Minutes of the Executive Committee, Tuesday, November 8, 2005

Call to order at 2:04

Members present: Kevin Callahan, Cal Caplan, Jennifer Eagan, Denise Fleming, Nan Maxwell, Julie Norton, Henry Reichman, Don Sawyer, Eric Soares, Steve Ugbah

Members absent: Susan Gubernat, Norma Rees

Guests: Carl Bellone, John Charles, Mark Karplus, Jim Kelly, Dick Metz, Jeff Seitz, Dorian West

1. Approval of the agenda

M/S/P (Callahan/Caplan) to approve agenda as amended
- Sawyer asked to insert a discussion on Facilitating Graduation by Carl Bellone as item #7 and renumber items 8 and 9 accordingly.

2. Approval of the minutes of the meeting on October 18, and October 25, 2005, as amended

M/S/P (Caplan/Maxwell) to approve minutes of October 18, 2005.
- change item #8 change from “amount” of time to “number of times”
- strike “Kelly memorandum” to read “Sawyer’s memo to Kelly"

M/S/P (Norton/Maxwell) to approve minutes of October 25, 2005, as amended
- Item #5 add closed parenthesis
- Item #6 delete “basic skills requirement” and replace with “graduate program subcommittee of CIC.”

3. Reports

A. Report of the Chair

- There are 45 searches in progress; discussed space allocation issues for new faculty; invited comments about faculty involvement in space. Norton said there is a faculty member in her department without office space and believes faculty should be involved in space allocation discussions. Reichman stated that when Warren Hall is reduced in size, there will be a loss of approximately 25,000 square feet of office space for faculty. Caplan asked if there is a formula for faculty office space. Metz stated that there is a formula for faculty and staff; currently, CSUEB exceeds space allocations in classrooms and assembly, meets space formulas for staff, but is substantially below in faculty offices, even with Business & Technology. The Chair will charge FAC with providing Policies and Procedures regarding office space for faculty.
- Announced upcoming events: Trombone Day, Saturday, November 12; International Education Week, November 14-18; Jewish Culture and History Series begins Wednesday, November 16; Great American Smokeout, Wednesday, November 16; Faculty, Staff, and Alumni Appreciation Day at the University Bookstore, Wednesday, November 16; President’s Holiday party, November 15th; Jim Caruso, author of novel Iceland will be present on Thursday, November 10.
Commended this year’s CAPR committee for their hard work; they are meeting weekly to handle the workload.
- Handout on Resolutions of the Board of Trustees was provided
- Discussed tenure track timeline; handouts were provided on 04-05 searches and 05-06 searches; expressed appreciation for Interim Provost Kelly’s meeting with COBRA and the information provided to ExCom.

B. Report of the President
- No report

C. Report of the Statewide Academic Senators
- Caplan reported that meetings and Plenary were held last week. Reported on Reed’s “list of 10 accomplishments”, including money in compact, receipt of $10 million, presidents’ strategies, focus on student success, movement on Lower Division Transfer Programs, collaboration with community colleges. In addition, Reed provided data on how to close the salary gap; reported that there was a superior, independent doctorate bill which was signed by the governor and is now law. Reed discussed General Education, stating that there was too much GE, then added that there was no need for UDGE; discussed the business community’s stated needs for graduates, e.g., speaking a second language, most of the needs being GE subjects. Reed stated that the CSU will likely meet overall enrollment target, although some campuses are experiencing higher enrollment than others.
- Four resolutions passed, including diplomas reflecting each major for students earning multiple majors; joint doctoral; campus autonomy in establishing academic calendars, including the start date of Spring semester; support for campus-specific limit for repeating courses to improve grades, reasserting campus autonomy for setting these lines and asked for limits on number of units that may be repeated, on number of repetitions of a single class, and on setting a grade limit above which a student may not repeat;
- Reichman added that there were a significant number of amendments made on the resolution regarding academic renewal to support campus autonomy. Added that a resolution for campus review of independent doctorate was passed with a waiver.
- Reichman reported that additional resolutions were passed, including support of academic freedom; to provide newly hired faculty with adequate support, including office space; to fill position vacated David Spence; and, science math initiative.
- Reichman reported on his attendance at last week’s Board of Trustee meeting. Approximately 200 students attended, including some who drove all night from Humboldt, to protest fee increase and failure to ask for more than the minimum funding set out in the compact. Discussed the 13.7% increase for top CSU executives, increase from $50,000 to $60,000 for housing allowance, and an increase to $1000 for automobile allowance.

