Minutes of the Executive Committee Meeting, Tuesday, March 9, 2010

Members present: Cal Caplan, Jennifer Eagan, Susan Gubernat, Derek Kimball, Chris Lubwama, Jim Mitchell, Mo Qayoumi, Asha Rao, Hank Reichman, Dianne Rush Woods

Members absent: Denise Fleming

Guests: Emily Brizendine, Linda Dalton, Linda Dobb, Toni Fogarty, James Houpis, Terry Jones, Mark Karplus, Michael Lee, Susan Opp, Glen Perry, Robert Phelps, Carol Reese, Gretchen Reevy, Terri Swartz, Donna Wiley, Gale Young

1. Approval of the agenda

   - Derek Kimball agreed to be the acting secretary in Fleming’s absence.

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

M/S/P (Kimball/Caplan) to add item #8 discussion of stimulus funds use.

M/S/P (Gubernat/Eagan) to add item #9 Spring election schedule.

2. Approval of the minutes

   - None.

3. Reports

A. Chair

   - Diversity Day, Poster Session May 21st 8:30-12:30 UU.

   - Faculty Honors Convocation Thursday March 11th, 4pm

   - ExCom meeting March 30th, Senate meeting April 6th.

   - Dalton announces that the Winter Exam Schedule was reposted in November. Please assure that students verify the exam schedule.

   - Gubernat reports from SSAC on behalf of the Chair. There is a push to investigate degree roadmaps, update them, put online, and establish catalog link. Opp will encourage Annual Course Schedules. There will be a summer communiqué on SCU targets. CO directive notes that up to $60 per unit can be charged in addition to usual fees for summer session students. Waitlist for admission to CSUEB has been created for first time in history. Allows for some adjustment to meet target if funding situation changes. Mid-July weekly orientations will begin. APGS put out a guide on ASSIST. Opp added that CCSF is starting a pilot program to guide transfer students, especially with regard to GE, including an articulation agreement guide by LaCentra. Subcommittee on graduation initiative will issue monthly reports on accomplishments and plans. Focusing on advisement.
- Caplan reports on emeritus faculty reorganization with respect to faculty governance. Also notes Emeritus Faculty Reading Room in the Library is open; reference desk has a key for those with emeritus card.

- Caplan reports that Women’s Water Polo was defeated by #6 ranked Arizona State University, but won 3 other games including over Pomona (ranked #1 in Division 3). Currently 8-1 in conference and 14-7 overall, ranked #19 in nation.

B. President

- Faculty Honors Convocation is important event honoring the achievements of our excellent faculty.

- Dalton reported on Summer. Fee structure has been settled: matriculated students can only be charged $60 extra per unit during summer (to cover advising, equipment, library, etc.). No significant change of the previous considerations of self-support vs. state-support. State university grant can be used in summer, but likely not available from state until budget passes. If we have 09-10 funds left, we can allocate funds for summer use. A summary and info on Financial Aid will be sent early next week.

- Reichman notes that this is not a small amount of money for students.

C. Statewide Senators

- Meeting this week.

4. Appointments

- Maria Ortuoste approached for Fairness Committee, but untenured and ineligible.

5. Annual Report of the DELO

- Jones submits detailed Annual Report to ExCom on activities of FDEC and DELO, covering Tenure-Track Search Orientation (moved to May 15th in order to get underway earlier) and Tenure-Track Search results (16 were scheduled and all but one placed on hold), and the work of the FDEC on the Diversity Plan. A Diversity Fair will be held on May 21st. All are encouraged to participate.

- Jones raises the point that Tenure-Track searches and the role of the DELO in the searches should be re-thought to be more effective. A number of suggestions are included in the report. In general, the FDEC would like to be of greater use to the University. Also there are serious concerns of the disparate impact of the budget crisis on URM students and faculty. There is need for another campus climate survey, we need to follow through on the results of the 2006 survey, especially with regard to concerns of women, gays and lesbians, and populations of color. Jones follows up on suggestion from last report to ExCom that the EEO position should be raised to a higher status. Unfortunately, the person in charge of EEO matters has been moved to Risk Management which seems to be the wrong direction.

- Finally, Jones notes that there are far too many cases of gay, lesbian populations and people of color filing complaints at the hands of insensitive colleagues and administrators. Suggests we have a lot of work to do and we need to pay more attention to these issues.

- Eagan asks who initiates the Campus Climate Survey. Reichman agrees we are due for another CC survey, especially in preparation for WASC. Budget has affected morale of staff and students, should figure out how best to address disparate impacts.
- Gubernat points out that many lecturers are disappearing. How does this affect faculty diversity? Jones replies that we need to investigate budget impacts across all populations among staff, students, faculty.

- Kimball suggests CC survey should delve more deeply into the myriad of issues different populations are facing on campus. Also the suggestion to get offer letters out earlier is a great idea to attract URM faculty/staff, since in many fields these candidates are in high demand and we need to be competitive. President notes that taking a whole year for a hiring process, rather than a quarter, does not improve candidate pool. Early and active recruitment is important.

- Jones also notes that slowing down process can help as well, avoiding hasty decisions. Often departments are worried about losing the position the following year if they do not make a hire, even if they think there might be a better candidate out there. Might change budgeting process.

- Provost Houpis concurs that quicker offer improves chance of attracting candidate of choice. Should also hold on to positions even if search is not complete – bad hire is worse than no hire.

- Reichman points out obstacles to quick hiring – some are discipline specific (e.g., interviews/recruitment at a particular professional conference) and others are administrative delays. All delays must be minimized.

- President suggests that with active work, including outreach efforts by the whole department, this should be able to be done within a single quarter. Discussion of strategies for quick searches ensues. Houpis noted the need for a hiring plan that covers 2-3 years out.

