Minutes of the Meeting of November 9, 2004

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

Visitors: Carl Bellone, Melissa Beuoy, Bob Burt, John Charles, Stanley Clark, Susan Correia, Kyzyl Fenno-Smith, Mark Karplus, M. Morales?? (Pioneer Reporter), Kris Ramsdell, Rich Symmons, Aline Soules, Gale Young, Joe Zelan

1. Approval of the agenda

M/S/P (Maxwell/Soares) to approve the agenda.

2. Approval of the minutes of October 19, 2004

M/S/P (Fleming/Caplan) to approve the minutes of October 19, 2004.

Sawyer asked that Coach Spagle’s name be corrected. Maxwell noted that Chong Lee goes by the name Joanna Lee.

3. Reports

A. Report of the Chair

- Asked to save the date for the President’s Senate Holiday party on December 3, 6-9pm. Thanks to Pres. for hosting;
- CSUH won the Western Regional Championships in volleyball; we will be the top seed and host the NCAA Division III Western Regional volleyball playoffs that begin Thursday (for more information see: http://www.calstatehaywardnews.com/news/publish/article_334.shtml);
- Attended the Awards Gala – was wonderful and encourages others to go next year;
- Hosted 2 lower division transfer meetings; thanked Reichman who participated on both days, plus thanks to M. LaCentra, Articulation Officer for CSUH (and the Systemwide project), and to A. Gonzalez, and all others who helped.

B. Report of the President

- C. Bellone has scheduled a meeting tomorrow with our local community colleges;
- Next week is the November meeting of the BOT which she will attend;
- Reichman asked about the Contra Costa plans regarding the library building and other space uses; Rees responded that she has not been informed of Dean Wilson’s specific plans but knows that he is researching all space plans for the campus.

C. Report of the Statewide Senators

- Caplan reported that meetings start tomorrow; Rees noted that the systemwide impact study will be discussed at these meetings; Caplan asked about the lower division transfer discussions with the community colleges; Rees responded that discussions are ongoing -- the community college system as a whole has refused to develop a dedicated office/r to work on this issue so it will be left to us to begin the work and have the cc’s figure out how to increase transfer units/opportunities for their students; the smaller community colleges (cc’s) are concerned that their offerings won’t be broad enough to accomplish [our list] and that they will therefore lose students to the larger cc’s. CSU presidents want to increase the transfer rate without loss of
units, which isn’t easy to accomplish. Rees expects more cc’s will get on board as things get going. She noted that we are smoothing the path for students who know they are transfer-bound. Our work in the next few years is crucial. Caplan asked about how do we go about informing students about the transfer path projects if the cc’s are not doing so; Rees responded that yes this is an ongoing issue and we need to remember to encourage relationship building and communication between CSUH, the cc’s and students; some outreach funding might help to get this across. We want to leave the door open to reluctant cc’s to join the discussion. Clark added that we need to leave the door open for communication with the cc’s to ensure better communication between us; Reichman noted that the transfer program is one big articulation process project. Some campuses have not been as successful at articulation as our campus.

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

Sawyer noted for the record that this was done by email vote on October 26, 2004.

5. Appointments:

Prof. Caplan & Fleming nominated Prof. Bicaïs (TED) for the Bookstore Advisory Committee. Prof. Soares nominated Prof. McKenzie (MKTG&ENTR) for the Bookstore Advisory Committee, and Sawyer nominated, at the suggestion of Terry Jones, Prof. Phu Phang, Social Work, for the SEM Committee for Student Experience & Retention.

There are still openings for other roles.

M/S/P (Maxwell/Norton) to approve the appointments.

6. **03-04 CIC 32**, Writing and Information Literacy Learning Outcomes for G.E. Requirements

M/S (Fleming/Opp) to send to Senate.

