be disjointed and difficult to read. Andrews pointed out that the sample ballot in the voter pamphlet package to be sent out needs to have the words "Sample Ballot" written across it so it won't be confused or used in the actual voting process. Caplan asked if the semester being voted on has been defined either in length or faculty workload (i.e. 4- three units classes per semester, or some combination of 3 and 4 units classes). It has not. Opp asked about including student input in the voter pamphlet. Time running out, the discussion on the voter pamphlet was tabled until the next meeting.

9. Nominations for the Layoff Committee, 2001-2002 - Postponed until next week=s meeting.

10. Adjournment

M/S/P (Sawyer/Sunderland) to adjourn.

Respectfully submitted,

Donald Sawyer, Secretary