Meeting notes of the Special Organizational Executive Committee Meeting,
Tuesday, June 12, 2007

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

Members absent: none

Guests: Carl Bellone, Bob Burt, John Charles, Linda Dalton, Mark Karplus, Mike Mahoney, Don Sawyer, Arthlene Towner, Gale Young

1. Approval of the agenda
M/S/P (Opp/Murphy)

2. Approval of the minutes (none)

3. Reports
   A. Report of the Chair
      - ExCom members are encouraged to attend commencement and to encourage their college faculty to do the same.
      - CSUEB submitted the campus Accessible Technology Initiative Instructional Materials report to the CO ahead of deadline.
      - The Student Center for Academic Achievement’s founding director Emily Nye will be leaving the position at the end of June. Tentative plans to replace her on an interim basis for the summer with Cynthia Andrzejczyk are in the works. Next year there are tentative plans to have co-directors with plans for a national search for a permanent director to commence mid to late summer. A draft position description was circulated.
      - A proposal is in the works for a new student rec and wellness center to be paid for with new student fees.
      - Chris Brown will be seeking faculty representation on a parking advisory committee.
      - The chair is receiving 4 WTUs of assigned time this summer to work on a review of faculty policies with an eye towards creating an online academic policy manual.

   B. Report of the President
      - Welcome to new and returning ExCom members.
      - Due to the fact that bids for new housing units came in lower than estimated, it is hoped that CSUEB can fast track planning and construction of a student dining commons which will substantially improve quality of life for residential students. There will be a progress report at the ExCom retreat.
      - Input is hoped for from ExCom at its retreat on the following items: Advising, Counseling and Retention; Online Programs; Academic plan and physical master plan (faculty representation on the master planning committee will be sought).
      - Inroads are being made with the city of Hayward and joint programs are being pursued.
      - The Provost reported that there is hope that an Academic Advising Council may be formed, bringing together various offices and units across campus, responsible for student advising.
C. Report of the Statewide Academic Senators (none)

4. Appointments (none)

5. Discussion of the status of the Faculty Support Services reorganization

The interim report of the committee to review the Office of Faculty Development and Media and Technology Services was praised. A document was circulated with the latest administrative and reporting structure for the faculty support services units housed in Academic Affairs which includes the Office of Research and Sponsored Programs (ORSP), the Office of Faculty Development (OFD) and the Online and Hybrid Support Center (OHSC), all reporting to the Provost’s Office. The formation of an advisory council will be discussed at the ExCom retreat.

ORSP: There was an unsuccessful search for a new director this past year. The position is likely to be re-advertised nationally at the Associate or Assistant Vice President level.

OFD: Eileen Barrett will be named the new permanent director. A discussion followed regarding the necessary staffing and support required for the (re)creation of a successful Office. The importance of connecting technology with pedagogy was noted. In addition, it was suggested that support for faculty on both sides of the PTR process (evaluators and those being evaluated) is essential. Encouraging participation in and understanding of our shared governance structure is also a desirable outcome of faculty development programs.

OHSC: There are tentative plans for an internal search for a director as the current director was appointed without a search.

MATS: The interim report of the committee to review the Office of Faculty Development and Media and Technology Services indicated that faculty were not familiar with the services provided by MATS, but those who had utilized their services were satisfied. MATS provides assistance for the design and production of streaming videos, Blackboard support for traditional and online classes, media conversion, assistive technology, “clicker” support, and classroom support.

6. Feedback to WASC on the Educational Effectiveness Draft Report

This report focuses on student and institutional learning, it is evidence based and highlights proof not promise, structural changes, and engagement and commitment. It was suggested that the section on retention issues more clearly indicate which student groups are experiencing the greatest retention problems. It was suggested that there could be greater integration across sections in the report. It was also suggested that each section include an “abstract” or “learning objectives”. Committee members hoped that a list of “talking points” could be provided to faculty in advance of the WASC visit in October.

7. Discussion regarding Assigned Time Policy and Task Force

The structure, function and charge for a task force on this issue will be discussed at the ExCom retreat.

8. Discussion of the Academic Master Plan Process (Qayoumi/Mahoney/Dalton)

This item was discussed simultaneously with item 9 below. Two documents were distributed. It was noted that in the flow chart for University Strategic Planning the “arrows” should/could go both ways since the relationships are mutually supporting. It was noted that the Master Plan is campus specific due to differing county regulations. The handouts included a list of “Academic Planning Questions” in which several items noted in italics may be completed this summer with
data ready for review at the ExCom retreat (see below). The report was widely praised. The following items were suggested for discussion at the ExCom retreat: Faculty participation for Task Force including recent faculty hires; Refine and/or define a charge for the Task Force; Review and provide input on data collected during summer on italic issues noted above; React and discuss draft charge from the Provost.

9. Introduction and Discussion regarding the Physical Master Plan (Qauoumi/Bibb)
See Item 8 above.

10. Discussion regarding Senate Committees

The possibility of assigned time for committee chairs was introduced. It was suggested that committee chairs receive training. It is hoped that quarterly replacements on key standing committees will be reduced and/or eliminated. The full discussion of this item was postponed until the ExCom Retreat.

11. Summer Retreat planning

The following tentative scheme was settled on for the Summer Retreat:

Day 1: July 24th: Meeting with President and Provost in AM and ExCom in PM.
Day 2: July 25th: Meet with planning group including AVP Linda Dalton.

12. Adjournment

     Respectfully Submitted,

     Julie Glass, Secretary