Minutes of the Executive Committee Meeting, Tuesday, October 26, 2010

Members present: Denise Fleming, Susan Gubernat, Mike Mahoney, Jim Mitchell, Mo Qayoumi Asha Rao, Jeff Seitz, Tammie Simmons-Mosley, Dianne Rush Woods

Members absent: Jennifer Eagan

Guests: Cal Caplan, Jay Colombatto, Linda Dalton, Holly Fowler, James Houpis, Mark Karplus, Michael Lee, Jim Murphy, Sue Opp, Cathy Sandeen, Don Sawyer, Donna Wiley, Rhea Williamson, Barry Zepel

The meeting was called to order at 2:07

1. Approval of the agenda

M/S/P (Fleming/Gubernat) to approve the agenda

2. Approval of the minutes of the last meeting

No minutes to approve

3. Reports

A. Report of the Chair

The Chair thanked and commended Ben Servino, Interim Director of Student Disability Services and who will be leaving to go into the private sector. She also thanked Chris Brown, VP of Enterprise Services, for considering the needs of our students and being responsive to the need for a larger bus during commute times, from BART to campus and return.

Woods announced that Andrea Wilson was hired as the New Director of Health Services. Wilson, who holds two masters degrees, worked for Hayward Unified School District for over 14 years and has a diverse background including student services, intervention services, child welfare, and attendance communiqué. Woods plans to set up an intro meeting with Wilson and will invite her to an ExCom meeting.

Woods announced that the Provost will present the Academic Affairs budget at a single subject ExCom meeting on November 16.

B. Report of the President

The President stated that we received our budget allocation letter yesterday; the Controller is reviewing it. Next week, the Cabinet will look at the budget and make preliminary recommendations and then UPBAC will review and make recommendations. The approved budget includes $106M + $199M = $305M plus $61M and is predicated on a system-wide enrollment of 339K FTE.
In discussing how the target FTE has changed, the President stated that the target originally dropped last year by 9.5% (313k). After receipt of the $106M in one-time funds, the target increased to 317K. The target was reset at 325K before the current budget was signed. Qayoumi cautioned that, since the current budget is based on a higher and more challenging target (339K), we stand to lose funding if it is not met. In addition, the current budget was based on a fee increase of 10%; however, fees were raised earlier in the year by (only) 5%. Thus, some type of mid-year cut is highly likely. None of the gubernatorial candidates have made a promise to hold higher education harmless and, since 40% of the budget increase was for UC and CSU, we could be a target. We will hopefully know more in the next two weeks; the campus will have a chance to look at the budget by then. Qayoumi stated that our priorities remain the same: meeting enrollment targets, offering courses to wipe out wait lists in W11 and Sp11; increasing student applications in Winter and Spring; and basic student services. Leftover funds are not being allocated as we are waiting to see about a mid-year cut. The Provost will have actual numbers in his model by the November 16th presentation.

Woods noted that department chairs had received a message that summer session 2010 will switch from self to state support and asked for clarification on the rationale for converting summer session back to state support from self-support. Qayoumi stated that some of the courses were on state support, but some undergrad courses were offered in self-support to reduce enrollment numbers and meet the previously lower target. Moving Su10 back to state support will help us meet the higher enrollment targets. The $60 fee will be reimbursed/credited to students. In response to whether the switch to state side finding will have repercussions for lecturers, the President stated that they are looking at the labor impact; and that Linda Dobb will work to assure that all are compensated appropriately.

Discussion ensued regarding enrollment, which seemed low. Dalton stated that the numbers for new students were above the reduced target, for continuing students were below target. There are two areas for concern: credential programs and the gap in undergrads moving into junior and senior status. She added that the lists of all who were eligible to enroll, but did not, were sent to departments for possible follow-up. PEMSA will follow up, too. The average course load was low for Fall; deans have been encouraged to make sure there are enough classes available. Thus far, there have been five different targets for 10-11; the 9.5% reduction would have worked out fine, but the target has changed several times. The President noted that the target will likely change if there is a budget reduction midyear. He added that this is a systemic issue; it is challenging to make sudden changes.

There was discussion regarding how to get message out to students, but Dalton encouraged using many ways to get the message to students. Qayoumi stressed that recruitment at the college level is important; Winter and Spring give us two chances to increase enrollment. Lower division transfers will help. CBE is also looking at impaction rules. He added that if colleges exceed the 11,666 enrollment target, he has promised to find resources to fund the extra enrollment.