Norton and Reichman asked how the outcomes would be measured; Reichman noted that we should look at these as goals and, as such, they are pretty good. Fleming concurred and stated that if we look at the outcomes as objectives, the outcomes are very representative and thorough and meld very well with other University objectives; she also lauded the committee for its work and supports it as a good piece of work; Caplan noted that his only caution is that this is a wonderful list, but what will happen and how will we use them in the future; Maxwell noted that the outcomes ought to start with something like “Students will be able to …”; and within the Upper Division Writing Outcomes, how would students show their expertise/level of learning; Gubernat agreed with both Fleming and Maxwell; Reichman noted that D4 repeats what is listed for lower division outcomes; Fleming noted that there are 2 things going on here, content and process – content ought to be corrected so that when it is presented to the Senate, the confusion over the format is corrected to make their job easier; Opp noted that in the C4 wording, it does not ask for qualitative perspective on what students have to write and that this might not help faculty developing courses to fulfill the requirement.

M/S/P (Caplan/Maxwell) to send back to the committee for revision; Soares asked that the writing requirements include all disciplines; Sawyer asked Opp, Caplan & Fleming to meet with the Committee to explain our concerns.
7. **04-05 CAPR 1**, Proposed Changes to the Committee Policies and Procedures

M/S (Soares/Norton) to approve.

Norton proposed an amendment (see handout) to the policy to add wording for requests for delays; this plan would help CAPR review and plan schedules and maintain a clear path for programs to follow. Reichman noted that there needs to be clarity on what are changes to policies versus those items which would need to be changed in the Bylaws; Bylaws changes go through a more complex process. Caplan agreed with Reichman and that we ought to inform committees of what can be done via ExCom versus Bylaws changes. Reichman noted that we ought to approve this document but remind folks that there is a difference between the two. In this discussion a general directive from ExCom asked the Senate Office to change the format of all committee policies so that the quotes from the Bylaws are separate from the other committee policies, so that they would not be tempted to change the wording of the Bylaws in committee discussions. Maxwell asked about accredited programs; Norton replied that programs that are on a seven year accreditation schedule would have the same schedule for CAPR.

[Note: The document was amended by adding Appendix 4, rather than into the “Bylaws area” of the policies]

M/S/P (Norton/Soares) to add the amendment to the original document.

Main motion passed, with one abstention.

Sawyer added that he might want to amend the 00-01 CAPR 7 document regarding postponement requests using a BEC. He will draft one for the next meeting. It is the Program Review Policy, and is more accessible to departments than the CAPR Policies.


Sawyer reminded us that **04-05 CIC 2** was originally approved with the exception of the GE subcommittee, and then approved via email, as amended, on 11/2/04. One additional change is to amend the document by removing Prof. Benson’s name who has retired. (No replacement for Benson is necessary).

M/S/P (Norton/Opp) to approve the amended document.

9. **04-05 CIC 6**, Application of BIOL 1008, Life on Earth, to G.E. Area B1, Life Science Requirement

M/S/P (Soares/Reichman) to place on the Senate agenda.

10. **04-05 CIC 7**, Application of SOC 2255, Introduction to Sociology Through Sports, to G.E. Lower Division Area D, Social Sciences

M/S/ (Maxwell/Fleming) to place on the Senate agenda.

Soares noted that, on the Senate a few years ago, we voted down a recreation cluster; Reichman replied that the previous effort was not meant to give the impression that all classes with a sports component do not meet GE requirements, and that the two individual courses differ.

Motion passed.
11. **04-05 CIC 8**, Application of KPE 3200, Sport in Film: Cultural Perspectives, to the Cultural Groups/Women G.E. Requirement

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

Paige questioned the course’s wording as it seems to provide a wide latitude on subjects to focus on besides race and women. Sawyer also noted that, due to no fault of their own, CIC took on the role of course review instead of the subcommittee which has not been able to meet yet this quarter.

Motion passed, with one abstention.

12. **03-04 CIC 30**, Proposed Discontinuance of the Certificate in Commercial Physical Education, Department of Kinesiology and Physical Education; **04-05 CAPR 2**, Discontinuation of the Commercial Physical Education Certificate

M/S/ (Soares/Ginno) to place both on the Senate agenda together.

