Minutes of the Executive Committee Meeting, Tuesday, February 28, 2006

Members present: Jennifer Eagan, Denise Fleming, Nan Maxwell, Julia Norton, Norma Rees, Don Sawyer (Chair), Eric Soares, Steve Ugbah

Members absent: Kevin Callahan, Susan Gubernat, Hank Reichman

Guests: Carl Bellone, Bob Brauer, John Charles, Jay Colombotto, Susan Correia, Jeffery Seitz, James Kelly,

Meeting convened at 2:12 p.m.

1. Approval of the agenda

   M/S/P (Maxwell/Fleming) to approve the agenda as amended to add 05-06 CAPR 7 revised as item 5

2. Approval of the minutes of the meeting on January 31, 2006

   M/S/P (Caplan/Maxwell) to approve the minutes of January 31, 2006, as corrected

   - Under report of Academic Senators, strike “change in the bylaws” and add “constitutional amendment”
   - Bottom page 3 change “;” to “.”

3. Reports

   A. Report of the Chair

      - The Chair thanked those who ran for elected positions during the Winter elections
      - Online grading is available for Winter 2006
      - Upcoming events include the Academic Freedom conference on March 1; the JOI Distinguished Lecturer Series will feature “A Cure for Global Warming? A Critical Look at Iron Fertilization’s Role in Climate Change using Ocean Drilling Program Cores” on March 1; Faculty/Alumni Wind Orchestra will hold a concert on March 8 in the University Theatre.
      - The Chair asked the hypothetical question: In the event a faculty member were to retire at the end of Winter Quarter and were to donate a Spring course, then begin FERP in the Fall, would the donated Spring Quarter service constitute “active employment” for purposes of committee service? Maxwell stated that this is a question for legal counsel. Soares suggested that the University gratefully accept both the teaching and committee service. Caplan stated that the MOU should be examined for any references that might shed light on the decision. Rees recalled that faculty on sabbatical have continued to serve on committees; agreed the CBA must be consulted, and then use prior examples as a guide for determining ongoing service.
      - At the Chair’s request, Ugbah reported on the PTR conference organized by the Chancellor’s Office. He attended sessions on mentoring faculty and on developing institutional materials that will assist faculty in assembling their dossiers. Ugbah stated that the conference was a good first step in establishing communication, but believed that there is room for improvement in providing more resources and suggestions for improving campus specific PTR processes. Ugbah has templates from other campuses that he is willing to share with the group. Requirements, length of dossier, and other variables differ greatly between campuses and he didn’t find them as useful to our process as he had hoped. Caplan asked if the materials will be shared with the Faculty Affairs Committee and if there were any Statewide
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Academic Senators in attendance. Ugbah stated that the materials will be shared; Sawyer stated that there were Statewide Academic Senators in attendance.

B. Report of the President

- President Rees distributed the list of offers of acceptance for tenure track searches in progress. As of this date, there are ten acceptances, 6 pending, and 6 declined offers.
- The President stated that, in a memo from Pablo Arreola who was working with the Deans on the layoff issue, it appears that there will not be a need to invoke formal layoffs, based on what we know now; therefore, she will ask the University Layoff Committee to suspend its activities. This is good news.
- The Independent Doctorate, the Ed.D. program in Educational Leadership, is progressing smoothly, such that it may be possible to begin admitting students to the program in Fall 2008. The Joint Program with Berkeley will likely continue until those who are currently enrolled complete their programs. The 22 universities are broken in to 4 start-up waves. CSUEB is in the second wave, which Rees believes is the right timing for us. We will begin planning right away.
- Bob Brauer reported on the latest work on the University seal and the word mark. 25 University members (including Joanna Lee and Lettie Ramirez as faculty reps) have worked for 14 months on both of these. The current word mark is “California State University, East Bay.” Brauer appreciated ExCom feedback and a letter will be sent to the Senate asking for feedback as well.
- Caplan asked if there is any news regarding the budget. Rees replied that there is no significant news to report. She acknowledged the strides that have been made in Enrollment Services in comparison to last year. Interim Provost Kelly asked that faculty respond to Deans’ requests to contact families of admitted students to encourage them to enroll. Alumni agreed to get involved as well. CBE reps had not heard of this yet.
- Ugbah asked if there was an issue with Foundation Grant Awards. Rees noted that the Board has been looking at ongoing costs and health benefits. PERS has helped us. We have an obligation to career employees only, and not employees by virtue of grant money, some very briefly. The entitlement was inappropriate.

C. Report of the Statewide Academic Senators

- There will be Standing Committee meetings and the Plenary next week.

