Minutes of the Executive Committee Meeting, Tuesday, January 31, 2006

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

Members absent:  Susan Gubernat, Nan Maxwell, Norma Rees, Hank Reichman

Guests:  Carl Bellone, Bob Brauer, Bob Burt, Karina Garbesi, Mark Karplus, James Kelly, Myoung-ja Lee Kwon, Jeff Seitz, Cheryl Washington, Gale Young

The meeting was called to order at 2:10

1. Approval of the agenda

   M/S/P (Fleming/Ugbah) to approve the agenda as amended to include five new items (CIC 05-06 7 through 11)

2. Approval of the minutes of the meeting on January 10, 2006

   M/S/P (Eagan/Fleming) to approve the minutes of January 10, 2006

3. Reports
   A. Report of the Chair
      - Sawyer stated that the final draft of the letter to VC West from the Executive Committee is now ready; it was circulated for signatures. Chair Sawyer reported that the President appreciated the sincere effort of the faculty; she was not sure how effective the letter would be, but advised to sent it “sooner rather than later.”
      - No additional official nominations have been received, although Bruce Trumbo has expressed an interest in running for the Foundation Board; members were encouraged to seek qualified nominees
      - Announcements: February 1st at 6:30 in PE 152, Daniel Landers will speak on the relationship between physical activity and enhanced mental well-being; February 1st at 2:40 in MI 3083, Scott Stroud will speak on “Orientationalism Meliorism in John Dewey and Dogen.”
      - Due to funding, there are finite numbers of sabbatical awards; in the past there have often been more than there were meritorious proposals. The Sabbatical Leave Committee ranks sabbatical applications by specified criteria; there occasionally ensues a problem of how to award a sabbatical in the event there is a tie or multi-way tie. The Chair gathered input from the body as to how to proceed, e.g., by lottery, through promulgation of additional criteria, or by referral to FAC. It was suggested that a possible referral be sent to FAC to add more criteria or provide a tie-breaker to ease future problems of this type.
   B. Report of the President
      - Provost Kelley reported on behalf of President Rees, who is in Long Beach with Dean Towner for a Systemwide President’s meeting. He announced that CEAS received a Gear Up Grant – the largest in CA and 4th largest in the U.S; Towner has done a great job on getting this.
      - Kelly stated that Julie Glass has resigned as Director of the Office of Faculty Development, which is 2/3 MPP; he distributed a copy of his letter to her, commending her for her years of service. He asked the Committee for input regarding a replacement for Dr. Glass. Kelly asked ExCom to consider such things as changing the position to full time and doing a national search.
      - Cheryl Washington, Chief Information Security Officer, was introduced and reported on the January incident involving a compromise of one of the University servers. The
investigative team discovered that the server was running an application that involved sensitive information (names and social security numbers) for approximately 2200 current and former faculty and staff. Notification letters will be sent to all individuals noted in the files (SB 1386). The investigation continues; the server will remain off-line until it can be brought back online securely. Soares asked if authorities have been notified and if the breach might have occurred internally. A police report has been filed; computer logs do not point to an internal security breach. Garbesi asked if the information inputted into the database(s) associated with the server in question is in compliance. Washington responded that all information is in compliance and that the problem emanated with the software program. Seitz asked if the campus will provide any credit monitoring service for faculty. Washington replied that anyone whose information may have been compromised is eligible to receive an annual free credit report from each reporting agency as well as to place fraud alerts with the reporting agencies. It was also stated that prevention is being discussed. A software program allowed improper access, so any server with that program installed makes that server vulnerable; she will let people know of the perils of using this software (and similar), so they don’t bring the Trojan horse in; a prevention strategy needs to be developed. Washington noted that colleagues should feel free to contact her.

C. Report of the Statewide Academic Senators

Caplan reported that committee meetings and Plenary sessions were held last week. Four resolutions were passed, including 1) reaffirming support for AAUP and academic freedom for faculty in determining content of curriculum; 2) providing newly recruited faculty with appropriate support, e.g., office space, computers, labs, interim health care coverage and interim paychecks to mitigate the long delay before new hires receive health care and their first paycheck; 3) commending Early Assessment Program for efforts in reducing remediation, and; 4) supporting California science and mathematics teachers.

Caplan discussed the budget challenges inherent in supporting the Statewide Academic Senate; costs have been rising without an increase in budget, which now stands in deficit. One proposal is to reduce the size of the Statewide Senate, which would require a constitutional amendment; this is a very intricate process. There was much discussion among Statewide Senators around how to resolve the budget issue without compromising campus representation and inter-campus communications.

4. Appointments

M/S/P (Norton/Callahan) to approve Kevin Brown to replace Bill Nico onUIT
Diane Satin cannot attend review committee meetings (VP,UA review) for health reasons. CBE is looking for a replacement; this replacement may be approved via email.