4. Appointments
- For the record, Evaon Wong-Kim from Social Work was appointed to replace Meiling Wu for Fall Quarter on the Committee on Research by email vote of ExCom; will begin work immediately

5. 05-06 CIC 3, Review of CSU General Education Breadth Requirements, 2005-06

M/S/P (Reichman/Maxwell) to accept the report and request that Chair Sawyer send the report with a cover letter to Senators Tarjan (Chair, GEAC), Van Selst (Chair, Academic Affairs, ASCSU), Thobaben (Chair, ASCSU)

- Sawyer discussed two recommendations (items 2 and 3) in the 05-06 CIC 3 document, to incorporate integrative courses, especially at the upper division level, and to require a course on diverse cultural groups and women. Reichman urged that the motions/votes be stated more clearly; Seitz, Chair of CIC, explained that he wanted a broad discussion and only two items were voted on; Caplan asked if there was discussion of a requirement for physical activity course; Seitz replied there was not; Caplan also
suggested the minutes of the discussion be included with the document distribution; Sawyer thanked the committee for a very thoughtful report.

6. **05-06 COBRA 1, COBRA Survey Results**

M/S/P (Ugbah/Soares) to accept the report

- Sawyer stated that 26 faculty responded to the survey, raising issues of statistical significance. Reichman noted that committees may post items on committee specific web pages. Caplan added that the small number of faculty responses poses a concern about level of faculty interest and involvement in important campus issues. Norton added that the sample represented about 8-10% of the faculty and about 30% of the chairs were there. Maxwell stated that many of the issues and concerns might differ by college and that they all have different processes; might have been better reported by college rather than in aggregate.

7. Discussion on facilitating graduation

- Bellone discussed progress on Initiative for Facilitating Graduation, which includes 22 recommendations. The document was sent to CIC for faculty consultation; faculty have been very willing to examine issues. Bellone reported that CIC is dealing with policy and CIC issues, but noted that CIC believes that many of the points regarding advising (noted in the handout) would best be reviewed by the WASC Advising and Retention Study Team, which is balanced with five members from the faculty and five from Student Services; President Rees agreed that this work can align with WASC process. Eagan raised questions of items 7 & 8 coming under the department curriculum, alignment of schedule to a roadmap, and the budgetary issues related to implementing the recommendations. Bellone stated that facilitating graduation would be greatly improved by adding more courses, which would require an increase in funding. Reichman stated that the campus visits that will begin next spring are not intended as evaluation visits, but rather to observe how different campuses are implementing the recommendations, which should be considered “best practices” not “mandates.” Reichman urged that these items be sent to the WASC Advising & Retention Study Team only on the condition that any findings, recommendations, or work emanating from that committee would then be sent to the appropriate faculty governance committee for possible action. Reichman also listed some of Ken Peters’ (SJSU) 22 item list to facilitate graduation, which included increased financial aid, more GE advisors, increased number of faculty to teach more classes, fund the library, etc. Caplan added that appropriate advising is essential to meeting the goals; faculty members require timely information in order to do effective advising and there are some administrative procedures that do not promote this. In addition, there is no reward system for advising, particularly in the RPT process. Ugbah asked if there is any process for improving faculty advising skills. Bellone stated that improving faculty advising could be a topic for Faculty Development; there is also a concern that tools work well. Norton asked that Peters’ list be provided to the study team. Bellone also noted that CIC felt that CAPR should review the 5 or 6 degree programs over 180 units. Reichman noted that it should be made clear that it is not a requirement to be under 180; Maxwell noted that there is pressure in Program Reviews to meet the minimum.


  Presentation by Dorian West in closed session.

9. Adjournment

M/S/P (Maxwell/Fleming) to adjourn at 4:05 p. m.

Respectfully submitted,

Denise Fleming, Secretary