Minutes of the Executive Committee Meeting, Tuesday, February 3, 2009

Members present: Jennifer Eagan, Julie Glass, Rita Liberti, Jane Lopus, Sally Murphy, Susan Opp, Mo Qayoumi, Henry Reichman, Jeffery Seitz

Members absent: Karina Garbesi, Susan Gubernat

Guests: Carl Bellone, John Charles, Debby DeAngelis, Linda Dobb, Jair Fory, Liz Ginno, Mark Karplus, Michael Leung, Mike Mahoney, James Mitchell, Don Sawyer, Jodi Servatius, Barbara Storms, Arthurlene Towner

1. Approval of the agenda

M/S (Seitz/Liberti) to approve the agenda. The following additions/amendments were proposed: 6a. 08-09 CIC 19; and 12. 09-10 budget discussion.

The motion as amended passed.

2. Approval of the minutes of the meeting on 1-20-09 (available on Sharepoint)

M/S (Eagan/Glass) to approve, with suggested modifications on SharePoint from Sue Opp. The modifications were a result of an attempt on the part of the Senate Chair and President to clarify to outside readers aspects of the budget discussion at the meeting of 1-20-09. In particular, the President’s Report was modified to clarify the IOU situation, and reordered/organized to clarify that the cash that is available to the CSU as a result of maintaining fees can be used if the state runs out of cash. The idea was to ensure to everyone that we will be able to meet payroll and Cal Grants this year. The second to last sentence in item 10 was deleted.

The motion to approve the minutes, as amended, passed.

3. Reports
   A. Report of the Chair

A call went out from ACIP for a campus representative.

An e-mail went out regarding Karina Garbesi’s daughter who was hit by a car and broke her neck. She is doing well, and appears to have full function after spinal surgery. We will have a card in the Senate office tomorrow. Please come by to sign it tomorrow. Our thoughts go out to Karina and her daughter for a full recovery.

Remember that the Faculty Honors Convocation is on Friday, 2/27, at 4:30 to honor our newly tenured faculty, 25 years of service and emeriti.

On 2/5 Trustee Margaret Fortune will visit the campus. Excom is invited to meet with her at 2:15 in PCR.

There will be an emergency test on Friday of AlertMe.

COBRA is reviewing the budget and revenue implications of online instruction. The discussion included the idea of requesting supplemental revenue from the CO for online FTES as part of a plan to reach budget stability. It was pointed out during the lengthy discussion on the topic, that CSUEB is not looking to save funds through online enrollment, rather looking to increase revenue through online enrollment. CSUEB leads the CSU in online courses and programs offered through regular enrollment. Various Senate policies and procedures are being reviewed.
with an eye towards incorporating online instruction, for example, the evaluation of faculty and PTR issues. John Charles reported to COBRA about external funding proposals to build out and scale up our online efforts as well as efforts to bring online programs to Veterans. These proposals look for one time funding which would provide faculty support, infrastructure enhancement, student support, marketing, etc. to provide for the scale up.

A handout was distributed that included hypothetical data regarding the overall impact of potential additional funds from the CO for online FTES. It outlined the revenue that would be generated by an additional 1000 FTE online above target, for which under current policy CSUEB would receive no funding. The additional 1000 FTE would bring in approximately $10.7 million dollars and, given current SFR, this would result in 45 new faculty positions and still leave funds to support, for example, the library, retention, counselors, etc. It was noted that the potential new faculty lines would be requested and awarded through the current mechanism. It was noted that in some departments they include online teaching in their position announcements.

A draft BEC was circulated that included a statement regarding faculty support for the “online initiative.” Excom had several suggestions regarding wording that were incorporated into the statement. It was noted that this is just a statement of general principles. It was particularly important to Excom that the statement include that current policies regarding curriculum and other issues currently the purview of the faculty would remain so in relation to online instruction.

M/S/P (Murphy/Lopus) to place the modified 08-09 BEC 6 on the Senate Agenda.

COBRA is continuing to work on related issues and will continue to report back.

B. Report of the President
The State found money to pay for up to 80% of Cal grants and will honor obligations on construction. This eases the situation a bit.

Super Sunday is 2/15. Thanks were offered to faculty and staff who have volunteered to participate. The plan is to staff 18 churches and several trustees and the Chancellor will be joining the team. Sonjia Redmond is hosting a lunch for all volunteers at her house.

The African American Summit will take place on 2/21. Thanks to Dianne Woods for accepting role of honorary chair. The Latino Summit two weeks ago drew about 700 people and a nice write up in the paper.

