Minutes of the Meeting of October 19, 2004

Members Present: Calvin Caplan, Denise Fleming, Liz Ginno, Susan Gubernat, Nan Maxwell, Susan Opp, Barbara Paige, Norma Rees, Henry Reichman, Donald Sawyer, Eric Soares

Members absent: Julie Norton

Visitors: Bob Brauer, Carl Bellone, Stanley Clark, Susan Correia, Mark Karplus, Myoung-ja Lee Kwon, Sonjia Redmond, Aline Soules, Joe Zelan

1. Approval of the agenda
   M/S/P (Fleming/Gubernat).

2. Approval of the minutes of September 28, 2004
   M/S/ (Caplan/Maxwell).
   Reichman asked that 2c be corrected; the BOT meeting is October 28th. Clark added that above 2c – delete the “?” at the end of Reichman asked Clark if he know how the shortfall…. Approved as amended.

3. Reports
   A. Report of the Chair
      -reported that the members of the CBE Dean Search Committee are: Jagdish Agrawal (Marketing & Entrepreneurship), Charles Baird (Economics), Joy Bhadury (Management & Finance), and Gary McBride (Accounting & CIS);
      -announced a number of events (for more info, check out http://www.calstatehaywardnews.com): CSUH Awards Gala is on October 29th at the Palm Event Center in Pleasanton, 1184 Vineyard Road, and tickets ($75) are available through 2nd via the Cal State Hayward Alumni Association at (510) 885-3724 and online at http://csuhalumni.org/events.html;
      -October 27 – Art Gallery opening exhibit of Robert Rauschenberg, opening reception will be held on Oct. 27 from 5 p.m. to 7 p.m. in the university gallery;
      -we are in the middle of “‘t” week (transfer week) – thanked colleagues who are helping the transfer students, esp. Career Development Center staff, Emily Nye Scott, Mary Hubins and the University Advancement Center staff, Student Affairs staff, etc.;
      -CSUH women’s volleyball team is 24-0; Coach Spagle has put together a great team; this weekend we play as no. 2 in the nation; October 27ᵗʰ they will be playing vs. UC Santa Cruz, here at 7pm;
      -Music Dept. – Fall 2004 home concert tour – Prof. Smith is coordinating the event on Oct 25, 8pm, fee $7 general admission; Rees added that on Dec. 4 they are doing a madrigal dinner – and they are a lot of fun (for more info, check http://isis.csuhayward.edu/dbsw/music/Calendar.php);
      -Oct. 22nd, 2-4pm, Lecturer’s orientation/reception in the Biella room

   B. Report of the President
      -she has received word that the BOT meeting on 10/28 will not deal with fee policy, so it will probably be carried over into the Nov meeting.
      -Opp asked Rees about the University motor pool; Rees responded that the plan is to outsource most but not all of the work of the motor pool, as a cost-savings device; when we run our own services we also have to pay insurance on those services, if we use a commercial firm, they pay the insurance; Rees will get back to ExCom on the matter when she discusses it with D. Metz; Opp noted that the concern is about having 4-wheel drive vehicles for off-campus class trips; Rees replied that whatever is needed for the course is what will be provided.
C. Report of the Statewide Senators

-Caplan reported that there were standing committee meetings 10/8; Reichman provided a handout “Preliminary Planning: 2005-06 CSU Support Budget;” FAC is working on a resolution re situation on CSU San Marcos, intellectual politics, students raised extra money to have Michael Moore speak off campus; as Fiscal and Gov’t affairs committee chair, he reported that the preliminary budget proposal was given to the Budget Advisory Committee – only deals with the possible increases (or decreases) in the budget request and is based upon the CSU/UC/Governor’s Compact; the CSU was given no indication that the Gov would not follow Compact language, but he would look with disfavor on any request for more money; no formal below the line issues, but areas the committee identified as problematic include: off-campus centers, facilitating graduating initiatives, clinical nursing academic programs, adjust marginal cost graduate FTEs unit load, ACR 73 first-year implementation requirement, and CSU employee salary costs (trying to establish a benchmark to show how uncompetitive we are in regards to salaries – faculty and staff) (see http://www.calstate.edu/BOT/Agendas/Oct04/Finance.pdf)

4. Approval of the Preliminary list for the Fall Quarter University-wide Election

The list was approved by email 10-12-04; noted that we need to remove Evaon Wong-Kim as he is not tenured.

