CALIFORNIA STATE UNIVERSITY, HAYWARD

EXECUTIVE COMMITTEE of the ACADEMIC SENATE

Approved as amended

Minutes of the Meeting of October 9, 2001

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

Members absent: Emily Stoper

Guests: Carl Bellone, Terry Kelly, Linda Kinrade, Michael Leung, Russ Merris, Alison Warriner, Joe Zelan

1. Approval of the Agenda

   M/S/P (Opp/Callahan) to approve the agenda, as amended by the addition of Tutoring Center Space Allocation under 4.D, and the deletion of item 00-01 FAC 7, Policy on Compensation for Lecturers, which will be placed on the agenda of November 6th.

2. Minutes of the Meeting of October 3, 2001 - not yet available

3. Reports

   A. Report of the Chair
      There will be no meeting of Ex-Com on October 16th to allow faculty who wish to participate in CFA sponsored activities to do so without conflict.
      - The status of the response from other CSU quarter institutions to the Chancellor’s request for conversion to semesters was reported:
        Cal-Poly Pomona: Voted against conversion last Spring.
        Cal-Poly San Luis Obispo: Voted against conversion (2/3 of the faculty voted in favor of staying on quarters)
        CSU San Bernardino: President withdrew the conversion question before the faculty could vote. The President’s action was credited to the darkening economic picture for California next year and the projected effect on enrollment.
        CSU-Bakersfield: Faculty voting ended yesterday; the results will be available later in the week.
        CSU-Los Angeles: No current information available.

      -Rees noted that in her discussions with President Karnig, concern surrounding the projected enrollment drop with no assurance of funding to compensate for the short fall was a big part of
the reason for his withdrawing the vote. Asked why he withdrew the vote from the faculty he basically said he made it his issue because he had originally brought it to the faculty.
- The Chair pointed out that no specific action was taken last week with respect to the report and recommendations of the Faculty Diversity and Equity Committee. It was suggested that XCOM consider a motion to accept the report and then entertain motions for specific recommendations.

M/S/P (Caplan/Murphy) to place the report on the agenda as an action item under 4.C.

The CSU Academic Conference AQuality Education through Diversity@ scheduled for November 28-30, in San Diego was discussed. Wort reiterated that the campus presentation is being prepared by a group of individuals convened by Lettie Ramirez. He has requested that this group contact David McNeil or Kathy Kaiser from the Statewide Academic Senate to make sure our presentation corresponds to the theme of the conference.
- Rees pointed out this will be an excellent opportunity to present to our faculty colleagues in the CSU the very special nature of our international programs and diverse student body. - Andrews suggested that Department Chairs might have something to contribute and should be contacted.
  - Sonjia Redmond recommended including a multimedia presentation.
  - Sally Murphy noted she will be contacting Lettie about our G.E. package and international programs.
  - The Senate Chair will forward this information to Lettie Ramirez.

B. Presidents Report:

Mr. Jay Colombatto has been appointed Director of University Communications and Marketing and will begin on Monday, October 15, 2001. Dr. James Kelly has been appointed Associate Vice President, Extended and Continuing Education and will begin November 5, 2001. Dr. Kelly comes to us most recently from CSU Los Angeles as Acting Dean of Continuing Education and earlier from CSU Long Beach.
- Rees showed the Committee a copy of the Faculty Handbook received from CSU Long Beach and read the following acknowledgment: AThanks to our colleagues from CSU Hayward who gave us the inspiration for this handbook.@
- Concern for our Contra Costa Campus (CCC) continues, especially with the interest of Senator Torlakson and Contra Costa community leaders to turn it into the 24th campus in the CSU. The importance of our CCC and its loss would pose serious problems for the University. Rees noted that she has tried to keep the faculty informed about this issue. The findings of the Tapan Munroe Report, which is now in CPEC= hands, described what we can do with regard to course offerings and expanding existing upper division programs, as well as developing new ones to effectively serve our Contra Costa constituency. To accomplish these goals we need to put in place academic leadership with the strongest academic credentials, faculty experience, and the ability to represent us in the community and stress that Contra Costa Campus is a significant resource for the community. The creation of the position of a Dean,
rather than a Director, will signal to the community and legislative leadership the University’s commitment to the Contra Costa Campus. Andrews asked why a Dean position when the CCC is providing an extension of existing programs. Rees noted that nationally CEO’s of off-campus facilities are given high level titles; in this case it will be a Dean. The title gives the institution a chance to recruit talent and acknowledges the importance of the position at the campus. It will also insure academic quality of offerings and encourage expansion and development of programs. Wort pointed out this type of action was recommended in both the Fretwell and Contra Costa Advisory Committee reports. In response to a question from Sawyer, the President stated there will be a national and internal search for the position, but in the interim she will appoint an interim Dean. Caplan asked if the position would be similar to that of the other Deans on campus. Rees stated she did not foresee any change in how we operate now; all Deans will continue to report through the Provost. In response to the question as to whether CCC would have its own faculty, she indicated that we are one CSUH faculty unless there is some specific reason not to be and that would be a faculty decision. Andrews asked if the present position of Director would come to an end. Rees answered yes- and reiterated the need to convey the message to the leadership in Contra Costa County and the State. Sunderland asked about the position title and the President responded it will be Dean, Contra Costa Campus, CSUH. There seemed to be agreement that the search will not begin until next quarter, when we will announce the position and elect the search committee. Sunderland stated this is long overdue, and supported the new position. Rees indicated that she does not anticipate a need to change the present Advisory Committee. She pointed out that Mark Nickerson has served us well for a long time, and we need to be mindful of his opportunities.