Dalton noted that the Senate enrollment cap policy decision last year to help control enrollment and assure that our limited number of courses were more evenly spread among students is, in fact, hindering our sudden need to increase enrollment. In response to questions about whether the number of first registration units can be increased, Dalton stated that that was a senate decision. Students can register on the wait list for 14 units. Winter registration starts next week; it may not be easy to make a program change (to allow higher registration) in that short of a time. Woods noted that this was an unintended consequence.
When Woods asked about the disqualification issue for Summer, Dalton noted that it won’t make a difference.

C. Report of the Provost

Houpis stated that he attended the Provosts’ Academic Council last week, where the focus was on the Graduation Initiative and closing the achievement gap. He referenced a study out of CSU Northridge on high impact programs which noted that adding a second high impact program can help reduce the achievement gap. Service Learning and Frosh Clusters are both high impact programs. He hopes to form a faculty learning community ASAP to explore adding a service learning program at CSUEB.

D. Report of the Statewide Academic Senators

Gubernat stated that the SAS is meeting next week in Plenary on November 4 and 5; committee work is on November 3. There has been no interest from faculty for serving on SB1440 implementation subject teams.

The nomination period for a faculty trustee has been announced; campus nominations are due by December 20. Check email announcement for criteria for selecting nominees. All are encouraged to read the SAS minutes and reports, since these are very informative. This is an important position, as it is the only faculty position on the Board of Trustees. The position has been vacant for the term 2009-11.

4. Appointments

Confirmation of appointments approved via email
Confirmation of Appointments by ExCom via email starting 10-20-10:

- Chris Lubwama to replace Michelle Lee on CAPR for Fall
- Evaon Wong-Kim to replace Jsh Guo, CLASS, on COBRA for Fall. (tenured)
- Gale Young, COMM, to replace Paul Wright for the remainder of his term (10-11) on FDEC
- Jeff Seitz, EES, to replace Dianne Rush Woods (who replaced Hank Reichman) for the Nov 4-5 plenary meeting of the AS,CSU.
- Dawna Komorosky, CRJ, has been nominated by Woods for this seat: One tenured faculty from a non-CBE college or library, excluding deans and directors, for the Review Committee of the CBE Dean and Assoc Dean. (The other members of the review committee are elected by the college.)
- Lindsay McRae and Michelle Tellez are unable to serve on the SHS Advisory. There is still one faculty member on the committee. Dianne has nominated Keith Inman from Criminal Justice to serve, as well as Holly Vugia, Sociology.

M/S/P (Mitchell/Fleming) to approve
• Cal Caplan to replace Custred on the Honorary Degrees Committee for Fall.
• Rustick to replace Murphy on the Early Start Team.

M/S/P (Fleming/Gubernat) to approve

5. Confirmation of email approval of the Final List for the Fall University-wide election

M/S (Fleming/Gubernat) to approve

The list is still incomplete and no new nominations were forthcoming via ExCom members. The election is stuck until the vacancies are filled. It was noted that with only 319 regular faculty it puts a greater burden on service, especially when some opt-out. This should be a discussion at FAC.

M/S/P (Mitchell/Fleming) to postpone the approval of the Final List for one week; Woods will send another email request to the colleges asking for help with nominations.

6. 10-11 CAPR 1, ILO Subcommittee membership

M/S/P (Fleming/Mitchell) to approve the creation of a CAPR subcommittee, as amended to add a student member appointed by ASI.

Michael Lee stated CAPR was charged with appointing a subcommittee to look at Institutional Learning Outcomes. The deans’ offices have nominated the listed faculty who have expertise in this area; nominees will be contacted. The subcommittee need not necessarily start with the ILOs that were developed initially by CAPR. Fleming urged that the preparation of assessment and accreditation data for WASC purposes not be delayed. Gubernat suggested the addition of a student member appointed by ASI, which was also something that CAPR had considered, so he considered it a friendly amendment. He added that CAPR does not yet have a student representative appointed.

7. 10-11 CAPR 2, Preliminary liaison designations for five-year reviews 2010-11

Information item only. Lee noted that this was a provision of CAPR liaison duties and handoff at the end of the year/term.

