Minutes of the Executive Committee Meeting, Tuesday, May 27, 2008

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

Members absent: none

Guests: Carl Bellone, John Charles, Jay Colombatto, Linda Dalton, Mike Mahoney, James Mitchell, Don Sawyer, Jodi Servatius, Aline Soules, Terri Swartz

1. Approval of the agenda

M/S/P (Murphy/Caplan) to approve with additional item 14.5 to place amended CAPR 19 and CIC 32 documents on the Senate agenda. There will also be two BEC documents to vote on in the Chair’s report.

2. Approval of the minutes from the meetings on May 20, 2008

M/S/P (Opp/Caplan) to approve with the following corrections: a correction to Item 14 to change “for the next few years” to “the next year;” to add to item #3B that the construction referred to is that of Pioneer Heights, and to correct a typo in Item 21 from “math” to “may”.

3. Reports
   A. Report of the Chair

Tomorrow at 1:30 the second candidate for the position of University Librarian will have a public presentation in the Biella Room. The first presentation was interesting and well attended and this one promises to be the same.

Thursday, 10 – 12 will be the follow up Diversity Forum. Attendance is encouraged. Refreshments at 9:30.

Friday is the Active Shooter Safety Response.

The Dean of CBE sent out a request for feedback on the performance of CBE Chairs and Directors. This process is not in keeping with the regular review process for department chairs, as stated in the Appointment & Review Policy. The request has been retracted and the issue has been resolved.

The Sue Schaefer Faculty Service Award will be awarded by Sue Schaefer to Cal Caplan at the final Senate meeting next week. Congratulations were offered to Cal.

Bijan Gillani was named CSUEB Outstanding Professor for 2008-2009. Congratulations were offered. He will, among other responsibilities, give an address at the second annual Faculty Honor’s Convocation, 2009. The View recently announced the award in an article about Gillani.

A draft version of 07-08 BEC 16, which makes official the sentiment from the meeting last week to eliminate the Non-Grade Related Student Complaints Committee was presented.

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

A draft statement and background addressing clarification of an Executive Order that now allows students to complete two degrees was presented. It was pointed out that this document, which amends 07-08 CIC 28, would make explicit that students completing multiple degrees would not be required to complete additional residency or GE requirements.

M/S/P (Murphy/Opp) to place on the Senate agenda as a BEC.
B. Report of the President

The women’s water polo team is going to be honored by the Hayward City Council tonight.

Tomorrow evening a presentation will be given in Martinez to the Community College Board of Governors regarding the offering of lower division courses at the Concord Campus.

The important issue of student retention was discussed at UPABC last week. The Provost reported that many members of SSAC are also on Excom (or are visitors here today). SSAC has met every 3 weeks for the past several months. The committee was formed as part of the response to the WASC plan report on the issue of retention. A tangible outcome is a retention plan. Colin Ormsby reported on retention data to UPABC. Retention from Freshman to Sophomore year is in the low 80% range, which is equal to or a bit higher than the CSU average. Our Sophomore to Junior year retention rates are not as strong. Retention of transfer students was troubling. The data suggested that retention efforts targeted at transfer students was an area where we could expect to see the greatest effect. A draft list of implementable recommendations to improve retention has been developed and was provided as a handout. Some categories of action are advisement and orientation. Some suggestions can be implemented immediately (such as developing road maps) while others will require more time (such as requiring a one unit course). There is currently a transfer student orientation, but the goal is to make this event more prominent. Retention issues were recently discussed by the President’s Cabinet and ideas presented will be looked at more closely. If funding is needed, this possibility will be explored. Improving retention numbers is very important. If anyone had any questions, comments, or concerns, they can be directed to the Provost. It was noted that there was no reason for these plans to be approved by the Senate at this time. Some ideas, when they reach the implementation stage, will require such approval.

C. Report of the Statewide Academic Senators

The Statewide Senate has adjourned for the summer.

4. Appointments for 08-09

M/S/P (Maxwell/Murphy) to appoint Chris Lubwama to replace Nancy Mangold on COBRA for Fall 08.

M/S/P (Opp/Reevy-Manning) to appoint Ken Curr to FDEC for the term 08-10. It was noted that Oscar Wambugh’s service has been much appreciated and his input has been exceptional during his tenure on this committee. It was hoped that he would be able to stay involved in one way or another. COS inadvertently held an election for this position. They have been informed that, in the future, FDEC membership is appointed by Excom.

M/S/P (Murphy/Maxwell) to appoint Robert Phelps to the Concord Campus Advisory Committee representing CLASS for the term 08-10.

Membership in the Advisory Committee to the Online Campus and to the Task Force for development of course sequencing for entering international students were moved to items 16 and 17 respectively.

5. **07-08 DRAFT BEC 13**, Proposed Revision of the Academic Senate Distribution Policy

M/S/P (Murphy/Opp) to place on the Senate agenda. It was noted that several titles, etc., needed to be updated.

6. **07-08 DRAFT BEC 15**, Academic Disqualification

M/S/P (Opp/Larson) to place on the Senate agenda. It was noted, and the document amended accordingly, that this policy applies only to undergraduate students.

7. **07-08 CAPR 23**, Five-Year Program Review for Geography/ES

M/S/P (Larson/Rush-Woods) to place on the Senate agenda.

8. **07-08 CAPR 24**, Five-Year Program Review for Kinesiology
M/S/P (Caplan/Maxwell) to place on the Senate agenda.

