Minutes of the Executive Committee Meeting, Tuesday, May 20, 2008

Members present: Calvin Caplan, Julie Glass, David Larson, Nan Maxwell, Sally Murphy, Susan Opp, Mo Qayoumi, Henry Reichman, Diana Rush Woods

Members absent: Gretchen Reevy-Manning

Guests: Carl Bellone, Emily Brizendine, John Charles, Brian Cook, Linda Dalton, Nicole Howard, Terry Jones, Mark Karplus, Mike Mahoney, James Mitchell, Glen Perry, Don Sawyer, Jodi Servatius, Aline Soules, Arthurlene Towner

1. Approval of the agenda

M/S/P (Murphy/Caplan) to approve the agenda with an additional item, Online Campus, at the end of the agenda.

2. Approval of the minutes from the meetings on April 22 (provided by email on 5-2) and May 6

M/S/P (Caplan/Murphy) to approve the minutes of April 22 as presented.

M/S/P (Opp/Caplan) to approve the minutes of May 6 as presented.

3. Reports
   A. Report of the Chair

The chair had no report in light of the very full agenda.

   B. Report of the President

Everyone is encouraged to attend the Diversity Forum on May 29th.

A letter has been sent to NCAA requesting the move from Division III to Division II and CCAA has also been contacted.

The stadium landscaping is almost complete including 10,000 rose bushes.

Dean Leung, President Qayoumi, and Joan Bissell from the CSU met with representatives from the Bechtel Corporation regarding funding for STEM education and was granted $280,000 for the initiative. CSUEB is viewed as a leading campus in STEM education. Thanks were given to Dean Leung and Dean Servatius.

Relining of parking lot F will commence this summer adding 284 parking spaces. When Pioneer Heights construction is complete an additional 50 parking spaces will become available. Lot D will be exclusively for faculty and staff.

The Governor’s May revised budget restores $97 million of cuts to the CSU. A fee increase was approved by the Board of Trustees. Hopefully the Compact will be honored, but at this point planning will continue using conservative figures. With the projected $3.4 million projected cuts to CSUEB, based on percentages, would result in $2.25 million cut to academic affairs, traditionally resulting in losing 50 lecturer positions. However, the CO has approved 150 additional FTE and a non-resident increase of 150 FTE”. With an anticipated increase in non-resident enrollment the gap will be reduced by $1.9 million. There are also anticipated savings and/or revenue increases from DCIE, the Foundation, risk, and energy savings. The result will be an increase to Academic Affairs of $1.5 million for an increase equivalent to about 34 lecturer positions.

In June, 2007, in a budget presentation to the Senate, it was proposed that the structural deficit would be closed in 3 years. The current budget situation will necessitate an additional year before the gap will be closed. The good news is we are not losing ground.

Of the 42 tenure track searches this year, 35 positions have been filled. The number of searches for next year is still undecided.
If additional funds become available, priorities include: bridging the budget gap in the next 3 years, CBE accreditation, and the capital campaign. A more detailed report will be given at UPABC on Friday.

The Provost reported that 2 candidates for the position of University Librarian will be on campus. Public presentations will be given by Linda Dobb on Friday at 1:30, and Rickey Best on May 28th at 1:30.

C. Report of the Statewide Academic Senators

Four committee chairs have been named. James Postma, Chemistry, Chico will chair the committee on Academic Affairs; Robert McNamara, Political Science, Sonoma will chair the committee on Faculty Affairs; Buckley Barrett, Library, San Bernardino will chair the committee on Fiscal and Government Affairs, and Steven Stepanek, Computer Science, Northridge will chair committee on APEP (Academic Preparation and Education Programs).

On May 27th at 8PM the City of Hayward will honor the national champion CSUEB Women’s Waterpolo Team.

4. Appointments
   - CBE replacement for Asha Rao on FAC for Spring; CBE replacement for Fung-Shine Pan and Hongwei Du on CIC for Spring
   - Possible abolition of the Non-Grade Related Student Complaints Committee, which has not met in several years (Bellone)

A document was circulated listing positions that will need to be filled for next year because of expiring terms. Some current members might be willing to be reappointed. Cal Caplan volunteered to serve on the Facilities and Space Management Committee if Excom appoints him.

Membership of the Faculty Support Services Advisory Committee was discussed. There were 10 nominees. Following a vote the committee membership was established as Kyzyl Fenno-Smith, Mitch Watnik, Brian Hill, Dianne Rush-Woods, and Gary McBride.

