CALIFORNIA STATE UNIVERSITY EAST BAY

OFFICE OF THE
ACADEMIC SENATE

Approved as amended

Minutes of the Executive Committee Meeting, Tuesday, October 2, 2007

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, Linda Dalton, Jennifer Eagan, Stan Hebert, Mark Karplus, Myoung-ja Lee Kwon, Mike Mahoney, Don Sawyer, Arthurlene Towner, Gale Young

1. Approval of the agenda
M/S/P (Maxwell/Larson)

2. Approval of the “meeting notes” from the meeting on June 12, 2007
M/S/P (Larson/Maxwell)

3. Reports
A. Report of the Chair
   - ExCom members were reminded about and encouraged to attend “Al Fresco” on 10/3, 11:30 – 2PM in the University Amphitheater.
   - Carol Channing will perform on campus on 10/8 and 10/9 with a Supporters Dinner on 10/8. Tickets are $60 and $75 respectively.
   - The opening of the new library exhibit celebrating the University’s 50th anniversary and Emeriti Faculty Reception was a success. The Emeriti Faculty Organization is launching an endowment for library collections and received an additional $2500 in donations at this event. The exhibit is on display through Spring, 2008.
   - The Chair has sent out several e-mails containing items of interest to ExCom and the University Community. In particular
     a) Parking. It should be considered a good sign that parking is at a premium. Chris Brown, AVP Enterprise Act. & Executive Director of the Foundation, and Shawn Bibb, VP, Administration & Finance, CFO, are aware of the problem. Efforts are being made to improve enforcement of parking restrictions.
     b) C. Richard Barnes and Associates, a consulting firm involved in past negotiations, is still being retained by the Chancellor’s Office and is working with campuses to establish improved labor relations, reduce grievances, and nurture cooperative attitudes. President Qayoumi suggested that CSUEB be among the first campuses scheduled for a visit from Barnes, so CSUEB may be regarded as a role model for other campuses in this process. Workshops will be forthcoming, for union members.

B. Report of the President
   - Following up on the Chair’s report, Richard Barnes will be here in January, 2008, for 20 – 25 days of training. The workshops will be designed to establish better working relationships, conflict resolution processes, and dispute settlement strategies. Our campus was chosen to model this process because it is perceived as one where relationships are currently among the best in the CSU. It was remarked that “the best grievance is one that is avoided.”
   - A number of ideas are being explored regarding the parking problem. In the short term, the University is exploring the possibility of utilizing areas close to campus, such as the
parking lot at Kmart on Mission. Kmart has contacted their corporate office to determine what options are open to them. A consultant has examined our current parking areas and concluded that some are able to accommodate additional parking spaces and may be re-striped. In the longer term, parking is included among the areas to be examined in the campus master plan, including egress and ingress.

- Enrollment is up. Headcount is up, while average load is a bit lower than expected. However there are still courses with sizable waiting lists and it is hoped that those students will be accommodated as time passes. Linda Dalton (VP of Planning and Enrollment Management) mentioned that it is still too early to know and that there is still some settling out that will occur. It was assumed in the three year budget plan presented last year that CSUEB would be 2% above target this Fall, and we are still hopeful that that goal can/will be met.

- Housing construction is moving forward on schedule. There is currently a waiting list for student housing. There were 230 last year in student housing and this year there are 370.

- WASC will be here October 16th- 18th. The Academic Planning Task Force met for the first time yesterday. Input will be sought from outside agencies such as the Bay Area Council, East Bay Economic Development Alliance, the Silicon Valley Leadership Group, the Contra Costa Business Council, and the Tri-Valley Leadership Council.

The new Associate Vice President of Student Affairs, Stan Hebert, and the new president of Associated Students, Ola Dokun were introduced.

A document titled “Planning and Enrollment Management: Snapshot of 2006-07” was circulated by VP Dalton.

C. Report of the Statewide Academic Senators
- A new fee of $210/unit/semester has been proposed to the Board of Trustees for graduate business programs. The Statewide Senate passed a resolution (not unanimously) that no new fee should be considered until there have been campus conversations among faculty and students. According to Reichard, Executive Vice Chancellor and Chief Academic Officer, this will not be on the agenda until January, so discussion can be postponed until after the WASC visit.

- A new Drop/Withdrawal/Renewal regulation (DWIR) is under consideration system wide. The Statewide Senate is seeking feedback from campuses. Jennifer Eagan (Chair of CIC) said that CIC felt that the regulation does seem to set a minimal basement and that campuses can go above and beyond; Some of the restrictions seem to be written with impacted campuses in mind, and that less stringent criteria might be more appropriate for our campus which is hoping to grow. CIC felt that the uniformity of the regulation might not be to our advantage. It was suggested that there be a thorough campus discussion including CAPR.

- The Statewide Senate voiced their feeling that the “Compact” should be viewed as a floor rather than a ceiling in seeking state funding and that additional funds should be sought especially to address faculty salary inequities including inversion and compression. A 75/25 Tenure-Track to Lecturer ratio is the goal (i.e. ACR 73). Provost Mahoney circulated a document including Tenure Track Faculty Statistics. The current ratio of TT/Lecturers will be provided at a later date.

