Minutes of the Executive Committee, Tuesday, November 22, 2005

Members present: Kevin Callahan, Jennifer Eagan, Denise Fleming, Susan Gubernat, Nan Maxwell, Julie Norton, Henry Reichman, Don Sawyer, Eric (the Great) Soares, Steve Ugbah

Members absent: Cal Caplan, Norma Rees

Guests: Dee Andrews, Eileen Barrett, Carl Bellone, Bob Brauer, Bob Burt, John Charles, Mark Karplus, William Nico, Jeff Seitz, Gale Young,

Call to order at 2:05

1. Approval of the agenda

M/S/P (Soares/Norton) to approve as amended

Norton asked to move item #5 before reports, due to Andrew’s schedule; Sawyer add a new item as #9: 05-06 FAC 1, Veteran’s Day Holiday and Ten Year Calendar.

2. Approval of the minutes of the meeting on November 8th and 15th

No minutes to approve

3. Reports

A. Report of the Chair

- Invited Carl Bellone and Gail Young to provide update on WASC. Final phase of WASC accreditation process, dealing with educational effectiveness; recommendations from prior WASC working groups are being addressed by standing committees. Young noted that the four major areas of Educational Effectiveness are academic quality (broken into 2 sections: 5 Year Program Review [CAPR] and GE Student Learning Outcomes [CIC]), student success, campus climate, and planning. The latter 3 are being addressed by university-wide workgroups that have faculty representation [note: see ExCom minutes 11-8-05, item #7 relating to the WASC Advising Study Team, “Reichman urged that these items be sent to the WASC Advising & Retention Study Team only on the condition that any findings, recommendations, or work emanating from that committee would then be sent to the appropriate faculty governance committee for possible action.”]; chairs of each of these 4 areas serve on the Educational Effectiveness Steering Committee. She reviewed a chart of progress to date. All teams are working now. Campus Climate Survey results will be available and presented at the first January meeting of ExCom.

Maxwell asked about a letter from Interim Provost Kelly dated November 14, 2005, and what the implications are for faculty, as she has been asked by several of her faculty and needs to have answers. Young stated that last Spring CIC endorsed the notion of faculty developing a rubric for assessment for one learning outcome in each of the general education areas: humanities, social sciences, science, cultural groups and women, and socially responsible contributors. For their work in developing these rubrics, participating faculty have received 4 units reassigned time. Participating faculty will meet with faculty in their target LDGE area in Winter and pilot the rubric, and provide feedback for revision. All faculty who teach LD general education courses in these areas will use the rubric in the Spring; data and feedback will be provided to CIC. Faculty development will host workshops in Winter 06 to provide training. We can then decipher if this is a good way to assess GE. It is an experiment. Bellone added that the rubrics will come to CIC for approval. Maxwell asked why chairs were
not apprised of this and asked what faculty need to do. Young explained that the 2 faculty developing each GE area will be talking to the faculty about this in Winter. It is voluntary to use the rubric in the Winter; requirement in Spring to use it, but she added that we cannot force it. Reichman expressed concern about reassigned time and a task for faculty without the process being discussed with faculty or at ExCom/Senate. It added to assessment, and he believes that the KISS principle would be good to apply here. Reichman also expressed concern that a 2 page rubric got assigned time but not a person who had to do a very lengthy report. He added concerns about junior faculty receiving a letter that asks them to report on their teaching and evaluation and give their syllabus to unnamed faculty members, which may be potentially intimidating. He opined that assessment often takes on a life of its own and may be a distortion of our priorities. Fleming asked whom the rubric and results will be provided to. Young answered that this has been very much in progress since last Spring. It is developing and evolving and needs everyone’s participation. Eagan expressed concern that this initiative creates even more work for lecturers, who have submitted courses to many committees already, and the disconnect between instruction and assessment, i.e., how does one measure in ways that do not predetermine; Seitz, the current Chair of CIC, echoed the concerns expressed and noted that he served on CIC last year and stated that this process was not endorsed or supported by CIC and CIC was not asked their opinion on this process. Gubernat noted that the way we receive information is important. She is not teaching LDGE and her letter was accompanied by her salary increase letter, which she thought odd. She reiterated that one of the WASC concerns was faculty overload and this is asking even more of the faculty. It was generally agreed that Sawyer should bring the message to the Provost that this WASC concern of an overworked faculty should not be overlooked. Reichman asked what “Socially Responsible Contributors” means. Young replied we are held accountable to the Mission Statement, which includes the phrase “Socially Responsible Contributors”; the two members in that area will take a stab at finding indicators and what outcomes may be inherent in the phrase and how these outcomes might be measured. Will service learning courses satisfy it? Maxwell urged that documents be edited for correctness prior to general distribution as there are typos, misspelled names and Bhadury is not a Senator. Eagan urged that if the rubrics are to be used AT ALL, being added to existing measures, they should be put before the Senate for approval. If there is an overlay or extra language to the outcomes, it needs to go to the Senate. Sawyer and Seitz noted the concerns of the body.

