Minutes of the Executive Committee Meeting, Tuesday, April 15, 2008

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

Members absent: Mo Qayoumi, Dianne Rush Woods

Guests: Eileen Barrett, Carl Bellone, John Charles, Nan Chico, Linda Dalton, Paul Hippolitus, Mark Karplus, Mike Mahoney, Janet Patterson, Glen Perry, Sonjia Redmond, Don Sawyer, Jodi Servatius, Greg Smith, Aline Soules, Arthurlene Towner

1. Approval of the agenda

M/S/P (Maxwell/Larson)

2. Approval of the minutes from the meeting on April 1, 2008

M/S/P (Caplan/Opp) to approve the minutes with the correction that the “Hiring Committee” for the Director of the Online and Hybrid Support Center should be the “Search Committee” for the Director of the Online and Hybrid Support Center.

3. Reports

   A. Report of the Chair

On April 15th, 7 – 8:30PM, the Osher Lifelong Learning Institute will present a lecture by Norm Bowen, Associate Professor of Political Science, titled “The New French Revolution” at the Concord campus. It was also noted that the Osher Lifelong Learning Institute is now the official name.

On April 19th a presentation titled “Can Technology Solve the Energy Crisis” will be presented sponsored by the College of Science and the city of Hayward.

On April 17th, 8 – 11AM, there will be several “Active Shooter” trainings in the University Union Multipurpose room. Previous trainings have not been well attended. Please help publicize this event.

On May 16th, the Bi-annual induction into the CSUEB Athletics Hall of Fame will take place. Along with student inductees, the coach inductee will be Stanley Clark, previous faculty member, Associate Provost and former Interim Provost of CSUEB.

AC Transit is considering a route change for the 92 bus. The new route would be more direct from BART to campus and would avoid overcrowding by high school students. This would greatly improve public transport to campus. There will be a public hearing on campus on April 22nd, 1PM. There will be another public hearing in Oakland on April 23rd.

The Annual Welcome event was held this past Saturday. 541 new students attended (up 43% from last year), 995 guests attended (up 109% from last year) and overall attendance was 1536 (up 80% from last year). It was a tremendous success.

The lecturer senators have requested that a copy of 99-00 FAC 9, Guidelines to Departments for The Treatment of Lecturers, be sent to all department chairs. It was noted that many of the guidelines are out of date.

M/S/P (Glass/Reevy-Manning) to send out the document with a cover memo. It was suggested that the document also be referred to FAC for revision.

A Report on Student Evaluations of Teaching from a joint task force of the CSU, CFA and ASCSU was circulated via e-mail. This task force and report were mandated by the most recent
contract. This will be on the agenda for the Excom meeting next week. The report is timely because of our possible move to online evaluations. Excom will have to decide whether to refer to CIC, FAC, create a BEC, this year or next.

Excom will meet with Chancellor Reed on Thursday, 2:15 – 3PM in the PCR. It was agreed that Susan Gubernat would be invited to attend as a new Statewide Academic Senator and member of Excom for 08-09. The Chancellor will also be meeting with a group of “newer” faculty as well as the President’s cabinet.

Chair Reichman noted that he will be out of town for approximately a week departing on April 23rd.

B. Report of the President

The President is traveling and the report was given by the Provost.

It was noted that the Chancellor has been very good to our campus and has strong relations with the President.

WASC has written a positive letter regarding the Ed.D. degree. We wait for final approval from the WASC commission. Thanks to Jodi Sevatius, Jose Lopez, and Barbara Storms for their hard work.

The Provost has created a KPE-Athletics task force to study the resource implications of a KPE-Athletics separation or not. The task force consists of Dave Larson, Jodi Servatius, Debby DeAngelis, Rita Liberti, Sarah Judd, Armando Gonzales, Kris Erway, and Stan Hebert. They will write a report by the end of the quarter [later changed to June 30th].

The Provost was asked if the President’s request for a new student fee to cover a possible move to Division II was sent to the Chancellor’s Office. It is thought that the request has been made.