- Community Colleges have proposed an initiative that would increase their entitlement of legislative funds which would impact CSU funding adversely. The CFA has voted to oppose the initiative.
4. Appointments

It was agreed that all replacements would be taken as a single item for approval.

- **Replacements for Lyn Comerford (CLASS) and Shirley Yap (SCI) on the Senate, Fall only** Proposed: Carlos Salomon, CLASS, and Roger Doering, SCI.

- **Acknowledgement of an email vote during the summer to reappoint Carolyn Fong (SCI), Steve Philibosian (LIBR), Kate Reed (CEAS), and Ellen Woodard (LECT REP) to the Concord Campus Advisory Committee** Acknowledged.

- **Replacement needed for Bijan Gillani on the PeopleSoft Steering Committee, 07-08** Proposed: None. Nominations and discussion via e-mail to follow.

- **Approval of Henry Reichman serving as faculty representative on the Web Steering Committee** Approved.

- **Faculty appt needed for a new university committee (required by EO926) to discuss, monitor and evaluate campus policies and procedures relating to students with disabilities.** Proposed: None. Nomination and discussion via e-mail to follow.

- **Faculty appt needed for representative on the Parking Advisory Committee, for input into a variety of parking issues** Proposed: Calvin Caplan, Kinesiology and Physical Education.

- **Academic Plan Task Force (confirmation of an earlier ExCom approval):**
  - Henry Reichman
  - Julie Glass (SCI)
  - Kyzyl Fenno-Smith (LIBR)
  - Eric Soares (CBE)
  - Rita Liberti (CEAS)
  - Maxine Craig (CLASS)

  Approved.

- **Faculty appts for the 07-08 Hayward Master Plan Steering Committee (confirmation of an earlier ExCom approval):**
  - David Larson (CLASS)
  - Kevin Callahan (SCI)

  Approved.

- **Facilities and Space Management Committee (replaces Campus Physical Planning Committee) 3 faculty appts are needed: Senate Chair (or designee), 1 Faculty Rep, and 1 Dept Chair Rep** Proposed: Dianne Rush-Woods, Social Work, and Isaac Catt, Communication, both are faculty and Department Chair and Henry Reichman, Senate Chair.

- **Replacement needed for Kim Geron (CLASS) on CAPR for Fall only** Proposed: Khal Schneider, History
• Replacement needed for Vish Hegde (CBE) on CIC for Fall (CBE to hold elections to replace him for the remainder of the term (07-09)
  Proposed: Fung-Shine Pan, Accounting and Finance.

• Replacement needed for Tony Lima, (CBE) on FAC for Fall (CBE to hold elections to replace him for the remainder of the year)
  Proposed: Jagdish Agarwal, Marketing and Entrepreneurship.

• Replacement needed for Mayling Chu on COBRA for Fall (CLASS to hold elections to replace her for the remainder of the year only)
  Proposed: None. Nomination and discussion via e-mail to follow.

• ADDED: Replacement needed for David Bowen on Fairness for Fall
  Proposed: John Lovell, Psychology. [This action was later found to be unnecessary, as Lovell was elected by the college to replace Bowen thru 08]

M/S/P (Maxwell/Rush-Woods)

5. Current Searches and update on the status of the search committees
   AVP of Continuing and International Education (committee elected last Spring) (ExCom members gave feedback on draft job description over the summer)
   AVP Research & Sponsored Programs (last year’s committee to continue; ExCom members gave feedback on draft job description over summer)
   AVP Facilities Planning & Operations (Reichman was invited to represent the faculty on committee)
   CBE Dean (job descript. approved by ExCom; elections in early Fall for committee members)
   CLASS Dean (committee elected last Spring)
   CEAS Dean (job descript. approved by ExCom; elections in early Fall for committee members)
   Director, Student Academic Services/EOP
   Director, Upward Bound
   Director, SCAA (ExCom needs to discuss composition; joint report Academic/Student Affairs)
   Director, Online & Hybrid Support Center (ExCom needs to discuss composition, job descript.)

   Informational, no action required.

6. Draft 07-08 BEC 1, Standing Rules of the Academic Senate
   M/S/P (Murphy/Caplan) to place on the Senate Agenda, as revised to add CFAI for Fairness committee on the last page.

7. Draft 07-08 BEC 2, Nominations for the Layoff Committee, 2007-08
   M/S/P (Caplan/Maxwell) to place on the Senate Agenda.

8. 06-07 COBRA 2, Recommendations to the President for 2007-08
   M/S/P (Maxwell/Caplan) to place on the Senate Agenda.

9. 06-07 CAPR 5 revised, Five-Year Program Review for Biological Sciences
   M/S/P (Opp/Larson) to place on the Senate Agenda. Some minor and not so minor concerns were expressed primarily regarding a single option within the major. It was suggested that these issues be brought up to the full senate.
10. **06-07 CAPR 13**, Five-Year Program Review for Human Development Programs
M/S/P (Maxwell/Caplan) to place on the Senate Agenda. It was suggested that a representative from Human Development be available for questions at the meeting of the full senate.

