

CALIFORNIA STATE UNIVERSITY, EAST BAY

OFFICE OF THE
ACADEMIC SENATE

Approved as corrected

Minutes of the Academic Senate Meeting, Tuesday, May 8, 2007

Members present: James Ahiakpor, Tom Bickley, David Bowen, Calvin Caplan, Lynn Comerford, Jennifer Eagan, Denise Fleming, Jair Fory, Vahid Fozdar, Karina Garbesi, Cathy Inouye, Leo Kahane, Derek Kimball, Dawna Komorosky, David Larson, Christopher Lubwama, Nan Maxwell, Melissa R. Michelson, Laura Nelson, Emily Nye, Susan Opp, Robert Phelps, Mohammad Qayoumi, Reuben Ramirez, Gretchen Reevy, Henry Reichman, Barbara Storms, Eric Suess, Sam Tran, Steve Ugbah, Dianne Rush Woods

Members absent: Tom Acord, Kevin Callahan, Audeen Carrol, Dennis Chester, Amber Doliner, Levent Ertaul, Kara Gabriel, Liz Ginno, Tom Hird, Carol Lauzon, Eve M. Lynch, Bijan Mashaw, Gary McBride, Robert Norton, Chung-Hsing Ouyang, Janet Patterson, Rosalinda Romero, Jeffery Seitz, Eric Soares, Bruce Trumbo, Mitchell Watnik, Jin Yan

Guests: Carl Bellone, John Charles, Nan Chico, Sandra Ehrhorn, Rosanne Harris, Paul Hippolitus, Linda Ivey, Mark Karplus, Michael Leung, Lora Lowman, Michael Mahoney, Jim Okutsu, Arthurlene Towner, Jean Wells

1. Approval of the Agenda

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

2. Approval of the Minutes of the meetings on February 6, February 27 and April 10, 2007

M/S/P (Maxwell/Garbesi) to approve the minutes of February 6, 2007, as amended by Ahiakpor

M/S/P (Garbesi/Caplan) to approve the minutes of February 27, 2007, as amended

M/S/P (Maxwell/Larson) to approve the minutes of April 10, 2007, as amended

3. Reports

A. Report of the Chair

The Chair made the following announcements: the 8th Annual Faculty and Alumni Composer Concert is tonight at 8 p.m. in MB 1055 and the 5th Annual Distinguished Lectures Series in Communicative Sciences and Disorders will honor former President Norma Rees on May 16.

Three CSUEB students took first place awards in the CSU Research Competition held at CSU Dominguez Hills on May 4th and 5th. The students are Benjamin Austin (Business Economics, and Public Administration category), Khoa Phuoc Nguyen (Physical and Mathematical Sciences category), and Gabriel Wilson (Behavioral and Social Sciences category). Reichman thanked Carl Bellone, Sally Murphy, and the faculty sponsors for their support of the students and announced that next year's research competition will be held at CSUEB. No other campus received more 1st place awards than us, with 170 participants at the event.

The Chair announced that Professor Michael Hedrick, Department of Biological Sciences, has been named Outstanding Professor. The recipient of the Sue Schaeffer award will be announced

on June 5. We are still trying to determine the best venue for honoring the recipients of these awards.

Effective this (Spring) quarter, faculty must submit grades through PeopleSoft and will no longer be able to submit grades via BlackBoard or hard copy. PeopleSoft training and modules will be introduced in a series of stages beginning this quarter and going into the Fall.

ExCom has begun to discuss the use and allocation of assigned time. A task force will be formed to look at how assigned time is allocated; first steps will likely be an examination of assigned time across the University and then at the College level; the goal is to develop some general principles for consistency and fairness for equivalent work.

Reichman announced the 5th Annual President's Student Service Leadership Awards to be presented on May 24 in UU102. There are a number of individual and group categories, including Outstanding Academic Achievement, Leadership, and Advisor of the Year; contact Student Life for more information.