Callahan reported that he has been attending a faculty discussion group regarding ways to help our students deal with the national conflict. He remarked positively to the Communiqué of 10-27-01 and suggested that a second Communiqué acknowledging the military action might be appropriate. Rees and others agreed that perhaps a second publication might be in order because of the changing circumstances. Callahan specifically requested that the faculty be asked to read the Communiqué to their classes. Rees asked that ideas or contributions for the new Communiqué be directed to her.

C. **Report of the Statewide Senators**  There was no report.

4. **Appointments**

   A. **Fall Quarter replacement for Terry Jones (Sociology and Social Services) on the Academic Senate**

      There were no nominations brought forward. It was agreed that an e-mail election will be conducted during the week of October 15-19, in order to appoint someone before for the October 23 Senate Meeting.

   B. **Faculty Diversity & Equity Committee (FDEC) - representative from Ethic Studies (2 year term).**
M/S/P (Murphy/Andrews) to appoint Colleen Fong (Ethnic Studies) to a 2 year term on the Faculty Diversity & Equity Committee.

C. Faculty Diversity and Equity Committee Report of October 3, 2001

M/S/P (Caplan/Sunderland) to accept the report and pass it on to the Senate as an information item.

Sunderland suggested that several of the recommendations be referred to FAC. Opp pointed out one of the recommendations was to expand the data collection process, and to continue with FDEC's charge.
- Caplan moved that the structure and charges of the Committee be referred to FAC. The motion died for lack of a second.
- Sawyer read the three recommendations that arose from the report and discussion at the meeting of October 3, 2001 which appeared to be appropriate for referral to FAC. 1) only 40% of the new faculty surveyed by the FDEC about their experience at CSUH, ranked it as positive; 2) the FDEC should continue data collection and look at the relationship between the number off minority and women hires and tenure decisions; and 3) consider the development of policies and procedures for search committees, including a diversity facilitator on each search committee and a timeline. Andrews thought that the first item would be more appropriate as background for the referral of items 2 and 3 to FAC.

M/S/P (Sunderland/Murphy) to refer recommendations 2 and 3, plus the four recommendations in the FDEC Report, to FAC.

D. Tutoring Center Space Allocation

Kevin Callahan passed out two reproductions of the architect's drawings of the Tutoring Center - one of which was an earlier design, and the other a more recent rendering dated September 2001. He pointed out the square footage of the September design is labeled 1,500 sq. ft. but is actually 1,300 sq. ft. The earlier drawing (August) was 1,800 sq. ft. Both drawing are less than the 2,100 sq. ft. initially proposed. Concern about the commitment to the space and especially the space allocation needed to effectively deliver the retention and support services was expressed, as well as concern about when the final decision is going to be made. Wort noted that the issue had been brought to the attention of the President and Provost last week. The President said she had consulted with Dick Metz and he is looking into this matter. The discussions are not yet complete. Dick is prepared to work on this himself and welcomes Kevin's contributions and help. Callahan reiterated his point that the LRC is currently at 2,100 sq. ft. Rees pointed out we need to look closely at the relationship between this facility and the Learning and Resource Center and determine how they work or do not work together. She will keep us informed.

