

CALIFORNIA STATE UNIVERSITY, EAST BAY

OFFICE OF THE
ACADEMIC SENATE

Approved as presented

Minutes of the Academic Senate Meeting, Tuesday, December 2, 2008

Members present: William Alnor, Dee Andrews, *Wesley Broadnax*, Jennifer Calbonero, Luz Calvo, Li-Ling Chen, *Leann Christianson*, Michelle Collay, Jesus Diaz-Caballero, Jennifer Eagan, Dana Edwards, *Lynn Eudey*, Bridget Ford, *Maria Gallegos*, Farnaz Ganjeizadeh, Liz Ginno, Julie Glass, Evelia Jiminez, Derek Kimball, Jaimie Kwon, Joanna Lee, Rolla Lewis, Rita Liberti, Jane Lopus, Frank Lowenthal, Christopher Lubwama, Gary McBride, James Mitchell, Sally Murphy, Susan Opp, Diane Petersen, President Mo Qayoumi, Felipe Razo, Gretchen Reeve, Henry Reichman, Michael Schutz, Jeffery Seitz, Aline Soules, Emily Stoper, David Stronck, Bruce Trumbo, Mitch Watnik, Craig Wilson, Shirley Yap

Members absent: Vibha Chandra, Joseph Corica, Jonathan Crescenzo, Rohan Dixit, Jair Fory, Kovid Gandhi, Karina Garbesi, Susan Gubernat, Saeid Haddad, Dawna Komorosky, Tahira Music, Julia Olkin, Krunal Shah, Meiling Wu

Guests: Diedre Badejo, Carl Bellone, John Charles, Lynn Comerford, Linda Dalton, Linda Dobb, Donald Gailey, Rosanne Harris, Michael Hedrick, Rafael Hernandez, Mike Mahoney, Nancy Mangold, Nan Maxwell, Tom McCoy, Saeid Motavalli, Don Sawyer, Terri Swartz, Arthurlene Towner, Rhea Williamson, Gale Young

1. Approval of the Agenda

M/S (Ginno/Schutz) A new item, 19a, "Discussion of course section cuts due to budget" was added immediately before adjournment.

The motion as amended passed.

2. Approval of the Minutes from the meeting on 10-7-08

M/S/P (Stoper/Lopus) to approve as presented.

3. Reports

A. Report of the Chair

This Friday is the annual Senate Holiday Reception, 4 – 6PM, in the New UU, Multipurpose Room.

Everyone should have received a communiqué from the President regarding Budget Principals. Please read the communiqué.

The new e-mail retention policy will go into effect on 1/31/09. An update was sent from IT on November 25th, please read it! More info will be forthcoming.

IT will soon begin providing faculty profile pages. Excom has been working with IT to develop a template. The profile page is designed to provide basic information in a succinct and uniform way. IT was very responsive to Excom's request and input.

Fall grading is available starting today. It is not through Blackboard, rather faculty can use the grade roster at MyCSUEB.

John Charles, CIO, gave a quick announcement regarding the Bb system problems that are currently being experienced. Some work was being done in what was thought to be a development area, but turned out to be a production area. An attempt was made to recover material submitted to Bb yesterday, but was unsuccessful. By the end of this meeting today there will be a message announcing that the activity after 1AM yesterday has been lost and will have to be re-submitted; and that service is now back online. The Service Desk will try to help all it can. IT is working to ensure that there is an "electrified fence" in place between production and development areas.

There was a question regarding the time lag between when students drop a course and when their names are removed from the Bb roster. It was explained that this is a PS process and that as soon as names are dropped from the roster in PS, they will be dropped from Bb within approximately 24 hours.

It was noted that the e-mail outage last week was a planned outage (Wednesday night) but because of additional hardware problems during the planned repairs, additional parts had to be ordered (over the holiday weekend) which led to a longer than expected down time.

