Minutes of the Executive Committee Meeting, Tuesday, September 30, 2008

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

Members absent: none

Guests: Diedre Badejo, Carl Bellone, John Charles, Linda Dalton, Iliana Holbrook, Michael Leung, Don Sawyer, Jodi Servatius, Aline Soules, Arthurlene Towner, Rhea Williamson, Dianne Rush Woods, Gale Young

1. Approval of the agenda

M/S (Murphy/Gubernat) to approve the agenda

A time certain at 3:45PM was added for item #23.

The motion passed.

2. Approval of the minutes (none)

3. Reports
   A. Report of the Chair

Announcements:
- Al Fresco is tomorrow (10/1/08) 11:30 – 2:30.
- The new Dining Commons opens 10/3. There will be a 10AM ribbon cutting ceremony. Food service begins on 10/6.
- The Second Annual Academic Integrity Week will be 10/27 – 10/30. Watch for announcements and, where appropriate, encourage classes to attend events.
- Several members of Excom met with Trustee Guzman on 9-9-08. The lunch and exchange of ideas was interesting and informative.
- There was a successful New Faculty Orientation with 39 out of 41 new tenure track faculty in attendance. Many of the new faculty also attended workshops offered at Back to the Bay. There were many helpful and informative presentations by faculty and staff.
- The new Faculty Webpage will hopefully be online in the next few weeks. Thanks were offered to all who provided feedback over the summer, often on short notice. Thanks were also offered to Mitch Watnik who has created very useful FAQs and a glossary of terms that will be linked to the Faculty Webpage. These FAQs and the glossary of terms will be used to help in the development of a faculty handbook. Another link to be found on the faculty webpage soon is a summary of the number of teaching days per quarter for one day a week classes, which is in development by APGS.
- The PTR deadline is tomorrow for Promotion and Tenure, 11/10 for 1st and 2nd year retention, and 1/15/09 for 3rd – 5th year retention. Professional Leave applications are due 11/20 to Provost’s office.
- A sample door hanger and letters about the accessible technology initiative were shown. Each faculty member should be receiving one. One side of the door hanger describes the top 10 things you can do to increase accessibility of your instructional materials for students.

B. Report of the President

The President welcomed everyone to the new year.
- Enrollment is up above the target for resident students at 11525 and 1425 last summer (the target was 11764). The data for non-resident students is just shy of the target but will be after census in a few weeks. This marks three years of successive growth. CSUEB expects to receive all additional funds tied to meeting enrollment goals. We will not receive funding for students above the enrollment goal.
- Everyone is glad that a budget has been signed. CSUEB has not received its allocation from system yet, which usually takes 3-4 weeks.
- The Dining Commons construction is almost complete. Recall that last year at this time the dining commons was just an idea. This is a major addition to our campus and a great accomplishment.
- Phase 3 of housing is on schedule to be completed on time and on budget.
- The design stage for the Rec and Wellness Center is underway.
- The new Student Services and Administration building is on schedule to be completed by September, 2009.
- Planning phase for phase 4 of housing is underway and expected by be complete by Fall 2010.
- The Campus Master Plan draft will be available shortly. There will be meetings in November to discuss the plan and gather input.
- Our transition to NCAA Division II is underway and David Larson has agreed to be the Faculty Athletics Representative (FAR).
- Excom was reminded that the e-mail retention policy discussed and approved last year will go into effect in Winter quarter, 2009.

In response to a question, the President stated that there had been no discussion among the Executive Council regarding intentions about re-opening bargaining in response to funding levels falling below the level of the Compact.

In response to a question the President noted that our enrollment cap is 18000 FTE, far above our current enrollment. Despite funding shortfalls, continuing to increase our enrollment is important because enrollment is not something that can be turned off and on “on a dime.” It was noted that the only way to get more funds in the CSU is to increase enrollment.

It was noted that CSUEB had a later enrollment deadline than our local sister campuses. The President informed Excom that this arrangement will be continued with our deadline being March 1st while SJSU and SFSU having deadlines in November and December respectively. CSUEB has also negotiated to allow admittance to transfer students without the “golden 4” while SJSU and SFSU cannot.

