CALIFORNIA STATE UNIVERSITY, HAYWARD

EXECUTIVE COMMITTEE of
the ACADEMIC SENATE

Minutes of the Meeting of November 27, 2001

Members Present: Dee Andrews, Kevin Callahan, Cal Caplan, Julia Norton, Sue Opp, Norma Rees, Don Sawyer, Eric Soares, Emily Stoper, Don Wort

Members Absent: Sally Murphy, Susan Sunderland

Guests: Carl Bellone, John Charles, Mack Lovett, Frank Martino, Lettie Ramirez, Sonjia Redmond, Joe Zelan

1. Approval of the agenda

M/S/P (Caplan/Stoper) to approve the agenda.

2. Approval of the Minutes of November 6, 2001

M/S/P (Norton/Soares) to approve the minutes of the meeting of November 6, 2001, with the following corrections: 3.A, Page 2, Line 31, strike "them" and insert "Associate Student Members;" 3.B, Page 3, Line 8, strike "the three Contra Costa campuses" and add "all ten of the community colleges in our service region and a spring meeting with the same peninsula colleges;" 3.B, Page 3, last line strike "FF" and add "first-time-freshman."

Approval of the Minutes of November 13, 2001

M/S/P (Andrews/Caplan) to approve the minutes of the meeting of November 13, 2001, with the following corrections: 4.A, Page 2, Line 12, strike "brink" and insert "bring;" 5, Page 3, Line 17, strike "provide" and insert "involve", and strike "with a list of things to do."
5, Page 3, Line 20, strike "The vote on;" 5, Page 4, Line 18, strike "CAPR deals with resource issues as outlined in the Program Review Document and is the faculty voice in tenure track allocations" and add "the Program Review Document and the Faculty Participation in Tenure Track Allocation Document indicate what types of resource information CAPR is to receive and what its responsibilities are in these two areas;" 6, Page 4, Line 3, delete "registration as a" and insert after priority registration "in some courses but not others;" 6, Page 4, Line 5, delete "pointed out" and insert "concluded."

3. Reports

A. Report of the Chair

Voting concludes on December 7, 2001 and volunteers are needed to help count the ballots on Monday, December 10, at 1:00 P.M., in the ALSS School Conference Room. Andrews, Caplan, Sawyer, Norton, and Wort indicated that they would be available to help count the ballots.
- The CSU Academic Conference starts tomorrow in San Diego, and our presentation will be on Thursday.
- The Chair noted that this is Julie Norton's last EXCOM meeting (Fall Quarter replacement) and thanked her for her "excellent contributions."

B. Report of the President

Rees stated she had written the Chancellor and informed him of the faculty vote on the calendar question. On the basis of the faculty vote and the darkening economic picture she indicated to him her decision not to change to semesters at this time.
- Jodi Servatius was announced as the Interim Vice President, University Advancement.
- Caplan noted that SEAS faculty had been inquiring about travel funds. Martino stated that the entire budget had been distributed to the schools. There has been conversation among the Vice Presidents on strategies to save the 1.4% reduction requested by the Chancellor. Consultation with the Vice Presidents continues. Martino indicated that he has asked the Deans to develop a plan as to how they might accomplish the 1.4% reduction.

C. Report of the Statewide Academic Senators - No report

4. Appointment of a tenured faculty member (from outside SEAS) to serve on the Review Committee for the Dean and Associate Dean of the School of Education and Allied Studies

M/S/P (Stoper/Andrews) to appoint Pat Zajac (Criminal Justice Administration) to the Review Committee for the Dean and Associate Dean of the School of Education and Allied Studies.

5. 01-02 CIC 2, Subcommittee Memberships 2001-02 REVISED

M/S/P (Soares/Caplan) to approve the revised CIC Subcommittee Memberships for 2001-02.

Soares pointed out that the School of Science still needs four members for the Basic Skills Requirements Appeals Subcommittee. Bellone stated that the School of Science has been notified.

6. 01-02 CIC 9, Application of ES 3175, Blacks and the Criminal Justice System, and ES 3180, The World of the Black Child, to G.E. Area D4 for the 1998-02 Pattern

M/S (Callahan/Opp) to place on the Senate agenda.

