Minutes of the Executive Committee Meeting, Tuesday, April 28, 2009

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

Members absent: Mo Qayoumi

Guests: Carl Bellone, Chris Chamberlain, Evelia Jiminez, James Mitchell, Saeid Motavalli, Jim Okutsu, Glen Perry, Don Sawyer, Aline Soules, Barbara Storms, Arthurlene Towner

1. Approval of the agenda

M/S/P (Lopus/Liberti) to approve the agenda.

2. Approval of the minutes of the meeting on 4-7-09

M/S (Garbesi/Seitz) to approve the minutes of 4-7-09. It was noted, in reference to Item #6, Confirmation of Spring Election Schedule, that the PPI appeals Committee requires 5 full professors.

The motion with corrections passed.

3. Reports
   A. Report of the Chair

The Senate Office is planning a second budget update/forum to inform the campus about the current budget situation. It is tentatively scheduled for Thursday June 4th, 2 – 3PM. More information will follow soon.

Sue Schaeffer Faculty Service Award letters of nomination are due to FAC tomorrow.

The Honor’s Program self nomination process is being held open because there have been no self-nominations. This is an opportunity to work with the best and brightest students at CSUEB. Talk to your colleagues.

Dr. Bellone provided an update on some changes in accepted CLEP Exams at CSUEB. CSUEB has accepted CLEP exams for 35-40 years. Until recently only 6 exams were accepted, but the changes reported here are that this number will soon expand to 26 to 28. Because this is not a policy change, this is simply in informational item. This change is motivated in part because the Troops to College initiative is encouraging universities to accept more CLEP exams, as these exams are popular among military personnel. This change is, in part, to make CSUEB more veteran friendly.

B. Report of the President

The President and Provost are both out of town. Associate Provost Towner is present but had no report.

C. Report of the Statewide Academic Senators

ASCSU will meet next week for plenary and committee work.

4. Appointments

No appointments.

5. Search Committee for the AVP of Academic Resources “Director of Academic Affairs” Budget (new title per job description; “Senior Director of Budget and Resources for Academic Affairs” (3 tenured faculty appointed by ExCom)

The committee must consist of three tenured faculty appointed by Excom. The nominees are: Tom McCoy (Communication, CLASS), Judith Faust (Library), Janet Logan (Educational Psychology, CEAS), Saeid Motavalli (Engineering, COS). As a result of a secret ballot the following faculty members were appointed to the committee: Tom McCoy (Communication, CLASS), Judith Faust (Library), Saeid Motavalli (Engineering, COS). Thanks to the nominees.
6. Confirmation of email approval of) the job descriptions for the “Senior Director of Budget and Resources for Academic Affairs” and the “AVP, Academic Programs and Graduate Studies”

The confirmation was acknowledged.

7. Approval of the Final Lists for the Spring 09 Elections (or confirmation of email approvals) Elections will be April 30-May 13th for all (unless they are held up or postponed for lack of nominations)

Please seek nominees from the Student Services Professional category (level 3 or above) for the Senate.

M/S/P (Garbesi/Murphy) to approve the list of nominees.

We confirmed via e-mail the lecturer and emeriti nominees for senate and emeriti nominees for honorary degrees.

8. Update from the GE Director Search Committee

The committee has not yet met. There is currently a nominee.

9. 08-09 CIC 15, Policy on Repetition of Courses and Grade Forgiveness (formerly Academic Renewal)

M/S (Garbesi/Seitz) to place on the Senate agenda. There was some discussion as to whether the changes result in a more restrictive policy and how it compares to past policies.

The motion passed.

10. 08-09 CIC 27, Revised Policy on Withdrawals

M/S (Murphy/Seitz) to place on the Senate agenda. Several issues of concern were raised including the requirement that faculty “report the last known date of attendance,” the restriction on the number of withdrawals, and the exempt status of postbac students. It was pointed out that this policy is mandated by the Chancellor’s Office via an Executive Order.

A friendly amendment was proposed (Lopus/Garbesi) to provide (unsolicited) feedback to the Chancellor’s Office after consulting with the Senate. It was suggested that Senators be invited to provide feedback via e-mail.

The motion as amended passed.

11. 08-09 CIC 26, Application of GE Courses

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

12. 08-09 CIC 29, Proposed New Online and Hybrid Course Modification Form for Existing Courses

M/S (Eagan/Reichman) to place on the Senate agenda. It was noted that the form requires approval from Chair, Dean and College Curricular Committee and that approval of higher level committees is required only when the course has a GE designation. A typo was pointed out in item 4. This form is in keeping with the (unenforced) Online Course Policy that passed several years ago. It was explained that this form would be required for existing online courses that had not been approved through any process when they were first moved online. It was felt by some that several of the questions included on this form should also be included on the New Course Approval form. This idea may be referred to CIC. It was also noted that, though this is akin to a Course Modification Form, because the proposed changes do not require any changes in catalog copy, a course could be offered online immediately upon approval.

