Minutes of the Executive Committee Meeting, Tuesday, September 29, 2009

Members present: Jennifer Eagan, Denise Fleming, Susan Gubernat, Derek Kimball, Chris Lubwama, Susan Opp, Mo Qayoumi, Asha Rao, Henry Reichman, Dianne Woods

Members absent: Jim Mitchell

Guests: Diedre Badejo, David Baggins, Carl Bellone, Cal Caplan, Linda Dalton, Linda Dobb, Fred Dorer, Rafael Hernandez, Mark Karplus, Dawna Komorosky, Sally Murphy, Jim Okutsu, Don Sawyer, Aline Soules, Terri Swartz, Gale Young, Patricia Zajac.

1. Approval of the agenda

M/S/P (Lubwama/Eagan) to approve the agenda as amended to add 18b. 08-09 CIC 37 revised; to move items 13-17 after item 6 and delete item 20 (duplication).

2. Approval of the minutes

There were no minutes to approve

3. Reports

A. Report of the Chair

-Chair Opp thanked the President and his wife for hosting last week’s reception.
-Announcements: Al Fresco will take place on Wednesday, October 7, from 11-2; the Chair urged faculty to encourage their students to attend and participate. Academic Integrity and Ethics week will run from October 26-29; there will be events for faculty and students and all are encouraged to attend.
-Opp announced that Faculty Profiles are now live, however, at this time, most are only populated with minimal information and no pictures. Instructions on how to add pictures, office hours, bios, and more will be forthcoming. The Chair reminded everyone that the Faculty Profiles will not take the place of personal web pages, which may be linked to the Profile.
-The Chair announced that Faculty Town Hall meetings will take place at the Hayward Campus on October 7th at 4:00; October 8th at 9:00 a.m., and October 9th at 11:00 (all in LI 2250). There will be one meeting at the Concord Campus on October 7th at 4:00 in the Oak Room. The purpose of the meetings is to gather faculty input on improving CSUEB’s organizational structure in this time of budgetary crisis.
-The first meeting of the Academic Senate meeting is October 6.

B. Report of the President

-The President welcomed everyone to the new academic year.
-Enrollment is now 2% above target, which indicates that measures put in place before the budget crisis to limit enrollment are working. There are 100 more freshmen than last year; student loads are about the same as last year and it is gratifying to be able to accommodate students, as some of the larger campuses have reported a drop in student loads, for lack of class availability.
-Qayoumi reported that at the last Board of Trustees meeting last week, CSUEB’s Campus Physical Master Plan was approved. Given that the last Master Plan was approved in 1963, CSUEB had the oldest plan and now has the newest approved plan. The current Master Plan was applauded by the Board of Trustees as a collaborative effort, for its many sustainability features, and for being
anchored in a sound academic plan.

-Now that the Master Plan has been approved, the order of building projects will begin with a parking garage, followed by the next phase of student housing, for which there is already a waiting list due to the larger freshman class. The STEM (Science, Technology, and Math Education) building will begin its feasibility stage. The track and field area renovation was delayed last Spring, but will begin in the next month or two with plans to complete the project in time for Commencement.

-The Provost search is underway, the colleges are electing search committee members, and he hopes to announce the new Provost by the end of the Fall quarter.

-The budget for 2009-2010 is $15 million lower than last year’s budget. The President’s Cabinet is working with the deans to put together the 2010-2011 budget plan, with a tentative completion date of mid-December.

-To clarify the reorganization of Student Affairs, the President distributed a list of affected units and revised reporting lines.

-In response to Kimball’s question about over-enrollment funding, Qayoumi responded that our target enrollment number was decreased by 1100 and the budget allocation funds the new enrollment target. There is funding for over-enrollment for 2009-10 and, although officially there will be no funding for over-enrollment for 2010-11, this topic is under discussion at the CO.

-Rao asked if there is any chance of a budget revise given that there has been some let-up in the California budget crisis. Qayoumi responded that, although he would like to get some additional funds, there has been no news on that front and the prospects of obtaining additional funds for higher education do not look good.

