EXECUTIVE COMMITTEE of
The ACADEMIC SENATE
Approved as corrected

Minutes of the Meeting of October 14, 2003

Members Present: Cal Caplan, Denise Fleming, Karina Garbesi, Liz Ginno, William Langan, Julia Norton, Hank Reichman, Jeffery Seitz, Steve Ugbah, Donald Wort

Members Absent: Norma Rees, Alison Warriner

Visitors: Cerre Banks, Carl Bellone, Susan Correia, Cathy Engstrom, Frank Martino, Dick Metz, Sally Murphy, Sonjia Redmond, Michael Strait, Bob Strobel

1. Approval of the Agenda

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Norton added 4 items: 5b. Consolidation of committee roles; 5c. Attendance at meetings, 8b 03-04 BEC 2 Amended, Election of the University Layoff Committee, 2003-04; and 8c 5-Year Program Review discussion.

M/S/P (Langan/Wort) to approve amended agenda.

2. Approval of the minutes of the meeting on September 30, 2003

M/S (Wort/Ugbah) to approve.

Under 2c, 2nd paragraph, 2nd line, change “CSUH” to “CSU.” Under 2c, 3rd paragraph, change “Bob Schneider, vice president” to “Kathy Kaiser, the new trustee.” Under 6, membership will be listed in the corrected minutes.

It was suggested that the President’s Assistant offer a couple of dates in the Spring, with regard to the visit of the Trustee and the CSU Senate Chair. Their calendar is filling up fast.

Minutes approved as amended.

3. Reports

A. Report of the Chair

- Norton reported that the Associated Students has a faculty position on their board and requested that it be filled and Norton would like someone from the ExCom to attend their meetings. Vice Chair Ugbah volunteered, and Denise Fleming volunteered to be the ExCom rep if Ugbah cannot attend the meetings.
- Welcomed Denise Fleming to ExCom.
- Stan Clark has been appointed as Presidential Appointee to the FAC.
- If you have any goodies to send to Eric Soares as a get well gift, please send along to the Senate office.
- Norton attended the emergency planning meeting and reported that it was very interesting.
- Extension is interested in changing the name of one of their “certificate” programs to “diploma” program. The Provost remarked that with the program in question, Business, most programs now call their professional program a diploma program. Extension wants to call ours the International Business Diploma Program. Caplan remarked that the name reflects the idea that was to differentiate it as a professional program from an academic program. Reichman noted that it doesn’t matter that much, as the difference between diploma and certificate seems to be a subjective differentiation. Martino spoke with the Dean and Donna Wiley of CBE and neither objected to the name change. He wanted it noted that he consulted with ExCom on this. Wort stated that he thought it was simply a name change and that we ought to keep current.
B. Report of the President

No report, the President is in Long Beach. Reichman asked about the sign on Carlos Bee; Metz reported that it is being refabricated and paid for by the insurance company of the person who hit it. Caplan asked about the electronic sign and Metz reported that the manufacturer has us low on their priorities list as well as having a software problem.

C. Report of the Statewide Academic Senators

No report.

4. Preliminary List, Fall Quarter University-wide Election (Professional Leave Committee, Review Committees)

List distributed. We need to fill up the rest of the slate. Caplan requested that the chair of COBRA nominate someone from the committee to the Review of VP ABA (Metz).

M/S/P (Caplan/Garbesi) to approve the amended list.

5. Discussion regarding the process of appointments

Norton reported that problems occurred when we went out to seek people for the different vacancies without knowing each committee’s exact vacancies and the rules for filling those vacancies. Reichman remarked that there is no particular reason that we fill a vacancy with the incumbent, but it is common practice that we let them continue if they want to. Garbesi noted that it would help to have an annotation on the list of committee appointments that are ExCom duties to fill vs. another method. Norton noted that committee chairs are supposed to send the committee vacancies to the Senate chair for ExCom to fill. Wort seconded Garbesi’s recommendation that we allow committee members to continue if they are doing a good job and would like to continue. Wort also remarked that in the past, ExCom members from the appropriate colleges would drum up nominations or contact the dean/associate dean of the college to provide nominations for their college vacancies. Caplan said that the CEAS has a nominations committee to fill the vacancies on university committees. Caplan went on to ask about 2 review committees not listed – Dean and Associate Dean of Science. Reichman answered that this committee is within the college. Reichman stated that there are two kinds of committees on the Senate Office list that was distributed in the summer; standing committees and subcommittees (the committees send their recommendations to ExCom to fill); and ad hoc committees/fill in vacancies (it might be useful for ExCom to send out a call for volunteers for these committees at the beginning of Fall; we may want to also mention the incumbents). Then, perhaps, we would only have a few vacancies to fill. Seitz noted that reviewing the long list of committees, he noticed that the list of tenured/tenure track faculty is dwindling from which to ask for volunteers. We need to combine some committees. Norton asked which Senate committee ought to review the issue of consolidation of committees. Langan noted that CIC has to decide on its own subcommittees. Reichman recommended that we have an ExCom subcommittee on Committees and Norton recommended that she and Caplan serve and anyone is invited to give input.

5b. Consolidation of committee roles (see above)

5c. Attendance at meetings

Norton remembered being called as a junior faculty member by Leigh Mintz after she had missed 2 meetings in a row. Caplan remarked that this is in the policies and procedures/bylaws. Reichman remarked that he thought this was a useful policy and that it is appropriate that the Senate chair send a memo/email to chairs stating that we would like that enforced. Langan warned that this might reduce the number of faculty willing to serve. Garbesi noted that there can be confusions about appointments. Reichman noted that it would be useful to remind faculty that they need to ask their chair to not schedule them during the time of their meetings. Langan noted that we need to remind people on the nominations form when meetings are scheduled. Garbesi also asked that the requirements of faculty for the committees is important, too (i.e. tenured, full, etc.). Wort asked that a list be sent to department chairs to remind them of their faculty on committees. Caplan reported that Article 15, Section 8 in the Constitution states the “Termination of Membership” rules. Seitz requested that the subcommittee meeting times also be placed on the web.

