CALIFORNIA STATE UNIVERSITY, EAST BAY

OFFICE OF THE
ACADEMIC SENATE
Approved as presented

Minutes of the Executive Committee Meeting, Tuesday, October 14, 2008

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

Members absent: Sally Murphy

Guests: Carl Bellone, Iliana Holbrook, Mark Karplus, Mike Mahoney, Don Sawyer, Michael Schutz, Aline Soules, Rhea Williamson, Dianne Rush Woods, Gale Young

1. Approval of the agenda

M/S/P (Seitz/Eagan)

2. Approval of the minutes (9-30-08)

M/S (Glass/Eagan) One typo was noted. The motion to approve with correction passed.

3. Reports

   A. Report of the Chair

Announcements:
Several events are occurring today: 1) The Major, Minors fair, 2) the reception welcoming our new University Librarian, Linda Dobb, 3) The SCAA Open House and Reception until 6PM, and 4) the McNair Scholars celebration including a Theater and Dance presentation.

10/23 at 7PM in the new University Union, Multipurpose Room: There will be a free public lecture commemorating 1868 Hayward Earthquake (7.2 on the Richter scale). This event is part of a three day Earthquake Conference sponsored by the USGS, California Geological Survey, UC Berkeley, and CSUEB.

Excom had requested that a Faculty Profile template be created to provide faculty with a somewhat uniform web presence if desired. A “wireframe” was provided electronically and input was sought and received. It is not clear what will happen from this point in terms of implementation. It was suggested that Excom might make some recommendations regarding implementation.

   B. Report of the President

CSUEB has still not received its budget allocation from the Chancellor’s Office. There has been some talk about the possibility of midterm cuts. President Qayoumi hopes that more information will be shared at the Executive Council meeting next week.

   C. Report of the Statewide Academic Senators

Committees met last Friday. Reichman is serving on the Faculty Affairs Committee but there is nothing to report. Gubernat was appointed as Senate Representative to the English Council, which is a statewide body. She will also be attending an articulation meeting and will report back to Excom about the meeting.
4. Appointments

**Faculty Diversity and Equity Committee**

Paul Wright (Social Work) was elected to replace Munakata as CLASS representative for 08-09.

**Concord Campus Advisory Committee**

Sharon Green, Mgmt & Finance (06-08) CBE will continue for 08-10
Ellen Woodard, Geography, Lecturer rep 07-08 will continue for 08-09

**Bookstore Advisory Committee (06-08)**

Marc Jacobs (Theater and Dance) was appointed to serve as CLASS representative for 08-10
Gregory Theyel (Mgmt) was appointed to replace Brian McKenzie for 08-10

**Student Health Advisory Committee**

Michelle Tellez (Nursing), Min Sohn (Nursing), and Sue Roddermel (KPE) were appointed to serve for 08-10

**University Information and Technology Committee**

Gary McBride (Accounting and CIS) agreed to continue serving as CBE representative for 08-10
Lonny Brooks (Communication) was elected to represent CLASS for 08-10
Li-Ling Chen was appointed to represent CEAS for 08-10

**Senate replacements for Fall only**

Wesley Broadnax (Music) was elected to represent CLASS for Fall only
Leann Christianson and Maria Gallegos were elected to represent CSCI for Fall only

**Standing Committees**

- Melissa Michelson (Political Science) was elected to replace Rebecca Kelly on CR
- Replacement for Mayling Chu on COBRA: No nominees
- Replacement for Nancy Mangold on COBRA: no longer necessary
- Replacement for Fung-Shine Pan on CIC: No nominees
- Replacement of Erica Wildy on FAC: No nominees
- Replacement for Tony Lima on CAPR: CBE has an unofficial policy that untenured faculty are not “supposed” to serve on university committees. No nominees
- Replacement of Asha Rao on FAC: Cesar Maloles

**Other**

- Food Advisory Committee
  Chris Moreman was appointed for 08-10

M/S/P (Lopus/Gubernat) to make the appointments as given above.