C. Report of the Statewide Academic Senators

-Reichman reported that the Statewide Academic Senate met in Plenary Sessions on September 8-9. The schedule for Statewide Academic Senate has been reduced due to budget cuts. Currently, there are no interim meetings and plenaries are reduced from three to two days. The Statewide Senate budget has been cut more than 10%. This cut turns out to be permanent and without consultation due to CO terminating a search and moving an interim position to an MPP without a search. The resulting vacant position will not be filled and the savings were part of the 10% reduction.

-Reichman reported on four resolutions;

1. “CSU Budget Request for 2010-11,” which, among other things, urges the Legislature and Governor to replace lost funds from 2009-2010, to pursue restoration of funding for the CBA, to not include layoffs and furloughs in its 2010-2011 budget planning, and to limit enrollment to the number of students that are fully funded.

2. “Mitigation of the Impact of Systemwide Enrollment Management Policies on Graduate and Post baccalaureate Credential Programs,” which calls for flexibility in the November 30 application deadline in light of the fact that these deadlines have historically been in the spring and the November deadline would have a negative impact on potential candidates.

3. “Support for the Continuation of a Planning Process to Re-envision the Lower Division Transfer Patterns (LDTP) Project,” which had been “reenvisioned” by the CO.

4. “Concern over Delay in Governor’s Appointment of CSU Faculty Trustee” urging the Governor to move expeditiously to appoint new trustee.

-Reichman reported that there are three resolutions currently in readings: postponing the cycle of program review to reduce service burden on faculty; furlough and faculty rights urging maximum flexibility in allowing faculty to select furlough days, and teaching and service in times of budget restraints and the ensuing disruption in faculty teaching and service.

-Gubernat stated that Chancellor Reed was not present at these meetings. Also of note: there are no RSCA funds for 09-10 faculty grants; a task force on early start is required to submit a plan by 3/2010.
4. Appointments

M/S/P (Gubernat/Lubwama) to approve (or confirm prior approval of) the following appointments:
- Jane Lopus to replace Jagdish Agrawal on the AVP, APGS Search Committee
- Sally Murphy to the PeopleSoft Student Administration Steering Committee
- Cal Caplan to the Parking and Transportation Advisory Committee
- Julie Glass, Toni Fogarty, Gary McBride, and Jim Mitchell to the Online Campus Advisory Committee

M/S/P (Fleming/Eagan) to approve the following appointments:
- Lindsay McCrea to the Alumni Association Board
- Chongqi Wu to replace Jed DeVaro on the Committee on Research for Fall
- FDEC: Paul Wright (Social Work) wants to continue; need three more nominees, from Ethnic Studies, Library, & CEAS.
- Concord Campus Advisory Committee: some want to continue: Ellen Woodard (Geog, lect), Steve Ugbah. Carolyn Fong will be replaced by Lynn Van Hofwegen; haven’t heard back from Cathy Coulman.

M/S/P (Eagan/Kimball) to approve the following appointments:
- Faculty Support Services Advisory Committee:
  - Mary Fortune, HRT
  - Rafael Hernandez, Music
  - Gary McBride, ACCTG
  - Michael Moon, PUAB
  - Amy Rowley, MLL

  The following faculty self-nominated from the call letter, but were not selected; they were thanked for their interest and willingness to serve:
  - Nina Haft, Theatre
  - Keith Inman, CRJ
  - Ken Kyle, PUAD
  - Lindsay McCrea, Nursing
  - Felipe Razo, TED
  - Aline Soules, Libr
  - Lyn Van Hofwegen, Nursing
  - Evaon Wong-Kim, SW

- Space Logistics Committee: Dianne woods wants to continue; Need one other person

ExCom acknowledged their previous appointment of the members of the Task Force for Academic Reorganization:
- Dianne Rush-Woods, ExCom, (Chair of Task Force),
- Carolyn Fong,
- Nan Maxwell,
- Eric Seuss, Chair of COBRA
- Michael Lee, Chair of CAPR
- Dee Andrews, Chair of FAC
- Denise Fleming, ExCom, and
- Jennifer Eagan, Chair of CIC.