M/S/P (Glass/Opp) to abolish the Non-Grade Related Student Complaints Committee, although it was mentioned that the initiation of the committee would be investigated and the proper paperwork would be provided by the Senate Coordinator if it had to go to the Senate.

5. 07-08 CAPR 17 revised, World Languages and International Travel Certificate and 07-08 CIC 24 revised, New Certificate in World Languages and International Travel

M/S (Opp/Murphy) to place on the senate agenda.

6. 07-08 CAPR19, Approval of the discontinuance of requested options in CBE, and 07-08 CIC 32, Selected Option Discontinuances in CBE

M/S/P (Caplan/Murphy) to place on the senate agenda.

7. 07-08 CAPR 21, 05-06 CAPR 9 – Revisions to the 5-Year Program Review document

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

This is a complicated document. Thanks were offered to Susan Correia for her painstaking work making all the required changes to the document and for separating the changes to reflect those in CAPR 9 from those in the CAPR Policies and Procedures (item 8 on this agenda). There was some discussion regarding implementing a process whereby departments under review would produce an “executive summary”. It was suggested that this would to some extent reduce the work for CAPR members writing summary reports. It was noted that when CAPR 9 was passed it had been reviewed for input from the Deans (in particular the rubrics for outside reviewers resulted from input from deans). It was suggested that such input might be valuable in the current revision process.

It was noted that if the document is approved by the Senate this year, it would not impact departments up for review next year. However, these departments would have access to the various templates if they so desired.

M/S/P (Murphy/Opp) to place on the Senate agenda in the FALL and in the interim to seek input from the deans and possibly others. It was also noted that IRA is now Planning and Institutional Research.
8. **07-08 CAPR 22, Revisions to the CAPR Policies and Procedures document**

M/S/P (Caplan/Murphy) to postpone till next year to coincide with 07-08 CAPR 21.

9. **07-08 CIC 28, Implementation of EO 971 – Multiple Degrees**

It was noted that this is simply the campus adoption of system policy.

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

10. **07-08 CIC 29 UDG - HIST 3340 & 3345 for GE area C4**

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

11. **07-08 CIC 30 UDG - ANTH 3545 for GE area D4**

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

12. **07-08 CIC 31 UDG - KPE 3735 for GE area D4**

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

13. **Discussion of the use of Sharepoint and the possible revision of the Senate Distribution Policy for next year (Mitchell to provide CIC viewpoint, as the “test-case”)**

The chair of CIC, which has been using Sharepoint, reported that it has worked very well. If all standing committees were to move to Sharepoint, there was a need to amend the Senate Distribution Policy. Of particular concern was consistency of policy (not some one way and some the other); if all documents are submitted, distributed, and reviewed by the Standing Committees on Sharepoint, then the cost of printing and copying documents for those who require/request hard copies would transfer from Departments and/or other units to the Senate Office. There was also concern about forcing this transition too quickly and without full understanding of the repercussions.

M/S/P to transition to Sharepoint for all Standing Committees starting in the Fall with transition complete by the end of Fall, 2008. The chair agreed to include this information in his report at the final Senate meeting of 07-08.

14. **07-08 COB 1, Principles for Faculty Participation in University Budget Decisions**

The Provost felt that this document was unnecessary in part because of the fact that five faculty members sit on UPABC. In addition, the likelihood of any additional year-end funds being available in the next year is minimal. It was felt that this document would “bureaucratize” what is currently an open consultative process. It was suggested that COBRA could create a list of prioritized items for funding in the event that extra dollars are found. However, COBRA hoped that this document would avoid the necessity of creating such lists without concrete information regarding budget situations that might arise during the Summer quarter. It was noted that “principles” are generally broad while this document is very specific in its process recommendations.

M/S/P (Glass/Murphy) to refer the document back to COBRA. The Provost volunteered to work with COBRA on a revision.

15. **07-08 CFAI 1, Revision of the Fairness Document**

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

16. **draft BEC regarding Online Course Evaluations**

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

There was some discussion as to why the number of “traditional” courses utilizing the new course evaluation method needed to be limited. It was determined that there was no strong reason to limit the number of such courses using the Online Course Evaluation. Thus the word *limited* was removed from the document.

The motion, with friendly amendment, passed.
17. Draft referral for 08-09 regarding Student Evaluations of Teaching

This draft referral was presented to Excom as an FYI. It was agreed that the wording would be changed to be consistent with item 16 (dropping the word “limited”) and it was noted that the tense below the bullets needs to be changed. There were no objections to the referral.