It was noted that all colleges are above their enrollment targets with CSCI the best at 11% over. However, the add/drop period is not yet over and payment deadlines are coming up. It was also noted that other CSU campuses and Community College enrollments are also up. Ironically, enrollment often goes up as the economy goes down, coinciding with reduced funding.

The problem of increased enrollments’ impact on waiting lists and fire code restrictions was mentioned. Students cannot be added if there is not room in the classroom and Blackboard does not allow student access for waitlisted students. It was suggested that faculty who wish can open guest access to their Blackboard course sites.

C. Report of the Statewide Academic Senators

- The report was given by Hank Reichman.
- CSUEB’s new statewide senator, Susan Gubernat, attended her first ASCSU meeting and was an effective advocate.
- An annual budget priorities resolution passed unanimously. A process that empowers ASCSU’s Executive Committee to lobby for our priorities. The resolution urges the Board of Trustees to fully fund enrollment growth and the compact agreement, as well as preliminary planning options. It appears that the BOT intends to approve such a budget. This is the position the system is taking in order to stake out the budget needs of system. The likelihood of reaching a solution for this year’s budget doesn’t look good.
- There was discussion regarding the Community College (lack of) participation in the lower division transfer pattern (LDTP Project). This is a matter of deep concern.
- Resolutions for first reading and consideration in November included advocacy for the CSU alliance and encourages continued collaboration. Another first reading item dealt with support for policy on subprograms.
- The Executive Committee and Executive Vice Chancellor and Chief Academic Officer Gary Reichard reported on Access to Excellence, which was adopted by the BoT. A nice executive summary will be distributed soon. The next stage was supposed to be a discussion about implementation, but it appears that this has changed into a set of accountability standards. It is feared that this will simply be a list of indicators. This issue will likely be raised again.
- The annual reception at the Chancellor’s house included very nice food and drink. The Chancellor announced that the latest CSU marketing plan is to send busses around to California communities to “pick up” potential students to hear about the CSU with the slogan “Get on the bus”. In fact, a bus will be at McClymonds High in Oakland on Thursday.

4. Appointments

It was decided that Excom would go through the full list of appointments and then approve all at once.

FDEC 08-10 term:
Nominations were: E. Maxwell Davis (Human Development and Women’s Studies), Ken Curr (Biological Science) apptd 5-27-08 and Steve Ugbah (Marketing and Entrepreneurship).

Concord Campus Advisory Committee:
Nominations were: Jay Tontz (emeritus, pending confirmation) 08-10 and Joan Davenport (Teacher Education) to replace Kate Reed (08-09)

Alumni Association Board 08-09:
Nomination was: Bijan Mashaw (Accounting & Finance).

Facilities and Space Management Committee 08-09:
Nominations were: Rita Liberti (Senate Vice Chair, as Senate Chair designee), Issac Catt (Communication, Chair representative) and Dianne Rush Woods (Social Work)

Bookstore Advisory Committee 08-10
Nominations were: Chul Kim (Chemistry), Jeanette Bicais (Teacher Education)
Note: Still need representatives from CLASS and CBE.

Student Health Advisory Committee 08-09:
Nominations were: Michelle Tellez (Nursing), Min Sohn (Nursing), and Sue Rodearmel (KPE). Will hold the vote on this until parties can be contacted.

UIT 08-10:
Nomination was: Hilary Holz (Math and Computer Science).
Note: Still need representatives from CEAS, CLASS, and CBE.

PS Student Admin Steering Committee 08-09:
Nomination was: Sally Murphy (Communication and GE).

Senate Replacements for Fall only:
Nomination was: Lynn Eudey (Statistics) for Josh Kerr.
Note: Still need representatives from CLASS and CSCI.

