Minutes of the Executive Committee Meeting, Tuesday, May 12, 2009

Members present: Jennifer Eagan, Karina Garbesi, Julie Glass, Susan Gubernat, Rita Liberti, Jane Lopus, Sally Murphy, Susan Opp, Henry Reichman, Jeffery Seitz

Members absent: Mo Qayoumi

Guests: Deidre Badejo, Carl Bellone, Cal Caplan, Linda Dalton, Valerie Helgren-Lempesis, Terry Jones, Mark Karplus, Mike Mahoney, Nan Maxwell, James Mitchell, Saeid Motavalli, Robert Phelps, Gretchen Reevy, Don Sawyer, Melany Spielman, Barbara Storms, Arthurlene Towner, Rhea Williamson, Gale Young, James Zarillo

1. Approval of the agenda

M/S (Garbesi/Liberti) to approve the agenda. It was noted that in the latest agenda posted on Sharepoint agenda item 22 has been eliminated, as it was not yet available.

The motion including the elimination of item 22 passed.

2. Approval of the minutes of the meeting on 4-28-09

M/S/P (Reichman/Gubernat) to table the minutes until the next meeting.

3. Reports
   A. Report of the Chair

Honors Convocation is this Sunday May 16 from 2-4pm in the University Amphitheater.

Book orders for fall are due this Friday. Turning in book orders on time not only enables the bookstore to order earlier, but it also can facilitate getting more used books and helps in the preparation of materials for students with disabilities that need accessible materials.

An email was forwarded to Excom and COBRA from John Tarjan, Chair of the Statewide Academic Senate. The email is warning faculty that revisions to the State and therefore CSU budgets are likely to occur this summer meaning a high potential for additional cuts. Campuses are urged to ensure that shared governance structures are in place during the summer when these cuts may occur. COBRA will be discussing this item at its meeting on Friday with the likelihood that a recommendation will be placed in our year-end report that the President involve the Senate and COBRA Chairs in any meetings/discussions in the summer regarding cuts, particularly if those cuts will need to occur before classes start in fall. Further, the recommendation would be to include the 08-09 faculty members of UPABC if UPABC is called to meet in the summer because the 09-10 faculty members of UPABC will not be determined until fall quarter begins. (I expect some Excom discussion.)

Assigned time for Chairs of CAPR and CIC (draft 08-09 BEC 11) discussion. We all recognize the incredible work involved with being Chair of a standing committee, but especially CAPR and CIC who consistently produce far more documents than any other standing committees. We’re especially appreciative of these committees and their Chairs this year who have worked so hard, and are continuing to meet extra times to try to complete their work this spring. In light of this workload, and from discussions with the Provost, we are recommending the provision of 4 WTU assigned time (each) for the Chairs of CAPR and CIC annually starting this fall. But because of the dire budget circumstances, we have no choice but to find this assigned time from other areas because no new assigned time is available. We are recommending that 4 WTU be taken from both the Senate Secretary and from the Honors Program Director starting next year to provide assigned time to the CAPR and CIC Chairs. We realize that this is not a good situation and that it may make it difficult to find faculty who are willing and able to perform the duties of Senate Secretary and Honors Program Director, both positions that require activity on the part of the person all year long. The Provost has agreed to strongly consider restoring the assigned time while retaining the assigned time for the CAPR and CIC Chairs when the budget improves. It was generally felt that the work of the chairs of the standing committees, and these two in
particular, warranted some compensation. Some expressed concern regarding team dynamics on these committees and concern that taking release time away from the Senate, or even rearranging that time was not a good idea.

There was a general sense that the Honor’s Program should be reexamined and possibly transformed. The idea of having a greater departmental component focusing on an intensive experience designed by discipline area experts was briefly explored. It was pointed out that the students who are currently involved in the Honor’s Program cannot be abandoned.

M/S/P (Murphy/Eagan) to place 08-09 BEC 11 on the Senate agenda.

