Minutes of the Executive Committee Meeting, Tuesday, January 8, 2008

Members present: Calvin Caplan, Julie Glass, David Larson, Nan Maxwell, Susan Opp, Mo Qayoumi, Gretchen Reevy-Manning, Sally Murphy, Henry Reichman, Dianne Rush Woods

Members absent: none

Guests: Carl Bellone, John Charles, Linda Dalton, Debby DeAngelis, Jennifer Eagan, Jair Fory, Dana Grisham, Cathy Inouye, Mark Karplus, Rita Liberti, Mike Mahoney, Sonjia Redmond, Don Sawyer, Jodi Servatius, Aline Soules, Melany Spielman, Arthurlene Towner

1. Approval of the agenda

M/S/P (Maxwell/Murphy) to approve the agenda amended as follows: Item #10 was removed and a new item, 5a) Discussion of Class Scheduling Patterns was added.

2. Approval of the minutes from the meeting on Nov 20 and Nov 27, 2007

M/S to approve the minutes of 11/20 (Caplan/Opp). The following corrections/suggestions were given: In Item 2B the final sentence on the third hash mark will become the following sentence: The budget model is on track and we met our enrollment target, though not our more ambitious goal of 2% over the target. In Item 5, Curriculum Proposal Manual should read Curricular Procedures Manual. In Item 2C in the second hash mark, “less” will be changed to “fewer.”

The motion passed.

M/S to approve the minutes of 11/27. In item 1A, Nan Maxwell was recorded as Vice Chair of the Senate in error.

The motion passed.

3. Reports

A. Report of the Chair

Welcome back!

Each EXCOM member should now have a copy of the current version of the draft Academic Plan. It will be discussed at the President’s cabinet this week. It will then be posted on the web for comment from the campus community. Some changes may be made based upon feedback at which time the document will go to the Senate for discussion and a vote (yeah or nay). The process was interesting and thanks were given to those who participated. The plan is broad yet focused and provides direction. Any faculty member, department or program will be able to see how they can fit in with the academic future of the university. It will also be a useful document to give to new (and old) faculty to describe who we are and where we are going as an institution.

A communiqué went out that the WASC Educational Effectiveness report in its final version is now available online. The report is very positive. Thanks were given to everyone.

There are going to be three options for PS notes for online courses. They are: 1) Pure online classes, in which 100% of class communications, coursework, and exams are delivered online via the Internet; 2) online classes with exams either in person or proctored; and 3) Hybrid classes, in which some classroom meetings are replaced by online activities.

Several events were announced.

There will be an Academic Ambassador Scholarship again this year. Donations will be sought from EXCOM members.

The Faculty Honors Convocation will occur on Friday, February 29th. The Outstanding Professor, newly tenured (06-07 and 07-08), and new emeriti faculty (06-07 and 07-08) will be honored.

The issue of online lower division GE Courses, which are being encouraged, will be referred to the GE Subcommittee of CIC. Some concern was expressed about who would be able to enroll in these courses.
B. Report of the President

Happy New Year.

Enrollment looks good with 11,849 enrolled, ahead of last year. We are at 94% of our target and are optimistic of meeting the target. Over the weekend the student load factor increased to 12.6.

Applications for admission for next year are ahead of last year.

Terri Swartz has been appointed Dean of CBE.

The CLASS Dean search is almost complete.

The finalists have been identified in the CEAS Dean search.

The CBE AACS B accreditation is proceeding with visits from the accreditation team scheduled for February 11th.

All construction projects are still on schedule despite the weather.

There is additional parking in the KMART parking lot at the corner of Carlos Bee and Mission, with shuttle service up the hill every 10 minutes.

ASI is working on moving the food service contract to the Foundation.

Some events were announced: 1) The Latino Summit will occur on February 2nd; 2) Super Sunday will occur on February 17th; and 3) The African American Summit will occur on March 2nd.

For the first time the YMCA MLK Day Breakfast will take place on our campus. The event will occur on January 16th.