8. Faculty Profile Pages discussion

Holly Fowler stated that IT has received requests from CEAS and University Advancement for changes in Faculty Profile pages. Discussion ensued about the Profile Pages themselves and it was noted that there are many in use on our CSUEB web page, which does not give a good message to visitors to our site. For consistency, we need to use one faculty profile software and that it be fully integrated on the web throughout the colleges; currently the Faculty Profile program is not getting enough use. The Faculty Profiles were approved by ExCom, but faculty tend to use their department or College websites, of which there are currently five different types. ITS is capable of making the proposed changes, but it was generally agreed that it would be better to hold off on making changes until one format is identified as the university software choice. FRESCA is a more research-oriented profile program, but is free (supported by the CO), searchable, and user-friendly. Colombatto added that we also want to identify more “experts,”
i.e., faculty who are willing to be quoted for the news media. Last year, we increased our press clips by a factor of 10, which increases University’s profile. There is a “home grown” list, but we need a database, which will benefit both faculty and the university. Woods noted that the redundancy needs to be addressed before we can make decisions on the changes requested. It is important to capture faculty contributions and research (especially for accreditation needs), to have software that is low-cost/low upkeep, searchable, with uniform criteria, and user-friendly. This should perhaps be discussed by FAC and/or UIT prior to being addressed by ExCom.

9. Placement of a FRESCA presentation on the Senate agenda (Williamson)

Rhea Williamson provided information on the CSU Faculty Research, Scholarship, and Creative Activities Community Profile System (FRESCA) profile system. FRESCA generated an automated biosketch for NIH and NSF proposals; it will populate profiles with publications. Users can search for research collaborators across the CSU. Currently, FRESCA is set up using five affinity groups; the idea is to create system-wide profile resource. It is systematic, user-friendly and free. It is searchable by university/discipline/region/key word and provides email support. The program uses a simple password system, using netID as we do for email. The pilot program is being funded out of the CO’s office. EB has been invited to beta-test it and the Chancellor’s Office is hoping that all 23 campuses will eventually be in it. Williamson encouraged the use of FRESCA, especially for research. Gubernat suggested a referral to FAC, along with the competing faculty profile systems now in use in order to provide input to ExCom toward making an informed decision.

10. First and Second Readings and Consent Calendar (Mahoney)

Mahoney stated that CSUEB’s Academic Senate has no history of first and second readings, but it is common at other CSUs. First reading is essentially an announcement of the proposal. Absent first and second readings, sometimes faculty come to the Senate unprepared and policies get passed that are not necessarily good ones. The Diversity Plan was an example of a policy that raised some concerns; had the plan been presented at a first reading, the issues could have been dealt with between meetings, and we might have had a better policy as the final outcome. The first reading would include discussion and announcements of amendments individuals are planning for second reading. He opined that such a policy could help committees to work earlier or faster if they had to get things on for the penultimate Senate meeting of the year. And, should the situation warrant, the Senate can override the first reading with a 2/3 vote.

Mahoney also discussed the possibility of a consent calendar for non-controversial issues. Items stay on the agenda for two meetings, at which time they are automatically approved; if any member wishes to move an item from the consent calendar to the agenda in order to discuss it, they may. This policy would also save time.

It was agreed that the Chair would develop a draft BEC for the next meeting. It was agreed that the effective date would be next Fall.

11. Review of University Diversity Action Plan (Dalton)

Dalton introduced the document and noted that the Senate accepted FDEC’s Diversity Plan last May, at which point it went to the President for signature. Because Diversity is broader than the Senate, Qayoumi asked the Cabinet, many of whom had been at the Senate meeting, to review the document and make recommendations on actions that are in the purview of the
administration. The Cabinet recommended taking the President’s remarks from Diversity Day and include them in prose form as the introduction. Points included CSUEB’s history, our visible diversity, more about curriculum and campus climate, honoring our WASC statement, and our commitment to the Strategic Plan process. The appendices are the “meat” and commitment to diversity by the colleges. The cabinet suggested the expansion of UPABC as their response at the university-wide level, which connects with FDEC’s work, not usurping it.

12. Proposed Senate Listserve

Postponed until next meeting.

13. SB 1440 Implementation discussion

Postponed until next meeting.

14. Adjournment

Respectfully submitted,
Denise Fleming, Secretary