M/S (Lopus/Eagan) to approve a BEC to accompany this item to the Senate floor if it is approved which would clarify that courses are retroactively impacted and that the delay associated with Course Modifications would not apply.

Concern was expressed about the requirement for assessment including comparison to on-grounds courses. In the end it was felt that the requirement, which is similar to that required by WASC, is acceptable.

The motions passed with one abstention.

13. 08-09 CIC 30, Proposed New On-line Format for the M.S. Educational Leadership

M/S (Lopus/Liberti) to place on the Senate agenda. It was clarified that this proposal does not eliminate
the on-grounds program, but proposes offering the program totally online as well.

The motion passed.


M/S/P (Garbesi/Lopus) to place on the Senate agenda.

15. **08-09 CR 3**, Nominees to fill vacancies on the Institutional Review Board

M/S (Reichman/Garbesi) to approve. Information regarding the membership and operations of the IRB was provided and discussed.

The motion passed.

16. **08-09 CAPR 15**, Name Change for LHLS

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

17. **08-09 CAPR 16**, and **08-09 CIC 33**, Minor In Hospitality And Tourism

M/S (Seitz/Garbesi) to place on the Senate agenda. The wording was changed to clarify that a minor was being proposed. This was accomplished by removing the phrase “in the B.S.”

The motion as corrected passed.

18. **08-09 CAPR 17**, and **08-09 CIC 32**, Minor in Recreation Therapy

M/S (Murphy/Seitz) to place on the Senate agenda. The wording was changed to clarify that a minor was being proposed. This was accomplished by removing the phrase “in the B.S.”

The motion as corrected passed.

19. **08-09 COBRA 4**, Revenue and Budget Implications of the Online Campus Initiative

M/S (Garbesi/Gubernat) to place on the Senate agenda as an information item. There was some discussion as to the implications of 24/7 support as well as the potential new faculty hires. General concern was expressed about providing secure testing environments. Thanks were expressed to the committee for their hard work in producing this useful and informative report.

The motion passed.


Sally Murphy gave this report. The task force is meeting weekly this term (thanks to Susan Correia for finding a time when all could meet). The committee includes faculty from English and composition. Initial results have been to enumerate the types of issues that need to be studied and the data needed to make any determinations. The task force has arranged for faculty focus groups (via Faculty Development) to get faculty input into the struggles faced by international students and the types of support they’d like to see. International student focus groups will also occur. Task Force discussions have included the struggles in preparing international students to work in English at the University. It has been noted that the nature of the population has changed dramatically over the past few years, now drawing most heavily from China’s newly urbanized centers, typically straight out of high school. The Department of English has reported that they do not believe these students can be brought up to a level beyond writing with a strong accent within several years of enrolling at CSUEB. Significant faculty development is needed beyond the “dedicated” departments such as English. Possible recommendations may include supplemental and/or sheltered instruction, SIOP (experts in CEAS and used in COS), the development of a whole lower division curriculum aimed at international students, replacement of lower division humanities requirements, and an extended orientation to the American University for these students. Data has been collected from ALP and CIE that shows that students who successfully graduate have similar GPAs to our native students and time to graduation as well (18 quarters), but not much is known about retention rates, academic probation, etc. It was noted that teaching English as a second language is a specific discipline and it was pointed out that it would be better to hire faculty in this discipline rather than attempting to retrain current faculty.

M/S/P (Reichman/Gubernat) to continue the committee next year.
There was a discussion regarding how these students are assessed for readiness and much was unknown. Some information was available from ALP but not from CIE. It appears that ALP required the TOFEL or IELF and that students must enroll in and pass some specific course. Issues of “strategies” used by some of these students were discussed. It was felt that a University policy on the use of electronic translators would be beneficial.

21. University Honors Program Director/Coordinator (term 09-11) *(ExCom appointment in Spring Quarter for 09-11 term, after call letter)* *(no nominations were received)*  

At this time we have no nominations. Please think about colleagues who might be interested. Compensation will be 4 – 12 units of assigned time depending on budget.

22. Staff Senator *(nominations are placed on a BEC to Senate)*  
   Nominations: Barbara Jackowski, Director of PACE  
   Evelyn Lopez-Munoz, Energy Manager  
   Barbara Warsavage, PEM  

*M/S/P (Eagan/Garbesi)* place on the Senate agenda. It was suggested that the nominees be invited to be at the Senate meeting. The BEC will also include statements from the nominees.

23. Adjournment  
*M/S/P (Murphy/Garbesi)*  

Respectfully submitted,  
Julie Glass, Secretary