Maxwell noted that, according to the document, ENTR had not been consulted; McCullagh replied that they had been consulted, but the committee did not receive a reply.

Motion passed.

13. **04-05 FAC 1**, Membership of FAC Subcommittees, 04-05

M/S/ (Caplan/Norton) to approve.

Reichman asked if non-tenured faculty can serve on the subcommittees; Sawyer replied that yes they can; Soares also asked why there was no ALSS representatives to the Outstanding Professor Subcommittee; no answer.

Motion passed.

14. WASC Report to ExCom (Young)

Bellone reported that the report was written to fulfill the requirements of WASC; they have been accused of both white-washing and airing too much dirty laundry; the report was written by committee; the final report is published under the signature of the President. Young asked for general comments and then comments on specific areas; the report needs to be at the production crew by November 24th.

Soares noted that it was the best report that has come from this university and outstanding as is. Caplan seconded Soares’ comments and added that we ought to identify all of our COTs – he was lost as to exactly what the committee categories were/became/evolved into. Reichman responded that he thought it was very good, but needed some cleaning up; and in terms of the white-wash and dirty linen airing, it is done in the wrong areas; in terms of the fiscal crunch, we ought to report that we are underfunded and what the effects have been of the cuts of the early 1990s to date; Fleming noted that there are some places where the document talks about discussions on campus and it is unclear as to who has discussed these topics(the tenure criteria, for example). Maxwell noted that there seemed to be a lot of loose ends that were not tied together, and one was the budget situation wherein comments are not tied to the bigger picture; there needs to be an overall discussion on how
to unify the loose ends; the statement in the introduction by Pres. Rees regarding the budget was not followed up in the report.

Time called for the 3:20 report.

15. Annual University Advancement Report to ExCom – review of 03-04 results and 04-05 goals (Burt)

Burt provided a report on the 2003-04 accomplishments. See handout.
Caplan asked how he sees faculty participating in the efforts of the office. Burt replied to identify relationships that they are building to the office so that the office can work to strengthen the relationship for fundraising efforts. Gubernat asked about how we ought to reply to offers of matching grant requests; Burt asked that we ought to inform the office of these opportunities. Rees added that she could think of very few instances where we could pledge state funds to match private funds. Reichman offered congratulations on all the work and wonderful news; he added that perhaps the office ought to work with the emeriti faculty; what is the Lepore Society; Burt replied that donors of $1000 or more are automatically enrolled in the Lepore Society.

Sawyer congratulated Burt on all of his and office’s work and thanked him for all their success.

16. Returned to WASC report comments

Maxwell commented on how the discussion on how “CSUH has not been able to distinguish itself from other universities” (page 1, Standard 1) was not expanded upon or linked to from other sections. Gubernat noted that she, too, felt uncomfortable about the statement about our not being able to differentiate us from other campuses in the area. Symmons noted that one of the strengths of faculty governance on this campus is the relationship between the Senate, faculty, and administration. Reichman seconded this idea, but with the budget constraints and the lack of the “moderate” faculty on campus, the maintenance of this relationship may become more difficult. Caplan noted that there needs to be a balance of ideas and added that we ought to include some comments about the difficulty of hiring and retaining new faculty with the new faculty housing project. Opp noted that this is something that we need to keep telling our junior faculty; she noted that the mention of BlackBoard and the faculty’s positive experience with it ought to be emphasized, while the negative feedback and frustration she knows about faculty experience with DegreeWorks need to be added. Reichman noted that we ought to edit the Library section – lumping the difficulties under the statement that “in spite of the decrease in funds for materials” etc., simplifies the funding issues too much.

M/S/P (Caplan/Paige) to postpone items 16-18 to the next meeting.

16. 04-05 FAC 2, Proposed changes to the Administrative Review Schedule, and the Appointment and Review Document

17. Discussion of UIT reporting mechanism

18. Report of the Ad hoc Bylaws Revisions committee

19. Adjournment

M/S/P (Norton/Paige) to adjourn at 4:03pm.

Respectfully submitted by
Liz Ginno, secretary.