Chris Lubwama had been appointed to replace Nancy Mangold on COBRA but the replacement is no longer necessary.

M/S/P (Reichman/Garbisi) to “undo” the replacement of Nancy Mangold by Chris Lubwama

5. **2008-09 COBRA 1, Policies & Procedures for Committee Operation**

M/S (Garbisi/Liberti) It was noted that this would require a bylaws change in order to change the length of terms served.
The motion passed.

6. **07-08 CAPR 27, Five-Year Program Review for Social Work Programs**

M/S (Reichman/Liberti) The date provided on the document for the next review period was not accurate and should be 2010-2011. It was noted that programs that require outside accreditation have their internal review process aligned with the outside accrediting bodies visit to minimize the work load on the program. The Social Work program is a two year program for students who have a completed BA in hand. Admissions teams look at BA coursework, volunteer work, service, etc. There was a discussion regarding enrollment caps. The program requires a student faculty ration of 1:12. There was discussion of the need for a stand-alone program in Oakland and the potential for program growth in Concord. The Chair of the program, Dianne Rush-Woods, reported that the program cannot continue to grow with the current level of tenure-track faculty. For re-affirmation (re-accreditation), the number of tenure track and full time lecturers must be in line with standards. Susan Gubernat would like to go on record to say that we need to revisit faculty hiring to expand this program due to the community need for more MSWs. It was noted that when a large college with disparate programs such as CLASS has to prioritize positions, some priorities can be lost. Clarification was provided on the fourth bullet in CAPR Executive Summary.

M/S/P to place the Five-Year Program Review for Social Work Programs on the Senate Agenda with the date of the next review revised to 2010-11.

7. **Return of 07-08 CAPR 17 revised and 07-08 CIC 24 revised, New Certificate in World Languages and International Travel**, due to an error in the backup documentation provided

There was discussion about student fees in the program. Chair of the Department, Iliana Holbrook, reported that they have not yet applied for approval for the fees, and even if they passed, they may not be sufficient to cover all student expenses. The procedure would be to apply to the Campus Fee Advisory Committee, which would make a recommendation that would need to be approved by the President. They are also looking for other sources of funding to cover faculty travel expenses. Concerns were expressed about the dependence of the program on the passage of student fees, the necessity of faculty having to pay their own travel expenses, and the possibility that students would object to paying a fee for faculty travel. There was also discussion of the language in Section 4 referring to “chaperones.”

M/S/P to place these documents on the Senate Agenda.

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

Carl Bellone reported that the PACE Program had a representative from each college selected by ExCom. With the proposed changes, chairs of all departments that have programs in PACE (or their designee) and one from the Concord Campus will be on the advisory committee. If a college does not have program in PACE, ExCom will appoint an advisory committee member from that college. Concerns were expressed about having an advisory committees that was directly involved in the program, which would be the case if chairs of departments in PACE were members of the advisory committee. It was noted that the advisory committee might be viewed more as a governing board than an advisory committee. AVP Bellone responded that there could be a separate advisory board that was not the chairs, but these people might lack specific knowledge about what was going on. In the past, Deans served as the governing board.

M/S/P to approve the new membership structure for PACE.

9. **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 on this agenda as well).**

The bylaws need to be changed to make the change from AALO (Affirmative Action Liaison Officer) to DELO (Diversity and Equity Liaison Officer) official. “Diversity and Equity” are the more contemporary terms and better reflect the connection of the AALO/DELO being chair of FDEC.

M/S/P to place a bylaws change from AALO to DELO on the ballot.