5. Update on Administrative Searches

- Confirmation of the summer consultation for the Provost job description and announcement;
- Opp welcomed Carolyn Nelson, who was appointed Interim Dean of CEAS (Communique June 23rd)

Opp encouraged members to make sure college elections are proceeding in a timely fashion since they are electing the Provost search committee.
6. Confirmation of email approval of the Fall Quarter University-wide Election Schedule

Confirmed by general agreement

7. Confirmation of email approval of changes to the Sabbatical and DIP applications that were proposed by the Provost’s Office

Confirmed by general agreement. Opp explained that CSUEB does not require separation of employment and key return any longer for sabbaticals and leaves of absence.

8. **08-09 FAC 11**, Modifications to Appendix A of the Appointment and Review Policy Document and possibly a draft BEC for further modifications

M/S/P (Gubernat/Kimball) to place on Senate Agenda

M/S/P (Eagan/Gubernat) Confirmation of an email decision that Stan Hebert not be reviewed at same time as Linda Dalton.

Opp suggested that changes in titles that do not result in substantial changes in job description or reporting lines be handled by Senate office and not through Senate voting processes.

M/S/P (Eagan/Gubernat) to approve a BEC document be written to that effect and emailed to ExCom for review prior to being distributed to the Senate.

9. Approval of the Administrative Review Schedule, as modified by the above documents when they are approved by the Senate

M/S/P (Rao/Kimball) to approve as revised

10. Approval of the 5-Year Program Review Schedule; discussion of the CSCI postponement request and discussion of possible referral/advice to CAPR regarding 1-year postponement of all 5-Year Reviews

M/S/P (Reichman/Gubernat) with 2 no votes and 2 abstentions to refer the 5 year Schedule to CAPR and recommend to CAPR that the cycle be halted in 09-10 and resumed in 10-11, shifting every review by one year.

Concerns were raised that although reviews are a burden in terms of workload, to delay them denies certain departments the opportunity to put their best foot forward in this time of reorganization. Eagan added that no program would be penalized for not conducting a review. Also, one function of the five-year review process is to vie for resources. Fellow CSU faculty are asked to serve as reviewers and they are very hard-pressed these days.

Gubernat added that the CO has never denied a request for delay in reviews.

Caplan stated that in light of the current budget situation, it behooves every department to conduct their own review and create a white paper to justify why the department should be maintained. Also, departments should consider gathering information and input from emeriti faculty who may wish to be a part of such discussions.

Woods stated that, as a chair, she sees that departments are actively involved in examining their programs.

It was added that CAPR could work with departments to determine if a review is badly needed this year and that reviews required by outside accreditation would not be postponed. Opp will write a letter of advice to CAPR on this conversation.
11. **Draft 09-10 BEC 1**, Standing Rules of the Academic Senate

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

12. **Draft 09-10 BEC 2**, Nominations for the Layoff Committee (UCL), 2009-10

M/S/P (Woods/Eagan) to approve the following nominees for 09-10 and to place the BEC on the Senate agenda:

- Susan Opp, Senate Chair
- Jason Singley, Physics
- Janet Logan, EPSY (COBRA)
- Nan Maxwell, Economics
- Dennis Chester, English (FAC)
- Laura Nelson, ANTH
- Hank Reichmann, HIST

13. **08-09 CAPR 41**, Five-Year Program Review for Multimedia

M/S/P (Eagan/Woods) to place on the Senate agenda

14. **08-09 CAPR 42**, Five-Year Program Review for Criminal Justice Administration

M/S (Woods/Eagan), to place on Senate agenda (motion withdrawn)

M/S/P (Eagan/Kimball) to hold over to the next Ex Com meeting and to solicit clarification from CAPR

Reichman questioned how the CAPR recommendation that the department be monitored annually for adequate resources can be executed in times of fiscal hardship.

Komorosky and Zajac were present and agreed that the department needs more resources.

Bellone stated that the CAPR reviews were conducted before the budget crisis and that we may see more reviews that recommend monitoring for adequate resources. He also noted that some departments are doing fine on assessments w/o resources.