- Rush-Woods acknowledges many crucial recommendations and commits to getting back to these issues soon.

6. Annual report of the Concord Campus Advisory Committee and open discussion

- Robert Phelps, Chair of CCAC, states that a written report will be provided in Spring. He noted there have been structural problems at the Concord campus for many years, many noted on previous reports. He has served 6 years on CCAC and 4 years as Chair. Leadership at top supports presence in Contra Costa & Solano Counties, a growth region (2nd fastest to San Diego). There are short-term and long-term issues.

- Short-term problems: Make sure budget cuts don’t affect Concord disproportionately. At Concord if you lose a class the program could be over, as there aren’t a lot of lateral options. Need strategic planning of how all programs affect one another.

- Long-term: CCAC wants to expand role to be more active and increase impact of reports/recommendations. Consider opportunities and pitfalls of CC expansion. Need to institutionalize coordination with COBRA and CAPR in order to advise them on what goes on at Concord and how decisions would affect that campus. How do we get our fair share of market? Need to change culture of university – we are a multi-campus University. Need faculty that want to teach there. CC is ignored: out-of-sight, out-of-mind, unrepresented.

- Reichman points out that there is a legitimate question of whether or not cuts to CC should be disproportionate; cuts are strategic. Supportive of basic thrust that CC issues need to be more integrated into faculty governance. Perhaps a liaison of CCAC to each committee? Agree that
CC issues are not at forefront in considerations of faculty governance. The advantage of an appointed committee is that interested faculty self-nominate, rather than various elected members.

- Lubwama thinks that problem is not representation within faculty governance, but rather difficulties maintaining enrollment. Worse with budget crisis. Moving whole programs to CC is best solution.

- Phelps notes that every CCAC report discusses these issues. There is chicken and egg problem with enrollment – need funds before students will materialize. How can you go there if there are no programs, no faculty, no advising.

- Lee (CAPR Chair) suggests CC considerations can/should be raised in 5-year reviews.

- Caplan inquires into number of CC faculty, what would be proportional representation? How would constituency be defined?

- Discussion about need to define CC constituency, and need to establish more beginning-to-end programs at CC. Rush-Woods notes that if CC is not represented on committees, their issues will be very unlikely to be raised. General consensus that get CC representation throughout faculty governance.

- President states that Provost will look at which programs might move to CC, and perhaps Concord should have its own budget and buy classes from colleges to ensure full offerings.

- Phelps notes that online classes are not a solution, an only supplement. Real students are frustrated – what are they getting for their student fees? Students complain that there is no food service at Concord, and no student services. Brizendine noted that ASI has amended their bylaws for Concord activities.

- Kimball notes that lower division course restrictions is a real problem for moving programs to CC, and really handicaps growth. Should make every effort to remove restriction. The President noted that CPEC blocks lower division at Concord.

- Rush-Woods concludes that issues are important and we will address them at future meetings.

7. Discussion of CAPR letter to chairs regarding suspension/reorganization issues

- Notice/reminder to Chairs about timelines.

M/S/P (Reichman/Eagan) to send out memo, with modifications, in conjunction with Provost.

- Reichman comments that this is a timely, good memo. Departments are actively considering suspending MA programs, suggests Provost should follow-up with administration memo. Rush-Woods notes that mergers are also being considered and should undergo similar process. Eagan expresses concern that programs should not be starved of resources, they should be supported or go through shared governance process for suspension, etc.

- Caplan offers some wording changes.

8. Discussion of memo from Department Chairs re: Use of stimulus funds

M/S/P (Kimball/Eagan) [4-0-1] that ExCom endorse the proposal in the memo from the Department Chairs and recommends that all or at least a significant portion of the $1.2 million in one-time funds presently designated for strategic initiatives for 2010-11 be allocated to the Colleges to offer additional courses.
Kimball presents memo from Chairs as handout, states again that the central problem for the University in 2010-11 will be meeting target with the reduced budget. Missing target will be disastrous in the long-term for CSUEB as there will be a self-reinforcing cycle of budget cuts and enrollment reduction because we cannot offer enough classes. If we are to err, we should err on the side of extra enrollment. To this end, any additional funds should be designated for courses – the plans from the Colleges are very uncertain and it will be very difficult to offer enough class sections to generate the needed SCUs.

President states that $1.2 million is one-time funding, should use for long-term readjustments. Let’s see what the proposals will be. If we only get $300k of good ideas then there will be money left.

Reichman expresses intent to abstain. Understands both sides of issue. Need to be strategic with funds.

Eagan asks how proposals could be as “stimulative” as retaining lecturers and saving jobs?

Gubernat understands why the Chairs advanced this proposal. There are huge wait lists, students can’t progress to degree. Using $1.2 million for classes would facilitate graduation and therefore ease enrollment pressures in the future.

President emphasizes money is for 2010-11. Money will not go to administration. Can put $1.2 million to better use to get into better shape for future.

Rush-Woods suggests that it would be helpful if there could be faculty participation in vetting proposals.

President re-states that we should see what process produces and that no one will keep the proposals secret.

Kimball states that the best way to invest in the future of CSUEB is to meet target next year. Any adjustments we might make pale in comparison to the impact of the CO taking money back on top of our cuts because we miss target. Desperately need to offer more classes.

Provost Houpis states that we need to invest in innovation or nothing innovative will come up. We need to adjust for future budget realities.

9. Spring election schedule

M/S/P (Caplan/Gubernat) to vote on the schedule via e-mail.

12. Adjournment

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

Respectfully Submitted,

Derek Kimball, Acting Secretary