B. Report of the President

The report was given by the Provost because the President is at the Board of Trustees meeting. ExCom members were encouraged to look at the agenda of the Board of Trustees meeting. The Provost reminded ExCom that he had mentioned the outstanding STEM education initiatives at the Senate meeting last week. He encouraged more faculty, from within and outside of the College of Science to get involved. In response to a question it was explained that many of the current STEM projects are continuations of existing programs that are now seeing greater support. Faculty are leading these efforts including Jeff Seitz, Jason Singley and Barbara Storms. Many of the new proposals for stimulus funds and other funding opportunities (including programs by Bechtel and Chevron) were coordinated via the Office of Research and Sponsored Programs. A proposal for a STEM Education Center is under development.

ExCom was reminded of the state budget crisis. The deficit now stands at $15 billion and may grow to $21 billion, depending on the results of the special election.

Congratulations were offered to CEAS for the getting through their accreditation visits. There were 21 visitors from NCATE and CTC.

The Provost did not know the timeline for a replacement for the Vice President of Student Affairs. It is expected that a search for a permanent Associate Provost will take place next year. Meanwhile, Linda Dobb has requested to continue in her position as University Librarian while assuming the role of interim Associate Provost.

C. Report of the Statewide Academic Senators

The Spring agenda was very full with about a dozen major decisions. Several items of specific interest were “Concerns Related to the Migration of State-Supported Courses to be Self-Supporting Special Sessions During Times of Budget Constraints,” “Support for Campus Guidelines and Policies on Consultation and Shared Governance,” and a resolution regarding faculty control over course capacity and modes of instruction decisions. There was also an item about Mandatory Early Start Programs. It was felt that such programs could limit access. It was noted that the Senate working with the Faculty Trustee softened the language on this item as it moves to the Board of Trustees agenda this week. A resolution regarding differential fee structures was tabled which resulted in the ASCSU remaining on the record as opposing content based fee structures.

4. Report from Concord Campus Advisory Committee (CCAC) TIME CERTAIN 2:10 (Phelps)

This report will be in two parts. Part 1 will be on the state of the Concord Campus and Part 2 will be on the CCAC function and charge in the future. The full written report is available on Sharepoint.

Part 1: Enrollments very strong, all colleges other than CBE have met or exceeded their targets. Progress has also been made in regards to student services. There is still a lack of food services, but the campus is looking into a mobile unit and hoping to have it in place by the Fall. In addition, ASI may be providing funding to improve a student lounge area. There is concern because long term enrollment in some key programs has been in decline. CBE has reduced its offerings by 50% and have eliminated its day programs. These cuts were explained by CBE representatives in based upon the realities of enrollment and the requirements of accreditation. It is possible that some of these issues may be addressed by the creation of an online BA/BS degree completion program in business. Human Development has dropped by 52% in terms of head count. This is an area of great concern on the committee, in part because of domino effect.
It was noted that in fall, 2008, 5,000 Contra Costa residents attended SF State or Sacramento State instead of the Concord Campus of CSU East Bay. More data will be sought on these students in the coming year. It was explained that the commute for these students would be far less to the Concord Campus. Some students had reported that when they graduated from high school they received promotional materials from SF and Sacramento State, but not from CSU East Bay.

The campus as a whole is being hit with a 17% budget cut. While it is understood that funds are short everywhere, cuts to the Concord Campus have a disproportionate impact because the offerings are limited to begin with.

It was noted that the (pre) nursing program is booming. This was given as an example of the types of successes that are possible with appropriate support.

Part 2: Next year CCAC would like to explore the possibility of revisiting its charge. They feel that having an opportunity to work with committees such as COBRA and CARP would benefit the campus and institution. They hoped to have CAPR reports, etc., include Concord Campus efforts. They would like to come back to ExCom in the fall to discuss these possibilities in greater detail and then formally change their charge. It was noted that the proposed revision to CAPR 9 later on the agenda today includes in the 5 year review document questions about course offerings at Concord.

There was a brief discussion about commute challenges at the Concord campuses. The bus schedules do not correspond to peak student use times. The campus is in discussions with the bus system administrators, but they are also suffering through difficult budgetary times and cannot offer new lines.

Emily Brizendine, Director of the Concord Campus, thanked Robert Phelps for his efforts on behalf of the Concord Campus.

