Minutes of the Executive Committee Meeting, Tuesday, October 30, 2007

Members present: Calvin Caplan, Julie Glass, David Larson, Susan Opp, Mo Qayoumi, Gretchen Reevy-Manning, Henry Reichman

Members absent: Nan Maxwell, Sally Murphy, Dianne Rush Woods

Guests: Carl Bellone, Linda Dalton, Dana Grisham, Mark Karplus, Mike Mahoney, Don Sawyer, Jodi Servatius, Aline Soules, Terri Swartz, Arthurlene Towner

Visit with Trustee Glen Toney

ExCom met with Trustee Glen Toney for 30 minutes and discussed issues facing CSUEB, the CSU, and higher education in general in California.

1. Approval of the agenda

M/S/P (Caplan/Larson) to approve.

2. Approval of the minutes from the meeting on October 16, 2007

M/S/P (Opp/Larson) to approve. Several errors were pointed out and the minutes were amended accordingly.

3. Reports
   A. Report of the Chair
      - Jean Wells, IT Consultant, is leaving CSUEB for a position at CSU Long Beach. There will be a farewell party tomorrow, 10/31, at noon in the Biella Room. ExCom members are welcome to attend.
      - There will be a reception honoring the contributions and accomplishments of lecturers and coaches on Thursday, 11/1, at 4PM in the Library. This event is in conjunction with the related materials on display in the Library since June. A flier was passed around about this event that included a list of contributors.
      - Pursuant to the resolution of appreciation for their work on the WASC process passed at the Senate meeting last week, certificates have been created for Gale Young and Carl Bellone including the wording of the resolution. In addition, a letter has been written to Dr. Luanne Kennedy including the Senate resolution of appreciation for her guidance in helping CSUEB prepare for the WASC visit.
      - The Economic Development Roundtables which are being integrated into the work of the Academic Planning Task Force have begun. The first Roundtable took place on October 29th with the Bay Area Council. The meeting was very interesting and informative. Many of the employer comments echoed the sentiments of educators and there was a sense of common challenges and goals.
      - At the Senate meeting last week, the BEC creating an Advisory Committee for Faculty Support Services was defeated. ExCom needs to think in general about how to better explain what might appear to be opaque BEC documents resulting from long internal discussions. In this instance it was also the case that some ExCom members who might have been able to advocate more strongly for the committee were absent. There was a brief discussion questioning if a quorum had been present as the vote tally was low, and the need, in general, to observe Senate rules. [A Senate quorum is 50% of the faculty members elected from the colleges and at large.]
      - At the ExCom meeting next week there will be two new issues on the agenda.
         i) The systemwide proposal for a special fee for graduate business programs. The CSU Academic Senate has already passed a resolution calling for no such fee to be implemented until a systemwide discussion has taken place on the overall topic of disparate fee structures. The ExCom packet will include a 1 page information sheet, the SJSU resolution which includes several useful links, and a statement by Kevin Baaske (CSULA Academic Senate Chair) summarizing the opposition view.
         ii) The Transforming Course Design Initiative from the Chancellor’s Office. The discussion must, in the end, result in some decision about a fair and effective way for
CSUEB to select proposals to forward to the Chancellor’s Office by the deadline of November 30th. In the end a few (≤ 4) courses will be selected systemwide for campus collaboration on redesign.

B. Report of the President
The report was given by Provost Mahoney.
- CSUEB’s proposal for offering lower division courses at the Concord Campus was presented at a Contra Costa Community College District Meeting. President Qayoumi gave a presentation and was then asked a range of questions. The CCCD District Board will vote on the proposal at a future meeting. A report of the meeting appeared in the Contra Costa Times. A column by Hank Reichman appeared in response with apparent support of the editorial board of the paper. At this time the President is gathering more information and will develop a response for the board.
- A proposal was submitted to Community Reuse Project Office to utilize 415 acres at the Concord Naval Weapons Station for a new Concord campus. A copy of the proposal will be sent to ExCom. It appears that there is a good chance CSUEB will get a large parcel. It is hoped that there will be partnering with the community on such items as athletic facilities and a performing arts center.
- Preliminary discussions have occurred about the possibility of having a YMCA on the current Concord Campus.

C. Report of the Statewide Academic Senators
- The Statewide Academic Senate will meet next week. Items from the agenda and other events include:
  i) State Senator Jack Scott, who is an important and influential legislator, will visit the Senate.
  ii) Further discussion of the 08-09 budget priorities.
  iii) Text book affordability.
  iv) Opposition to the Community College funding initiative.
- There will be a stake holders meeting in Fresno about Access to Excellence. There was concern expressed about centralization in general as evidenced by Access to Excellence as well as the Course Transformation project.