The Educational Foundation Campaign plan to add 15 board members has been successful. 15 new members from the alumni have been identified and added to the Foundation Board. The capital campaign is also on track for 08-09.

In answer to a question about the delay of updating the wait lists for Winter Quarter, Dalton noted that the Fire Marshall had concerns about room capacity and had to examine the classrooms before we could update the auto-wait list. This was a one-time occurrence. Scheduling staff were notified, but some ExCom members thought notification should have been broader. Capacity has been lost in some classrooms due to the new furniture; full impact is unknown at this point.

There will be an event tonight about the impact of race, class and gender issues on the presidential election.

The IT consolidation of servers has been helpful. Some underutilized servers were discovered resulting in substantial savings (consolidation/replacement will save about $100k over 3 years). In addition, the reduction in energy use is saving money (about $50k) and reducing our carbon footprint.

The E-mail retention policy issue will be addressed by an advisory group that is being formed in consultation with Hank Reichman.

The University Librarian Search is proceeding (will be convened on Friday Jan 11th) and the final searches, for the Director of SCAA and the Director of Online and Hybrid Support, will follow. It was noted that the Director of Online & Hybrid Support will report to the Provost’s Office, but the staff will report to ITS.

C. Report of the Statewide Academic Senators

There will be a meeting next week. There is a working group to improve the Chancellor’s Doctoral Incentive Program. The recommendations made will make the application process more transparent and the program more visible. There will also be improvements made to the pre-doctoral program.

4. Appointments


No suggestions were made for replacements for Jennifer Eagan on the Senate and on CIC for Spring Qtr. It was pointed out that Secretary and Chair of CIC are already chosen for Spring quarter, so this replacement will not have to serve as chair.

M/S/P (Maxell/Opp) to appoint Vish Hegde to replace Gary McBride on the Senate for Winter Quarter.
5. Approval of the Winter Quarter University-wide Election Schedule

M/S/P (Caplan/Opp) to approve, as amended to add the CSU Academic Senate position for the term 08-11

5a. A scheduling pattern, intended to be permanent, was distributed by the Provost. It was noted that the pattern is essentially that which was proposed and agreed to by EXCOM last quarter with the exception of an additional course block for MW 8:40 – 10:30. This was accepted because the MWF 8 – 9:10 and 9:20 – 10:30 time blocks are not as popular as 10:40. It has been a particularly popular scheduling option in Math and Computer Science. It was also noted that the Friday/Saturday schedules have been made explicit. As our enrollment grows, we are going to have to be creative in order to fit in courses. It was agreed that for single session classes, a time block of 2 – 5:30 will be added as an option. CBE had to cancel several courses due to under-enrollment that were offered MWF that used to be offered MW, 12 – 2. The point was made that any 110 minute session starting between 1:20 and 2PM on MW would equally impact the other time blocks, so the specific choice of 2 – 3:50 as a starting time for 110 minutes sessions on MW was questioned. AVP Redmond wondered if there was any low-enrollment time that might work as a “College Hour.” Only 8AM, 7PM and Friday from 4-5 were noted. It was pointed out that these single-session time blocks are only for “lecture” classes and that labs are a separate matter. It was noted that this is not a faculty document and that no pattern will make everyone happy.

M/S (Caplan/Murphy) to bring to the Senate floor as an information item, as part of the Chair’s Report. The motion passed, but was not unanimous.