B. Report of the President

A budget update was discussed at the meeting of the Board of Trustees as well as an Executive Council meeting. At the last board meeting it was revealed that, in addition to the original budget cut of \$31million, the CSU is looking at potentially an additional \$66 million cut. The impact on CSUEB is about another \$2 million (Rule of thumb: every \$30m cut to CSU = \$1m cut to CSUEB). Additional (and even bigger) cuts are likely in 09-10. There has been a lot of discussion at the CO, BoT, and Executive Council about what needs to be done. Currently the system is declaring systemwide impaction. This means that campuses that were overenrolled will reduce enrollment to keep within 2% of target. Every campus is still expected to generate target in order to get its full budget allocation. Rather than pro rata cuts and hiring freezes, at CSUEB we are looking strategically, trying to find areas in which we can gain efficiencies. One aspect of this discussion was to look at low enrolled classes, a standard practice on all campuses. Students are being encouraged to enroll in Winter courses as quickly as possible. A minimum enrollment has not been established. Rather, that was left open for all colleges to discuss and determine, based upon their particular circumstances. It does not make sense to have one number across campus for undergrad, grad, majors, etc. Discretion was given to the colleges with idea that colleges are expected to manage an average class size. So, within colleges, different departments might have different average class sizes. The policy/approach taken was to have the Deans work with Chairs to come up with a particular number. UPABC and the Cabinet are working with the Deans to develop a budget together; one that will be transparent, but it is clear that times will be tough. A main focus is to work to maintain the long term viability of institution.

It was requested that questions be held until later in the meeting when we have an agenda item specifically to address the issue of cancellation of low enrollment courses.

A question was asked regarding the “change” in policy to require a faculty signature to drop classes. It was pointed out that this is not a change in policy, rather a renewed effort to enforce an EO policy that has long been in place. The lack of enforcement was brought to the attention of PEM because some students were withdrawing from classes inappropriately and without the necessary approvals.

C. Report of the Statewide Academic Senators

Due to a tight timeline for the meeting today, a written report will be forwarded on the most recent plenary of the Senate in November. It was noted that the Statewide Senate is also impacted by the budget issues. The November plenary was shortened to two days (for budget considerations) and some committee meetings have been cancelled. The January plenary also reduced to two days. It is anticipated that this will be an item of discussion in the Statewide Senate.

D. Report of CFA

Our contract negotiations have started up (slowly) again (11/17). The CSU’s initial proposal was for 0% GSI, 0% SSI, and \$0 for equity salary increases. This is considered a nonstarter by the CFA. The CFA made a counter proposal. Though these deliberations are usually private, they have been made public this time and so will be stated here. The CFA’s counter proposal was, in light of an overall cut of 15% to the CSU, that all promised raises be reduced by 10% via postponement by 3 months from the original implementation date. The CSU simply reiterated their original proposal. The CSU claims there are competing demands for the funds. It was noted that this is the reopener bargaining which was triggered because we didn’t get full compact funding. The starting point is the raises that were included in the previous contract.

E. Report of Student Government

The President of ASI just broke his ankle and cannot be here. There was no report.

4. **08-09 CIC 2**, Application of GEOL 3401 for GE Area B6 (the GEOL 3401 title is corrected to “The Oceans”)

M/S/P (Eagan/Murphy) to approve.

5. **07-08 CAPR 27**, Five-Year Program Review for Social Work Programs, as revised with the next review date changed to 2010-11, to match the outside accreditation cycle

M/S/P (/Schutz) to approve.

6. **08-09 CAPR 1**, Option in School Counseling, MS in Counseling, and **08-09 CIC 13**, Approval of M.S. Counseling, Option in School Counseling

M/S/P (Murphy/Liberti) to approve.

7. **08-09 CAPR 2**, Changing History Major Concentrations to Options and **08-09 CIC 4**, Amendment to language in the BS History degree program

M/S (Ginno/Reichman). It was pointed out that the proposed degree is a BA in History, not a BS as indicated in this agenda item (typo). The documents are correct.

The motion to approve passed.