Sunderland thanked Kevin Callahan and Alison Warriner, on behalf of the faculty, for their outstanding effort and leadership on this important project.
5. **00-01 CR 2, Nominees to serve on the Institutional Review Board, beginning 2001-02**

*M/S/P* (Soares/Murphy) to approve the proposed nominees for membership on the Institutional Review Board

6. **00-01 CIC 1, Advice on Proposal for a Voluntary Pause of Curricular Change Proposals**

*M/S* (Soares/Murphy) to approve the Voluntary Pause of Curricular Change Proposals for 2001-02.

Caplan queried whether the action was the right thing to do and suggested that a memo be directed to the Chairs. He indicated that this was not a policy and therefore not appropriate as a Senate action. Murphy indicated she was the individual who proposed the voluntary pause in curricular change proposals. The reason was that curriculum matters are the responsibility of the faculty and should be directed by the faculty and not the Deans.

**The motion passed.**

7. **00-01 CIC 2, Subcommittee Memberships**

*M/S* (Murphy/Sawyer) to approve the proposed CIC Subcommittee Memberships for 2001-02.

Terry Kelly pointed out that the Cultural Groups/Women G.E. Requirement Subcommittee (Membership distribution prescribed by Senate policy) had one too many ALSS representatives. It was determined that Peter Claus, Anthropology, be removed from the Committee. Further, on the Lifelong Understanding/Capstone G.E. Requirement Subcommittee (Membership distribution prescribed by Senate policy) Michael Lee, Geography & Environmental Studies should be taken off the list leaving Peter Claus, Anthropology, as the one faculty member representing ALSS. Murphy pointed out that the General Education Subcommittee is a partial list that had been approved by CIC. More members are needed. Andrews suggested that the partial list be approved and that CIC nominate the additional members at their next meeting and submit their names to the Executive Committee for approval.

**The motion passed, as amended.**

8. **Nominations for the Layoff Committee, 2001-02**

*M/S/P* (Soares/Caplan) to nominate and send to the Senate for approval, the following names for the University Layoff Committee: Dee Andrews, History (ALSS), Bill Langan, Philosophy (ALSS), Sally Murphy, Speech Communication (ALSS), Don Wort, Management & Finance (SBE) (Senate Chair), Cal Caplan, Kinesiology & PE (SEAS), and Beverly Dixon, Biological Sciences (CAPR) (SCI), Kathy Hann, Mathematics and Computer Science (FAC) (SCI).
9. **Continuation of planning for faculty vote on quarter/semester conversion issue-- forums and voter information pamphlet.**

**M/S/P** (Murphy/Callahan) to place on the floor for discussion the draft of the voter information pamphlet to be distributed to the faculty in preparation for the vote on quarter/semester conversion question.

Andrews noted Stoper’s e-mail which provided a number of suggestions related to the voter pamphlet. A summary of her suggestions were reported. Andrews also questioned the appropriateness of one argument being longer than the other. Wort indicated that he had talked with the writers of the arguments and Merris had pointed out it may not be fair to revise the arguments after they have been rebutted. Further, each author preferred the length they had submitted. Opp suggested reducing the font to fit each arguments on one page. Andrews suggested it would be helpful to have the ballot arguments in Roman type and the rebuttals in italics. Murphy recommended that when the argument exceeded one page we should indicate the continuation of the argument with a header that is distinctive. After extensive discussion, consensus was reached on the order of the presentation of the arguments, rebuttals and style and form of the pamphlet.

**M/S/P** (Murphy/Callahan) to adopt the pamphlet as amended.

**M/S/P** (Callahan/Caplan) that the pamphlet be put on the web as soon as it is completed, that the faculty then be advised of its availability via e-mail, and that hard copy be distributed to the faculty on October 22, 2001.

Sunderland extended the Committee’s heartfelt gratitude to Professors Merris and Baggins for their outstanding contributions to the voter pamphlet.

10. **General Education Program Review-Process and Timeline** - Held over to next meeting.

11. **Adjournment**

**M/S/P** (Murphy/Opp) to adjourn.

Respectfully submitted

Donald Sawyer, Secretary