The Chair reported on the Access to Excellence Summit meeting held in Newport Beach on April 24. There were interesting discussions; Reichman commended Karina Garbesi on her substantive contributions at the meeting, noting she was eloquent on sustainability. Next steps include a draft of the Access to Excellence study to be written this Summer, focusing on a few goals, and the plan will be distributed to the campuses in the Fall for feedback. Reichman hopes that the final document will be outward looking and will call for the State to renew its support for the CSU. It is anticipated that the Trustees will approve the report by next spring.

Reichman discussed the Senate and Executive Committee schedule for remainder of the academic year; the next Senate meetings will be on May 22nd and June 5th, the latter followed by 07-08 organizational meeting elections. ExCom meetings will be on May 15th and May 29th. President Qayoumi and Shawn Bibb will report on the university's finances, particularly a 3-year plan.

Honor's Convocation will be held on May 19th. The Presidential Inauguration and Gala will be held on June 1st; this is an opportunity to celebrate our 50th anniversary. There will be many distinguished guests in attendance, including members of the Board of Trustees, political figures, presidents of other CSU's; Reichman encouraged faculty to bring their classes.

B. Report of the President

The President stated that the Valley Business and Technology Center is proving to be a good venue for events, including a visit by Lt. Governor John Garamendi, Earth Day celebrations, and a Civic Leadership gathering for high school students last Saturday. These events are providing good publicity for the University. Last Friday, at the 150th Anniversary celebration of SJSU, the Lt. Governor was complimentary of our campus, saying he wants to use much of what we are doing as a template for others. Welcome Day was also well attended; the large number of students and families who visited campus bodes well for next Fall's enrollment.

Qayoumi stated that the University would like to offer lower division courses at the Concord Campus; we are in discussions with CPEC and will need to collaborate with both the Contra Costa Community College District and Supervisor Ovick from CC County.

CSUEB students have expressed a desire to go into Division II athletics. The report by Cedric Dempsey, the outside consultant, is ready and available to faculty; there will be costs involved and decisions regarding whether we are willing to raise the necessary funds to meet Division II criteria. In addition, a report on the proposed Recreation Center will be ready in 10 days; students will determine if they want to raise funds for that project as well.

The President is hopeful that there will be additional information on the May Revise and our budget at next week's Board of Trustees meeting. There will be opportunities for discussion and input on the budget and finances at our next Senate meeting.

In response to Phelps' question regarding competition with CC community colleges if the Concord Campus offers lower division, Qayoumi stated that Contra Costa County is the only county in California with a population in excess of 1 million with no four-year college. He added that similar competitive attitudes happened when other CSUs opened, but statistics show that community college enrollments increased when a CSU offering LD opened in their area. The county's residents include both those who have the financial ability to go away to a 4-year college and many others who cannot afford to do so. There is a need for lower division services, e.g., Environmental Sciences majors, who now must leave CC County to enroll at a four-year institution, would have the choice of taking courses at CSUEB's Concord Campus or at a community college.

C. Report of the Statewide Academic Senators

Reichman reported that there are Committee meetings tomorrow, with Plenary sessions on Thursday and Friday. In addition to the usual reports, Ralph Wolf, President and Executive Director of WASC, will be present; any Senators who have questions should send them to the Chair by 9 a.m. on Friday. The Intersegmental Committee of the Academic Senate (ICAS) met with Wolf about various issues; it was a fruitful exchange.

The Statewide Senate considered resolutions on the following: extension of graduate funding to all graduate FTES, a commendation to campus provosts for their recent white paper, urging that the mission of undergraduate education not be compromised as graduate programs are expanded, advocacy for substantial revisions to the Elementary and Secondary Education Act (No Child Left Behind), and establishing a system-wide Ed.D. advisory committee.

Reichman also reported that Trustee Smith visited campus last week and had a productive series of meetings.

D. Report of CFA

Reichman reported for Tom McCoy. The tentative agreement was ratified by 97% of those voting; the Board of Trustees will meet on Tuesday, where the Collective Bargaining Committee will vote on the contract.

