Approved as Presented

Minutes of the Executive Committee Meeting, Tuesday, November 4, 2008

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

Members absent: Karina Garbesi, Jane Lopus

Guests: Carl Bellone, Shawn Bibb, Linda Dalton, Evelia Jiminez, Mike Mahoney, Jim Okutsu, James Mitchell, Don Sawyer, Aline Soules, Rhea Williamson

1. Approval of the agenda

M/S/P (Murphy/Gubernat)

2. Approval of the minutes of the meeting on 10-28-08 (not yet available)

3. Reports
   A. Report of the Chair

   - Mark your calendars for the annual Senate Holiday Reception in the New University Union Multipurpose room, Friday Dec 5th 4 – 6PM.
   - The CEAS Deans finalists will be on campus starting Thursday. All receptions/open sessions are 4 – 5PM in the Biella Room. The candidates and open session/reception dates are as follows: Dwight Watson, November 6th; Barbara Storms, November 10th; Charles Bullock, November 12; and Juan Sanchez, November 17th.
   - The Chancellor’s Office is seeking feedback on a CSU wide information security draft policy. The deadline for providing feedback is December 10th. It was suggested that the document go to UIT for feedback and that Excom discuss it in detail and provide feedback at a later meeting. The draft policy deals with technology, personal mobile devices, student information, and more. The Senate Chair at San Jose State University has requested an extension for providing feedback of no earlier than February 28th and has asked that other campuses do the same.

   M/S/P (Murphy/Eagan) to endorse the SJSU request for additional time to review and provide feedback.

   All the relevant materials will be e-mailed and will be made available on Sharepoint.

   B. Report of the President

   - There continues to be uncertainty about the budget. The cabinet has begun a series of meetings to discuss options. They are exploring strategic approaches, keeping in mind the 7 mandates. Shawn Bibb gave a quick overview of a presentation given to UPABC. Sue Opp will forward the relevant powerpoint slides to Excom. He began by reminding Excom of the cuts faced by the CSU and their impact on CSUEB’s budget. The cuts to the CSU were $215 million (Sept. 08), then $31.3 million (10/23/08). To CSUEB these yielded cuts of $3.2 million and $1 million respectively. An additional 3 – 7% cut is to be anticipated (of which 1% will be the previously mentioned 1%). Excom was also reminded that CSUEB had formulated a 3 year plan to address our structural deficit. CSUEB has lost approximately $4.2 million from its base budget and is looking at an additional $3.2 million. In light of these reductions we must reassess and make sure our spending is in line with the new situation. We are not looking at a hiring freeze or across the board cuts. Linda Dalton noted that we will continue with a multiyear strategy keeping in mind the 7 mandates and the academic plan. We don’t want our actions to stop the momentum in enrollment growth. While there will be no state funding for increased enrollment, the campus does receive student fees. With only student fees to fund increased enrollment we will be able to continue funding increased enrollment of approximately 4% at the lecturer’s rate.
However, it was acknowledged that this growth cannot be sustained because of the increases needed in other areas of student support. It was noted that international and Western States students enrollment comes with higher fee rates.

UPABC will meet again on 11/14.

There was some concern expressed regarding cuts to library purchases. These cuts were made by the library in response to its budget situation. It was noted that because books impact many aspects of the academic offerings, this type of cut might be discussed more broadly. There was concern that our already weak holdings will be further eroded over time.

The new Vice Chancellor for Administration and Finance (Benjamin Quillian) will visit campus tomorrow.

Regarding the campus Master Plan, CSUEB is in the process of finalizing documents and getting ready for March Board of Trustees meeting. A draft environmental impact report and master plan will be released online and on CD soon. There will be a communiqué about the release including how to access the documents online. There will be a campus wide forum on November 18th, 11 – 1 in the University Union, Room 311. It is hoped that some discussion of the documents can occur with Excom on that day as well. Some areas of the master plan such as entrances, exists, and sustainability will create a more exciting place to teach and learn.

The following temporary moves were announced: UAC to the University Library and Upward Bound to a trailer space.

Tickets are still available for the Gala on Friday at Castlewood.

C. Report of the Statewide Academic Senators

Committees meet along with plenaries next week.

4. Appointments

None were offered.

5. Approval of the Preliminary List for Fall Election II (PPI Appeals Committee)

Only Hank Reichman and Liz Ginno have self nominated. Julie Glass and Sally Murphy also agreed to serve. There was general agreement on the revised Preliminary List and appreciation to those who volunteered. Nomination by petition announcements will go out on Thursday.

6. 08-09 CAPR 1, Option in School Counseling, MS in Counseling, and 08-09 CIC 13, Approval of M.S. Counseling, Option in School Counseling

M/S/P (Reichman/Eagan) to place on the senate agenda.

7. 08-09 CAPR 2, Changing History Major Concentrations to Options and 08-09 CIC 4, Amendment to language in the BA History degree program

M/S/P (Reichman/Murphy) to place on the senate agenda.

8. 08-09 CAPR 3, Certificate in Public History, and 08-09 CIC 5, Public History Certificate

M/S (Reichman/Liberti) to place on the senate agenda. It was pointed out that on the list of recommended courses there are several in Biological Sciences that are no longer offered by that department, so others were substituted with History representatives accepting the suggested courses. The course IDs will be changed to reflect this fact, but the course list is not included in the catalog.

The motion to place on the Senate agenda passed.

