Minutes of the Executive Committee Meeting, Tuesday, November 27, 2007

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

Members absent: none

Guests: Carl Bellone, Jennifer Eagan, Zach Hallab, Mark Karplus, Michael Leung, Mike Mahoney, Saeid Motavalli, Glen Perry, Don Sawyer, Jodi Servatius, Aline Soules, Melany Spielman

1. Approval of the agenda

M/S (Maxwell/Larson). The following amendments were proposed: Move Item #8 to Item #5 (shifting all subsequent items accordingly). Include a new Item #9, to discuss the Hayward Course Schedules. M/S/P (Reichman/Murphy) to approve the amended agenda.

2. Approval of the minutes from the meeting on Nov 20, 2007 (not yet available)

3. Reports

A. Report of the Chair
   - There will be a meeting of the full Academic Senate next week.
   - The annual Senate Holiday Reception will occur on Friday, December 7th, 5:30 – 7:30 in UU 311.
   - Candidates for Deans of CBE and CLASS have begun their campus interviews. Schedules and CVs are available online.
   - The Appointment and Review document is still with FAC. It is anticipated that it will come to Excom soon.
   - The Senate discussion of the proposed graduate business fee will be postponed to its January meeting which will still be in time to provide feedback to the Statewide Senate.
   - The Academic Planning Task Force had several well attended Town Hall meetings (2 on the Hayward campus and one on the Concord Campus). Substantial feedback was provided at the meetings and online. A draft report will be provided to the Provost by December 18th. The report will come to Excom in January and then go to the Senate for discussion and approval.
   - There has been some heated discussion regarding the Foundation’s purchase and use of E-Z-Labor, software used to aid in the administration and oversight of grants. Faculty with external grants have expressed some dissatisfaction with the software as well as the process of selection and implementation. Sue Opp, on behalf of the Senate, has agreed to work with Chris Brown to develop a plan to address faculty concerns, along with Nan Maxwell.
   - There were several pages missing from the Excom packet that was mailed for this meeting (which were then provided electronically). In the future, if members notice missing documents, please contact Susan Correia in the Senate Office first.

B. Report of the President
   - As was mentioned in the chairs report, candidates for Deans of CBE and CLASS have begun their campus interviews. Schedules and CVs are available online.
C. Report of the Statewide Academic Senators

- The Chancellor’s Office Doctoral Incentive Program Advisory Committee will be meeting. Suggestions will include that it is essential that the application process be candidate and mentor friendly.
- Campus Senate Chairs will meet next week, followed by meetings of the Senate Committees.

4. Appointments

*Replacement needed for Mayling Chu, Social Work, on FAC for Winter Quarter*

No appointment was made.

There was some confusion regarding an interim Science rep appointment made by ExCom resulting in the wrong faculty member being appointed to the Senate for Fall, 2007, despite another having volunteered. It was suggested that this faculty member be invited to attend the final Fall meeting of the Academic Senate as a guest.

5. Faculty access to course rosters (continuing discussion)

Excom was reminded that any faculty who have access to course rosters in PS will have to change their PS password every 120 days. There was some discussion regarding which faculty needed access and the need to balance having all faculty automatically having access against the perceived inconvenience of having to change passwords frequently. It was agreed that faculty who do have access to PS will need to be trained. Access to the Data Warehouse was also discussed. Faculty automatically have access to the Data Warehouse where course rosters are available, with all confidential information removed. It was explained that PS is a “read and write” interface while the Data Warehouse is only “read.” Thus access to the DW does not require frequent password changes. It was agreed that there was no need to restrict faculty access to the Data Warehouse.

M/S (Glass/Caplan) That Department Chairs and Program Directors provide a list of faculty who require full access to PS course rosters. The list should be updated annually to reflect new hires and changing responsibilities. The motion passed with one opposed. This motion is to be reported in the Summary of Actions of Excom.

6. 07-08 CIC 10/CAPR 4, Modification of MS in Telecomm Systems

It was explained that this is simply a program modification which, in general, needn’t go through the full Senate approval process unless the changes are deemed “significant.” It appears that this item has come to the Senate because it included a change in the name of the degree, however, there is no significant curricular changes being proposed.