The President just underwent a review by the CO. Comments were solicited from many faculty including some on Excom. The review was very successful with positive comments provided by members of the campus community. The President remarked that the process is also a review of the cabinet, the relationship between the Senate and administration, etc. The comments received reflect the great partnership that has been established. Thanks were offered to Hank Reichman and Sue Opp for their leadership in creating the current climate. The review will be made public soon.

Excom congratulated the President on his review, and thanked him for sharing the results with Excom.

C. Report of the Statewide Academic Senators
The senate met 1/22-1/23. Given that there is a full Senate meeting next week and a full agenda today, the Statewide Senators will give a full report at the meeting next week.

4. Appointments
Gregory Theyel, Mgmt, to replace Frank Lowenthal on the Senate for Winter Quarter

M/S/P (Murphy/Lopus) to accept the proposed appointments.

It was noted that Mitch Watnik will need to be replaced as Senator at Large for Spring Quarter.

A faculty representative is requested for the Communications Committee for Online Evaluations. This is an implementation committee that is working on designing the means of communicating to faculty the new online evaluation system, among other items. It was felt that a faculty perspective and faculty input would be valuable.
Melany Spielman has agreed to serve on the committee.

M/S/P (Lopus/Eagan) to approve Melany Spielman to serve as faculty representative on the Communications Committee for Online Evaluations.

5. Approval of the Final List for the Winter 09 University-wide Election

M/S (Murphy/Lopus) to approve the list including the nomination for Bijan Gillani as Faculty Marshall. Steve Ugbah, via e-mail, requested to withdraw his name from consideration as CSU Senator.

The motion to approved as amended passed.

6. **08-09 CAPR 12**, Policy and procedures for the Temporary Suspension of Academic Programs

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

6a. **08-09 CIC 19**, Proposed Changes to the Policy on Online and Hybrid Instruction

M/S (Murphy/Liberti) to place on the Senate Agenda. The words “minor” and “option” should be removed from Part B line 2. It was noted that the current policy (as described in Part E) of retroactively requiring approval for online courses is not being enforced.

The motion passed, to place on the Senate agenda as amended.

7. **08-09 cFAC 1 revised**, 08-09 Subcommittee Memberships

M/S/P (Reichman/Eagen) to approve.

8. **08-09 cFAC 3**, Processes for Evaluation of Coaches and Assistant Coaches for 2008-09

M/S/P (Seitz/Lopus) to place on the Senate agenda. It was noted that this is a transition policy.

9. **08-09 cFAC 4**, Student Evaluation of Courses: Revised wording of student evaluation instrument and Acceptance of Scantron through Spring 2013

M/S (Lopus/Seitz) to place on the Senate agenda. This will go into effect for online classes and some requested face-to-face classes this quarter. Note that for face-to-face classes departments can continue to use their existing evaluation forms. It was suggested that the word “Scantron” in the title be replaced by “Scantron’s Class Climate”. It was noted that the Communications Committee for Online Evaluations will be working the “business process” for the rollout. It is expected that this will include a button on Bb for students to access the evaluation.

The motion to place on the Senate Agenda as amended passed.

10. Update from the Online Campus Advisory Committee

It was reported that this committee has heard about and provided feedback on many of the same issues as come to Excom. These issues include the various policy changes to address online instruction, the online evaluations, efforts to obtain funding externally and through the CO for online enrollment, veteran’s programs (Veteran’s Online Internet Campus Exchange), and an agreement with the University of Maryland regarding online articulation agreements. One area of concern that was brought to the committee and discussed at some length was that of exam security for online courses. Possible software and proctoring solutions are being explored. It was noted that testing offices throughout the CSU are sometimes available to proctor exams when requested to do so. It was commented that the “Online Campus” as an entity is unclear.

The Provost remarked that the committee has provided valuable input including the concerns of some faculty working online.

11. IT Information Security - UIT Report, as feedback to the CSU
Excom was reminded that the campuses had received an extension on providing input to the Systemwide IT Information Security Policy, Standards, and Use documents. UIT was asked to review the documents and report to Excom, which is what John Charles will do today. It was reported that UIT and IT have requested responses from various affected units on campus and pointed out to them the relevant portions of the documents. The last of these responses is due on 2/6/09. A written complete response from UIT/IT is being drafted and can be made available on SharePoint.

