Minutes of the Executive Committee Meeting, Tuesday, November 25, 2008

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

Members absent: Jennifer Eagan, Karina Garbesi

Guests: Carl Bellone, Lynn Comerford, Brian Cook, Linda Dalton, Patricia Guthrie, Mark Karplus, Mike Mahoney, Jim Okutsu, James Mitchell, Don Sawyer, Arthurelene Towner, Meiling Wu, Gale Young

1. Approval of the agenda

M/S (Glass/Gubernat) Item #13, Assigned Time Task Force report, is postponed until Winter quarter.

The agenda as amended passed.

2. Approval of the minutes of the meeting on 11-18-08 (not yet available)

3. Reports
   A. Report of the Chair

Excom was reminded that the deadline for Outstanding Professor nominations is Monday, December 1st.

Excom was reminded that the Academic Senate Holiday Reception is on Friday, December 5th, and that the deadline to RSVP is tomorrow.

Excom members should have received an e-mail message about advising for Winter, 2009. The message is a follow up to the e-mail message from the Provost to students encouraging timely enrollment in Winter classes. Because of budget constraints, low enrollment classes will be at risk of cancellation so please encourage your students to enroll as soon as possible in their Winter courses.

An e-mail was sent earlier today concerning budget principals for participation and ideas on which the cabinet, UPABC, and COBRA have been working. This is part of the campus effort to work collaboratively, transparently and strategically. Please send comments and suggestions to Provost and they will be brought to the Cabinet and UPABC. All are also invited to attend UPABC on December 12th.

B. Report of the President

The budget discussions at the system level are ongoing. It has been confirmed that, in addition to $31 million cut from system, there is a high probability we will see another $66 million cut of which $2 million will come from the CSUEB budget. The cut will have to pass the house and senate and it is hoped that a budget agreement will be reached, though it is unlikely. It is likely that the cuts will be deeper in 2009-2010. It is also likely that there will be no funding for enrollment increases next year. The system is advising the campuses to limit enrollment to close to their target with 2% leeway. System-wide the CSU is overenrolled by about 10,000. One outcome of this situation is that we will not be able to maintain low enrollment courses. Please encourage your students to enroll for Winter quarter as soon as possible.

Excom members were encouraged to read and respond to the principals of participation document mentioned in the Chair’s report. It is hoped that broad participation will allow us to
handle these cuts without impacting the long term health of the university. There will, of course, be differences of opinion, but the more collaborative the process the better in the long run.

There will be a public hearing on the campus Physical Master Plan on 12/9 and all are encouraged to come. The meeting is open to the community with the goal of discussing all aspects of the plan. This process sets up the direction of the University for several decades and any input will be helpful. Some specific information regarding parking was given, in particular, the number of parking spaces that might be required if the campus were to attain the target of 18,000 FTES. The cost of a single parking space in a structure was given as $17000. It is anticipated that up to 5000 spaces will be needed in parking structures. The campus is also looking into establishing a program whereby students can obtain passes to use on public transportation similar to programs at SJSU and UCB. Parking complaints can be sent to the parking advisory committee and/or Chris Brown.

It was noted that the intention and hope is to continue to fund enrollment growth at the lecturer rate in 2009-2010. In response to a question about layoffs, it was explained that, as positions become vacant, thought will be given to what positions must be filled. If layoffs must be contemplated, there will be significant discussion beforehand. Principals regarding layoffs will be reflected in the principles of participation document.

The question of protecting instruction vs. protecting instructors was raised. It was noted that if the advice of the system (of no growth while keeping close to enrollment targets) is followed, then the only credible loss would be the “non-re-hiring” of unprotected lecturers. There would also be the possibility of eliminating programs in the future. The President noted that we were successful this year working with CO to get funding for 150 additional FTE as well as seeing an increase in international enrollment. It is too early to seek such a dispensation again. It was noted that international enrollment will pay for itself and that our priority is to our regional students as per the system priorities. We shouldn’t have to limit enrollment of qualified students from the region.

C. Report of the Statewide Academic Senators

The January plenary will be cut to one day with one day for committees in response to budget constraints. The Statewide Academic Senate is being asked to take a 7% cut. It was noted that campus Senate chairs are not going to meet in December face-to-face because of budget issues as well.

4. Appointments

None.

5. 08-09 COBRA 2, Dissemination of “Principles for Faculty Participation in University Budget Decisions

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

6. 08-09 cFAC 1, Membership of the 2008-09 FAC Subcommittees

M/S (Murphy/Lopus) to approve. It was noted that the PTR subcommittee in this document is not the University PTR committee. Rather, this is the committee that initially reviews issues related to the PTR document including updates and changes. It was also noted that Luther Strayer is a faculty member in Earth and Environmental Sciences.

The motion passed.