The Chair stated that faculty should receive their raises by summer; there is a great deal of paperwork that needs to be done at the State Controller's Office. Reichman suggested that faculty keep a copy of their current pay stub; if there is a discrepancy, they should speak to a CFA representative or to Dr. Towner.

CFA will host a party for Northern California members to celebrate the new contract at the Berkeley Marina. Faculty should RSVP by emailing either registration@calfac.org or jhess@ic.org. Partners and spouses are welcome.

E. Report of Student Government

No report.

4. **06-07 CAPR 7**, Request for Approval of Discontinuance of the B.A. in Chemistry, Option in Biochemistry Degree Program; **06-07 CIC 20**, Request for Approval of Discontinuance of the B.A. in Chemistry, Option in Biochemistry Degree Program

M/S/P (Opp/Caplan) to approve 06-07 CAPR 7 and 06-07 CIC 20

5. **06-07 CIC 21**, Policy on Timely Adoption of Textbooks, Course Readers, and Course Materials Ordered through the University Bookstore, as revised by **06-07 BEC 11**

M/S/P (Woods/Maxwell) to approve 06-07 CIC 21, as amended by BEC 11, and as amended on the floor.

M/S/P (Caplan/Maxwell) to amend to BEC 11, to insert into the 2nd paragraph, 5th line, and order their course readers through *an entity that will ensure a format acceptable to the Student Disability Resource Center*.

There was considerable discussion about what and who determines the timely adoption of textbooks. Some Senators believed that the deadline was too early, particularly if faculty need more time to gather materials for readers. Paul Hippolitus, Director of the Student Disability Resource Center, stated that all documents have to be scannable to meet accessibility requirements and that this takes time. This year seven weeks were needed to scan over 300 books. He noted that documents must have good margins and not be a third generation xeroxed copy.

Eagan stated that the notion of a due date for book orders is not new, nor is it a new requirement that faculty submit information to the Bookstore, as the Bookstore is the central repository for what materials are being used in University classes. The policy allows faculty to request additional time, if needed, from the Bookstore; mostly, the staff is working to avoid the flood of late orders. Eagan added that this policy addresses two points of the Accessible Technology Initiative; compliance will prevent lawsuits from students with disabilities who are not served in a timely fashion.

Sandy Erhorn, manager of the Bookstore, stated that the due dates are nation-wide, not specific to CSUEB's Bookstore. Most of the time spent on processing textbook orders is "cleaning," i.e., reconciling ISBN's, dealing with thousands of titles, organizing buy-backs, etc. Fall is particularly challenging as we compete with thousands of other schools for necessary texts. Nonetheless, the Bookstore will accept adoptions at any time or in any format.

Some Senators raised additional questions such the need for all faculty to understand exactly what the Bookstore requires, whether faculty should be required to order readers through the Bookstore, and what to do about book orders for late hires.

Fleming and Eagan both stated that faculty may order readers wherever they please, so long as the readers meet accessibility requirements and the Bookstore serves as a central repository for all titles of materials; faculty are not protected from legal action if an outside vendor does not comply with accessibility requirements. Most publishers do not provide electronic versions of texts that can be read by a screen reader. Reichman stated that all of our policies should be organized into an online policy manual.

6. **06-07 CIC 22**, General Education application of course

M/S/P (Larson/Garbesi) to approve 06-07 CIC 22

7. **06-07 BEC 10**, Nominations for Affirmative Action Liaison Officer (AALO) for the term 07-09

No further nominations were made from the floor of the Senate.

M/S/P (Woods/Caplan) to elect Terry Jones as Affirmative Action Liaison Officer (AALO) for the term 07-09

The Chair thanked Professor Larson for serving two consecutive terms and for doing an excellent job.