The Student Success Assessment Committee (SSAC) will begin work on a retention plan for the University. They will consider possible funding areas and other options to improve retention. A report will most likely come to Excom.

Nine tenure track positions have been filled in CBE. Of the 43 searches it is expected that we will fill 35 – 40. Requests for next year from the Colleges have been submitted. Fewer were requested than last year, but a good number of searches are expected to be approved.

C. Report of the Statewide Academic Senators

The Women’s Water Polo team won 2 out of 3 games against their Division III opponents. They may be invited to the Division III nationals.

Jane Lopus, Professor of Economics, won a Wang Family Excellence Award. Dr. Lopus is the first member of the CSU East Bay faculty to win a Wang award. Our campus put forward three strong nominees, Jane Lopus, Michael Hedrick, and Lettie Ramirez. Congratulations were offered all around. Thanks were also expressed to Eileen Barrett, Director of Faculty Development, for helping the candidates in the creation of their application materials.

4. Appointments
   - CBE replacement for Asha Rao on FAC for Spring; CBE replacement for Fung-Shine Pan and Hongwei Du on CIC for Spring; for the record, Mike Hedrick was approved via email as CSCI replacement for Ann McPartland on FAC for Spring
   - Search Committee for Director of Online/Hybrid Support (Mike Hedrick, Biology (CSCI) and Sharon Green, Mgmt, (CBE) have been nominated; nominations are needed from CEAS and CLASS)

No nominees were found from CBE.

M/S/P (Opp/Murphy) to officially approve the e-mail vote to appoint Mike Hedrick to replace Ann McPartland on FAC.

M/S/P (Caplan/Reevy-Manning) to appoint Sharon Green, Ke Zou, Kevin Brown, Judith Faust, and Melany Spielman to the Search Committee for the Director of the Online and Hybrid Support Service Center.
5. Confirmation of the approval of the Preliminary List for the Spring Elections via email
   M/S/P (Reevey-Manning/Murphy) to confirm the approval via e-mail

6. **07-08 BEC 3 revised**, Faculty Support Services Advisory Committee (new draft/revision)

   Some history was given regarding the original document and its lack of approval in the Senate. Since that
time there have been several occasions where such a committee would have been beneficial. Thus this
BEC has been resurrected. The committee size and number of meetings have been reduced.
   M/S/P (Opp/Maxwell) to remove the chair of FAC from the committee.

   There was more discussion regarding the characteristics of the faculty members on the committee. The
document was approved in principle, but the final version of the membership will be hashed out via e-
mail before the next Excom meeting.

7. **07-08 CAPR 16**, Computer Networks Program Review date change
   M/S/P (Glass/Murphy) to approve.

8. Report on Enrollment Services *(Dalton/Smith/Perry)*

   This report/discussion will be in three parts. First Spring enrollment, then Fall enrollment, followed by
several specific policy issues requiring input.

   Documents describing Spring and Fall enrollment/application numbers were distributed.

   Spring enrollment: We are back to 03-04 enrollment levels. We are not quite where we’d like to be for
CA resident enrollment, but overall the news is good.

   Fall enrollment: Freshman applications are up 24%, Admits are up 47%, and 504 Intention to Enroll
letters have been received from freshman. A typical yield might be about 1/3 of admits. The applications
could yield 1200 freshman. Graduate student/post bac admits are also way up (20%). Thanks were
expressed to departments for a fast turn around. Even our transfer applications are up while most/many
campuses have seen a decrease in transfer applicants.

   Financial aid is doing a much better job than in recent years. Some modifications in the timing of award
letters have streamlined the process as well as providing students with more accurate information. There
was some concern about students who want to live on campus receiving notification of awards in time to
reserve dorm space. Specific situations should/can be referred to Rhonda Johnson, Anita Patino or Greg
Smith.