4. Appointments
  - Sally Murphy to replace Bijan Gillani on the PeopleSoft Student Admin Steering Committee, 07-08
  - Dianne Woods to replace Mayling Chu on COBRA for Fall (CLASS to hold elections to replace her for the remainder of the year)
M/S/P (Larson/Opp) to affirm e-mail approval of these replacement appointments.
  - Replacement needed for Bruce Trumbo (SCI) on the Senate for Fall
M/S/P (Opp/Caplan) to appoint Roberta Durham of Nursing.
  - Replacement needed for Dennis Chester on Fairness Committee for Fall
There were no nominations.
  - Replacements for Choi (SCI) and Almquist (CLASS) on Research for Fall
Almquist needn’t be replaced.
M/S/P (Reevy/Opp) to appoint Roberta Durham to replace Choi.
  - Student Health Advisory Committee (2 faculty)
There were no nominations. [An email vote following the meeting approved Michelle Tellez and Min Sohn, Nursing, to the Student Health Advisory Committee.]

5. Approval of the new Preliminary Lists for the Fall 07 Elections
M/S/P (Opp/Larson) to confirm e-mail approval.

6. 07-08 CAPR 2, Requirements to address Concerns regarding the last Five-Year Program Review for the Graduate Multimedia Program and requirements for the 2008-09 Review
M/S (Opp/Larson) to approve. It was explained that because of extensions, and the CAPR requirement on 05-06 CAPR 3 to have a follow-up review for the program in 2 years, rather than the usual 5 years, this program was in the position of having reviews in back-to-back years. For this reason, CAPR has proposed that the review due this year would address only the concerns raised in the last review process. This would be followed by a complete review next year. There was some concern that the questions to be addressed and the timeline proposed for this years’ partial review appeared difficult to accommodate. It
was pointed out that the response materials due this year are items the program has been aware of for the past two years, since the approval of 05-06 CAPR 3. In addition, the program does have student learning outcomes (in the form of student presentations and public performances) and Carl Bellone (as Dean of the program) and Gale Young will provide support in developing the documentation requested by CAPR. The conversation then veered to one regarding the administrative status of the program. Concern was expressed that the program exists outside of the departmental/college structure of the university and that, as a result, faculty input is lacking. It was proposed that this is something that should be discussed as part of the complete CAPR review next year. Bellone noted that current practice is that 1 faculty member from each college is convened as a curriculum committee for the program when there are proposed changes to review.

The motion passed with one opposed.

7. **06-07 CFDE 1 revised,** Policies & Procedures for FDEC

M/S/P (Opp/Reevy) to approve. It was pointed out that the changes made are simply formalizing what has been the practice for the past 5 years.

8. Assigned Time Policy and membership of Task Force

M/S (Caplan/Opp) to approve

M/S/P to amend the list replacing Penny McCullagh with Cal Caplan and Phu Phan with Dee Andrews.

M/S/P (Reevy/Caplan) to amend the membership to include a lecturer representative. It was agreed that the lecturer appointee would be approved via e-mail.

The motion passed.

9. **MW/TR Scheduling (continuing discussion)**

The Provost reissued a memo regarding compliance with the existing course modules with the exception of 110 minute MW afternoon courses starting at 2PM and at 4PM. Several other exceptions were mentioned including back to back course scheduling for CEAS cohorts. It is hoped that this issue will be resolved sooner rather than later. The noncompliance leads to course conflicts for students and underutilization of space. This has been exacerbated by the reduction of capacity of some classrooms due to new furniture.

M/S (Glass/Reevy) that we gather input and pull together additional information

Three alternatives were noted:

1) Enforce the existing course scheduling modules.

2) Make official the currently unofficial scheduling modules of Winter, 2008, which retains the current MWF scheduling, but allows for 110 minute MW afternoon courses starting at 2PM and at 4PM.

3) Change the MWF afternoon scheduling modules to 12 – 1:50PM, 2 – 3:50PM, 4 – 5:50PM allowing also for the retention of a MWF 12 – 1:10 course module.

M/S/P to include that these alternatives be presented to Deans, Associate Deans, Chairs (including the Library Chair), Program Directors, and the Director of GE for their input.

Linda Dalton will draft a document to be distributed for feedback and input from Deans, Associate Deans, Chairs (including the Library Chair), Program Directors, and the Director of GE.

10. Faculty access to course rosters (continuing discussion)

Opp gave the history of this issue. This item was tabled due to lack of time.

11. Adjournment

M/S/P (Larson/Opp)

Respectfully submitted,

Julie Glass, Secretary