6. 07-08 CIC 11 / 07-08 CAPR 6 revised, Leisure Studies/Recreation program proposals

Some history was given. These documents have gone back to the department for revision and have now been approved by CAPR. Many/most of the suggestions from previous discussions have been incorporated and consultation with CBE has taken place (more on that below)

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

CBE has concerns because this program meets the AACSBA examination requirement for accreditation for the University since it meets the minimum threshold of at least 50% of MS courses and/or at least 25% of BS courses that could be considered business courses (in fact, the program is over the threshold for both the MS and the BS. Spielman noted that the industry wants management courses included in the program). It will not have an effect during this accreditation cycle since the program is not yet in operation, but CBE wants assurance that the program will meet AACSBA accreditation guidelines by the time of the next accreditation. This includes the AQPQ (academic qualifications, professional qualifications) requirement for faculty, which impacts lecturers. The Chair of the proposed program recognizes the importance of this process and intends to meet the requirements or obtain accreditation through another (Hospitality) accrediting body, which is another way to satisfy the AACSBA requirements.

7. 07-08 CAPR 7, Annual Monitoring of the Geological Sciences Programs

This document is presented as an informational item to ExCom. Jeff Seitz is to be commended for his extremely hard work and leadership. It has paid off.

8. 07-08 CAPR 8, Annual Monitoring of the Spanish and French Programs

This document is presented as an informational item to ExCom. It was mentioned that there has been some concern in the past about the requirement for annual reports, but this case shows that the process does pay off. Using these annual report documents, CAPR could see where the programs have been and where they are moving.

9. 07-08 FAC 1, FAC Subcommittee memberships

The student member has been changed to Shiva Premmanisakul who is a member of the ASI Board.

M/S/P (Larson/Murphy) to approve as amended

10. 07-08 FAC_, Revisions to the Appointment and Review document (when available)

This item was removed because the document is not yet available.

11. Discussion about a SCAA Search Committee

It has been suggested that the same model be used as was used during the last hiring cycle for this position. 3 faculty members nominated in consultation with EXCOM (one from Math, one from English, and one from a discipline that uses one or the other), 2 Student Services Professionals, and one student. The following
membership was proposed: Leann Christianson (Julie Glass as backup), Jessica Weiss (Hank Reichman as backup), Margaret Rustick, Diana Balgas, Paul Hippolitus, and a student representative. The proposed membership will be contacted and asked to serve.

12. Discussion about an IT Advisory Committee

UIT provides guidance in terms of IT strategic planning. This item is related to the (defunct) proposal for a Faculty Support Services Advisory Committee. It did not seem like a good idea to resurrect this committee at this time, and so this item was set aside for possible future discussion.

13. Discussion about a possible KPE/Athletics Task Force

Some history was provided. This item came as a result of discussion that arose following the visit of an external consultant looking into the possible move from Division III athletics to Division II. During that visit, there were questions regarding the housing of Intercollegiate Athletics within the academic department of KPE. It was explained that what is being asked for is really a sort of “study group” to gather information and explain the implications of a possible split (or not) of Intercollegiate Athletics from KPE. The group would not make recommendations. There was some discussion, including historical information about the department, what sister campuses, and campuses across the country, have as a relationship between Intercollegiate Athletics and academic departments. Concern was expressed that not all views would be heard, that there would be implications on coaches time base, that staff would be moved, that facilities would be managed differently, funds would be distributed in new ways, etc. It was emphasized that this group would not be making any final decisions, or even making recommendations. Some suggestions for membership were made, and the relationship between this potential Study Group and that of the University Athletic Council was pointed out, as the UAC was also suggested as a study group/information-gathering body for the issue. It was also noted that Intercollegiate Athletics is a campuswide issue as well. It was suggested that the discussion should start within the Department with, perhaps, a facilitator present. It appears that the discussion has already begun (and is quite heated) and that the Department welcomes the possibility of outside support on this issue. It was noted that KPE has its 5-Year Program Review this year, which is a good time for discussions about possible future directions. No decision was made on the issue.

ADDITIONAL ITEM: A question was raised about the faculty access to course rosters issue. This issue was discussed at the EXCOM meeting of 11/27 and a decision was made. It was not clear that action was to be taken by PEM, but now that it has been clarified, the requested actions (requesting names of faculty to have access) will be sent to Department Chairs.

14. Adjournment

M/S/P (Maxwell/Caplan)

Respectfully submitted,

Julie Glass, Secretary