CALIFORNIA STATE UNIVERSITY, HAYWARD

EXECUTIVE COMMITTEE OF
The ACADEMIC SENATE

Approved as amended

Minutes of Meeting of November 6, 2001

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

Guests: Rainer Bauer, Carol Becker, Carl Bellone, Mack Lovett, Frank Martino, Lettie Ramirez

1. Approval of the Agenda

M/S/P (Caplan/Stoper) to approve the agenda as amended by the addition of CIC Recommendations for Additions to Subcommittee Memberships, as agenda item 5.A.

2. Approval of the Minutes of October 2, 2001

M/S/P (Stoper/Murphy) to approve the minutes of the meeting of October 2, 2001, with the deletion on page 2 of the words under 2.B, last paragraph, 2nd sentence, which had been initially allocated approximately 2,100 sq. ft and the addition of the words which is less than the current LRC which is 2,100 sq. ft.

Approval of the Minutes of October 9, 2001

M/S/P (Andrews/Murphy) to approve the minutes of the meeting of October 9, 2001, with the following corrections: page 4, 4.C., last line - addition of the words plus the four recommendations in the FDEC report. Page 4, 4.D., 11th sentence should be changed to read: Callahan reiterated his point that the LRC is currently at 2,100 sq. ft.

3. Reports

A. Report of the Chair

The voting is underway to decide the question Should the University move from a quarter to a semester calendar? We need several volunteers to count ballots on Monday, November 19, at 1:00 PM, in the ALSS Conference Room, WA 815. Murphy, Andrews, Opp, Norton, Caplan and Callahan volunteered to assist Sexauer and Sawyer count the ballots.

The Chair thanked the informational forum panelists for their outstanding contributions to the faculty: Professors Glass and Reichman who spoke in favor of quarters, and Professors Baggins, McCullagh and Murphy who spoke in favor of semesters.

If the campus was to convert to semesters, it was the Chair’s belief that the $2 million promised the campus by the Chancellor for conversion expenses would be honored. However, he did not believe that the campus would get continued support should conversion lead to a subsequent enrollment decline.
The Committee was sent an e-mail yesterday concerning two policy items that were passed by the CSUH Senate at its May 29, 2001 meeting - 00-01 CAPR 8, Policy on Non-Grade-Related Student Complaints, and 00-01 CAPR 10, Observations on Tenure-Track Faculty Allocation Requests for 2001-2002. They were subsequently acknowledged but not approved by the President. Both of these items include policy issues that must receive presidential approval before they can be implemented. CAPR 10 may be more problematic. The Provost was not able to attend the most recent CAPR meeting, but Emily Stoper did attend and discussed the background of the document with the committee. However, in order for the committee to proceed some clarifications are required from the President and/or the Provost.

The Executive Committee indicated its wish to take up the issue of FAC 8, Policy on Non-Grade Related Student Complaints, at this point.

Rees indicated that she thought FAC 8 was a good document; however one issue is troublesome. In the language if the complaint is not resolved at the department level what is meant by resolved? If everyone agrees at one point, and then at a later date one party changes their mind, how would we know if the issue was resolved. One way to do this is to agree to provide a written record. Andrews indicated the history of this document in FAC and asked if there is usually a written record in other types of complaints? Callahan suggested language such as, resolution is achieved it will be made in the form of a written record, where appropriate.

Lovett recommended the student formally sign something to indicate their intent to continue the discussion.

**M/S/P (Andrews/Murphy)** to adopt language at the end of the policy that states if resolution is achieved at any level, it shall be documented and signed by all parties involved.

**M/S/P (Caplan/Opp)** to place FAC 8 on the Senate Agenda, with the above amendment.

The Fairness Committee recently recommended that the Senate consider revising the Policy on Academic Dishonesty to take into account the various conditions related to the use of alternative modes of instruction, e.g., online courses, distance learning courses, and any course in which the students are required to engage in cooperative learning. The Chair suggested this item be referred to a standing committee. It was pointed out that the original policy was written by AALO (Russ Merris). Stoper indicated we should encourage student input on this issue by inviting Associated Student members to attend the standing committee meeting. The question arose as to whether the referral should be made to FAC or CIC. It was pointed out that the Committee on Technology and Instruction is a subcommittee of CIC.

**M/S/P (Soares/Murphy)** to refer the issue to CIC.

The Chair reported that on November 1 he met with the other CSU Senate Chairs in Long Beach. At the request of the Faculty and Governmental Affairs Committee of the CSS, the campus senate chairs agreed to review the 1998 F.A. Committee Report, Campus Budget Advisory Committee Survey: Identifying Best Practices and to submit a one-page description of our campus committee and how it may or may not be following the best practices recommended in the report.
The Chair is working with Lettie Ramirez to prepare for our campus presentation at the CSU Academic Conference in San Diego on November 29. One of our points of focus will be how the international diversity on our campus enhances the education of all of our students.