Finally there was some discussion about the Concord Campus providing information regarding their course needs, especially for GE early on so that Departments can plan accordingly. This would minimize course conflicts and improve enrollment.

5. Appointments
   University Honors Program Director/Coordinator (term 09-11)

Still no self nominations for the University Honor’s Program Director.

Eileen Barrett will be on sabbatical next year, and, while it is not the responsibility of ExCom to appoint an interim replacement, it was announced that Julie Glass has expressed an interest in serving as Interim Director for the Academic year, 09-10.

M/S/P (Eagan/Murphy) to endorse the interim appointment of Julie Glass as Director of Faculty Development. There was one abstention.

6. Update from the GE Director Search Committee

It is the unanimous recommendation of the Search Committee to appoint Dr. Sally Murphy as Director of General Education.

M/S/P (Lopus/Eagan) to appoint Sally Murphy as Director of General Education for the term 09-12. There was one abstention.

7. 08-09 CIC 35. Application of Courses for GE

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

8. 08-09 CIC 36, Best Practices for Assessment of Student Learning

M/S (Murphy/Eagan) to place on the Senate agenda. There was a brief discussion regarding how/if the Early Alert appears on a student transcript and/or degree progress report. It is believed that such an alert does not appear on any permanent or public student records.

The motion to place on the Senate Agenda passed.
9. **08-09 CIC 37**, Retention of Infrequently Offered Courses
M/S/P (Murphy/Garbesi) to place on the Senate agenda.

10. **08-09 CIC 38**, Application of Courses for GE
M/S/P (Eagan/Murphy) to place on the Senate agenda.

11. **08-09 CIC 39**, Proposed new MS, Taxation online – WASC approval
M/S (Glass/Liberti) to place on the Senate agenda. It was explained that any degree program having more than half of its degree offered online requires WASC approval.

The motion to place on the Senate agenda passed.

12. **08-09 CIC 40**, Proposed new BS Business Administration online – WASC approval
M/S/P (Garbesi/Eagan) to place on the Senate agenda.

13. **08-09 CIC 41**, Proposed new BA, Health Science online – WASC approval
M/S (Garbesi/Murphy) to place on the Senate agenda. Surprise was expressed that a science program could be offered 100% online with no disciplinary requirements for hands on lab experience. It was explained that this is an online degree for the Health Care Administration option within Health Science.

It was proposed that the title wording (and elsewhere) be changed to “Proposed new BS, Health Science, with an Option in Health Care Administration.” This proposal was accepted.

The motion to place on the Senate agenda as modified passed.

[In later conversations between the Senate Office and Carl Bellone, AVP, APGS, it was discovered that WASC only approves degree programs for online instruction, not options. Therefore, the CIC intent was correctly stated on the document and a note was placed at the bottom of the CIC document explaining the situation, rather than modifying the document as ExCom noted]

14. **08-09 CIC 42**, New Certificate in Sustainable Resource Mgmt
M/S (Garbesi/Eagan) to place on the Senate agenda. In response to a question, a CBE representative stated that the word “management” in this case will not be a problem for accreditation and that this course will be filed as an exception at the next accreditation. It was also noted that “Resource Management” is understood to have a different meaning than management in the business sense.

The motion to place on the Senate agenda passed.

15. Possible CIC document regarding modifications to the Engineering Degree
M/S (Lopus/Eagan) to place 08-09 CIC 34 on the Senate agenda. It was noted that the use of English 1002 in point #5 is not going to impact English’s budget. Praise was offered and this proposal was noted as remarkable and commendable in bringing different units together to accomplish this reduction in total units.

The motion to place on the Senate agenda passed.

16. **08-09 CIC 28**, Proposed New Option in Early Childhood Education, M.S. Education and
**08-09 CAPR 21**
M/S/P (Liberti/Garbesi) to place on the Senate agenda.

17. **08-09 CAPR 18**, Five-Year Program Review for Art
M/S (Murphy/Garbesi) to place on the Senate agenda. It was noted that there are several confusing issues in the report regarding the faculty presence in the traditional arts portion of the
program. There was reference to tension by the outside reviewer and elsewhere, but no explanation. It was explained that there were issues of confidentiality and that a great deal of time was spend on this issue at the time of review.