5. Appointments – Committee Vacancies for 04-05:

- David Larsen (ALSS) was approved as a COBRA replacement, Fall 2004, for W. Langan.
- Nancy Harrison (SCI) was approved to replace J. Robles on FAC for Fall 2004.
- Cal Caplan (SEAS) appointed to the Campus Physical Planning Committee.
- Norm Smothers (CBE) appointed as the University Advancement Faculty Liaison.
- Jagdish Agrawal (CBE) appointed to the SEM Marketing Research Group.
- Joanna (Chong) Lee (CBE) reappointed to the SEM Integrated Marketing committee.

6. New Library Initiatives and Systemwide Strategic Plan

- Myoung-ja Kwon – handed out the “Advancing Together” and Library newsletter; provided background on what COLD has been doing (Council of Library Directors) to align with the system strategic planning completed in 2000; 23 meet on a quarterly basis; 3 main projects accomplished – improving access to electronic resources, expanding, centrally and locally, number of electronic resources, and working with faculty members to help make our students more information literate. At this point, need to review plan and figure out where they need to go now; COLD was interested in having a broader ‘buy-in’ into the process; 3 main themes (see handout). Kwon asked for feedback (either at meeting or via email) from group for each theme: 1) Advancing Student Success – achieve information literacy – Caplan noted that we used to provide articles for reserves materials, faculty have stopped doing this as they now need to get copyright permission, is there a way to make this easier? Kwon replied that the copyright clearance process is being worked on to make it easier for faculty; partnering with faculty – goes under the 2nd theme, scholarship as well; 2) Advancing Scholarship – we need to support increasing research needs; use of technology goes across all themes; 3) Advancing Outreach & Community Service – strengthen partnerships with feeder schools, fundraising – an area in which we need to focus attention. Please let Ms. Kwon know if you have any questions or comments.

Kwon announced that the Learning Commons will be opening soon (a joint effort between the Library and ICS).

Reichman commented that after sitting in on a couple of the COLD planning meetings, that he found that they were a well coordinated and hard working group.

Caplan asked who to contact regarding Reserves and copyright; Kwon responded that inquiries ought to be sent to Richard Apple or Aline Soules (rapple@csuhayward.edu, asoules@csuhayward.edu). Kwon also noted that we are working on coordinating reserves with Blackboard.
7. 04-05 CIC 3, Proposed Changes to the Policies and Procedures for Committee Operation
M/S/ (Reichman/Maxwell) to approve.

Caplan noted that the added section about the keeping of minutes, that it might be good for all of our committees to provide this kind of policies and procedures.

Motion passed.

8. Systemwide LD Transfer Pattern Project – Procedures for Participating Faculty
Sawyer noted we are hosting 2 introductory meetings for the group next week, 10/27 (Biella Room) & 10/28 (WA 800); Reichman, Clark (10/27), and Rees (10/28), plus representatives from other pertinent offices will be there to help the group understand what support there is for the work; Clark noted that the funds have been received for faculty travel and all claims processing will be done at the Provost’s office to help relieve the work of the departmental office staff. To increase communication, another group will be formed to help bring the impact of the project participants together (Maxwell supported this idea, and she wondered if there ought to be more overlap between the groups (one has a meeting down south on the 28th, and the business group is meeting on the 29th in SF). Caplan reported that all CSU KPE chairs meet once a year already, but the chairs have already agreed upon 2 courses within the discipline. Gubernat asked how the lead faculty member would be determined; Reichman replied that they would be appointed by the Statewide Senate Executive Committee. Bellone noted that the 10/29th meeting would be held in SF now. Lead faculty will meet on 11/13th.

9. Discussion of UIT reporting mechanism
University Instruction Technology committee is an administrative committee chaired by John Charles with no formal line of communication to the Academic Senate. We need our faculty UIT members to provide timely reports back to ExCom; their “role is not only the voice of the faculty, but to be its eyes & ears, to bring to Senate chair’s attention things that might require faculty feedback;” such as a copy of the agenda and minutes sent to the Senate office; Sawyer asked whether we should develop a formal line of communication?

Rees suggested that with every ExCom appointment to the numerous advisory groups, that the cover letter include/identify one member as the liaison member to the Academic Senate and carries the responsibility to report, at least once or as otherwise needed, to the Senate. Clark recommended that we may want to ask the groups to put the Senate chair on the email list for the agendas/minutes.

Sawyer will develop a formal statement for ExCom to work with at the next meeting. Caplan noted that he had provided new members with information on the work of the committee/Senate.

10. Report of the Ad-hoc Bylaws Revisions Committee
Sawyer thanked Reichman for working with the faculty emeriti member; the whole committee has not had a chance to meet. Will report at next meeting.

11. Adjournment
M/S/P (Caplan/Opp) at 3:37p.m.

Respectfully submitted by

Liz Ginno, secretary.