Caplan pointed out that the New Course Request (ES 3175) lacks the signature of the Dean or Associate Dean. He questioned whether this course has received scrutiny on the G.E. requirements because there is no indication of which committee has reviewed this course proposal. Additionally, there is no syllabus to determine if the course meets the area requirements or uses appropriate textbook and methodologies for a course in this G.E. area. Last year the SEAS proposal was required to provide all this documentation. Opp stated that the G.E. Subcommittee was provided a syllabus and a description page that allowed the Committee to review the course based upon the area requirements. However, the G.E. Subcommittee did not consider research methodologies. Stoper noted that the criteria are different for lower division and upper division courses. Callahan suggested that something needs to happen to change this process. EXCOM needs to provide leadership and send a clear message of what is expected in a course review and its documentation. Bellone offered to provide a sheet that indicates which committees considered the proposal and their vote. It was noted that most of these course proposals have thick documentation including a syllabus and we made a decision earlier not to include these materials for the EXCOM and the Senate. Andrews pointed out that we discussed this issue last week and it is not fair to
penalize a course on a procedural issue. Opp argued that this goes well beyond a procedural issue. There is other information that is not available. We don't get the information we need in this format. Soares suggested that in the future one copy of all the documentation be made available to EXCOM.
- Wort recommended that we ask CIC to ponder the question or appoint a subcommittee to look at this issue. Andrews suggested that a sheet from CIC indicating the areas which have been reviewed could be easily accomplished. However, she cautioned EXCOM not to request a proliferation of paper work for CIC, a committee that is working hard and doing good work. Opp indicated we need a way for other departments to see successful proposals and the level of documentation provided. Soares pointed out that the materials are available in the Academic Programs Office. Bellone reported that his office is looking into an online process for curricular approval. Presently, U.C. Davis is using such a system and it has been very successful. The software includes a database that would provide a record of all the documentation necessary for curricular approval.

Wort summarized that a form will be constructed to identify which committees reviewed the courses and the committee votes. This information will be included in the packet for next weekSenate meeting.

The motion passed (4-0-4).

7. 01-02 CIC 10, Application of ES 3430, Interracial Sex and Marriage, to G.E. Areas C4 for the 1998-02 Pattern

M/S/P (Soares/Stoper) to place on the Senate agenda (4-0-4).

Soares asked when the course will be offered. The response was Winter, 2002.

8. 01-02 CIC 11, Application of PHIL 3153, Biology and Ethics, to G.E. Area C4 and Area E under the 1996-98 and 1998-02 Patterns

M/S (Stoper/Andrews) to place on the Senate agenda.

Caplan asked why the course was not titled Ethics and Biology? Also, he noted that CIC had suggested the inclusion of a Biology prerequisite. He asked if the students were prepared to take the course? Soares, speaking to the title of the course, pointed out that there is a field of study titled Bio-Ethics. Opp said that the Biology Department actually asked CIC for this course. The word Biology was listed first to attract the attention of Biology students. There is no doubt that the Biology students will have the necessary background for the course. Opp was satisfied that the instructor is qualified in the area.

The motion passed (4-0-4).

9. 01-02, FAC 3, Sue Schaefer Faculty Service Award

M/S (Caplan/Norton) to place on the Senate agenda.

Stoper asked why the criteria does not include service to governance or promotion of CSUH? Andrews pointed out that Russ Merris had proposed the criteria Service to the faculty and FAC agreed. Caplan felt that faculty governance is service to the faculty; we represent faculty in our actions. Soares noted that the award is the "Sue Schaefer Faculty Service Award" and suggested we leave it as is. Andrews pointed to Sue Schaefer's background and noted it is clearly distinguished by service to the faculty. Callahan added
that her contributions have helped the faculty in a number of ways including assistance with grievances related to PT and R. It may be a good idea to differentiate between criteria 1 and 2. Stoper stated that in her view the criteria have gone off in an unfortunate direction and that FAC failed to specify the amount to be distributed each year.

M/S (Stoper/Soares) to include in the criteria "demonstrated sustained service in governance or promotion of CSUH including its faculty and students."

Andrews requested that the committee send the document back to FAC rather than modify the criteria. Caplan pointed out that EXCOM is not a legislative body and should not be amending the standing committee documents. We are simply making the decision as to whether document is ready to be placed before the Senate.

M/S (Stoper/Andrews) to withdraw the motion, and send the document back to FAC for further consideration of the criteria and how the money is to be spent.

The motion failed

M/S/F (Andrews/Opp) to drop criteria number 2.

The original motion to place on the Senate agenda passed

10. 01–02 BEC 5, Proposed Amendments to 00–01 FAC 8, Policy on Non-Grade Related Student Complaints, as amended by 00–01 BEC 19

M/S (Caplan/Opp) to place on the Senate agenda.

President Rees noted her original concern with the document and indicated that with the corrections, there is now less opportunity for misinterpretation.

The motion passed

11. Discussion of process for nomination of Senate Officers and Executive Committee Members

Discussion ensued relating to the current procedures for nomination and election of Academic Senate officers and Executive Committee members. Topics included: practices to date; consideration of mechanisms to open the process to more members for consideration; provide enhanced understanding of Senate leadership roles for new members of the Senate; provide greater understanding of the nomination process and requirements; and consider altering the method of nomination for officers and Executive Committee members.

Time running short, the discussion was closed. The discussion will be continued at a future meeting.

12. Adjournment

M/S/P (Caplan/Norton) to adjourn.

Respectfully submitted,

Don Sawyer, Secretary