Fall appts for Standing Committees:
Nancy Mangold replaced by Chris Lubwama (apptd 5-27-08) on COBRA
Need CLASS on CR replacing Rebecca Kelly (election for Winter and Spring)
Need CLASS on COBRA, replacing Mayling Chu
Need CBE on CIC for Fung-Shine Pan
Eric Suess was replaced by Saeid Motavalli on COBRA (after his leave starts)
Need SCI on FAC for Erica Wildy
Need CBE on CAPR to replace Tony Lima

Focus group for ITS on October 7th 11 – 12.
Nominations were: Mitch Watznik, Bijan Mashaw, Julie Glass, RIta Liberti, Vish Hegde and Jen Eagan.
[Michael Fanning, Ed Leadership, also attended]

Other:
UPABC
Nomination was: Rita Liberti, Senate Vice Chair, as Senate Chair designee.

Foundation Board for Fall (university wide election for remainder of year).
Nomination was: Bruce Trumbo (Statistics) to replace David Bowen

M/S/P (Murphy/Liberti) to make all nominees into appointees other than on SHAC.

SHAC decision postponed pending the gathering of more information.

During the nomination process there was ongoing discussion regarding possible improvements to the
current system of finding faculty to serve. It was also noted that in CBE some administrators are
discouraging untenured faculty from serving on university level committees.

5. Update on Administrative Searches, including
   CEAS Dean – confirmation of the consultation on the job description at the ExCom summer
   retreat

The Provost provided an update; it has been advertised in the Chronicle and the committee will
be convened on Friday. The necessary documents and procedures were confirmed.

6. Confirmation of email approval of the Fall Quarter University-wide Election Schedule
   Confirmed.

7. Approval of the Administrative Review Schedule
   Seitz/Liberti to refer the issue of adding the review of Chris Brown to FAC.

It was also noted that the Deans of CLASS and CBE had dual titles of Dean and Associate Dean.
It was agreed that the titles would be corrected to read as only Dean.
M/S/P (Glass/Liberti) to approve the Administrative Review Schedule with referral and friendly
amendment.

8. Approval of the 5-Year Program Review Schedule
   M/S/P (Glass/Gubernat) to approve.

9. Draft 08-09 BEC 1, Standing Rules of the Academic Senate
   M/S/P (Murphy/Glass) to place on the senate agenda.

10. Draft 08-09 BEC 2, Nominations for the Layoff Committee (UCL), 2008-09
    Cathy Inouye (CEAS) was added to the membership nominations.
    M/S/P (Murphy/Reichman) to place on the Senate agenda.

11. Draft 08-09 BEC 3, Proposed Modifications to 05-06 CAPR 9. Program Planning &
    Evaluation
    M/S/P (Glass/Garbisi) to place on Senate agenda.

12. 07-08 COBRA 4, Year-end Report to the Academic Senate and Recommendations to the
    President
    M/S (Reichman/Eagan) to place on the Senate Agenda. The former COBRA Chair noted that there were
    errors she would like to correct before sending to the Senate. including a formatting issue. It was
determined that it could be brought to the attention of the Senate on the floor.
    It was ultimately determined that there were enough errors to warrant waiting for a corrected document.

13. 07-08 CAPR 26, Five-Year Program Review for French and Spanish
    M/S (Glass/Eagan) Some confusion was expressed regarding the status of the French program. It was
    written in the document that at some point the program had been “put on hold” and then “reinstated.” It
    was explained that the “hold” and subsequent “reinstatement” were initiated at the dean and/or AVP level.
    There was concern that administrative decisions were taking precedence over the Senate review process.
    Apparently the CSUs permits “suspension of programs, but at CSUEB there is no official process. It was
    pointed out that the minor was not supposed to be reviewed in the current document. Chair Holbrooke
    explained that new Tenure Track faculty were essential to keeping this program and the Vietnamese
    program going. In fact the department has been successful hiring a faculty member in these areas and the
    French program, in particular, was seeing a surge in interest with the new energy from a new faculty
    member. The registrar indicates that there were 7 new French majors admitted to the University. The
    CAPR review also asks “what does CLASS want?” However, the CAPR review process itself is
    supposed to evaluate programs based upon the reports provided, not based upon the desires of the college.
The Academic Senate looks for a clear recommendation from CAPR. The Chair of CAPR pointed out that CAPR cannot decide if a program is wanted as opposed to needed. With a new dean in place, CAPR felt it might be a good time for the college to look at these programs. Chair Holbrooke explained that the Department wants healthy programs with competitive graduates and that the department manages numerous programs. Having these two majors will be good for the university. There was also a discussion of a language requirement, connections to GE, Liberal Studies, and/or the First Year Experience. Chair Holbrooke also praised CAPR and the benefits of the process.