11. **06-07 CAPR 14**, Five-Year Program Review for the Liberal Studies Program
M/S/P (Maxwell/Larson) to place on the Senate Agenda.

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

13. Confirmation of email approval of the Fall Quarter University-wide Election Schedule
M/S/P (Rush-Woods/Opp) to approve

14. Approval of the Administrative Review Schedule *Note that the Review of the Dean of the Concord Campus was rolled into 07-08; members elected in 06-07 will continue to serve on the committee.*
M/S/P (Caplan/Maxwell) to approve as amended. Some errors were noted and a request that column headers be provided for clarification.

15. **07-08 DLASS 1**, Revised CLASS Election Procedures
M/S/P (Caplan/Maxwell) to place on the Senate Agenda. There was some discussion about required procedures for revision of college election procedures.

M/S/P (Caplan/Maxwell) to draft a charge to FAC to review and revise university wide election procedures. As part of the charge it was suggested that FAC request current college procedures and/or encourage colleges to review and revise their own procedures.


   The WASC team will visit the Hayward Campus on 10/17-10/19. They will meet first with the administrative team, followed by a meeting with ExCom on Wednesday, 10/17, at 3PM. The meeting was moved to the beginning of the visit because our consultant suggested that starting out “strong” is desirable. ExCom is encouraged to emphasize who CSUEB is now rather than who we were in 2005. ExCom is also encouraged to be mindful of the roll of “Stewards of Academic Quality” by focusing on Chapters 1 – 3 and Chapter 5 in the WASC Educational Effectiveness Report. ExCom was encouraged to read the entire executive summary with care. The Consultant, Dr. Louanne Kennedy, will attend the next Senate Meeting to help the faculty prepare for the WASC visit. Several events were announced, to be held in the multi-purpose room of the new University Union:
   - **Wednesday, 10/17, 5:30 – 6:30**: Reception
   - **Friday, 10/19, 1:30 – 2:30**: Exit Interview followed by celebration.

17. **University Undergraduate Advising Council (UUAC)** *(begun as email discussion; see proposal by Provost Mahoney)*

   The goal of the UUAC is to bring together all constituents engaged in advising for sharing, social networking, and support; the role is advisory, not policymaking. It was emphasized that advising is a university wide issue and that simplification of advising procedures is desirable. It is hoped that retention issues can be addressed. The formation of such a group was praised and the crucial role advising plays in student success was highlighted. Several suggestions were made: a) that there be a standing committee of sorts to address student affairs issues and that this committee provide a focal point where faculty are charged with providing input on advising; b) that all
members of the university community be encouraged to attend meetings of the UUAC and that Department Chairs be notified of the meetings; c) that the membership document should include the terms of service; d) that the membership be indicated by title rather than name; and d) that each department/program be asked to provide an advising plan. A website providing a one stop shop for advising will be developed.

Informational only, for feedback; memberships do not need approval, as they are based on titles.

18. Student Success Assessment Committee (SSAC)

The Provost provided a handout of membership. Based upon page 29 of the WASC Educational Effectiveness Report, the SSAC will be data driven. It was suggested that a PeopleSoft representative (like Glen Perry) be added to the SSAC membership. The Provost noted that SSAC will report to UUAC.

Informational only, for feedback; memberships do not need approval, as they are based on titles.

19. Faculty Support Services Advisory Committee

The Provost provided an update on Faculty Support Services. ORSP will move to Warren Hall at the end of the quarter. Searches have been approved for an AVP for Research (advertisement may already have appeared in the Chronicle of Higher Education), the Director of Online and Hybrid Support Service Center, and the Director of the Student Center for Academic Achievement.

A list was provided by the Senate Chair indicating a suggested composition for the Faculty Support Services Advisory Committee. Some discussion ensued regarding the membership including the possible addition (or substitution) of the Director of Media and Technology Services, the Director of Service Learning, the removal of the restriction of lecturer member to members of the academic senate and the requirement that 2 of the 3 “at large” faculty members be probationary. Consultation with Eileen Barrett, current Director of Faculty Development, was encouraged. A BEC will be developed for the next ExCom meeting.

20. Discussion of Assigned Time Policy and membership of Task Force
Postponed.

21. Continuing discussion regarding MW/TR Scheduling
Discussion postponed. Data will be provided by the Provost for the next meeting. Sonjia Redmond (Vice President of Student Affairs) mentioned a component of the Student Affairs Strategic Plan to have a “university hour” as part of the creation of a vibrant university village. It was noted that existing modules should be used until otherwise decided.

22. Continuing discussion regarding faculty access to course rosters
Postponed. VP Dalton requested that she be provided with a definition/category list of who needs access.

23. Adjournment
M/S/P (Maxwell/Opp)

Respectfully Submitted,
Julie Glass, Secretary