6. Appointments:
M/S/P (Wort/Caplan) nominated Tammie Simmons-Mosley, a new faculty member in Finance, to replace Eric Soares on the Senate for Fall Quarter.

M/S/P (Garbesi/Wort) to nominate Anne Kochevar to the Library Advisory Committee and the WASC Library Committee.

M/S/P (Wort/Garbesi) to nominate David Nickles to serve on FDEC as CEAS representative and Nick Baham to replace Samroo as the Ethnic Studies representative on FDEC.

M/S/P (Langan/Garbesi) to nominate Julia Norton to replace Holz (Sci) on FDEC.

M/S/P (Caplan/Ginno) to nominate Melany Spielman to serve on the Review Committee for the Dean and Associate Dean of the College of Science.

M/S/P (Wort/Caplan) to reappoint all CCAC faculty whose terms have expired, as they would like to continue: Herb Eder, Emeriti Rep; John Primus, Lecturer Rep; Steve Philibosian, Library Rep; and Joy Andrews, Science Rep.

M/S/P (Caplan/Reichman) to nominate Mack Lovett to continue to serve as Alumni representative to the Honorary Degrees Committee.

For the record, it was announced that Mary di Sibio was appointed by ExCom to serve on the Non-Grade Related Student Complaints Committee over the Summer Quarter.

9. There was a time certain for 3:00. Discussion: campus attitude on remedial students and remedial education in the context of developmental education and the learning communities (clusters).

Sally Murphy introduced Cathy Engstrom & Cerre Banks, of Syracuse University, who have studied learning outcomes in relation to first-year and remedial higher education. Discussion ensued about the advantages and disadvantages of our cluster program. Engstrom also passed around a list of questions and asked ExCom to take the time to answer them and, send to Sally when completed.

7. 03-04 CIC 1 CIC Policies and Procedures revision

M/S (Ugbah/Fleming) to approve.

Seitz mentioned his concern that a CIC member ought to be on all CIC subcommittees and that there wasn’t a CIC member on the Subcommittee on Graduate Programs. Caplan voiced a concern about procedure. Langan noted that there was no reason given that there isn’t a CIC member on this subcommittee. Bellone explained the history of this committee and remarked that the work of the graduate coordinator is most concerned with these issues; but that with this subcommittee it can go either way. Reichman agreed with Langan & Seitz that there ought to be a CIC member on the subcommittees. Caplan argued that in Article 15, Section 11 of the Bylaws, it states that “at least one member of each subcommittee shall be an elected faculty member of the committee.”

M/S/P (Langan/Seitz) as a substitute motion to return this to CIC for reworking because it is in violation of the Bylaws.

M/S/P (Caplan/Ugbah) to extend the meeting by 10 minutes

8. 03-04 CIC 2 03-04 Subcommittees of CIC

M/S (Reichman/Langan) Passed as amended by adding a vacancy for a CIC member in Grad Programs Subcommittee, adding Emily Stoper to Lifelong Understanding, and removing Radin’s name from Basic Skills and with the understanding that when the vacancies were filled that the document would be amended and returned to ExCom for approval.

8b. 03-04 BEC 2-Amended, Election of the University Layoff Committee 2003-04

M/S/P (Langan/Reichman) to approve Kathy Hahn’s nomination to the UCL and forward this document to the Senate, with the consensus that an email vote of the Senate would be appropriate, as this committee needs to meet and this is the only issue at this time which needs Senate approval.
8c. 5-Year Program Review discussion

Norton remarked that ExCom is basically in accordance with the idea that programs with outside accreditation can go through the abbreviated review. Strait remarked that the programs of most need are Liberal Studies and Business Administration. Langan noted that Liberal Studies does not have a “faculty” and it would be difficult to have an internal review. It was remarked that it was an overriding case of defining “program”. Bellone mentioned that programs with Outside Accreditation are underlined in the schedule. Reichman remarked that we should leave it up to CAPR to decide how to review the program.

Discussion of items 10, 11 and 13 were postponed to the next meeting due to lack of time, but we had a guest for item 12, so it was taken up next.

12. Discussion of enforcement of prerequisites

Bob Strobel came to the table to discuss this item. Caplan asked if it were not possible for departments to block registration from classes without the prerequisite. Strobel replied that yes it is possible, but that the difficulty is linking outside school courses to our prerequisites. Departments have to decide how they want this programmed. We cannot do it for transfer students just now, however Enrollment Services can work with you regarding blocking native students. With the eventual movement to PeopleSoft in 2007, we have to clean up our data and we will be doing that with our Degree Works software. They plan on starting the cleanup in January 2004. Reichman noted that it works fine for our students in History and exceptions are dealt with at the department level. He also noted that any course articulated with our course would be programmed into the new system. Garbesi noted that part of the vision is to be able to do this course by course vs. by number of units. Caplan clarified that he wanted to know about internal prerequisites and upper and lower division courses. Strobel asked Caplan to work with his department on this. Wort remarked that this was the same case with his department. It was noted that Upper Division requirements are easy, as there is no community college offering upper division courses.

Strobel stated that he would keep the Senate Chair updated on this issue.

14. M/S/P (Langan/Ugbah) to adjourn.

Respectfully submitted,

Elizabeth Ginno, Secretary