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

7. 07-08 CIC 9/CAPR 5, Establishment of an MS in Construction Mgmt

It was explained that 5000 level courses are not generally used for courses that count towards a degree. The intention was to have courses that could count towards this MS as well as count towards a planned undergraduate degree in Construction Management. The course numbers will be changed to 6000 to reflect the intention of the proposal and can ultimately be cross listed as 4000 for the undergraduate degree (with some additional work required for credit in the 6000 level course). Other changes suggested and/or errors noted by CAPR will be incorporated and/or corrected in the version sent to the CO. A trigonometry requirement will also be added. It was suggested that a student learning outcome stating that students would be able to “function in teams” might be changed to read “lead teams” reflecting the “management” aspect of the degree. There was some discussion about whether or how prescription the program could/should be regarding the letters of recommendation required for admission.

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

8. 07-08 CIC 11/CAPR 6, Leisure Studies/Recreation program proposals

a) CAPR has scheduled a special meeting on Thursday, November 29th, to discuss and gain clarification on some questions and concerns regarding this cluster of proposals.
b) The CO has granted an extension to the end of January for this proposal to be included in the CSUEB Academic Plan. This new deadline will still allow for the programs inclusion in the CSUEB Online Catalog for 2008-09.

c) Because of the developments described above, it was agreed that Excom would treat this document as a “first reading” providing members with the opportunity to provide constructive feedback and suggestions on the proposal. The following feedback was provided.

i) Some evidence of consultation with the College Curriculum Committee regarding the approval status of the online nature of the program/courses proposed should be included in the proposal.

ii) Some additional consideration should be given to having courses worth 4.5 units in terms of the impact on scheduling of full time instructors, etc.

iii) More detail might be provided on the expected background and required prerequisites of applicants.

iv) Prerequisites for the 6000 level courses might be considered.

v) Some clarification might be provided regarding “hidden” prerequisites because of the numerous elective choices provided.

vi) There is some need to clarify the “fully online” nature of the degree programs. Is the entire degree including the lower division online, is only the upper division online, what is meant by “last two years,” etc.?

vii) Clarification might be provided on whether the degree will also be offered on campus.

viii) The number of GE courses offered online is not relevant to the proposal and it was suggested that this be removed from the proposal.

ix) More attention should be paid to the library resources section for both degrees.

x) There was a chart placed randomly in the proposal that should be removed.

xi) The importance of consultation with CBE undergraduate and graduate management programs was emphasized.

d) There was general discussion regarding the assigning of units for courses, in particular for online courses.

9. Discussion of Hayward Course Schedules.

There was general discussion of whether course schedules should be set based on preference and if so, whose preference (students, faculty, other?). It was noted that further input from Linda Dalton (who was home sick) would be helpful. The main item of contention was whether a schedule should be proposed that included a 12 – 1:50PM slot on MW. There was concern that this time slot would drive students away from the 12 – 1:10PM MWF time slot, and also concern about classroom availability. It was pointed out that many of our students take lower and upper division courses simultaneously, so generalizations about course patterns for upper vs. lower division are not accurate. There was concern that many departments have already begun work on their Spring schedules (which are due in January) using the modified schedule in place for Winter, 2008. Because Excom did not have complete survey information, and because additional questions from PEM could not be answered, it was felt that a final decision could not be made on the permanent schedule at this meeting. Ultimately, a proposed schedule will be brought to the Senate for discussion and possibly approval. It was pointed out that the current schedule was not a Senate approved document but, rather, was created and put in place by the previous VP of Curriculum and Instruction, Leigh Mintz. There was concern that extending the scheme from Winter into the Spring would have the appearance of ignoring the input from the survey.

M/S (Maxwell/Rush-Woods) that Excom recommend that the schedule for Winter 2008, be extended to Spring, 2008, as a two quarter “experiment.” More concerns were expressed about not including a MW 12 – 1:50PM time slot, as well as concerns about schedule drift and course conflicts. Additional discussion will be required in order that a recommendation be made for a permanent schedule for Fall, 2008. The motion passed with one opposed.

10. Adjournment

M/S/P (Glass/Reevey)

Respectfully Submitted,

Julie Glass, Secretary