Sawyer and Reichman urged CSUEB to consider participation in Greater Expectations’ Project LEAP (Liberal Education and America’s Promise), a national program centered on strengthening general education and liberal arts majors. Sally Murphy, who has had some experience with the programs will be invited to speak on this topic before Ex Com. It would probably go through Bellone’s Office. It was noted that Sonoma, SFSU, and SJSU already joined.

Sawyer distributed a memorandum from Ronn Patton, Chair of Commencement Committee to Provost Kelly outlining recommendations for possible changes to the Commencement Ceremonies. Sawyer asked the members to review the document and he will put this on a future ExCom agenda for discussion.

Sawyer noted a number of upcoming events.

B. Report of the President
No report

C. Report of the Statewide Academic Senators
Intersegmental Committees of the Academic Senate (ICAS) met; working on a letter to WASC inviting WASC leaders to meet with CSU, UC, and community college representatives to discuss three concerns: lack of faculty input into accreditation, workload imposed on faculty, and the difference in standards for assessing community colleges; the latter concern is counter to the trend to have a more seamless connection between the three academic bodies. ICAS is also working on a White Paper on the state of education in California; underfunding of education in state to the point of crisis; this document will go back to each of the senates for endorsement/
4. Appointments
No appointments

5. **05-06 CAPR 2**, Five-Year Program Review for History
   M/S/P (Norton/Maxwell) to place on Senate agenda

6. **05-06 CIC 1 amended**, General Education Subcommittee Membership, 2005-06
   M/S/P (Soares/Maxwell) approved with one abstention

7. **05-06 CIC 4**, Upper Division General Education application of courses in Areas C and D
   M/S/P (Norton/Ugbah) for placement on the Senate agenda

8. **05-06 CIC 5**, Proposed Changes to Committee on Instruction and Curriculum’s Policies and
   Procedures for Committee Operation Document
   M/S/P (Norton/Soares) approved

9. **05-06 FAC 1**, Veteran’s Day holiday and Proposed Changes to the Ten Year Calendar
   M/S/P (Soares/Maxwell) to place on Senate agenda

   Maxwell asked, in case a staff member asks, what happens the day after Thanksgiving?
   Sawyer replied that he has been assured by V.P. Metz that a holiday will be moved to
   accommodate the Friday off. Reichman noted that negotiations between the Chancellor’s
   Office and staff unions are going on. There is no interest to open the university on that Friday
   for no apparent reason.

10. UIT Faculty Report (William Nico, Science Rep)

    Nico discussed the history of UIT, current membership, and multiple functions from payroll to
    advising. Reported that John Charles is seeking broad faculty input into direction of UIT.
    Discussed the need for a long-term strategic plan for UIT, which covers a wide range of issues
    that will help restore IT to a solid foundation; budget cuts have impacted infrastructure and
    resources. The question of institutional commitment centers on whether and how instructional
    technology should be a more integral part of instruction and/or PTR, all of which would be
    subject to Senate review. Making good use of fiber optics; raised issues of increasing wireless
    access across campus, and the tensions and balance between centralization and local, pay for
    services models. Charles stated that the use of technology has moved from optional to
    essential in the performance of our duties. Ugbah asked if there is a plan to increase wireless
    access and “smart” classrooms. Nico replied that there were plans for both, but budget has
    truncated efforts. Reichman commented on the state of disrepair of items such as speakers
    in smart classrooms; encouraged making and keeping technology in the library current; also
    concerned that MATS space in library annex appears to be underused and might be used to
    serve students. Charles stated that the space is being used by machines; Reichman stated that
    this area is inviting and that students would be better recipients of the space. Gubernat asked
    about support from IT for the development of a course. Charles stated that Bernie Salvador
    and his team of instructional designers are available through Faculty Development for course
    design. Callahan echoes Reichman’s suggestion that the MATS space be considered for
    Student Center Academic Achievement, which is always stuffed; also spoke about the
    positives of remote log-in and wondered if faculty are generally aware of this. Nico stated that
    there are multiple access points designated for future wireless hubs. Fleming urged making a
    wireless campus a priority for attracting students and facilitating faculty work.

11. Adjournment
    M/S/P (Maxwell/Fleming) to adjourn

    Meeting adjourned at 3:47 p. m.

Respectfully submitted,
Denise Fleming, Secretary