9. 08-09 CAPR 4, B.A. in Women’s Studies and 08-09 CIC 12, Approval of B.A. Womens Studies degree program

M/S (Murphy/Seitz) to place on the senate agenda.
There was general concern about the program being described as interdisciplinary despite all upper division requirements being offered entirely by Human Development/Women’s Studies. There are many courses offered across campus within and outside of CLASS that address relevant issues and are taught by scholars with relevant background (several scholars were noted, including Susan Gubernat, recipient of a Woodrow Wilson Fellowship in Women’s studies). It was noted that all faculty in Human Development were listed as departmental faculty despite many not having appropriate expertise, while faculty in other departments who did have appropriate expertise were not listed. It was felt that the program was not truly interdisciplinary as presented. Apparently there had been concerns expressed in CLASS but that the program had moved forward despite this and these concerns were not brought to CIC or CAPR. It was felt that this was, in part, because of shifting in the position of dean. Complaints of irregularities in the college procedures were expressed by college faculty. It was noted that the place of Excom is only to check for procedural issues and document readiness rather than evaluating content. It was noted that it was not clear if appropriate consultation had occurred. For this reason and because of serious concerns raised in this discussion, the motion to place on the Senate agenda was tabled.

M/S (Glass/Seitz) to table the motion to place on the senate agenda until someone from the program is present to address concerns. Excom feels the program is not ready to go to the floor of the Senate. It was noted that the Senate will meet on December 2nd and so this motion need not postpone ultimate approval of the program.

The motion to table passed.

10. **08-09 CIC 10**, CIC Subcommittee memberships for 08-09 (provided at the meeting)

M/S (Murphy/Eagan) to approve. It was noted that the Geology Department is now the Department of Earth and Environmental Sciences.

The motion passed.

11. **08-09 CR 1**, Revised Policies and Procedures for Committee Operation

M/S (Eagan/Murphy) to approve the revisions as presented and as included on the handout.

Sue Opp proposed the following bold face additional changes to the 1st sentence of the 3rd paragraph in Article VII: “At least one member of each subcommittee shall be an elected member of the Committee; other members may be drawn from any segment of the University Community or from outside the community as noted in committee membership.”

M/S/P (Gubernat/Murphy) to approve the proposed changes.

The motion to accept the modifications, as amended, passed.

12. Faculty Trustee Nominee

Hank Reichman explained that a campus can put forward a name via the Executive Committee of the Academic Senate, or by petition. He hopes that Excom will agree to forward his name as a candidate for the position of Faculty Trustee. Materials must be submitted by December 1st. After having names forwarded, there is an initial screening, followed by a review by the Statewide Academic Senate which is empowered to forward two or more names to the Chancellor. The names then go to the Governor who makes the appointment for a 2 year term.

M/S/P (Glass/Murphy), with one abstention, to put forward Hank as a candidate for the position of Faculty Trustee from CSUEB. Reichman’s qualifications were praised.

13. Discussion regarding a possible referral to CIC on drafting a policy for “assessment of student progress in class”

This item is a result of some discussion at an SSAC meeting regarding the use of Early Alert. It was noted that not using Early Alert does not correspond to not providing early feedback and that many faculty provide early feedback via different mechanisms. More broadly, this item is
concerned with addressing the perceived problem that some students do not receive feedback regarding their status in a course until well into a quarter. There is substantial research showing that fewer assessments and “high stakes” assessments do not support student learning. There was some discussion about the distinction between a policy and guidelines. It was stated that Cal State Long Beach has a policy requiring that all classes have at least 3 assessments and that none of these is worth more than 1/3 of a total grade. This policy will be forwarded to Excom and included in the referral. It was generally agreed that having only a few high stakes assessments and not providing early feedback to students is not a good instructional strategy. There was concern about the impact on academic freedom of a policy that mandates any aspect of grading in an individual course. AVP Bellone was supportive of this referral.

The referral to CIC would be for that body to continue this discussion with the possible outcome being: a policy, a set of guidelines, or suggestions on how (or if) to move forward on this issue. Supporting documentation would be provided including the research showing the problems with not having early assessments and the policy from Long Beach.

M/S/P (Glass/Murphy) to make a referral to CIC.

14. Discussion regarding the Declaration of a Major

This issue was considered by CIC in the recent past in response to the Chancellor’s Office document on Facilitating Graduation. At that time CIC recommended that a notification letter go out to students who had achieved 120 units without declaring a major. However, currently PEM sends out letters to students who have achieved 135 units rather than the suggested 120. Students who do not receive sufficient advising and/or do not declare a major will take longer to graduate, wasting time and money. Thus good advising would go a long way towards resolving this problem. Many students receive advising from their friends rather than faculty. Some felt that departments should be encouraged to have advising plans. It was also thought that if students are forced to declare a major early in their career at CSUEB, they could choose to declare any major, and then just change it at will. There was some discussion about having a letter go to students with 90 units, as that is when they have achieved upper division status. However, this would mean that many of our transfer students would receive a letter regarding the declaration of a major upon arrival on our campus. It was also pointed out that most upper division transfer students declare majors in a timely manner. It was suggested that each time a student registers for classes there could be a statement such as “Our records indicate you are ______. To change your major, go to (link).” The President was supportive of this referral to CIC, hoping that students would be encouraged to declare a major as early as possible, knowing that there is no penalty for changing later.

M/S/P (Reichman/Murphy) offered a two-part motion: to request that PEM send out letters to students who have achieved 120 units as originally recommended by CIC and approved by the senate in 2006. And to refer this question to CIC for reconsideration.

15. Adjournment

M/S/P (Gubernat/Glass)

Respectfully submitted,

Julie Glass, Secretary