Minutes of the Executive Committee Meeting, Tuesday, May 6, 2008

Members present: Julie Glass, David Larson, Nan Maxwell, Sally Murphy, Susan Opp, Gretchen Reevey-Manning, Henry Reichman, Dianne Rush Woods

Members absent: Calvin Caplan, Mo Qayoumi

Guests: Carl Bellone, John Charles, Linda Dalton, Michael Leung, Mike Mahoney, Ann McPartland, Jim Mitchell, Don Sawyer, Aline Soules, Arturlene Towner

1. Approval of the agenda

M/S/P (Murphy/Maxwell) to approve the agenda with additional item, 1a, to discuss the e-mail retention policy.

1a. Endorsement of the Email Retention Policy Task Force Report

CIO John Charles participated in the discussion via telephone. He noted that the Task Force appreciated the quick response of Excom in getting this item on the agenda and giving him the opportunity to discuss this issue via phone.

M/S (Murphy/Maxwell) to endorse the report.

Excom was told that the current document differs from the previous version in several ways including: the default retention period was changed from 90 days to 120 days; some wording around litigation holds was changed in response to discussions with University Council; and some aspects of the definitions of records to be retained were clarified. This item included clarification that there is only one “custodian” of any given type of record.

CIO Charles, in response to a question, said that it is possible to have specific e-mails associated with a particular position, “flagged” so that e-mail in that account will automatically be retained on a separate server.

CIO Charles, in response to a question, said that, generic warnings might go out about pending e-mail deletions by the server, but that it is also possible (and training will be provided) to have messages automatically archived to a local PC as they approach the 120 day limit (or a shorter time period, depending on the setting chosen by the user). Messages will be aged-out by the arrival date.

It was pointed out that faculty can have an automatic forward set and save their email on an outside server if they wish. This does complicate matters if there is a litigation hold, and does not shield these emails from such a hold. Faculty are urged to use the CSUEB email server for CSUEB business. ITS is looking into using an external host for faculty and staff email in the future. At this time there are serious issues due to software integration (e.g. collaboration tools like shared calendars and Sharepoint) that make this option difficult. It is anticipated that these issues will be resolved over time and it is possible that a move to an external host (as was done for students) is on the horizon.

It was pointed out that this is an administrative policy document and does not require Senate approval. Feedback is being sought from the Excom and other groups on campus.

CIO Charles was invited to present this document to the Academic Senate at its next meeting. The motion to endorse passed.

2. Approval of the minutes from the meeting on April 15, 2008
M/S/P (Larson/Opp) to approve the minutes of April 15th. It was noted that the deadline for the KPE Task Force report has been changed to June 30th. It was also noted that Clair Abshire will be working with Nan Maxwell, Sally Murphy and PEM to help in the transition to the enforcing of signature requirements, as described in the Enrollment Services discussion.

3. Reports
   A. Report of the Chair

Congratulations were offered to the CSUEB Women’s Water Polo Team which won the National Championship. According to Senator Caplan, it was the most exciting water polo game ever.

The Alliance for the CSU is collecting faxes and phone calls outside the University Union urging the Governor to protect CSU funding. As of noon today, 200 faxes had been collected.

Chair Reichman spent two days lobbying in Sacramento last week, one with CSU Alumni Legislative day and one for CFA Lobby Day. Chancellor Reed addressed the senate. Those lobbying included President Qayoumi, Kim Huggett, Bob Linscheid (alumni trustee), Julie Norton, and more. Meetings were held with several legislators. Ellen Corbett introduced President Qayoumi on the floor of the senate. There was strong evidence of a united CSU.

The Alliance for the CSU is planning 3 budget summit events. 5/23 at the Hayward Campus, 6/27 at the Oakland Center, and some time in late July in Concord. The plan is to bring business leaders and legislators to these events to speak in support of the CSU budget.

Associated Students is putting forward another revision to their bylaws. The revision originally included the requirement that any ASI board members must serve 1 year before becoming an officer, however this requirement was removed.

The move to NCAA Division II has been approved by the Chancellor’s Office. Chair Reichman prepared a draft BEC endorsing the change to send to the Senate. While Senate endorsement is not required, there was Senate action when the last Division change was made.

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

   B. Report of the President

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

There will be a Active Shooter Safety Response on 5/30, 7AM – Noon. There will be actors with makeup, blanks will be fired, areas of the campus will be blocked off and buildings will be closed. The Carlos Bee entrance/exit will not be accessible during the event.

The Diversity Forum was rescheduled to take place on 5/29, 9AM – Noon. Associate Provost Towner noted that this forum will have a decentralized focus (i.e. colleges and divisions) in order to drill down to the level of ultimate implementation.

The move to Division II is progressing. A per quarter student fee of $20 will be assessed starting next year and rising to $30 the following year. Scholarships will not be offered until 09 – 10 when the move will be official (provisional status). Next year the University will still be in Division II.

This past Friday and Saturday CSUEB hosted the CSU Student Research Competition. 21 campuses were represented. Congratulations and thanks were offered to Carl Bellone and his team (Deborah Baker, Vana Tran, Andrea Lum). Carl Bellone in turn thanked Sue Opp and Sally Murphy and all the moderators and jury members they recruited for the day. The key note speaker was Nobel Laureate Dr. A. Glaser of UC Berkeley.

The new AVP for Research and Sponsored Programs, Rhea Williamson was on campus for the research competition. She will begin her position at CSUEB on August 18th. She will be a great advocate for faculty research on campus.