Some key points that have been identified:

Regarding the Information Security Policy: There are several sections dealing with malicious software and mobile devices security (11.1 and 11.3). The language is very prescriptive, and in some cases it seems that compliance would be impossible. It was suggested that the language be toned down and the goals be more realistic. Some of these events cannot be completely prevented. There should be a lot of education and there should be tools for detection. It was suggested that language be incorporated that encourages the development of policy, procedures, and guidelines to deal with these items (malicious software and mobile devices).

Regarding the Responsible Use Policy: Last year our campus developed an Acceptable Computing Use Policy. The development process was consultative including CO coordinated union consultation. In part because of this, what CSUEB currently has in place fairly in line with the systemwide Responsible Use Policy presented here. There are several areas where additional details have been incorporated. Because the systemwide criteria are the minimum, our policy would have to change to include this higher level of detail. It was explained that there are places in the CSUEB document that simply refer to legal documents that apply, whereas the statewide document includes specific wording.

Regarding the Systemwide Information Security Standards: This document includes some standards regarding mobile computing devises and management (section 9.3). The level of security proscribed by the document appears not to be feasible. It was suggested that some language be incorporated that provides guidelines for different levels of monitoring and different levels of classification. IT staff who are familiar with this area have been asked to examine where various types of data are stored and to propose classification standards.

It was noted that the Board of Trustees does periodic audits and that IT security will be included in CSUEB’s audit this year. The audit is expected to last a month and include “attacks” from both within and outside the campus firewall.

12. 09-10 Budget Discussion

The budget situation is extremely serious. Faculty should be aware, engaged and should understand the potential repercussions of the ongoing budget planning process. The Cabinet and UPABC have outlined budget principals including providing high quality, accessible, timely instruction. It was felt that the administration needs feedback about impacts on classroom instruction. Excom was reminded that UPABC is meeting Friday at 10AM in PCR.

It was noted that small and medium sized campuses are disproportionately harmed by difficult budget times because of “economies of scale.”

There was general concern that, though the goal of transparency about the budget and budget planning has been expressed, there are issues regarding communication that remain. Some faculty feel that messages regarding the importance of instruction are not in line with the cuts to instruction that are being implemented. There was also concern about the impact of cuts to Academic Affairs beyond the Colleges, e.g. in the library and the SCAA.

It was noted that Academic Affairs is taking a 19% cut while some other units are taking much smaller cuts percentagewise. There was concern that Academic Affairs had been the “residual claimant” to the cuts, rather than the opposite. It was felt that close examination of college budgets would make it clear that the cuts would necessarily come from instruction because there simply is nowhere else to cut. Several examples were given including students having to graduate without the optimal courses and/or having to delay graduation, lab intensive departments with no remaining materials budget for the rest of Winter and Spring Quarters, an inability to meet master schedule obligations, and remedial English classes that have already doubled in size. There was concern that the impact would soon reach GE even more strongly as
departments choose to cut GE courses in order to protect courses for their majors. It was pointed out that GE students are ALL our majors so this approach would not protect anyone. Non-major courses make up a significant number of the units required for graduation, and there has been no coordinated efforts to look into the impact here. It was felt that department chairs in different colleges are getting very different messages, leading to more concern about communication. It was claimed that there has already been a drop in retention. It was pointed out that, although technically there have been no layoffs, departments have had to cut the teaching loads of valuable lecturers (who are not 1.0).

In response to the 19% cut to Academic Affairs being larger than cuts to other units, the President explained that the process was intentionally not “across the board” and this is what led to different units experiencing different percentage cuts. Faculty wondered how the figures from the colleges were arrived at and that a more thorough explanation of that process would be beneficial. It was noted that it appears that not one dean feels their target enrollment can be met with current funding levels. Units were asked what they needed in order to maintain the basic operations of their areas including mandatory expenses, instruction, etc. The percentages were figured out after the fact based upon the dollar amounts established by this process. It was acknowledged that students would feel the impact through possible delays in graduation and/or not getting the classes they need. It was also pointed out that departments and colleges would still need to meet their enrollment targets and so could not simply cut GE courses and protect major courses.

It was proposed that there be an “expanded” senate meeting or faculty budget meeting on Tuesday, February 17th, 2 – 4PM. The meeting would provide an opportunity to discuss the impact of the cuts to academic affairs and to help open lines of communication. There was a great deal of concern that even this meeting would be too late.

M/S/P (Reichman/Murphy) to call an “expanded senate meeting” on Tuesday, 2/17/09, 2 – 4PM.

13. Adjournment

M/S/P (Lopus/Glass)

Respectfully Submitted,

Julie Glass, Secretary