CALIFORNIA STATE UNIVERSITY, EAST BAY

OFFICE OF THE ACADEMIC SENATE

Minutes of the Executive Committee Meeting, April 17, 2007

Members present: Cal Caplan, David Larson, Nan Maxwell, Susan Opp, Mo Qayoumi, Henry Reichman, Eric Suess, Steve Ugbah, Dianne Rush Woods

Members absent: Denise Fleming

Guests (open session only): Deborah Baker, Linda Dalton, Mark Karplus, Mike Mahoney, Don Sawyer, Arthurlene Towner, Gale Young

CLOSED SESSION FOR ANNUAL REVIEW OF ADMINISTRATIVE OFFICERS (TIME CERTAIN 2:00 PM)

RECONVENED IN OPEN SESSION AT 3:15 PM

1. Approval of the agenda

M/S/P (Caplan/Maxwell) to approve the agenda, as amended to add item 5a, Institutional Research Search.

2. Approval of the minutes of the meetings of February 13, and March 6, 2007 (April 3rd provided by email)

M/S/P (Maxwell/Opp) to approve the minutes of February 13th (as amended) and March 6th (as presented).

Approval of the April 3rd minutes will wait until the next meeting.

3. Reports
   A. Report of the Chair
      • California Lt. Gov. John Garamendi will bring his "Listening Tour" of California State University campuses to CSUEB on Wednesday, April 18. He wants to hear from regional leaders about California’s preparation of tomorrow’s workforce. A reception will follow in the foyer of the new business building. Attendance is encouraged.
      • California Assemblymember Mary Hayashi will host an "Environmental Town Hall" meeting on Thursday, April 19 from 6 to 9 p.m. at the new Valley Business and Technology Center on the Hayward campus of California State University, East Bay, 25800 Carlos Bee Blvd.
      • 8 p.m.- Friday, April 20th 22nd Annual CSUEB Jazz Festival Concert with guest artist Ingrid Jensen (trumpet)
      • The Annual Science Festival will be held on Saturday, April 21 from 11am-4pm. Admission is free.
      • The Preliminary List for the Spring University-wide elections was distributed and the chair provided background to the election information and the addition of Diane Petersen to the list.

M/S/P (Caplan/Opp) to approve the list
B. Report of the President

- The President has recently completed two lobbying trips over a 3 week period of time. He had the opportunity to meet and talk with many state and federal legislators. In Washington D.C. he had positive, supportive interaction with Diane Feinstein and Barbara Boxer and other assembly persons. As a result of these meetings, some are interested in coming to visit the campus, including Barbara Lee and Pete Stark.

- The University is investigating student loan practices on this campus, as this issue has been raised in the media. Our campus doesn’t have a preferred loan agency. We have a list of 22 or 24 student loan companies that we provide to students. The problematic company under current investigation was on the list and about 82 students were using it. We’ve checked the status of our staff to ensure that there are no conflicts of interest and we seem to be clear, in that we do not have a preferred or preferential status set up with this company. Guidelines will surely be coming.

- Budget – Shawn Bibb was asked to work with divisions to review their budgets. He will provide 3-year projections and will look at enrollment scenarios, risk payments, CIE, etc. and the potential for gains and changes. This plan will go to COBRA and ExCom in a few weeks, to discuss the challenges and how we can work together to address them. Base funding vs fixed costs have not before been put together.

C. Report of the Statewide Academic Senators

Committee meetings were held last week.

4. Appointments

M/S/P (Larsen/Ugbah) to approve –Debra Barrett-Graves (English) to replace Norman Bowen on the Fairness Committee for Spring 07

5. 06-07 CAPR 7, Request for Approval of Discontinuance of the B.A. in Chemistry, Option in Biochemistry Degree Program; 06-07 CIC 20, Request for Approval of Discontinuance of the B.A. in Chemistry, Option in Biochemistry Degree Program

M/S/P (Larsen/Caplan) Approval of the placement of the Discontinuation of the B.A. Chemistry Option in Biochemistry Degree Program on the Senate agenda

5a. Discussion Regarding: Faculty participation in the search process for Asst. Vice President for Institutional Research and Assessment

The President and VP Dalton want to fill the position effective July 1st. The position is not noted in the Appointment & Review document, but is listed in the Administrative Review Schedule. The position is important to faculty but is not policy-making, so the hope is that the search committee could be appointed, rather than elected. A draft job description was distributed by Dalton. 04-05 FAC 2 amended created a unique situation, as it is part of the review but not listed in the search section. The President noted that practically every search on campus should have faculty input, but wanted this one to have faculty appointed in order to expedite the search.
Caplan questioned whether this was a faculty or administrative search committee. Qayoumi sees this as administrative search committee (5 person committee) which would include faculty, hopefully with intimate knowledge of the role. Discussion ensued regarding who would be appropriate to serve. It was felt that someone with quantitative and statistical expertise from the faulty would be a good candidate, as well as someone with a thorough knowledge of CAPR. Janet Patterson and Sue Opp were nominated. M/S/P (Caplan/Ugbah) to approve the appointments; passed unanimously.

Input/recommendations regarding the job description will be submitted via email to Linda Dalton. Patterson will be sent the job description draft for review, as have all search committee members.

6. Facilitating Graduation visit summation

Facilitating Graduation: Peer Review Visit. Reichman received positive feedback from Christy Jensen, one of the visitors, regarding the tremendous openness of the process and the solid participation of the administration and faculty. We are advised to use the 2002 cohort data as a beginning, to help us identify important issues. Reichman offered thanks to Deborah Baker for taking notes and organizing meeting. Notes from this visit can be added to the WASC agenda, and CIC can address some of the issues. Caplan noted advising and learning communities were major themes. Ugbah was concerned that the comments about African American students and graduation rates were somewhat dismissive. He feels that the system needs to be willing to do something more about this, even though it is a “national problem”.

Suess noted that regular faculty receive 3 units for advising and service on committees and instructionally-related activities, although some do not realize this. Ugbah noted that faculty are not trained to advise and it is not counted in the PTR process.

7. Task Force on Assigned Time

Preliminary discussion was held, and the issue will be on the next agenda. An earlier ExCom discussion regarding assigned time identified a need to establish criteria and regularity to the issue across the University. The Task Force will be for 07-08. Reichman believes that it should be a joint task force including administration, senate leadership, as well as the CFA Chapter President to advise on the contract. The point of appointing it now is that it could be included in the WASC Report. Reichman and Mahoney will propose membership at the next ExCom meeting.

8. Adjournment
M/S/P (Maxwell/Suess)

Respectfully Submitted,

Dianne Rush Woods, Acting Secretary