David Spence spoke on accreditation standards for multiple subject teaching credentials. President Rees and Caplan may include comments in their reports.

B. Report of the President

The President has been working with Carl Bellone on improving our association with the local community colleges. Herb Eder has been working with faculty from the community colleges, and more recently has met with the Merritt Community College faculty, whose President is a graduate of CSUH. The question is how do we improve student transfer rates from community colleges. She has asked Carl Bellone to arrange a time in the Fall and Spring to have the community college Chancellors and Presidents meet with us to discuss student transfer issues. We would like to have a meeting in the end of November to discuss transfer with all ten of the community colleges in our service region and in the spring with the peninsula colleges. If we do not do this well everyone loses, especially students. Opp pointed out this concept is similar to the UC system which has developed articulations with the community college system, whereby it provides certain guarantees to students who begin in community colleges. Rees pointed out we need to help students identify the requirements for successful transfer. How do we do outreach to foster a more diverse student body? At the UC their graduate students are declining, and their emphasis is presently focused on attracting graduate students. Stopper suggested that the Senate Chair might meet with community college Senate Chairs to discuss common issues. Andrews asked if this activity would have an impact on freshman and sophomore enrollments. Rees suggested we need to work with both fronts at the same time. Martino pointed out that an increase of 1/10 of 1% would have a huge impact on enrollment. We would not be losing first-time freshmen to community colleges but rather to other CSU institutions.

Last Friday evening we had approximately 175 individuals in attendance at a Gala Event at which we honored our Outstanding Professor and the Outstanding Teacher of the Year.

C. Report of the Statewide Academic Senators

An informational meeting related to accreditation standards for multiple subject teaching credentials is scheduled for December 6-7, at the Crown Plaza Hotel near LAX. The purpose of the meeting is to promote faculty leadership to improve the achievement of K-8 students. Each campus is to assemble a team of approximately 7 individuals, composed primarily of subject matter faculty. It was suggested that the provost or dean from arts, humanities, and sciences attend as the team leader with the dean of education or their designee acting as a primary resource to the team.

In a letter from Spence to Kegley regarding the CSU/UC Joint EdD Programs, Spence outlined the elements of the agreement, which are anticipated to be announced jointly by Chancellor Reed and President Atkinson before the November meetings of the Regents of UC and the CSU Trustees. If this joint agreement becomes policy of the Regents, Trustees and the Governor it will be an important element. The Bill related to independent doctorates will no longer apply for other applied doctorates. This is an enormous accomplishment. Sunderland provided copies of the letter which
outlined the elements of the CSU/UC agreement.

There was a special session with Chancellor Reed and Vice Chancellors West and Spence. Reed thanked and acknowledged the systems positive response to the events of 9-11-01. Reed provided what Caplan characterized as the gloom and doom speech. The key points were that the California economy is significantly down and a number of factors have contributed to the economic downturn: the energy crisis, decrease in capital gains, and lower sales tax as a result of decreased spending. All these factors are contributing to an estimated 13 billion deficit this year. The impact on the CSU is a reduction of 25 million, which equals approximately 1%. In preparation for next year’s budget, campuses are asked to provide scenarios of reductions of 3%, 5%, 10%, and 15% which would approximate reductions in dollar amounts of 75 m, 130 m, 261 m, and 400 m, respectively. It was suggested that a reduction of 3% would not necessarily effect personnel. There would be an attempt to protect tenure track faculty. A 5% reduction would effect staff cuts. Caplan asked if the reduction would also include administrators; there was no response. Reed noted the Governor had instituted a hiring freeze for state agencies. The CSU, however, is not considered one of the state agencies. But Reed noted we need to be cautious on our expenditures. Rees remarked that short of announcing a hiring freeze, we must be careful in what we do. With regard to enrollments, Reed indicated the system had projected an increase of 2% and the actual increase in growth was 4% or 7700 FTES. This growth was 50% greater than anticipated with a decrease in the budget. Further, the summer enrollment with state funded YRO increased by 50% over initial projections. The enrollment increase coupled with a decrease in the budget poses the question of whether to increase student fees or reduce student access. This poses a number of questions for the faculty.

Callahan asked about the CSU program for mortgage assistance. Martino pointed out the work on mortgage assistance was primarily done. Presently the CSU is doing a feasibility study to determine how best to build housing.

