CALIFORNIA STATE UNIVERSITY, HAYWARD

EXECUTIVE COMMITTEE of
the ACADEMIC SENATE

Minutes of the Meeting of October 1, 2002

Members Present:  Dee Andrews, Cal Caplan, Alex Cassuto, Stevina Evuleocha, Jennifer Laherty, Julia Norton, Norma Rees, Don Sawyer, Emily Stoper, Alison Warriner, Don Wort

Member Absent:  Henry Reichman

Guests:  Carl Bellone, Bob Burt, Stan Clark, Douglas Huffman, Mark Karplus, Jim Kelly, Tom McCoy, Sonjia Redmond, William Reuter, Joe Zelan

1. Approval of the agenda

M/S (Caplan/Sawyer) to approve the agenda.

The Chair noted the time certain item #10 for 2:30 p.m., and postponed items #13 and #14 to the next Executive Committee meeting.

The motion passed, as amended.

2. Reports

A. Report of the Chair

The Chair:
- welcomed everyone and discussed the welcome letter he sent to the faculty. In the letter he mentioned budget problems but commented that, as in the past, he expects the faculty and the administration to work effectively together in the coming year.
- discussed ACR 73, the task force report to increase the percentage of tenure and tenure track faculty at the CSU campuses. Presentations will take place on each campus but no date has been set for CSUH.
- reported that the Chairs of the campus Academic Senates will meet in Long Beach next week. Major issue will be the state budget and how the campus academic senates can be involved in the process.
- indicated that he is also participating in discussions on department chair responsibilities and faculty flow (hiring and retention issues).

Stoper questioned how ACR 73 provisions to raise ratio of Tenured/Tenure Track (T/TT) faculty to temporary faculty to 75%-25% could be accomplished without laying off, or not rehiring, temporary faculty. Wort responded that ACR is an eight year program that can succeed through attrition and enrollment growth. Rees added that regardless, more funding will be required to achieve these objectives since T/TT faculty are more expensive. McCoy stated that the Collective Bargaining Agreement (CBA) does not prevent a substitution of tenure track faculty for lecturers.

- reported that former CSUH President McCune had bypass surgery and is recovering in Summit Hospital.
- consulted with the Executive Committee regarding the eligibility of FERPers for service on the Fairness Committee. The XCOM agreed that since the work on that committee does not include peer review, FERPers are eligible to serve during the quarters that they teach or are otherwise employed by the university.

- discussed FAC response to FDEC 2000-01 Annual Report. Andrews suggested that some of the issues be considered at a later meeting this fall, particularly item 1. Stoper suggested that search committees start early, at the end of the previous academic year, at least in developing position descriptions. Caplan indicated a desire to have this sent to all academic senators and search committees.

M/S/P (Stoper/Andrews) to add this as the last item on the agenda.

- congratulated Connie Sexauer for being the 2002/03 recipient of the Vivian Cunniffe award.
- reported the we will hold our first Academic Senate meeting October 8.

**Time Certain Item #10. 01-02 FAC 14. Evaluation of Temporary Faculty**

Andrews led the discussion as past chair of the Faculty Affairs Committee. FAC recommended that the specific details of the evaluation process remain within the purview of departments. Thorny issue discussed at great length in FAC: what is the basis of the evaluation of a lecturer? Is it limited to instructional achievement or does it include professional development? It was noted that the FAC document uses the phrase excellence in instruction which is contrary to the wording in the Promotion, Tenure and Retention (PTR) document.

M/S (Caplan/Andrews) to place on Senate agenda.

After debate on specific issues Caplan stated that, in his opinion, this is not the place to revise and rewrite. The Academic Senate is the proper forum. Stoper argued that the document should not be sent to the Senate. Additional review is necessary, as well as dealing with the compatibility issues of the Range Elevation Policy passed by the Academic Senate. Warriner responded that the subcommittee had considered these issues to the best of its ability.

M/S (Caplan/Sawyer) to propose a substitute motion to send the document back to FAC with suggestions from XCOM.

Rees reminded XCOM that the Range Elevation Policy was passed before the new CBA, although nothing substantive has changed. Sawyer urged wording consistent with our PTR document. Clark urged caution about sending a document to the President that mandates evaluations not found in the CBA. He also reminded the faculty that the Review of Temporary faculty forms have been revised.

M/P (Caplan) to end debate.

The **substitute motion passed** with one dissenting vote.

**B. Report of the President**

President Rees:
- introduced Robert Burt, Vice President, University Advancement
- reminded the committee of the faculty position of Special Assistant to the President for Diversity and Equal Opportunity. This will be a half time position.
- stated that the university is starting a national search for the Vice President for Student Affairs. She also requested that the process be started to elect the official Search Committee for the position. In the meantime, she provided XCOM with copies of the position description and asked them to act as the initial search committee for the purpose of approving the position description for initial advertising.

M/S/P (Stopper/Caplan) to approve the job description.

- reminded XCOM of the Vote America initiative
- discussed a new CSU initiative, CSU Advantage. This project seeks to highlight the many ways a CSU education prepares our graduates to live and work in the new economy. She cited the CSU virtual website http://www.csuadvantage.org as the starting point for a system-wide virtual dialogue.

