Minutes of the Executive Committee Meeting, Tuesday, October 13, 2009

Members present: Jennifer Eagan, Susan Gubernat, Derek Kimball, Chris Lubwama, Jim Mitchell, Susan Opp, Dianne Woods

Members absent: Denise Fleming, Mo Qayoumi, Asha Rao, Henry Reichman

Guests: Diedre Badejo, Ben Bowser, Cal Caplan, Linda Dalton, Linda Dobb, Fred Dorer, Toni Fogarty, Terry Jones, Mark Karplus, Dawna Komorosky, Tom McCoy, Glen Perry, Don Sawyer, Aline Soules, Terri Swartz, Arthurlene Towner, Gale Young, Patricia Zajac.

1. Approval of the agenda

Derek Kimball agreed to be the acting secretary in Fleming’s absence.

M/S/P (Lubwama/Eagan) to approve the agenda as amended: to move items 3 & 4 (Reports and Appointments) to end of agenda (become items 9 & 10), item 5 (Confirmation of e-mail approval of Preliminary List for Fall election) becomes item 3, item 6 (Interim report of the international student task force) is deleted, item 10 (discussion of restricted admission and exceptions) moved to item 4, items 7-9 (08-09 CAPR 42, 08-09 CAPR 45, Diversity Plan) become items 5-7, item 11 (BayCard discussion) becomes item 8, item 12 (EO 1031 discussion) becomes item 11, and item 13 (Adjournment) becomes item 12.

2. Approval of the minutes

M/S/P (Mitchell/Lubwama) to approve the minutes of the 09-29-2009 meeting as amended by Kimball and Opp:

   Report of President should read:

   Enrollment is now 2% above target, which indicates that measures put in place before the budget crisis to limit enrollment are working

   “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 2009-2010, and although officially there will be no funding for over-enrollment for 2010-11, this topic is under discussion at the CO.”

   Report of the Statewide Academic Senators: RISCA should be RSCA.

3. Confirmation of email approval of the Preliminary List for the Fall University-wide Election

M/S/P (Mitchell/Gubernat) to approve the Preliminary List.

   - Opp notes that, for example, 8 Professional Leave Committee nominees are needed. More work to be done.
4. System-wide restricted admissions for 09-10 and the negotiated “waivers” to these restrictions (Dalton)

- Dalton explains that the University received a memo from Chancellor Reed on 5-22-09 regarding reducing 09-10 enrollment, with a July clarification from Executive Vice-Chancellor Echeverria which stated that exceptions (or waivers) to the admissions restrictions for Winter/Spring needed permission from the Executive Vice-Chancellor. From consultation with the Deans, CSUEB developed a list of programs/majors that can be admitted in the Winter/Spring quarters --- as an “exception” to the restriction on Winter/Spring enrollment. Idea was to avoid blanket exclusion and rather be strategic in admitting students to programs where classes were under-enrolled, so that, for the most part, the admissions will come at relatively low cost to the University (and with possible over-enrollment funding for 2009-2010 could actually generate funds). Issue was discussed three times at Provost Council, and also with SSAC. CO approved 500 total student admissions for Winter/Spring 2010 (W/S quarter admissions for 2009 were about 2000 students). New rules are posted on website, community colleges have been notified.

- Gubernat asks why no grad/undergrad programs from CLASS were on exceptions list. Dean Badejo replies that since CLASS was already over-enrolled, due to budget crisis decided not to seek exceptions, as discussed in Chairs council.

- Caplan notes concern over how to market programs for Fall and anticipate how many courses to offer, taking into account W/S quarter admissions restrictions. Dalton notes that key to decisions is to make sure a program is not over-enrolled in 10/11, and decide what makes fiscal sense for individual programs; decide how best to serve the students.

- Eagan notes concerns of CLASS faculty that final list of exceptions unfairly benefits CSCI, since almost all exceptions are in Science. Long-term impacts of this decision will result. Kimball agrees that disparate strategies employed by different Colleges will lead to disparate results in future enrollment, funding, etc.

5. 08-09 CAPR 42, Five-Year Program Review for Criminal Justice Administration

M/S (Eagan/Woods) to place on Senate Agenda for discussion. Motion withdrawn.

M/S/P (Mitchell/Eagan) to refer back to CAPR.

- Woods notes that primary issue is the language regarding monitoring for additional resources. Resources are problematic for all during these difficult fiscal times. Eagan states that CAPR recommendation for monitoring should focus on program deficiencies that are within control of Department, not problems that are external and beyond Department control. Soules (CAPR 08-09 Chair) says there was a rationale at the time for CAPR recommendation, but times have changed. She agrees that the proposed changes to the recommendation make sense now, but notes that a focused plan and progress in assessment were still needed. Brief discussion on whether to strike resources or if it is best to let CAPR fix the document. Mitchell notes that in the past, amendments on Senate floor or by ExCom were frustrating

6. 08-09 CAPR 45, Five-Year Program Review for the MPA

M/S/P (Woods/Eagan) to refer back to CAPR.

