Members present: Dee Andrews, Kevin Callahan, Cal Caplan, Sally Murphy, Sue Opp, Henry Reichman, Don Sawyer, Eric Soares, Emily Stoper, Susan Sunderland

Members absent: Norma Rees, Don Wort

Guests: Terry Kelly, Terry Kelly, Frank Martino, Jodi Servatius, Arthurlene Towner, Joe Zelan

1. Approval of the agenda

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

2. Approval of the minutes of the meeting of April 2, 2002

M/S/P (Caplan/Stoper) to approve the minutes with the following corrections: Page 2, item 6, line 3, strike the word "Institutional" and insert "Educational; line 6, strike the words "Institutional Capacity" and insert "Educational Effectiveness."

3. Reports

A. Report of the Chair
In the absence of Chair Don Wort, Vice Chair Soares presided over the meeting.
- Soares announced that next Tuesday, April 23, EXCOM will meet in closed session with President Rees for the annual review of the Administrative Officers.
- The next Senate meeting will be on April 30, 2002, with the first 20 minutes of the meeting allotted to visiting Trustee Harold Goldwhite.

B. Report of the President
Provost Martino announced that President Rees is in Long Beach attending an Executive Council meeting.
- In response to a question from Caplan, Martino indicated the 7% increase for department chairs is for 9 month appointments and is a stipend based on the percentage of the base salary that is assigned to the chair position.
- He also stated that he is expecting the BOT to approve the new contract at their next meeting.

C. Report of the Statewide Academic Senators
Caplan reported that last week he participated in the awarding of the CSU Forgivable Loan Program for individuals pursuing doctorates. He reported that six of eight candidates sponsored by CSUH were selected.

Reichman reported that he participated in CSU Lobby Day in Sacramento last week. He explained the nature of the activities of the participating Statewide Senators. Legislator John Vasconcellos
was presented a plaque with the inscription of the Resolution presented by the Statewide Senate last month, which included an honorary membership to the Statewide Academic Senate with all rights and privileges appertaining too. Reichman characterized the present legislative environment as much more supportive and protective of higher education than in years past.

4. Appointments

a. Spring Quarter replacement for Terry Jones (Sociology and Social Services) on the Academic Senate

M/S/P (Reichman/Caplan) to appoint Carl Stempel (Sociology and Social Services) to the Academic Senate.

b. Appointment of a faculty member to serve on the Assessment Council

M/S/P (Stoper/Sunderland) to appoint Rainer Bauer (Human Development) to the Assessment Council.

5. Deadline for submissions for the 2001-02 Academic Senate

M/S/P (Callahan/Stoper) to establish May 21, 2002, as the deadline for submissions for the 2001-02 Academic Senate.

6. 01-02 CIC 24, the Addition of a Generic Undergraduate Course "3999 Issues in..." and a Generic Graduate Course "6999 Issues in..." for each Academic Program

M/S (Murphy/Opp) to place on the agenda of the Academic Senate

Stoper indicated two concerns. The first dealt with a technical correction under the section "Action Requested."

M/S (Stoper/Opp) to amend the motion to include the words to the first sentence "as described in the Policy on "Issues In...." Courses." And strike the second and third sentences. The friendly amendment passed.

The second issue related to the 7th bullet on the Policy on "Issues In...." Courses document.

M/S (Stoper/Callahan) to restrict the offering of 3999 and 6999 courses to one time.

The concern was that this policy would repeat problems that occurred with earlier DGS courses which were offered repeatedly without following the curricular process. The thought was that these courses should be offered only once on a particular issue.
- Murphy was concerned that the issue or topic of the 3999 or 6999 course may arise at some future date and that limiting the course to only one offering might be too restrictive.
- Caplan suggested that these courses be allowed for credit only once for graduation.
- Callahan opined that we require departments to disclose what courses they are offering and in a pro forma fashion indicate that they have not exceeded the policy on number of offerings for a particular course.
Kelly indicated that CIC had not seen the repeatability of the course as an issue. With regard to the prerequisite question, it is left to the departments to determine how the course works into the curriculum. He viewed the default position as being no prerequisite.

Kelly responded that CIC worried that courses could be developed by individuals not qualified on the topic. Course proposals could be distributed by email and this would speed up the consultation process.

Andrews pointed out that the consultation requirement is basically unenforceable. She also suggested that the courses could be offered no more than twice.

Stoper and Callahan viewed this as a friendly amendment, and agreed to change the motion to state that the courses could be offered twice.

The vote on the amended motion that courses not be offered more than two times, **passed**.