8. ACIP (International Programs) Report to the Senate (Donna Wiley)

Donna Wiley reported on International Programs. This year, eight students applied to study abroad; five were accepted into the program. Students were placed in programs in Spain, Italy, Mexico, and Korea; one application for a South Africa placement is pending. Faculty have responded positively to calls for interviewers; several junior faculty participated this year. Budget concerns continue to be an ongoing challenge, as the exchange rate has not favored the dollar. A long-term solution to the budget structural deficit will be needed. In addition, there is a need for more resident advisors. Interested faculty may contact Dr. Wiley for more information.

9. Report from Facilities Management (Barbara Haber)

Barbara Haber reported on current university initiatives. An outer campus landscape project is on track for a May 15th completion date; pipes have been installed and rocks and plants are arriving. The University is changing the landscape theme to reflect plants that are native to the area; these are also sustainable, and drought resistant. The landscape contractor, Del Conte, is a CSUEB alum.

Inner campus signage will be installed by May 19th. Haber thanked those who have noted errors on signs; these are being corrected. ASI signboards are also being replaced for consistency. Directional signs will be in place by the end of May, campus entry signs by May 11th, and new electronic signs by May 16th.

Painters are working in the Art and Education building and in Robinson Hall. All classrooms will be painted before the Fall quarter begins. Samples of classroom furniture have been on display; those who did not have an opportunity to see the furniture and wish to do so may call extension - 53513 for an appointment. While we do not currently have funding to buy new classroom furniture, Haber expressed confidence that President Qayoumi will be successful in this regard. In addition, there are plans to place one ADA compliant table and chair in each classroom on both campuses before the beginning of Fall quarter.

Haber reported that roadways have been repaved; crosswalks and other areas will be repainted. She noted that there are still too many “near misses” in some crosswalks and encouraged everyone to slow down when driving on campus. There are plans to place signs between lot B and Mickeljohn reminding drivers to slow down.

In response to Woods’ question, Haber stated that, if we obtain funding, all furniture will be replaced and the old furniture will be recycled and/or reused in accordance with state law.

In response to Opp’s question about sustainability, particularly with regard to the new lawn outside the Valley Business and Technology Center, Haber stated that the University is working on the campus entrances first and there are plans to develop a master plan for the internal campus. Qayoumi said that the lawn outside the VBT Center is an example of landscaping a building out of context of the larger university and that a master plan will encompass issues such as sustainability and cross-campus landscaping themes.

Fozdar stated that every classroom on the Concord Campus is a smart classroom and asked if there are similar plans for Mikeljohn. Haber stated that the Concord Campus received a grant for their classrooms; Charles added that there is a multi-year plan for installing up-to-date technology in all classrooms.

Haber reported on two projects that will begin this summer. ALP trailers are being removed in preparation for construction of the Student Services and Administration building; construction will start by the end of June. Phase II of Pioneer Heights has been highly accepted by students; construction of Phase III will begin this summer. Haber is exploring ways to keep the campus informed about construction progress via the Web and will be providing updates throughout the summer. In response to a question about whether the new buildings will be “green,” Haber stated that we are working on a sustainability policy. Title 24 governs the efficiency of buildings; we need to exceed stated efficiency by 15%. Amenities such as window film and glass efficiency are ways to foster sustainability through design.

Haber stated that a scheduled safety drill was cancelled until Fall due to the Virginia Tech tragedy. There will be flyers announcing safe zones on each bulletin board; as soon as there is a drill or an event, everyone should move to safe zones along with students; rescue personnel will go into buildings.

In response to Fleming’s question about the viability of cell phone notification in case of a serious event, Charles stated that the University is testing a product and is collaborating with CSU Northridge to establish a portal that individuals may use to express preferences.

Haber stated that Building Safety Agents (BSA’s) are volunteers who assist during drills and events. She encouraged those who may be interested in becoming a BSA to contact Thelma in her office at extension 53513. Woods suggested that the University offer CPR and first aid classes.

10. Adjournment

M/S/P (Storms/ Ahiakpor) to adjourn.

Respectfully submitted,

Denise Fleming, Secretary