C. Report of the Statewide Academic Senator

Senator Caplan informed XCOM that:
- the statewide Academic Senate minutes will be on the web this week.
- a task force to facilitate graduation will issue its report in the spring.
- the Committee on Faculty Flow has been meeting and examining the best practices on faculty recruiting and hiring. The Committee has solicited the views of each campus Vice President for Academic Affairs.

He also reported on the Statewide Academic Senate's initial academic year meeting with the Chancellor. To nobody's surprise, the budget was the main issue. The CSU may need to reduce expenditures by $135 million, with the entire reduction applied to the second half of the budget/academic year. There may be some increases in vehicle licensing fees, but even if this were to happen, the added funds are not in any way earmarked for the CSU. The CSU received a 5% increase in funding but much of this was allocated to higher salaries and higher benefit costs. Enrollment statewide, increased by 7%, placing a severe strain on student accessibility.

D. Report from Carl Bellone on WASC

Associate Vice President Bellone explained that the accreditation process should include broad-based involvement by all involved parties. An initial e-mail survey did not elicit sufficient campus response so the campus WASC committee will devise methods to involve a much greater percentage of the campus community. This quarter will be devoted to engaging the campus in a discussion of a draft proposal from the committee. The campus must develop the outcomes we want or expect from the accreditation process.

3. 02-03 BEC 1, Standing Rules of the Academic Senate

M/S/P (Stopper/Sawyer) to place on the Senate agenda.

4. Administrative Review Schedule

M/S (Stopper/Evueoecha) to approve.
It was noted that Linda Kinrade, Associate Dean of Science, is retiring and therefore will not be reviewed in 2003-04. Her name will be removed from the schedule.

**The motion was approved, as corrected**

5. **Fall Quarter University-wide Election (Professional Leave Committee, Foundation Board replacement and Review Committee for Joe Zelan)**

*M/S/P* (Cassuto/Stoper) to approve, with the addition of the Search Committee for the Vice President, Student Affairs.

6. **Appointments:**

   A. **Fall Quarter replacement for David Larson (Geography and Environmental Studies) on the Academic Senate**

   This appointment was postponed.

   B. **Executive Committee Member to serve on the Accreditation Committee**

   Don Sawyer was elected by acclamation.

   C. **Fall Quarter Replacement for Mary Timney on the Foundation Board**

   The Executive Committee was informed that Scott Stine has also resigned from the CSUH Foundation Board.

   Michael Good (Political Science) and Phil Storrer (Accounting & CIS) were nominated and elected to fill the two vacancies in the Fall Quarter. The permanent replacements will be elected in the Fall Quarter University-wide Election.

   D. **2002-03 replacement for Charlotte Perry (Nursing) on the Contra Costa Advisory Committee**

   Joy Andrews (Chemistry) was nominated and elected.

   E. **Nomination for 2002-03 (AALO) Affirmative Action Liaison Officer (to replace Charlotte Perry)**

   This nomination was postponed until the next meeting. There is some urgency to select a new AALO since most faculty searches are already under way.

7. **Nominations for the Layoff Committee**

   Mike Hedrick (Biological Sciences) was nominated, as was the 2001-02 Layoff Committee minus Kathy Hann (Andrews, Langan, Murphy, Wort, Caplan, Dixon).

   *M/S/P* (Sawyer/Cassuto) to place this list of nominees on the Senate agenda.

   It was later determined that Hedrick was not eligible to serve as there was already a nominee from Biological Sciences. The Executive Committee then nominated Bruce Trumbo (Statistics) via e-mail.
8. 01-02 FAC 12, Formatting Guidelines for Sabbatical and Difference in Pay Leave Applications

M/S/P (Stoper/Evuleocha) to place on the Senate agenda.

9. 01-02 FAC 13, Formation of a Regular Subcommittee on Lecturers and pro-forma changes to the Faculty Affairs Committee Policies and Procedures Document

M/S (Cassuto/Norton) to approve.

Stoper proposed a change in Section 7. D.3. deleting the words "and recommend."

The motion passed, as amended.


Stoper advocated clear guidelines for cheating and plagiarism. She urged the Academic Standards Committee to develop guidelines for fairness. Barrett informed XCOM that a Forum on Plagiarism will be held on October 21, from 3:00 to 5:00.

Cassuto raised the issue of the potential for plagiarism of research by faculty. The said that he will bring up this issue at the campus senate chairs meeting in Long Beach later this week.

12. Report from the Task Force on Tenure-Track Allocation- Proposed amendment to 98-99 BEC 6 (as amended by 00-01 BEC 11)

M/S (Sawyer/Norton) to place on Senate agenda.

Laherty asked that all references to "Director of the Library" be changed to "University Librarian."

The motion was approved, as amended.

15. Schools to Colleges

Associate Vice President Kelly pointed out that an overwhelming majority of CSU's use the colleges or schools within colleges designation. One motivation was that this seemed to facilitate winning grants and contracts.

XCOM's sense was that the Senate should discuss this issue. There was also a sense that rules and regulations for the formation of schools within colleges need to be developed.

M/S/P (Sawyer/Cassuto) to place on Senate agenda.

16. Adjournment

M/S/P to adjourn, by unanimous voice vote.

Respectfully submitted,
Alex Cassuto, Secretary