**M/S/P** (Caplan/Callahan) to change the title of the policy to "Policy on 3999 and 6999 Courses."

The vote on the main motion to place on the Senate agenda, as amended, **passed**.

7. 01-02 CIC 25, Policy on Cooperative Education Courses for International Students

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

Stoper stated that typically cooperative education placements and cooperative education experiences are different, in that internships are more commonly paid. The real issue relates to where students are paid. The policy as proposed limits paid and unpaid cooperative education, but fails to limit paid internships.

Kelly stated that the discussion in CIC concerned the abuse of paid cooperative education courses to get beyond the ban on employment for most foreign students. The policy was intended to stop the abuse of taking cooperative education classes (and getting paid) beyond the units that could be used for graduation within a four quarter time period. The policy as written puts limits on the cooperative education experience.

Stoper suggested the policy has a loophole which relates to internship classes, where the student may be paid.

- Reichman suggested that we need an organizing document which relates to both cooperative education and internship classes.
- Sexauer pointed out that this issue came to the faculty via the Cooperative Education office.
- Kelly stated that the paid internship was an inadvertent oversight and suggested that the policy be changed to include both paid internship and cooperative education courses.
- Callahan pointed out that the document could be amended on the Senate floor. Several members...
asked when the policy was to go into effect, and the response was Fall, 2002.
- Soares stated that this policy could be discriminatory against international students since the policy does not apply to all students.
- Murphy stated that CIC also discussed the legal implications and she recommended that Ray Wallace, Director of the Center for International Education, be present at the Senate meeting to provide his views and opinion.

Caplan suggested that the document should go back to CIC to include the issues raised by both Reichman and Stoper.

Sunderland restated the problem with paid internships and paid cooperative education courses. Andrews suggested that the phrase "credits for pay" might be used in the policy to address that issue.

M/S/P (Caplan/Sunderland) to refer the document back to CIC for review of the issues discussed.

8. 01-02 CIC 26, New Course and Course Modification Request Forms

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

Stoper found the document problematic, in that instead of simplifying the forms for curricular proposals, this appears to make the forms more complicated. With regard to "learning outcomes" she suggested that this question provided no useful information. Typically, the course learning objectives are written after the course request.
- Murphy pointed out the reason for this question relates to the WASC accreditation process which focuses upon student outcomes. The question is there as a reminder for departments to determine how the course learning outcomes fit into the department’s assessment plan.
- Opp stated she would like to have the learning outcomes for the course listed on the form.
- Kelly stated that CIC was considering the WASC process, and the item as written represents the middle ground position.

Extensive discussion followed on the merits of including the question to determine whether the department has assessed the learning outcomes for the course in light of the learning goals. Members expressed a range of responses from not including the question to listing the course learning outcomes on the form.

Considering the time, it was M/S/P (Caplan/Callahan) to refer back to CIC. Further it was agreed that members would contact Connie Sexauer regarding their input to the various items and she would compile these comments and send them on to CIC.

9. Procedures for election of officers of the Academic Senate

Callahan distributed the following proposal:

Election Procedures for Members of ExComm - Once the officers are elected, the at-large members will be elected in series. Nominations will be accepted and a vote taken. The person receiving the most number of votes wins that round. A second vote is taken to determine the next at-large member, etc. etc. until all five positions are filled. Nominations may be made or withdrawn
at any point in the voting process. If there is a tie vote, all top vote getters win that round unless this exceeds the numbers of available spaces at which point a tie breaking vote will occur.

Callahan also read the following proposal regarding the election of officers of the Academic Senate:

Proposed addition to the selection of ExComm members - Once nominations for election to the Senate have been closed, an email/paper mail should be distributed to all continuing senators and prospective senators. The communication will say On Tuesday, June 4th, the new Senate will meet in order to elect the upcoming Executive Committee. The Executive Committee consists of the Chair, Vice Chair, Secretary, five members-at-large and two state-wide Senators. XXXX and XXXX are the state-wide Senators for 2002-2003. The remaining members will be elected at the June 4th meeting. We urge all members and prospective members of the Senate to participate in the selection of next year's Executive Committee by contacting their colleagues and recruiting Senators who they feel would best serve the University and the Faculty. Below is a list of continuing members and prospective members.

Soares noting the time, postponed discussion on these proposals until the next meeting.

10. Discussion of changes in Enrollment Services (Bob Strobel and Consultant Dr. Judith Lyon) Time Certain: 3:30 P.M.

It was agreed that the Committee would adjourn and that members would remain following adjournment for discussion of item number 10.

11. Adjournment

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

Respectfully submitted,

Donald Sawyer, Secretary