The motion to place on the Senate agenda passed.

18. **08-09 CAPR 19**, Five-Year Program Review for the outside accredited programs within the College of Business and Economics

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

19. **08-09 CAPR 20**, Five-Year Program Review for Recreation

M/S (Liberti/Eagan) to place on the Senate agenda. There was some confusion regarding whether this review is for the entire department or only for the BS in Recreation. It was explained that only programs are reviewed and that the new programs are not required to be reviewed until 2012-13. The department is transitioning from one degree to several and at the time of the next review, all degrees will be reviewed together. There was some concern about the brief nature of the executive summary while others praised it for its brevity and succinct nature.

The motion to place on the Senate agenda passed.

20. **08-09 CAPR 23**, Revision of the 5-Year Program Review Process

M/S (Eagan/Liberti) to place on the Senate agenda. It was noted that there is data required in the annual report section that is not currently available from Planning and Institutional Research. It was explained that the data required in this document has changed from the prior iteration of this document and that this new data is closer to current WASC requirements and has been agreed to be made available from this point forward. It is also expected that this portion of the document will be in flux because of the changing nature of WASC reporting requirements. This year, Annual Report documents have been accepted without the required data because of lack of availability.

There was some concern regarding the rubric provided to the outside reviewer. It was noted that though it must be provided to all outside reviewers, the reviewer has the option not use it if s/he so chooses. There was particular objection to the fact that a program would get the highest score for most resembling other programs and it was felt that this would penalize innovative programs. It was noted that the student learning outcome rubrics have always been part of this document.

The motion to place on the Senate agenda passed.

21. **08-09 cFAC 6**, Periodic Evaluation of Temp Faculty policy revision

M/S (Murphy/Eagan) to place on the Senate agenda. It was explained that the operative document on Coaches will continue to be an interim policy; a permanent policy will be developed next year.

There were two areas of concern. One was that departments and units may develop their own criteria consistent with the CBA. It was not clear who was responsible for guaranteeing that consistency. The department or unit is required to submit their criteria and procedures to the Senate, but does not require Senate approval. Towner noted that the language of “criteria and procedures” comes directly from the CBA. It was noted by Opp that if department criteria comes to the Senate Office with questionable criteria, it can (and most likely will) be referred to FAC for compliance review. The second area of concern was in regards to which quarters of student evaluations may be included in an annual review. It was noted that the new policy states that the quarters are Spring through Winter, while the old policy allowed for Summer through Spring. With the old deadline the Spring quarter evaluations were often not ready in time to be included in the annual review process and it was felt that this could make careful consideration difficult in some cases. So, this change was made to ensure that sufficient evaluations were available for a given review. Towner noted that this change in the cycle of evaluation does not impact the academic appointment dates nor entitlements outlined in the CBA.

The motion to place on the Senate agenda passed.
22. **08-09 cFAC 7, PTR document revision**

This item was removed, as it was not yet available.

23. **CFAI 1, Revisions to the Fairness Document**

M/S (Glass/Liberti) to place on the Senate agenda. It was noted that at the Statewide Faculty Affairs Committee, there was an item informing the committee that there is new legislation that about equity in education that would mandate that cases of discrimination, retaliation and harassment must have an appeals process to the Chancellor’s Office. They are working on an Executive Order about this at this time.

The motion to place on the Senate agenda passed.

24. **Annual AALO Report (Jones)**

The written report was available, but there was not sufficient time to have a substantive discussion.

M/S/P (Gubernat/Garbesi) to give a time certain early in the next meeting for his report. There was one abstention.

M/S/P (Murphy/Garbesi) that we extend the next meeting of ExCom to 4:30PM. The vote was not unanimous.

25. **Annual Honors Report (written report by Evuleocha)**

ExCom was referred to the written report. This report should be reviewed carefully especially because of the idea of a possible revision of the program proposed in an earlier discussion at this meeting.

26. **Adjournment**

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

Respectfully Submitted,

Julie Glass, Secretary