Minutes of the Executive Committee Meeting, Tuesday, November 20, 2007

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

Members absent: Sally Murphy

Guests: Carl Bellone, Jennifer Eagan, Mark Karplus, Mike Mahoney, Don Sawyer, Aline Soules, Lee Thompson

1. Approval of the agenda

M/S/P (Maxwell/Larson).

2. Approval of the minutes from the meeting on October 30 and Nov 6, 2007

M/S/P (Maxwell/Caplan) to approve the minutes of 10/30. M/S/P (Maxwell/Opp) to approve the minutes of 11/6 with minor corrections. There was one abstention.

3. Reports
   A. Report of the Chair
      - The Senate Holiday Reception will take place on Friday, December 7th, 5:30 – 7:30, in UU 311. Please RSVP by December 3rd.
      - AVP Bellone contacted the Senate Office to consult on a possible replacement for Gale Young as Presidential Appointee to the Fairness Committee, as she will be on Sabbatical Wtr/Spr. Emily Brizendine has been suggested as an experienced nominee. The President will make an appointment soon.
      - The Annual CSU Student Research Competition will be held at CSUEB this Spring, May 3rd and 4th, 2008. CSUEB has performed extremely well at this competition in the past, and having the event here is an opportunity to showcase the campus. Carl Bellone and Deborah Baker would like Excom to name 2 - 3 faculty members to work with APGS to identify and recruit faculty volunteers to help with the Competition. Faculty volunteers will be needed as panel moderators and jurors for the competition. Sue Opp and Dianne Rush-Woods volunteered and Sally Murphy was suggested (in absentia) as well.

   B. Report of the President
      - The Workforce Roundtables continue to be successful.
      - The President attended a meeting at the Brookings Institution at which he attended a session on urban serving institutions. It appears that urban serving institutions will be on the agenda during 2008. The three primary focuses will be human capital, economic vitality, and health care, all of which are inline with CSUEB priorities.
      - At the Board of Trustees meeting last week major changes to SFSU’s master plan were approved. This bodes well for our own request for an enrollment growth target increase in the future. The budget model is on track and we met our enrollment target, though not our more ambitious goal of 2% over the target.
      - The Provost reported that three CLASS dean candidates and 3 CBE dean candidates will visit campus in the next two weeks. An announcement will go out to all faculty very soon. The CEAS Dean Search Committee has not yet been convened.
      - The first meeting of the UUAC took place last Friday. It was a great success with 60 – 70 staff and faculty in attendance. Carl Bellone and Diana Balgas will lead future gatherings which will include reports from the GE subcommittee of CIC, SSAC, PEM, etc. The organization is an umbrella group for all involved in advising and retention.
C. Report of the Statewide Academic Senators

- Excom received a packet via e-mail containing all the resolutions from the most recent statewide Academic Senate meeting as well as responses to Access to Excellence. The resolution on the 08-09 budget priorities calls for 3 key items: 1) Implementation of ACR 73, 2) a 1% increase above the compact in all compensation areas, and 3) fully funding enrollment.
- A resolution was passed against Proposition 92, which would guarantee additional funding to the community colleges resulting in fewer discretionary funds available for, among other agencies, the CSU and UC.
- A resolution was also passed that focused on responses to faculty votes of no confidence.
- The resolution in response to Access to Excellence had strong consensus not unlike the CSUEB response document.
- There were several first reading items including a resolution on the Graduate Business Fee. At this point the resolution states that the Statewide Academic Senate opposes the fee “as presented to the Board of Trustees” in September, 2007. The resolution will come to a vote in January.
- There was another text book affordability resolution passed. It makes clear that curriculum is the purview of the faculty.
- It appears that the CSU will pursue legislative approval to offer a Doctorate in Nursing Practice (DNP). The UC is not opposed to this offering. If/when the degree is approved it will most likely be offered at 2 – 3 campuses at the most.
- Other areas of discussion included voluntary systems of accountability and a transfer process for AA degrees between community colleges.