5. 05-06 FAC 3, Endowed Faculty Honors

M/S/P (Fleming/Norton) to approve for placement on Senate Agenda.

Caplan asked if the document dealt with resources; Sawyer stated that there is a well-articulated document discussing costs, but that this proposal is mainly procedural in nature.

6. 05-06 FAC 4, PT&R Document Section 4.2.1b

M/S/P (Norton/Eagan) to approve for placement on Senate Agenda

Action requested is to strike “b” from that section; Sawyer will bring the point of moving the action from page 2 to the “action requested” to make the document clearer.

7. 05-06 CAPR 4, 5 Year Program Review for the Nursing Program

M/S/P (Soares/Callahan) to approve for placement on Senate Agenda

CAPR was commended; well done.
8. **05-06 CIC 7**, General Education Application of courses  
   M/S/P (Eagan/Ugbah) to approve for placement on Senate Agenda

9. **05-06 CIC 8**, Policy on Rubrics and the Approval Process for Assessment of GE Student Learning Outcomes  
   M/S/P (Eagan/Norton) to approve for placement on Senate Agenda.

10. **05-06 CIC 9**, English Language Proficiency Test Equivalency Scores (IELTS)  
    M/S/P (Soares/Callahan) to approve for placement on Senate Agenda.  
    Ugbah asked if this will impact international students. Bellone stated that this will help international students because it provides an additional test (to the TOEFL, which is only offered a couple of times per year) for them to demonstrate their proficiency in English. IELTS is standard in England. Caplan asked if departments or programs can require the TOEFL; Bellone stated that departments can set higher standards or a certain test, but it is perhaps not to their advantage.

    M/S/P (Ugbah/Norton) to approve for placement on Senate Agenda.

12. **05-06 CIC 11**, Proposal for Learning Outcomes in Area A1 (Oral Communication)  
    M/S/NP (Ugbah/Caplan) to approve for placement on Senate Agenda.  
    Discussion ensued about the scope and nature of the requirements of the Learning and about whether the proposal is in appropriate format for approval to go to the Senate.  
    The initial vote was “not passed” (4 to 3 against). Caplan argued that the proposal is procedurally correct and that substantive content comments should be left to the purview of the Senate. Seitz stated that they are in the form of other outcomes. Ugbah added that the only crime is that it’s detailed. Fleming asked for a Motion for Reconsideration.  
    M/S/P (Caplan/Ugbah) to reconsider the original motion, which then passed and is approved for placement on the Senate Agenda.

13. **Academic Plan**
    Provided as an informational item; anyone with questions may contact the Chair.

14. **Continuing discussion related to the one-time funding adjustment for 06-07, including COBRA recommendations for the 06-07 budget; consideration of 05-06 COBRA 3**  
    M/S/P (Norton/Callahan) to place on Senate Agenda as an informational item  
    Ugbah stated that it was an excellent document with great background information; asked for some clarification on the actual COBRA recommendations. Garbesi discussed the recommendations one by one, including 1) having Academic Affairs shoulder the bulk of the cuts, 2) enacting cuts to instruction, 3) having Colleges use any banked carry over funds to buffer large cuts, 4) cautiously approaching any proposed cuts in assigned time, 5) increasing the student-faculty ratio, 6) increasing class size without exceeding 20% over-enrollment in new upper division GE or freshman cluster courses without discussion with the Academic Senate, 7) reducing assigned time rather than using lay-offs of lecturers whenever possible, 8) engaging faculty in any College or Department discussions of budget reductions, 9) eliminating Extra Quarter for Pay (EOP) temporarily; no permanent elimination without dialog with Academic Senate, 10) continuing to seek other means of budget reduction that will not impact instruction, and 11) having COBRA track impact of pending budget cuts in 06-07.

Soares provided praise as well as a list of spelling errors and comments. Ugbah expressed concern for the reductions in Extra Quarter for Pay for the College of Business. Provost
Kelly stated that there are additional equity issues for the other Colleges, but that such budgetary decisions should be made at the College level. The body commended Garbesi and COBRA for their work on this challenging project.

15. WASC update and report on the WASC Campus Climate Survey (Bellone/Young)

Carl Bellone and Gail Young reported that the Campus Climate Surveys are not yet ready for dissemination to Ex Com. Bellone asked for a work group of 2-3 Ex Com members to review the surveys and report back to the entire Executive Committee; none volunteered, so it was agreed that the surveys would be emailed to ExCom and all will participate as best they can.

16. Adjournment

M/S/P (Ugbah/Fleming) to adjourn

Respectfully submitted,
Denise Fleming, Secretary