CAPR recommended continuation with modifications which were addressed to the program and to CLASS. The program will be expected to address the modification issues in their annual review. CAPR felt that the program should be allowed to progress with an annual review process in place.

Eagan called the question.

The motion to place on the Senate agenda passed. It was not unanimous and there was one abstention.

It was noted that there should be only 3 TT faculty listed in Spanish (not 4). Bellone recommended and it was generally agreed that a referral to CAPR is in order regarding a program suspension policy for CSUEB.

14. **07-08 CAPR 27**. Five-Year Program Review for Social Work Programs

Postponed.

15. **Return of 07-08 CAPR 17revised and 07-08 CIC 24revised**. New Certificate in World languages and International Travel, due to an error in the backup documentation provided (also note that they plan to begin Fall 09)

Postponed.

16. **New membership structure for PACE** (request from Bellone)

Postponed.

17. **Discussion of a possible Bylaws change regarding the title AALO to DELO** (needs to happen early if it will be on the Fall ballot. COBRA & CAPR proposed changes are upcoming as well).

Postponed.

18. **To place on the Senate agenda:** an Early Alert presentation (Diana Balgas) to the Senate and possibly ask the new Bookstore management to give a presentation on their policies/forms/deadlines

M/S/P (Reichman/Eagan) to place a presentation about the Early Alert Program on the Senate Agenda.

M/S/P (Murphy/Gubernat) to place a presentation about the Bookstore’s policies/forms/deadlines on the Senate Agenda.

19. Nominees for Faculty Trustee – call letter

Noted.

20. **Access to Excellence**

ExCom members encouraged to provide feedback via email to Reichman by Friday.

21. **Transforming Course Design** (recap of feedback to the Provost)

Postponed.
22. Adding a new prefix for courses within the same program; what approval level is appropriate for such a request? (college / APGS / CIC &or CAPR / ExCom/Senate)

Postponed.

23. **07-08 CAPR 22**, Revisions to the CAPR Policies and Procedures document (requires a Bylaws change)

M/S (Garbesi/Eagan) to approve.

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There was concern about the dropping of rubrics which were thought to be useful to the process in providing consistency in program review. Since the rubrics were only “suggested” rather than “required” there seem to be no harm in leaving them in. It was noted that CAPR had an alternative suggestions which is contained in CAPR 21.

The motion was tabled.

24. **07-08 CAPR 21**, 05-06 CAPR 9 – Revisions to the 5-Year Program Review document

M/S (Garbesi/Glass) Excom was asked to note that BEC 4 contains some items that address the issues in this document. The main items for consideration in CAPR 21 were the title page (Appendix E) and content expectations (Appendix F). BEC 4 suggests that those two items be approved for 1 year while work continues on 05-06 CAPR 9. These would be substituted for the items that are proposed to be removed in CAPR 22.

It appeared that there were substantial problems with both CAPR 21 and 22 and that BEC would serve to “plug holes” while the wrinkles were ironed out. There was concern that if this plan were followed that subsequent changes in CAPR 21 and 22 could result in conflicts with BEC 4.

It was suggested that a small working group be formed to address the concerns of ExCom with the CAPR Chair and to report back to ExCom with their recommendation on the documents under consideration (CAPR 21 & 22). The following people agreed to serve on this working group: Rita Liberti, Jen Eagan, Sally Murphy, Sue Opp and Aline Soules.

M/S/P (Glass/Murphy) to approve the membership of the working group.

No motion on BEC 4.

This item was tabled. Excom was instructed to read these items through carefully for the next meeting. It was noted that what CAPR needs in terms of controlling workload and what is useful for chairs going through the process are not the same thing. It was felt that the current CAPR 9 is sufficient for those going through the review process.

25. Adjournment

M/S/P (Glass/Gubernat) to adjourn

Respectfully submitted,

Julie Glass, Secretary