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

Provost Mahoney reported that feedback to the idea of transforming course design was non-enthusiastic, in that no faculty expressed interest in the process. The process does not mean transforming to online courses or standardizing courses. The idea from the Chancellor’s Office
(CO) is to transform courses with high drop-out rates and low rates of success to reduce bottlenecks and increase pass rates. Last year developmental math and general chemistry went through the process and faculty from around the system worked together. However, there are no tangible indicators of progress so far. The CO and people on system-wide committees suggested working on six other courses this year. Information was sent to deans of colleges where the six courses were housed and input was sought from faculty. There were no volunteers. The CO will discuss this again on October 23 with respect to new courses. Concerns were expressed regarding the appearance that this is a desire to standardize the suggested courses. Also, there is a sense that there is a rush to move forward without knowing the results of the first two courses. The skepticism and lack of interest of CSUEB faculty is not neutral: we are voting no on this process. The Provost noted that he reported to the Chancellor’s Office that CSUEB faculty were not interested in participating.

11. New prefix for courses within the same program (Discussion on the appropriate approval level for such a request and possible referral for placement of a decision/policy into the Curricular Procedures Manual (or other appropriate document)

This issue arose from a conversation between the Senate Chair, Sue Opp, and AVP of Academic Programs and Graduate Studies, Carl Bellone. It was thought that a program may want to adopt a new course prefix for a cluster of courses, e.g. BCOM for business communication courses in the Department of Marketing and Entrepreneurship. (This particular proposal was later dropped.) It was asked why a cluster of courses needs its own prefix. The prefix is currently either the name of the department or the name of the degree. If a degree has several options, and each is in essence a separate degree, it is difficult to get enrollment data by running pre-fixes as they currently stand. The Masters in Education with an option in Online Teaching and Learning has expressed a desire for its own prefix. It was suggested that this should go before the Senate because this is a big change affecting catalogues, GE, and advising.

M/S/P to refer the proposal to CIC and as an informational item to CAPR.

12. Report and recommendation from the designated ExCom members regarding 07-08 CAPR 22, Revisions to the CAPR Policies and Procedures document and 07-08 CAPR 21, 05-06 CAPR 9 – Revisions to the 5-Year Program Review document

A subcommittee of ExCom reviewed these documents and made recommendations. It was determined that they need to be referred back to CAPR because the changes suggested would significantly change the documents that had been approved by CAPR.

M/S/P to refer the documents back to CAPR.

13. Teaching Days in each Quarter; new calendar tool on the web (Bellone)

Carl Bellone distributed a copy of an academic calendar for future years that clearly shows holidays and teaching days. Having this information available in advance could help to clarify problems regarding the necessity to reschedule teaching days. Mike Schutz spoke about reasons for the need for clarification. Calendars showing holidays would be placed on the Internet well in advance of class scheduling. All agreed that it would be beneficial to have this information on the Faculty Webpage.

14. Report on the Faculty Focus Group for IT, with ExCom feedback as an additional resource

Raechelle Clemmons led the faculty focus group. Julie Glass and Jennifer Eagan participated as members of ExCom. This faculty focus group, consisting of seven faculty, was addressed the overall goal of improving communication between faculty and IT. A handout was distributed summarizing the focus group questions and comments. The overall conclusion is that the current communication process is not working. At this time, faculty have to be pro-active to find out about IT. One suggestion was to allow faculty to subscribe to specific areas of information.

ExCom was asked for additional comments:
It was noted that: a) personal communication and knowing whom to contact would be helpful, b) sometimes faculty need information right away- e.g. in a smart classroom, and emergency numbers should be posted, c) it is problematic if a computer is not functioning and the only way to get information is through the computer, d) there are also problems getting assistance for night classes, e) the “Help Desk” is not helpful since no one answers, nor is it a desk, f) alot of
time is spent eliminating superfluous information on Blackboard class shells, g) mass mail is not the best way to send information to faculty, as many do not subscribe.

It was noted that the liaison concept (sort of a “relationship manager”) is being expanded IT wide. Someone will be assigned outside of colleges to help faculty find the right place to go for help.

15. Sharepoint Demo, if time allows

There was not sufficient time for the Sharepoint demo.

16. Adjournment

M/S/P for adjournment at 4 PM.

Respectfully Submitted,

Julie Glass and Jane Lopus