18. PEM Policy recommendation: Academic Level and Class Level

Glen Perry gave a report on suggested implementation of PEM policies in light of the changes in calculating academic level in PeopleSoft and the inclusion of remedial units in the cumulative units which appear on CSUEB transcripts and MyCSUEB. A document was distributed with the Excom packet outlining the current university policies that reference student class level or units earned and required review. Issues of disqualification status based on units earned in remedial classes was the main concern. This was a PEM implementation policy and didn’t require Excom approval.

19. Army & Air Force Exchange Service, offering courses online to military personnel at and around several bases in the U.S. and Japan

Brian Cook provided information regarding a collaborative effort with Army Air Force Exchange Services (AAFES) in which CSUEB was invited by the CO to participate. The goal is to offer online courses and/or certificates to active military personnel served by AAFES. It was not yet determined if the courses would be extension courses or would be offered by the “state side.” At this time AAFES does not have an educational partner and only 3% of active military personnel who are taking classes complete a degree at a 4 year institution. The proposed program would provide an opportunity to deliver online instruction to active military personnel and to “brand” CSUEB with potential onsite students when service members return to California. It is very early in the process. Survey data (needs assessment) will be available in early June with a business model due to the CO in mid June. It is a positive that the CO is looking to CSUEB to work on this potential pilot project.

20. Pilot AA degree programs @ Ohlone and Foothill CC

This is related to the LDTP with a goal of improving the transfer process. The CO is piloting a transfer AA degree. A status report was given by Carl Bellone. Phase 1 (underway) is meeting between Community College personnel and articulation officers. The goal is to create fully transferable programs/degrees at selected Community Colleges. These programs/degrees might be associated with specific majors at CSUEB. This program provides good marketing for CSUEB. It was noted that current articulation models can be used and that the community college partners would articulate with our programs rather than vice versa. Other neighboring institutions (such as Chabot) were mentioned. The participating community colleges were selected to represent a range of transfer possibilities. This is a pilot project with the goal of demonstrating benefits before expansion to other community colleges is considered.

21. AALO Report

A document was circulated with ethnic data of new hires for next year. This document was produced by David Larson and a similar document was produced for FDEC by HR. A report was given by Terry Jones. FDEC was reinvigorated at the urging of the Senate Chair and President Qayoumi with an eye towards developing a Diversity Plan for the University. FDEC has approached this task in a collaborative and open manner seeking to involve the entire university community. FDEC sees this as an opportunity to place diversity at the core of what we do at CSUEB. Faculty and others can see more by going to the new FDEC website (address unknown) One part of this process was the first Diversity Forum held on March 15th, 2008. A DVD of the keynote address is available. All divisions of the university have been consulted. There is optimism that this opportunity is being embraced and that this process will result in a plan that truly incorporates diversity into the University and holds the community accountable. There will be another Diversity Forum on May 29th, 10 – 12, which will be a “working” event. It was suggested that in future years a mid-year report of the AALO (currently called DELO by Jones) to Excom might be in order.

22. CCAC Report (Howard)

Nicole Howard gave a report on the activities of the CCAC. The committee has met once a month throughout the year and a written report will be submitted by June 4th. Highlights of the committees work were given as: Work on the Concord Campus Master Plan; Work on the CSUEB Academic Plan (Donna Wiley was the liaison); and working with the leadership transition (to new Executive Director Emily Brizendine) and working with President Qayoumi and Dean Leung. Some highlights for the Concord Campus were: The nursing program in Concord with a goal towards a broader health sciences focus; a successful Concord Campus Commencement; successful partnerships with the community (including the YMCA). Some additional challenges and concerns were outlined. First, enrollment, which is dropping. There is a perception that the reduction in courses for the business degree during the day is impacting
enrollments in other areas. The campus has also taken a hit from the availability of online courses. It was pointed out that the business courses offered during the day had dropping enrollment and that is the reason that CBE has discontinued some courses. There was additional concern expressed that the physical appearance of the campus is deteriorating with the drop in enrollment. Ideas to improve the campus included a greater faculty presence and resources for those faculty, including providing faculty workshops. A vision for the next 3 years included working with faculty to encourage enrollment growth. This year there has been some success working with department chairs to develop 2 year departmental roadmap programs. The committee also hopes to develop an electronic assessment survey for faculty, and work with environmental issues in keeping with CSUEB being a green campus community.

Emily Brizendine expressed thanks to Nicole Howard and the rest of the committee for their hard work.

23. Online Campus

This item will remain on the agenda for next week. Meanwhile the Provost requested that names be presented for membership on an Advisory Committee to the Online Campus.

24. Adjournment

M/S/P (Maxwell/Larson)

Respectfully submitted,

Julie Glass, Secretary