7. 08-09 cFAC 2, Range Elevation Policy & Procedures

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

8. 08-09 CAPR 11 and 08-09 CIC 3, Minor in Chinese Language and Cultural Studies in MLL

M/S (Seitz/Murphy) to place on the Senate agenda. It was pointed out that it is nice to see the addition of a new language program rather than the elimination of one.
The motion 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 *(with revised language, as requested by ExCom, to be posted to Sharepoint as soon as it is available)*

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

An e-mail was sent to Pat Guthrie, Lynn Comerford, Dean Badejo and the Associate Deans of CLASS late on Friday. Apologies were offered for the lateness of the notification. The Senate office worked hard to make sure that the questions posed would address all of the concerns raised by Excom at its previous meeting. The department provided their response on Monday. Appreciation was given for the time spent and careful response provided.

It was acknowledged that all appropriate policies and procedures had been followed for this proposal, however, perhaps the policies and procedures for consultation especially for programs of an interdisciplinary nature, should be reviewed. A referral to CIC is in the works.

There was some concern expressed about the overlap and/or similarity among courses. It was explained that many of the proposed courses would replace existing courses, for a net gain of about 6 courses, in part because of resource issues. It was felt that this should be explained in the proposal rather than used as an explanation and/or justification for the “resource implication” portion of the proposal.

The main points of discussion were a) catalog copy, including the location of the list of allowable electives, b) the future of this program as an online program, and c) resources. In addition it was noted that, should the proposal pass, the program expected that the elective list will be in draft form for the first year.

Catalog Copy and Elective List: As revised, the catalog copy will explicitly state that electives from other departments are allowable with consultation. There was some concern about the list of electives being housed in the department and how this would affect catalogue rights, revision of the list, etc. There was some confusion as to the location of such lists in other departments. It was noted that the department would maintain records of what courses were allowable in which years, and would advise students appropriately. Most of the concern was regarding the list of upper division electives.

M/S/P (Seitz/Gubernat) to include the list of upper division courses in catalog copy *(3 opposed)*.

If anyone has suggestions for amending the current list, such as “Women in Sport”, send an e-mail to Lynn Comerford and/or Pat Guthrie and your changes will be incorporated. Some urged that the list be shortened.

Online status: The program proposed here is not an online program. However, it appears that there is the intention of proposing that the program move online in the future. This prompted a discussion about the procedure for having a program move online. The approval process can be done simultaneously (new online program) or sequentially (new program, then move to online program). The department has chosen the latter procedure for the WOST major. There was some discussion about the possibility that this program would be offered online in Fall, 2009. It was opined that there was a plausible timeline for such approval to go to the Standing Committees and the Senate in the Spring, since the move to an online program needn’t go to the CO for approval. The program representatives noted that the intent was to have permission to offer it on ground and later ask for online approval.

The original motion passed.

10. Priority Registration, changed by Coded memo AA–2008-03 *(possible referral to CIC)*

On January 10th, 2008, a systemwide policy was established giving priority enrollment to current and former (within 2 years of service) members of the armed services. This policy has been implemented at CSUEB by PEM, as mandated. However, priority enrollment policy is under the purview of the Academic Senate, and so some action should be taken to acknowledge the current process and update the policy.
M/S/P (Murphy/Lopus) to refer the question of updating the priority registration policy, especially in light of AA-2008-03, to CIC. CIC should consider having PEM report on current practices including what groups currently have priority status and in what order. AVP Dalton suggested that Angela Schneider (Director of Student Records) be invited to participate in the discussion.

11. Faculty/Staff Profiles; feedback to the profile page template and the proposed policy

The updated sample profile page template, produced in response to an ExCom request, was provided. The categories shown are all optional and can be chosen or eliminated at the time of set up or at any future time, but some of the introductory information will be required. These pages will be created by the web content management system and should take minimal effort on the part of the faculty member. Any time-sensitive information such as office hours will have to be updated by the faculty member if they choose to include it on their profile page.

There was some discussion of whether any time sensitive information should be included in the shaded area that appears to be the focus of the page. There was concern that out of date information is worse than no information at all. It was noted that the page does include a “last updated” statement. It was suggested that the area titled “Courses Taught” might be changed to “Teaching Areas” or “Teaching Interests” or “Fields of Interest”. Gubernat offered to help beta-test this before going “live”. Faculty Service was another suggested category.

M/S/P (Murphy/Gubernat) that IT move ahead to the development stage of the profile page.

The remainder of the discussion was regarding the proposed policy. It was pointed out that much of the wording in this document was taken from policies on other campuses. This policy states that the University will not provide, support or maintain a faculty member’s “personal” page, though it may be hosted on a University server. Some specific questions were raised, such as: Section 3.1: How much webspace will be provided for personal pages? Section 3.3: It was thought that the disclaimer was unnecessarily long, detailed and insulting. Section 3.5.2: There was concern regarding the intellectual property rights to material posted on a faculty member’s page. It was pointed out that this falls under the CBA. Section 3.6: Seems especially harsh.

The policy will be redrafted taking these comments into account.

On another topic, it was explained that a communication plan is now in place to get the word out on the new E-mail Retention Policy. Please look at the plan which will be circulated by Sue Opp.


The task force will start meeting in the Winter. A report on task force recommendations will be forthcoming before the end of the academic year.


Postponed

14. Adjournment

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

Respectfully submitted,

Julie Glass, Secretary