It was argued that ExCom hold the document until the next meeting when a CAPR representative can attend to answer questions.

15. **08-09 CAPR 43**, Five-Year Program Review for Interdisciplinary Studies

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

16. **08-09 CAPR 44**, Five-Year Program Review for Political Science

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

17. **08-09 CAPR 45**, Five-Year Program Review for the MPA

M/S (Fleming/Kimball), withdrawn, to place on the Senate agenda

M/S/P (Reichman/Fleming) to hold over to the next Ex Com meeting and that the chairs of CAPR and the department be present.

Opp raised questions about the report concerning a chart on page 3, which shows only 10 majors and the wisdom of option modifications when the Outside Reviewer recommended that change be delayed. Modifications to the program were rushed through the Senate late in the Spring.

Young stated that some changes were made to solve some immediate problems. She added that the new NASPA standards are just coming on board and these may necessitate some additional changes.
Opp added that there are serious concerns about curriculum, low standards, and allegations of trading grades for student evaluations. In light of these concerns, why is the program being continued without modifications and despite these concerns?

Reichman stated that troubles in the department are fairly well known. The CAPR review describes problems, but offers no resolution. This may be the only thing that can be done at present.

Eagan added the suggestion that CAPR reports should have check boxes at the end to definitively recommend whether a program should continue as is, continue with modifications in order to provide greater clarity..

18. **Document revisions to correct earlier errors on 08-09 documents regarding the MPA:**

**08-09 CIC 43 revised,** Proposed discontinuances and adoptions of new options in the MPA degree program, and **08-09 CAPR 33 revised**, Request for Discontinuance Approval of the MPA Option in Public Management of Human Resources and Change Management

M/S/P (Fleming/Eagan) to place on the Senate agenda.

18b. **08-09 CIC 37 revised, Retention of Infrequently Offered Courses**

M/S/P (Eagan/Woods) to place on the Senate agenda

This would change the status of two courses that were scheduled to be dropped if not taught to now show as electives.

19. Approval of moving COBRA meetings to non-furlough Fridays, as needed

M/S/P (Fleming/Eagan) to approve.

20. Discussion of 5-year Review Postponements, as advice to CAPR (see #10)

21. Discussion of possible Referral items to CIC

- self support issue; Self-Support vs State Support,
- definition of certificate proposals that need to be reviewed by CIC (and/or those that don’t);
- Putting a Hold on Super Seniors until they talk with an advisor
- the return of **08-09 CIC46**, Timeline change and routing of requests for New and Discontinued Programs-Options-Minors-Certificates-Credentials-SSMPPs (and proposed significant modifications to these (returned to ExCom as the President did not sign it after the June 2nd Senate meeting.);
- Memo from Interim Provost Dorer

M/S/P (Fleming/Lubwama) to refer to CIC

Discussion ensued, mainly on topics in the Provost’s memo. There is a need for revised guidelines for the development of programs and certificates as the current guidelines do not address stateside or self-support.

The proposal includes a reduction in the maximum amount of units that may be taken without approval from 22 to 18, a decrease in the add/drop period to avoid “course shopping,” limiting students to two attempts at any one course, limit the maximum number of units students may take on state support over the number of units required for degrees both at the undergraduate and graduate levels.

Fleming expressed concerns about how difficult it is for students to find courses, especially in this budget climate. These proposals may be seen as punitive to students; there should be student input before a final decision is reached. Reichman stated that some of these proposals are intended to make it easier for students to find classes.
Gubernat stated that “two attempts” needs to be clarified.

Eagan informed everyone that the next CIC meeting is Monday, October 5, from 2-4 p.m. and invited Dorer, Dalton, and Dobb to attend.

22. Fall IT Report – Viability and recommendation for Outsourcing Faculty/Staff email to Google

Held over until next meeting due to lack of time, with apologies.

23. Adjournment

M/S/P (Eagan/Fleming) to adjourn

Respectfully Submitted,

Denise Fleming, Secretary