8. **08-09 CAPR 3**, Certificate in Public History, and **08-09 CIC 5**, Public History Certificate

M/S (Murphy/Andrews) to approve. Reichman noted that this is one of a number of new programs we are being asked to approve today. In light of budget issues senators were urged to be mindful of the pace of implementation. It was felt that we need to work intelligently and carefully. New programs should be approved and move forward, but with an eye towards budget implications and budgetary impacts on existing programs.

The motion to approve passed.

9. **08-09 CAPR 5** and **08-09 CIC 6**, Discontinuance of the Biostatistics Option in MS Statistics program

M/S/P (Trumbo/Eagan) to approve.

10. **08-09 CAPR 6** and **08-09 CIC 7**, MA Biological Sciences

M/S/P (Seitz/Lopus) to approve.

11. **08-09 CAPR 7** and **08-09 CIC 8**, BS in Construction Management

M/S/P (Seitz/Murphy) to approve.

12. **08-09 CAPR 8** and **08-09 CIC 9**, Foundational Mathematics Teaching Certificate

M/S/P (Murphy/Lopus) to approve.

13. **08-09 CAPR 9** and **08-09 CIC 11**, Approval of M.S. Biotechnology degree program

M/S/P (Alnor/Seitz) to approve.

14. **08-09 CAPR10** and **08-09 CIC 14**, Approval of the M.S. Accounting Degree Program

M/S (Lubwama/Lee) to approve. Lowenthal asked that the minutes reflect that recognition was offered to the people who worked so hard on this proposal including Nancy Mangold, Chris Lubwama, and Gary McBride.

The motion passed.

15. **08-09 CAPR 11** and **08-09 CIC 3**, Minor in Chinese Language and Cultural Studies in MLL

M/S (Murphy/Eagan) to approve. Reichman noted that it was encouraging and refreshing to see the approval of a new language program after many eliminations.

The motion passed.

16. **08-09 CAPR 4**, B.A. in Women's Studies and **08-09 CIC 12**, Approval of B.A. Womens Studies degree program, as revised by **08-09 BEC 5**

M/S (Seitz/Liberti) to approve the proposed program, as revised by 08-09 BEC 5. Andrews remarked that this program had been under discussion in CLASS for a long time. It had been approved by the Council of Chairs last Spring. Congratulations were offered to Pat Guthrie and others on a strong and vibrant proposal. It was noted that there is still a cross disciplinary minor in WOST on the books. The proposed program and the existing minor are not the same program. It was suggested that the Senate Chair to put together an advisory committee to look into the minor. In the process of approving the current program before the Senate, there was a series of issues about consultation. It was felt that such an advisory committee for the minor would address some of the issues and concerns that were raised throughout the current process. More generally, the future of the minor should be brought to the attention of the Senate. It is in need of some revitalization. It was asked that this request be recorded in the minutes and it was again noted that the current proposal is excellent but that it must be understood that the minor is still on the books. There was some concern that reviving the minor might be an issue because of the apparent consideration of cost savings for the new program realized by the elimination of some minor courses (see materials provided to the Senate). It was pointed out that the current proposal technically does not modify the minor.

The motion passed.

17. **08-09 COBRA 2**, Dissemination of Principles of Faculty Participation in the Budget Process

M/S/P (Eagan/Seitz) to approve.

18. **08-09 cFAC 2**, Range Elevation Policy & Procedures

M/S/P (Lopus/Seitz) to approve.

19a. Discussion of course section cuts due to budget cuts.

Everyone should be well aware by now that low enrolled classes are in danger of being cut. This was evident from e-mails from the Provost to students, and an e-mail to faculty urging them to encourage students to enroll in winter classes early. The Chair also sent an email on the topic. It was pointed out that this is not going to be the last difficult quarter budget-wise. These issues will continue into 09-10, so it is good to have this discussion, as the first cuts are often viewed as the hardest.