4. Appointments
   - Replacement needed for Mayling Chu, Social Work, on FAC for Winter Quarter
   No nominations were made.

5. 07-08 CAPR 3, New Program/Timetable (advice to CAPR)

Some background was given. Recently new programs for approval have come to CAPR without sufficient time for thoughtful review. While there have been no particular objections to the programs in question, there was concern in general with the timing of program submissions and its impact on CAPRs ability (and faculty governance’s ability in general) to provide genuine oversight rather than simply issuing a “rubber stamp” approval. A lengthy discussion ensued regarding deadlines at the campus level as well as at the CO level and the fact that a reasonable window of time is needed for the campus process, allowing for re-writes, gathering of additional information, and allowing for relevant faculty to attend committee meetings, as well as time to write the documents and send them to duplicating. In addition, the enforcement of deadlines was discussed. The possible impact of unreasonable deadlines on faculty creativity in curriculum design was mentioned. It was suggested that faculty and department chairs are not familiar with the deadlines. Hank Reichman offered to work with Carl Bellone begin a process to review the Curricular Procedures Manual, with an eye towards to bringing it inline with current policies and to clarify (and perhaps set) deadlines/language. It was suggested that this revised manual could then be made a part of the Chair’s Academies currently offered by AP Towner.

6. 07-08 CIC 6, UDGE application for PHIL 3322 (Philosophy of Language) to Area C4

M/S/P (Larson/Opp) to place on the Senate agenda. A typo on the cover page was pointed out. There was some discussion of how to make clearer in the minutes what courses were being approved. It was suggested that the titles of the classes be included as has been done in these minutes.

7. 07-08 CIC 7, UDGE application of GEOL 3550 (Geography of Southeast Asia) to Area D4

M/S/P (Rush-Woods/Maxwell) to place on the Senate agenda. A typo on the cover page was pointed out.

8. 07-08 CR 1, Membership of IRB

M/S/P (Maxwell/Rush-Woods) to reappoint Kimberly Kim and Maxine Craig and to appoint Phu Phan.
9. Discussion of the Hybrid/Online definitions provided by John Charles and Nan Chico, to be used in PS “Class Notes”

CIC has read the document and agrees in principle with the definitions of online and hybrid classes contained there; they are working on an implementation policy of the online/hybrid policy. There has been some concern that a broad definition of hybrid course would result in an unreasonable number of courses having to go through the additional curriculum approval process for online and hybrid courses, impacting the implementation of the online and hybrid course policy. In CBE a strict definition has been in effect in order to ensure that faculty have curricular approval if they are not meeting face-to-face with their students in all but a very small percentage of their scheduled meetings. It was pointed out that this document appears to be only about establishing some standard wording for PS “Class Notes” to inform students about the course. Lee Thompson and Carl Bellone will work on a reasonable way to inform students in PS when a course will not meet in a standard manner. ExCom noted that Class Notes should be fixed so you don’t have to “drill down”. ExCom members agreed that there should be about 4 brief Class Notes, for example, 1) entirely online; 2) course is online except exams; 3) Substantial portion is online; 4) course is web-enhanced.

10. Instructional Materials Accessibility Plan
It was pointed out that this item is linked to item number 11. This document is due to the CO on 12/15. The CO has required that each campus have such a plan and was prescriptive in providing a detailed template. There was some concern about the effects this policy might have on academic freedom and curriculum design. The different issues that might arise based on course level and content were discussed. It was pointed out that there will always be exceptions and issues that will have to be dealt with as they arise. Having a plan in place will aid in these cases as well as ensure that the University is in compliance with relevant laws. Further comments can be emailed to AVP Bellone.

11. 07-08 CIC 8, Accessible Materials Policy
M/S/P (Rush-Woods/Larson).

12. Faculty access to course rosters (continuing discussion)
Postponed due to lack of time. It was requested that this item be moved higher on the agenda at the next Excom meeting.

13. Adjournment
M/S/P (Maxwell/Larson)

Respectfully submitted,

Julie Glass, Secretary