9. **07-08 CAPR 25**, Five-Year Program Review for Anthropology

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

10. **07-08 CIC 33**, UDGE application of course for Statistics

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

11. **07-08 CIC 34**, UDGE application of course for Geography

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

12. **07-08 CR 5**, Policy on Training for Investigators doing Research Using Human Subjects,
    (with one correction on page 1 of the backup- item #4 “Project Director” rather than project AVP)

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

Item 4 on Page 1 should be changed to read Project Director. There was concern about the frequency with which trainings would be offered. Because students are often involved in survey research, requiring training without offering sufficient opportunities to meet training requirements could result in students being excluded from these types of opportunities. It was noted that the document states that the appropriate training would be as specified by the AVP implying that implementation would be left up to the AVP. It was also noted that “CSUEB maintains a subscription to the web-based “CITI Course in the Protection of Human Research Subjects”. It was believed that this online training would be available on demand to any researcher requiring training. Further questions should be referred to Kevin Brown, Chair of IRB.

The motion passed with one abstention.

13. COBRA Year-end Report (Garbesi) and possible draft document regarding COBRA recommendations to the President for next year

No report was provided.

14. Academic Dishonesty

The changes were praised. The question was raised as to whether there should be an option of “other” as a possible action taken as a result of the reported incident. It was suggested that this be offered as a friendly amendment on the floor of the Senate, if Towner agrees that it improves the form.

M/S/P (Opp/Reevy-Manning) to place on the Senate agenda.

14.5: Revisions to **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 (Maxwell/Murphy) to place the revised documents on the Senate agenda. These revisions add the discontinuance of the Accounting Option to the list of CBE option discontinuances. This change will be followed by the development of an MS degree in accounting.

15. Online Campus

This item was introduced by the Provost. He noted that interest for the Online Campus has been accumulating. The Online Campus was included as part of the Academic Plan analogous to the Concord Campus. To be more effective, our current approach to online offerings requires a more coordinated approach including improved student services. An area of particular interest is degree completion programs. Students would have to complete their lower division requirements on ground and/or online through community colleges or elsewhere. There is currently work being done with community colleges to establish online pathways to degrees. This effort could be linked to the California Virtual College which is sponsored by the Community Colleges. The website for the CVC is spotty, and the program does not currently offer a seamless transfer as described here. We are working with them to develop pathways. A
An advisory committee with faculty representation, analogous to that for the Concord Campus, is key to the ongoing development plans. It was noted that this committee would not make curricular decisions, which would continue to be the purview of CIC. The Online Campus will reside in Academic Affairs and courses and programs offered online will be subject to the same approval processes as all other academic programs, as well as being subject to the Online Policy. The Provost noted that quality is absolutely essential and that there would not be an over-reliance on adjuncts to teach online. There was a desire to see a good balance on the committee. It was agreed that a call would go out to faculty asking for names of those interested in serving. It would be made clear in the call that responders would be placed in a pool for possible appointment to the committee. It was noted that meetings (perhaps only virtual) would be required during the summer. The Provost would like to know the names of all those who volunteer with an eye towards involving everyone in one way or another. Membership will also include Jodi Servatius, John Charles, the Director of the Online and Hybrid Support Center and possibly staff. The Provost would like the Advisory membership by the end of the quarter and requested a copy of the ballot so he could see who was interested. It was agreed that each interested faculty member be asked to provide a couple of sentences about themselves, in order to help ExCom make the choices.

16. Task Force on Educational Needs of International Students

It was explained that our international students face substantial difficulties because of language and cultural challenges. It was noted that this effort will be targeted at undergraduate students, though it was acknowledged that international graduate students face many of the same challenges. Some ad hoc efforts were described. The hope is to establish a formal effort to support international student success. The outcome of the task force is expected to be a collection of proposals that would come to Excom in the Fall. The committee would be overwhelmingly a faculty committee addressing concerns that faculty currently encounter with this student population. It was mentioned that the suggested membership could include the department chairs as listed in the handout or their designee. It was also thought important to include Carl Bellone, a librarian, and a representative from CBE. Excom members agreed that Sally Murphy should chair the task force and coordinate its meetings. Suggested membership: Director of GE (Task Force organizer), Chair of English, Director of Composition, Director of TESOL, Chair of Math, Chair of Communication, Chair of History, Director of International Studies, Chair of CSD, Librarian, an International faculty member in CBE, AVP Bellone, Ray Wallace.
M/S/P (Murphy/Opp) to approve the formation of the task force. The Chair will send a note to the suggested chair membership inviting them, or their designee, to participate.


The report was given by Jay Colombatto. Two documents were circulated. One titled “Comprehensive Campaign Priority Setting Process” which gave a timeline for the overall comprehensive campaign process. The other was a copy of the “Campaign Priorities Questionnaire”. Mr. Colombatto went over some of the key points in these documents. In particular, all faculty should have received a copy of the questionnaire electronically for their input. Chair Reichman has been asked to send a reminder to all faculty of the importance of their responses to this questionnaire. He noted that it was not clear in the questions if input/opinions were being sought on the higher level priorities listed, or on the examples, or lower level, illustrations provided in each category. It was noted that the examples are just that, examples, and the suggestions are not limited to those provided. There was some concern that this would lead to muddled input with some commenting on high level others on lower level and some adding suggestions of their own. This was of particular concern in the area of “Centers for Academic Distinction”. It was noted that all those listed appeared to be new, while there were some centers currently in existence that were not listed that some felt might be more worthy than (or equally worthy to) those listed. Colombatto responded that any input would be accepted and appreciated.

18. Honors Report

A written document was provided. It was pointed out that the list of anticipated activities is for next academic year. Questions should be directed to Stevina Evuleocha, and ExCom members copied.

19. Adjournment

M/S/P (Opp/Larson)

Respectfully submitted,

Julie Glass, Secretary