It was noted again that the administration is not setting a specific enrollment number for cancelled classes, but is encouraging discussion between Deans and Chairs to establish appropriate cutoffs for classes of various types. In answer to a question, the Provost noted that he sees no need to distinguish between classes offered of various campuses (Hayward, Concord, Online) if content is the same. A report from PEM showed that of the 2500 classes listed for winter, 900 of them have fewer than 10 students enrolled as of today. It was acknowledged that some may be independent study, thesis, internships, etc. If classes were cancelled in January it would be far more chaotic for students and faculty. It is wiser to do this now so that students and faculty will know what the Winter quarter will bring. On the topic of "bumping rights" it was noted that the contract rules in every case. The contract will be followed on every level and in every case. Arthurlene Towner, Deans and Chairs ensure that the contract is followed.

Small departments expressed appreciation for the flexibility the administration is giving to the colleges. In small departments with small numbers of majors, there are low enrolled classes that are required for the major and are offered only every other year. If these classes were to be cancelled it would substantially delay graduation for these students. These departments urged the administration to maintain the level of flexibility they are currently offering. These departments often try to balance enrollment by offering large GE classes.

It was felt that historically many courses would acquire 20% of their enrollment between now and census. In particular, students enroll in GE courses late. AVP Linda Dalton pointed out that Deans have been giving a list of classes that had low enrollment at add/drop last year. It is important to know the enrollment patterns in the colleges. There was concern that cutting classes would simply lead to lower enrollment overall, though this is by no means the intention. The hope is that if students informed early enough of cancelled classes that they will be able to enroll in other classes so that CSUEB maintains the enrollment numbers at least at target but without supporting low enrolled courses.

It was noted that the current budgetary situation and need for earlier enrollment by students will require a change in culture. A culture of earlier enrollment will also benefit our students academically as there will be less “shopping around” and fewer students adding classes late in the quarter. It was suggested that changing culture can be done through enrollment policy. As it currently stands, there is a lot of shuffling and shifting between classes in the first weeks of the quarter. Our “culture” allows for students to enroll over a long period of time. Some felt that students would plan better if they had a year long listing of classes. As it stands, a class schedule comes out and then students are expected to register four days later. Earlier notification of class schedules would allow for better planning and more advising. It was felt that, where online roadmaps are available, every effort should be made to protect those classes from cancellation.

Some felt that Winter quarter was especially problematic for getting students to enroll early. Because of the holidays students want to hold onto fee money for as long as possible. It was pointed out that fees are not due until December 30th regardless of when enrollment occurs and even then only 1/3 of fees are due. Students regularly receive letters from PEM informing them about registration and fee schedules. In addition, if a student has applied for financial aid, he/she cannot be dis-enrolled for non-payment of fees.

Some felt it would be easier to handle the situation if colleges were given a hard dollar amount that would have to be saved on instruction so that there would be less ambiguity. It was pointed out that there is little ambiguity regarding the fact that if the budget problems are not addressed in Winter quarter, then Spring quarter will be a disaster. It is a fact that there is a very serious budget problem which, on this campus, has been serious for many years. With a structural deficit of \$4.2 million dollars, there is little in reserve to get us through these difficult times.

Questions about the budget overall were raised. For example, how big a burden is Academic Affairs shouldering overall, relative to other units on campus? It was noted that the administration has been trying to take a strategic approach to the budget process rather than instituting across the board cuts. We are trying to identify core activities of the university and build budgetary allocations from the bottom up rather than mandating cuts by unit. All proposed college allocation information is available and Deans have been encouraged to share this information with their Chairs. No final decisions have been made. The Cabinet has had several long meetings to discuss strategic approaches. UPABC will tackle the issue at its meeting on December 12th. There should be more information before the end of the year.

On a different note regarding the budget, originally 18 searches were under consideration for next year. At this time that number is likely down to 5 – 10. No searches have gone forward yet.

The recent e-mail from the president was useful in getting the word out about what is actually going on with the budget. There are a lot of rumors about the amount and impact of the budget cuts on the CSU. Media coverage of the state fiscal crises serves to exacerbate the rumors. It was pointed out that given the overall financial situation statewide, that the CSU has not fared as badly as we feared.

19. Adjournment

M/S/P (Stoper/Liberti) to adjourn.

Respectfully submitted,

Julie Glass, Secretary