4. Appointments

M/S/P (Caplan/Soares) to approve Bijan Mashaw as a replacement for Jane Lopus on the Research Committee for Spring 2006

5. 05-06 CAPR 7 revised, the Five-Year Program Review for the BA in Spanish and French

M/S/P (Norton/Caplan) to place 05-06 CAPR 7 revised on the Senate agenda

Soares stated that it was improved. Caplan added that CAPR 9 should be changed to language that is more policy-like and suggested changing “wills.” President Rees stated that she foresees increasing pressure on colleges and universities to teach languages that are not currently offered at CSUEB. We need to think about how to go after it and expand. It is easy to stay in a rut and we need to change. A major discipline plus a language would make us more influential. There is an urgency to this. Norton noted that in the report CAPR called on the program to collaborate with other colleges. Rees stated that wasn’t good enough. We need to find out what languages students these days are interested in learning (Asian languages, for example). Fleming noted that we had a vibrant MLL department when she was a student here. Language skills have assisted her when visiting schools. She also believes that languages of origin are not being respected enough. Fleming offered to help work on this issue. Seitz noted that high schools in the area are having problems finding teachers in these languages. Kelly noted that CIE is working on a certificate program in those Asian languages. It was noted that it is challenging to embed language units in an existing program; a certificate program could be offered so as to not dilute an existing strong curriculum. Rees asked that Ex Com initiate discussions, perhaps through a task force, in
order to meet the need to offer languages that are not currently offered as well as assisting
students in attaining language skills without diluting a strong existing program of study.

6. **05-06 CAPR 8**, Formation, Dissolution, Merger, or Name change of Academic  Units; and
**05-06 FAC 6**, The Use of “Schools” as an Organizational Unit

M/S/ (no vote) (Maxwell, Soares) to place 05-06 CAPR 8 and 05-06 FAC 6 on the
Senate agenda

Soares offered a friendly amendment to add “explain” after each yes/no question. Rees noted
that if the Director position was equivalent to a chair then it would preclude using MPP’s.
Do we want that complication? Maxwell stated that the use of the term Director may become
a hierarchical terminology problem if Colleges use the same term. CBE enters already use
the title of Director, as well as other offices on campus such as Faculty Development, Liberal
Studies, Environmental Science; expressed concern that it would elevate some positions
unintentionally. Rees urged revisiting of the statement that a School could not contain
subunits; for example, in the event there were a “School of Health Professions,” Health
Science and the Nursing Program might well fall under the purview of that School. A
“School of Fine Arts” could have several subunits as well. She urged that be revisited.
Soares stated that the term “director” is a useful term and may be used in multiple contexts;
Maxwell replied that her concern is that the document specifically states that the Director is
equivalent to the chair. Rees repeated that she has major concerns; that the statement is too
limiting; the equivalency could be problematic; and no subunits is also too limiting. She
urged that the document be edited to solve the issues noted and to maximize flexibility.
Kelly supported the suggestion and noted support for organizing ourselves for the future.

M/S/P (Caplan/Soares) to refer both 05-06 CAPR 8 and 05-06 FAC 6 back to the
committees. (This motion took precedence over the first motion.)

7. **05-06 CIC 12**, Upper Division General Education application of courses

M/S/P (Ugbah/Maxwell) to place 05-06 CIC 12 on the Senate agenda

Soares asked if the courses are being added to the list. Eagan and Seitz replied
that courses are being re-reviewed under the new Upper Division Learning
Outcomes.

8. Update from Search Committee for the G.E. Coordinator

Bellone provided a handout to ExCom with the announcement/call letter and position
description regarding the search for the G.E. Coordinator. The search committee proposes
three changes to the position: 12 months (rather than 9), three year term (changed from 2
years), and starting in summer (changed from fall start). Caplan asked for the rationale for
an internal search. Soares replied that the position will likely be filled by a faculty member,
of which there are many capable individuals; in addition, external searches are very
expensive and time consuming.

M/S/P (Maxwell/Fleming) to approve the search and position description as amended with
the 3 changes.

9. Discussion of a review of the Office of Faculty Development (OFD)and formation of a
Review Committee

Sawyer discussed the issue of a review of the OFD; suggested that Sue Opp lead a faculty
group to create a report with recommendations for re-visioning the OFD, in a similar manner
to the review of the ORSP office. This is an opportunity for the faculty to re-conceptualize
the office and make recommendations to the administration. John Charles noted that there
has been a recent Faculty Support Study, led by Julie Glass, which has documentation which
may be helpful to this proposed review. He suggested linking the reports and noted that
Parker’s organization has contributed greatly. Kelly agreed that it was a wonderful report
and suggested that it be made available to the review committee. Sawyer asked that Ex Com
identify nominees from each college and the library by the next meeting, or for possible
approval by email.
10. PACE Advisory Board membership

M/S/P (Caplan/Eagan), with one abstention, to appoint Ellen Woodard as an *ex officio* member to represent the Concord campus. Other members include Sawyer (CEAS), Lamb (SCI), Bauer (CLASS) and Lee (CBE).

11. Round Two Consultation for development of a University Strategic Plan

The Chair asked that the Executive Committee begin thinking about specific objectives contained under each of the university goals and bring them to the next meeting. Any particular objectives that members would like to address should be forwarded to Carl Bellone by March 17th. The committee will distill the suggested objectives and provide them by April 1st. The President has indicated that resources will be linked to goals and we need to pay particular attention.

12. Adjournment

M/S/P (Maxwell/Eagan) to adjourn

Meeting adjourned at 3:40 p.m.

Respectfully submitted,

Denise Fleming, Secretary