The campus is preparing to embark on a comprehensive campaign. Input is being sought. Please submit ideas to your dean.
The Provost’s Council met last week. There is a great deal of concern about the budget situation. At this time all search committees are being asked to move forward and attend the training session offered 5/16 by Associate Provost Towner. It is as yet undecided how many positions (of the 38 requests) will be approved.

C. Report of the Statewide Academic Senators

The final committee meetings and plenary will take place this weekend followed by the organizational meeting for next year. Chair Reichman announced that he will be running for Chair of the Statewide Academic Senate. There are other viable candidates so the outcome is not certain. It was requested that Excom start to think about membership and a potential Chair for next year’s Academic Senate. It was noted that Sue Opp, Nan Maxwell, David Larson, and Dianne Rush-Woods are all termed-out of the Senate for next year.

4. Appointments
   - CBE replacement for Asha Rao on FAC for Spring; CBE replacement for Fung-Shine Pan and Hongwei Du on CIC for Spring

No appointments were made.

5. 07-08 CAPR 20, Five-Year Program Review for Chemistry and Biochemistry

M/S/P (Larson/Opp) to place on the Senate agenda.

6. 07-08 CIC 25, UDGE Application of Courses (area C4, History courses)

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

7. 07-08 CIC 26, Freshman Learning Community 08-09 (Sports Cluster)

M/S/P (Opp/Maxwell) It was noted that a more natural/common abbreviation for “through” is “thru” rather than “thrg” as was used in this document.

8. 07-08 CIC 27, Accessibility Statement for New Course Request Form

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

It was noted that the statement “Instructor of this course will assure the instructional materials for the course will be accessible” appears to place an extraordinary burden on the faculty member. It was not the intent of the committee to imply that the responsibility would be that of the faculty member in isolation, rather that university resources would be utilized to produce such materials.

M/S/P (Maxwell/Rush-Woods) to change “Instructors of this course will assure…” to “Departments will assure…”.

The motion with suggested changes passed.

9. Assigned Time Task Force Report (provided earlier; possible continued discussion)

Chair Reichman plans to reconvene the task force to consider the feedback provided by Excom. The Task Force process included breaking the use of assigned time into four basic categories. TF members were each assigned an area. The final report was a compilation of the individual reports with additional information added. Not all data/information collected was incorporated into the document as such incorporation would make the document much longer. While data on current practices was sought, it was not clear if significant data to support many of the suggestions and claims was made available. There was general concern about the credibility of the document without more evidence of a basis for statements and suggestions made. AVP Linda Dalton noted that the APDB report (required quarterly by the CO) includes all faculty teaching loads and coded information regarding the origin of any reduction in WTUs. It was also noted that the coding may be rife with inaccuracies. AVP Dalton offered to provide these reports to the Task Force. It was hoped that procedures would be developed that were independent and apolitical though “all rules can be exploited.” It was pointed out that some of the statements made in the document were related to overall workload issues. Again the notion of transparency and accountability was emphasized.
The Provost had some concerns and comments. He noted that the report was written to him, not to the Senate. He pointed out that Colleges and Departments are unique and that an equitable distribution of release time did not make sense to him, in effect, that it is not possible to treat everyone the same. Chair Reichman noted that the TF recognized these differences as well as the need for Deans to maintain some flexibility. Rather the TF hoped to establish some principles that would be applied to different conditions. The Provost hoped that any mention of the process at the University of Hawaii would be removed from the report but was supportive of ideas described on the CSU Fresno website. He agreed that some flexibility in the size of “double sections” is a good idea, but the report’s suggestions were too specific. He agreed in general to the idea of greater openness. The idea that the Office of Faculty Development reward release time based on competitions similar to those for the Faculty Support Grants did not seem plausible. Another area of agreement was release for MA supervision. It was noted that officially release time cannot be banked from one year to the next, but some sort of process might be possible. Finally it was noted that the original charge of the task force was with respect to service and governance.

It was again stated that the Task Force would reconvene.

10. CSU Joint Committee Report on Student Evaluations of Teaching (provided earlier)

The decision here is whether to make a referral (for next year) to CIC or FAC (or elsewhere) to use this report and other information to revisit the teaching evaluation policy at CSUEB. A draft referral will be written for the next meeting of Excom.

10a. Linda Dalton provided a revised copy of the Strategic Planning Summary and priorities for Implementation. After the last meeting of Excom, AVP Dalton met with Terry Jones to further dialog on the incorporation of the Diversity Plan into the Strategic Planning Summary and the timing of its public availability. Amendments were brought to the cabinet, some of which were accepted. The consultation was productive and the resulting document will be posted on the University Website soon. Changes of note were the addition of information about concurrent planning on the bottom of page 1, and the addition to the title of Priorities for Implementation.

Linda Dalton also provided a document titled Fall Enrollment Comparison 2006 and 2007. It was noted that there are more and more students choosing “decline to state” or “other” on official university documents. The lack of specific data on the ethnicity of our students could lead to CSUEB losing and/or missing out on funding opportunities reserved for universities with specific characteristics. It was thought that some sort of PR campaign would be beneficial encouraging students to self identify, and why. She also suggested that the ability to check more than one ethnicity might help our diverse student population, which is what the census now does. AVP Dalton requested feedback on the report. She would like to hear about what data would be desirable in future reports of this nature.

11. Adjournment

M/S/P (Maxwell/Larson)

Respectfully submitted,

Julie Glass, Secretary