   Open University policy issue: Working with DCIE a policy has been developed to allow online
enrollment for Open University students. These students will be able to add courses without instructor
signatures starting on day 5 of the term. This will allow regularly enrolled students first access to courses
and eliminate the need for paper enrollment forms requiring instructor signatures for Open University
students. Concern was expressed regarding prerequisite control and it was pointed out that it will be no
worse (and no better) than in the current system. It was noted that new regular admits are still possible
beyond day 5. One solution is to set enrollment restrictions as permission only. It is expected that the
Freshman courses will be set as permission only. It was noted that some classes will not have had a first
meeting by day 5. It was agreed that in order to ensure that all classes have had at least one meeting
before Open University students have access to online enrollment, that the enrollment would open on day
6 rather than day 5 as originally proposed. Further feedback on this issue can be sent to VP Dalton.

   Class level calculation policy issue: People Soft includes units earned in developmental coursework
towards traditional class levels. This means that students who are actually in the middle of their
sophomore year will show on PS as being juniors, allowing them to enroll in upper division GE courses,
etc. Because academic requirements are determined, in part, by class standing, students can be adversely
affected in terms of their academic qualification or disqualification status. In addition, students enrolled
in developmental courses can be academically disqualified inappropriately because, for example,
developmental mathematics courses are all graded CR/NC and thus do not count into the GPA. This can
also affect financial aid and athletic eligibility. It was noted that advisor training would be helpful. It
was also noted that if CSUEB were to request a modification from PS, that modification would have to be
paid for each time there is an upgrade, resulting in a large expense. There are some local adaptations that
can be made. There could also be lobbying for a system wide modification since this problem is expected
to be encountered on other campuses. The two “extreme” responses seemed to be to request the
(expensive) modification or to change our policies to satisfy the software. It is hoped that some middle
group will be found. The goal will be to change procedure rather than policy. Financial aid and VA
qualification need all units counted on reports to prove full time status; in some reports, units toward
degree can be shown. It was noted that 72% of the freshmen take developmental courses; many take 24
units, which don’t count toward GPA, but count toward disqualification. Perry suggested that the criteria be adjusted to subtract developmental classes before calculating DQ. Dalton intends to raise awareness of this in the CSU, in order to possibly instigate a system-wide modification of the software.

Withdrawal after add/drop period policy issue: The current policy requires an instructor signature and a departmental stamp/signature to drop a class after the add/drop period. However, the instructor signature is not enforced by all departments. This has placed PEM in a difficult position since they are not aware of which departments are requiring and which are not requiring an instructor signature. This also places students in a difficult situation since the rules are not clear. PEM would like to start enforcing the regulation and would like input from Excom on how to begin this transition with the least inconvenience to faculty and students. It was noted that without this regulation students could conceivably drop a class after the course is completely over (in a 5 week course) without instructor approval. There was some fear that enforcing the rule would lead to academic dishonesty as students consider forging signatures. Nan Maxwell, Claire Abshire and Sally Murphy, will work with PEM to help with the transition.

Finally, it was noted that an outside consultant has provided analysis and recommendations regarding the handling of applications and transcripts. Useful operational recommendations were received. The next step will be to begin implementing changes.


This item was postponed to the next meeting. Excom will have to decide whether to accept, endorse, refer to the Senate as a BEC, refer to CIC or refer to FAC for a policy decision.

10. Accessibility update (Bellone/Chico/Hippolitus)

The Institutional Materials Accessibility Plan is part of the ATI. A document titled “Instructional Materials Accessibility Plan (IMAP) Spring quarter 2008 Update as of April 13, 2008”, was distributed and discussed. A process has recently been put in place to alert faculty when a student who may request accommodations is enrolled in their course. Students may or may not self identify and request accommodations. The alternative media production lab is able to convert a text to an e-text in as little as 1 day. This improved production capability has greatly enhanced the ability of students to have access to required materials in a timely manner. One key component of the initiative is for faculty to think about accessibility when creating and choosing course materials. A new Assistive Technology Coordinator has recently been hired who will reside in the MATS area. It was mentioned that at a recent meeting of campus Senate Chairs, ATI was among the topics discussed. Our campus’ progress was very impressive relative to other campuses.

11. Adjournment

M/S/P (Maxwell/Larson)

Respectfully submitted,

Julie Glass, Secretary