- There are errors in Tables, program requirements. Major question as to why the program was revised against reviewer recommendation should be addressed. There are particularly disturbing paragraphs about student concerns related to grades and instructor assessment, and lack of challenging coursework. Questions arose about whether faculty were even aware of review. This problem is eliminated in future reviews through requirement for faculty meeting and vote to
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Approve CAPR review, with verification and dates noted on the review submission cover sheet.

Ahead of schedule, skip to Item 8 on agenda.

8. BayCard discussion

- Eagan expresses concern over “loose cannon” nature of BayCard use. CLASS Chairs extremely upset w/ respect to unfettered copying use. There is a problem when people not directly responsible for fiscal management of Department have unrestricted access to spend Department funds. Need to control use.

- Opp expresses faculty concerns that she has heard over process and formulation --- why was there no faculty input on BayCard? Has heard many rumors from faculty about how BayCard actually works. One person having problems emailed the special BayCard email address and was told to open a ServiceDesk ticket. Unclear how restrictions on use can be implemented, whether or not complete shut-down of card is required or if copying privileges can be selectively revoked. Daily e-mails on usage to Department Chairs were supposed to be sent out (?), but this is not occurring yet.

- Sawyer responds that the process is in the past, need to focus on how to fix the BayCard usage going into future. Suggests a meeting with Opp and Bibb. Opp responds that process of faculty consultation needs to be resolved/ fixed in the future to avoid repeat of such problems. Woods agrees that better communication is needed in the future, as departments have small s+s budgets and this decision takes away the chair’s control over these funds. Dorer agrees that we will all work on communication issues. ExCom notes that a meeting with Opp is not enough and that serious discussion with chairs is needed. Dorer notes that the Bay Card is on the administrative side and that the Provost Council also has concerns. The BayCard was discussed a couple of weeks before it went online; the Deans decided to try it during the Fall quarter and assess at the end of the quarter to see how it is working. Wanted universal agreement between College Deans as to how best to implement BayCard, which will be easier to reach after experience of how it works in practice.

- Eagan re-iterates that number one issue is that with BayCard people are able to use money from a budget for which they are not directly responsible.

- Wood asks what was the pressing need for BayCard in the first place? Sawyer responds that the One Card project came out of Student Affairs. It was an initiative that was pushed to administration to implement. Naturally ended up applying to all faculty/staff/students. It has significant advantages for students – they can use the BayCard for all University business/operations, but has challenges of the faculty side of the house. Dorer offers to join in the proposed discussion with Bibb.

7. Diversity Plan update

- Jones reports that a truly beautiful document is nearly complete, one that integrates diversity into the core of academic planning. Presently the document is being modified after feedback received in June. Hope to complete document by Nov. 15 for review and be operational by end of Fall quarter. The document’s history dates back to 2006 and they have strived to obtain maximum amount of feedback from faculty: there were 2 forums (March 2008, May 2008) with over 250 people attending each. Unit plans were then developed and the plan is coordinated/implemented by Deans and Division heads, with allowance for adjustment and refinement. There is an urgency due to budget crisis --- diversity needs to be parallel to and integrated with Academic Plan at the core of budget-related decisions. The entire University played a role and everyone should be proud --- this can be a national model.

- Caplan asks what is the next step? Jones replies that Faculty Diversity & Equity Committee (FDEC) is a committee of the Academic Senate. Have been to President’s Council, next goes to
full Academic Senate. Do not want the report to “sit on a shelf.” FDEC hopes to play a pivotal role in all that we do. Each member of FDEC to take on one unit (monitor, assist, cajole) and hope to report the achievements of each unit for their Diversity Plan.

- Gubernat raises the importance of remediation and Early Start consideration with regards to diversity, especially the CSU-wide and CSUEB discussions of moving remediation to self-support. Jones replies that he and the Diversity Council are very sensitive to these concerns.

- Eagan expresses concern over chronicling our losses due to budget cuts. Perhaps FDEC can monitor the impact of budget cuts on student/faculty diversity over the next few years. Jones replies that the report is more about where we’re going and how we’re going to get there, how much we are achieving.

- Towner expresses that she is committed to seeing the project through to completion. Jones expresses that we wouldn’t be where we are without Towner, and thanks her for her exceptional work beyond the call of duty; Dobb is continuing the great support as well.