Caplan noted, with respect to the FMI, the Chancellor indicated the compensation increase to be approximately 2%, and he had indicated if it was less than 3% he would not split it into FMI but rather would put the 2% forward as a GSI. Rees remarked the issue is not being bargained.

Sunderland reported that Spence made a presentation to the Senate on the evaluation of the CSU Teacher Preparation Program. She distributed a copy of that report, a copy of the support budget, and the text, 21st Century: A Different Mission, to be placed in the Senate Office Library.

4. **01-01 FAC 1, Subcommittee Memberships, 2001-02**

M/S/P (Callahan/Stoper) to approve the FAC Subcommittee Memberships for 2001-02, with the addition of Justin Pettit as the student representative on the Outstanding Professor Subcommittee.

5. **01-02 FAC 2, Proposed Membership of the Subcommittee on Lecturer Policies and Procedures 2001-02**
M/S/P (Stoper/Andrews) to approve the membership of the Subcommittee on Lecturer Policies and Procedures, with the addition of Gary McBride (Accounting & CIS), and a SEAS representative to be forthcoming.

5.A CIC Recommendations for Additions to the GE, Writing Skills and Cultural Groups & Women Subcommittees

M/S/P (Murphy/Soares) to approve the additions to the membership of the G.E., Writing Skills and Cultural Groups and Women Subcommittees.

Andrews asked what the balance of the GE Subcommittee was in relation to schools. Murphy indicated ALSS had three members and the other schools two members each. The question arose as to whether the Subcommittee membership would be closed for this year. Carl Bellone indicated there was a membership policy for the other Subcommittees - 2 representatives from each school. However, the GE Subcommittee was a special one that appeared to be no policy on membership. Andrews moved to close the membership. The motion died for lack of a second. Andrews urged the Committee to consider this Subcommittee closed. Kelly indicated that as the Chair of CIC, who recommends nominations to the Executive Committee, he would not be in favor of advancing additional nominations at this late date.

6. 00-01 FAC 7, Policy on Compensation for Lecturers (Revised)

M/S (Soares/Stopers) to place on the Senate Agenda.

President Rees indicated she had concerns with the policy as written, particularly with items 2, 4, and 5. It would appear that the proposed policy overlaps with Collective Bargaining. Stoper was not sure that the document conflicts with the contract. Rees pointed out she did not have the authority to approve a policy which is bargainable. Martino remarked that the issue is whether the items listed are bargainable under Article 20 of the CBA. Caplan pointed out that the faculty wish is to protect the unwarranted use of colleagues. If these issues are under the purview of collective bargaining, we might provide them as a resolution rather than an action item. Soares withdrew the motion.

Andrews remarked that these are difficult issues to address. We need to get the message to the Departments. Caplan noted a resolution had been passed at the Statewide Senate regarding the conditions of life of lecturers. Rees understood the sentiment behind the document but was not sure about the impact of a resolution. It may create a set of problems. Rees requested time to learn about the effect of a resolution in connection to the rules for collective bargaining.

M/S/P (Caplan/Stopers) to postpone this item until the next Executive Committee meeting.

7. 01-02 CAPR 11, Five-Year Program Review of the Department of Human Development

M/S (Murphy/Sunderland) to place on the Senate Agenda.

Stoper asked if the Department is still offering the tape lecture series. Bauer indicated that the tape lecture series has evolved to an online program and away from audiotapes. Numbers in the courses appear strong, 160 students. Blackboard technology is used to incorporate student feedback and
evaluation for online classes. Stoper asked how a faculty member teaches 160 students online as compared to a live course. Bauer suggested much like a live class with the creation of a web page, threaded discussions (chat-rooms) merging the various technologies. Caplan noted that the outside reviewer had recommended additional faculty. How do you compete for tenure track positions? Bauer pointed out they had received three positions in the last year, and are appreciative of the support provided by the Provost. The long-term plan is to do a more effective job of what is now being done. They have redefined the goals and objectives for the Department. Andrews asked how many of their courses are online. Bauer indicated all of the core courses are either partially or totally online. Approximately 2/3 of all major course work is in distance learning.

The motion passed.

8. 01-02 CIC 3, Honors Program Policies - Postponed to next week meeting.

9. Fairness Committee Membership - response from the Faculty Affairs Committee - Postponed to next week meeting.

10. General Education Program Review- Process and Timeline - Postponed to next week meeting.

11. Academic Standards Report- Implementation - Postponed to next week meeting.

12. Adjournment

M/S/P (Soares/Murphy) to adjourn.

Respectfully submitted,

Donald Sawyer, Secretary