9. Reports

A. Report of the Chair

- Opp reminds us all about Academic Integrity and Ethics week: week of October 26.

- Opp expresses great sadness at the recent death of students Eric Hicks Jr. and Elisa Davis. Opp notes that CAPS has been doing an outstanding job and is available to help both classes and individuals.

B. Report of the President

- President is out of town, report is given by Provost Fred Dorer.

- Carol Reese has been hired to fill the position vacated by Armando Gonzales. Reese has an outstanding background: MBA from NYU, Masters in Social Work, worked in private business, on staff at Columbia, St. Joseph’s, and UC Merced. Thanks to Tom McCoy who chaired the search committee and their hard work in bringing in such an excellent hire.

- Discussions with Deans have indicated that the University wants to protect remedial programs, so at this point moving such programs to self-support or outsourcing them has been taken off the table. There is an extremely short time frame for these very serious decisions related to the 2010-11 budget. Dorer states that people here are proud of our remedial programs’ success: math, English, and freshman clusters are all successful and the University wants to protect them. Gubernat notes similar success CSU-system-wide, and Eagan reminds us that the freshmen and those who participate in remedial programs are our base and future for enrollment.

- Kimball inquires about consideration of moving a large fraction of summer courses to self-support. Previous reports by Dalton indicated that if all of summer quarter were moved to self-support, then the enrollment reduction would cause us to fall below target, even with the approximately 10% reduction in target for 2010-11. This means that there is sufficient enrollment in the summer to solve a large fraction of the budget shortfall, or even the entire budget shortfall, through moving summer courses to self-support. Kimball also suggests that from his reading of EO 802, summer courses are much easier to move to self-support. This would be a solution to the budget shortfall that would enable us to protect the diversity of academic programs at the University and share the impact across all disciplines equitably. Full year programs could of course be exempted from self-support during the summer. Dorer replies that for the most part no options are off the table, and that October 28 is the deadline for viable proposals from the Deans. A possible concern is that enrollment reduced over the summer would be transferred to the regular
academic year. Definitely all good ideas are welcome for solving the anticipated budget shortfall.

C. Report of the Statewide Academic Senators

- Gubernat reports that committee meetings were carried out by phone. A major topic has been CSU-wide plans concerning remediation. Also of grave concern is the lack of a Faculty Trustee on the Board of Trustees.

M/S/P (Gubernat/Eagan) for ExCom to support the CFA resolution to Save Academic Programs at CSU Dominguez Hills and disseminate in an e-mail to CSUEB faculty the resolution and a statement of ExCom support for the resolution.

M/S/P (Mitchell/Gubernat) to place the CFA resolution to Save Academic Programs at CSU Dominguez Hills on a BEC document for placement on the next Senate Agenda and to notify all CSU Senate Chairs if the resolution is endorsed by the Senate.

- Gubernat presented the resolution to Save Academic Programs at CSU Dominguez Hills originally from CFA that will be brought up at the Statewide Academic Senate. McCoy points out that this is a very serious issue in regard to shared governance and in principle what is going on at CSUDH could happen anywhere (demographically and in size CSUDH is similar to CSUEB). There is discussion at CSUDH of program elimination where there is no standard procedure for faculty input on program elimination. Fears are that CSUDH administration wants to move toward a “Univ. of Phoenix” model where traditional liberal arts disciplines are eliminated. The California Legislature is concerned and has expressed that permanent and long-term cuts w/o a 2010-11 budget in place are rash. Mitchell states that he was a professor at CSUDH and expresses that CSUDH is very involved with the community. Eagan suggests that ExCom support should be publicly distributed.

10. Appointments

M/S/P (Mitchell/Lubwama) to confirm appointments:
- Schneider to replace Fozdar on CR for Fall
- Brunetti to serve on the Online Campus Advisory
- Davenport, Philibosian & Hofwegen appted to CCAC for 09-11; Woodard for 09-10
- Townsend, Library to FDEC for 09-11
- Larson to replace Woo on CIC for Winter
- Liberti on Space Logistics Committee for 09-10
- Mashaw to replace Hegde on Fairness for Fall
Swartz noted that Fall replacements are not needed for CBE seats, as their election ends this week and elected faculty will serve for Fall, if elected.

11. EO 1031 New Schedule for Records Retention for Curriculum & Accreditation and discussion of its possible effects on committee archives

- Opp points out that this is a minimum time for retention not a maximum time, especially focused on retention of technology content (e-mails, etc.). No significant impact on committee archives foreseen.

12. Adjournment

M/S/P (Lubwama/Mitchell) to adjourn.

Respectfully Submitted,

Derek Kimball, Acting Secretary