

MINTUES

Meeting of the Academic Senate
California State University San Marcos
Wednesday, December 3, 2014
1 – 2:50 p.m., McMahan House

- Voters Present:** Jocelyn Ahlers, Nicoleta Bateman, David Barsky, Nicoleta Bateman, Vivienne Bennett, Glen Brodowsky, Annette Daoud, John Drewe, Gerardo Dominguez, Anne René Elsbree, Merryl Goldberg, Jeff Gutowski, Lori Heisler, Deborah Kristan, Chetan Kumar, Andre Kündgen, Rebecca Lush, Michael McDuffie, Suzanne Moineau, Karno Ng, Carmen Nava, Toni Olivas, Dominica Pearl, Vincent Pham, Barry Saferstein, Shahed Sharif, Linda Shaw, Patricia Stall, Laurie Stowell, Paul Stuhr, Teresa Suarez, Richelle Swan, Jackie Trischman, Stephen Tsui, Jill Watts, Camilla Williams, Marshall Whittlesey,
- Not Present:** Bonnie Bade, Jonathan Berman, Eliza Bigham, Melanie Chu, Rocio Guillen, Greig Guthey, Moses Ochanji, Deb Palash, Qi Sun, Wenyuh Tsay, Yuan Yuan, Xiaoyu Zhang
- Parliamentarian:** Marshall Whittlesey
- Ex Officio Present:** Jennifer Fabbi, Dean, Library; Regina Eisenbach, AVP Academic Programs; Darel Engen, CFA; Dawn Formo, Dean, Undergraduate Studies; AVP-AP; Kamel Haddad, Vice Provost; Katherine Kantardjieff, Dean CSM; Arturo Ocampo, AVP Diversity, Ed Equity & Inclusion; Adam Shapiro, Dean CHABSS;
- Guests:** Matthew Ceppi, Pres. Chief of Staff/Dir. IPA; Darel Engen, CFA; Scott Greenwood, Assoc. Dean CHABSS; Janet McDaniel, CEHHS;
- Staff:** Adrienne Durso, Senate Coordinator
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(The meeting was called to order at 1:13 PM.)

I. APPROVAL OF AGENDA

Agenda amended: The Chair withdrew referral to FAC regarding Joint Hires.

Motion #1 M/S/P*
To approve the Agenda as amended.

II. APPROVAL OF THE MINUTES of 10/1/14

Minutes of 11/5/14 amended: Item XIII. F. – Change topic, “University Assessment Task Force” to, “University Assessment Council”.

Motion #2 M/S/P*
To approve the Minutes of 11/5/14 as amended.

III. CHAIR’S REPORT – Laurie Stowell

- The reception honoring Marcia Woolf was to follow AS meeting 12/3/14.
- In Jonathon Berman’s absence, Vivienne Bennett spoke about the **10th Annual Student Media Festival** which is taking entries through 3:00 PM Friday, May 1, 2015. Faculty from all colleges/programs/subject areas are encouraged to share information with their students. Student films from any academic unit on campus are eligible for entry. More information may be found at: <http://www.csusm.edu/sofa/studentwork/mediafest/index.html>.
- A WASC Open Forum was held 11/20/14; PowerPoint presentation slides were emailed to faculty. Additional Forums will be held 2/12/15 and 2/26/15. The deadline for feedback is early March, with final submission on 3/17/15.

*All motions were passed unanimously unless stated otherwise.

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- CSUSM Police Chief Robert McManus and Emergency Manager Robert Williams will be invited to the February AS meeting to discuss the recent Shelter-In-Place false alarm, and related issues. Concerns from faculty have been shared with Chief McManus, including the question of what to do *with* and *for* students congregating in busy areas such as USU and Kellogg Library during Shelter in Place scenarios.
- A faculty member has expressed concern about Freshmen who come to CSUSM with AP units being assigned Sophomore status, which makes them last in line for course registration. Special thanks to Andres Favela and Thomas Swanger for identifying these students and creating a means for them to register with Freshman status in the future; their quick responsiveness is appreciated.
- Student Access Initiative (SAI) – The Provost’s Office has put a list of FAQs on its website. To date, 28 students and eight faculty have commented; no comments have generated the need for updating the FAQs. Senate will take time to discuss SAI in the spring semester and consider putting forth a resolution. Discussion highlights:
 - It was suggested a timeline be set for faculty and students to provide feedback so there is a plan for moving forward.
 - It was noted that in the past week, ASI facilitated student discussion of SAI and passed a resolution in support and suggested Senate should discuss SAI in early spring.
 - The Provost suggested that if a forum is to be held, it should take place before the February Senate meeting so closure may be brought to further discussion soon. The FAQs page will be open for comments until such time as there is an Open Forum.

IV. CONSENT CALENDAR

The Consent Calendar with NEAC Recommendations and the UCC Course/Program Change Proposals were presented for approval.

Motion #3 M/S/P*

To approve the Consent Calendar as presented.

V. STANDING COMMITTEE REPORTS (as attached to Agenda)

VI. ACTION ITEMS (Items scheduled for a vote, including second reading items.)

A. FAC: Applicability of Department RTP Standards – Rationale

FAC received no feedback since first reading; item presented with no changes.

Motion #4 M/S/P*

To approve the *Applicability of Department RTP Standards – Rationale*, as presented.

B. FAC: Guidelines for Department RTP Standards

FAC received no comments or questions since first reading; no discussion took place.

Motion #5 M/S/P (Approve: 27; Do Not Approve: 5; Abstain: 6)

To approve the *Guidelines for Department RTP Standards*, as presented.

C. UCC: Resolution on Revision to Routine Curricular Flow for the Academic Senate of CSUSM

UCC received no comments or questions since first reading.

Motion #6 M/S/P (Approve: 33; Do Not Approve: 2; Abstain: 3)

To approve the *Resolution on Revision to Routine Curricular Flow for the Academic Senate of CSUSM*, as presented.

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D. SAC: Student Grade Appeals Policy Revision

Before the Senate vote, SAC noted that line 278 of the document should have been changed from, “the written grade appeal must be uploaded”, to, “all three parts must be uploaded.” Other changes were already noted on the document for Senate approval.

Motion #7 M/S/P (Approve: 33; Do Not Approve: 2; Abstain: 3)
To approve the *Student Grade Appeals Policy Revision*, as presented.

E. BLP/UCC: Certificate of Advanced Study in Leadership in Middle Level Education (CEHHS-SoE)

There were no questions or comments and no discussion took place.

Motion #8 M/S/P (Approve: 33; Do Not Approve: 0; Abstain: 3)
To approve the *Certificate of Advanced Study in leadership in Middle Level Education (CEHHS-SoE)*, as presented.

F. University Assessment Council: Undergraduate Learning Outcomes, Regina Eisenbach
Feedback on lines 7 and 8 was integrated into document, as attached to Agenda.

Motion #9 M/S/P (Approve: 30; Do Not Approve: 3; Abstain: 3)
To approve the *Undergraduate Learning Outcomes*, as presented.

G. BLP/UCC: BA in Music

There were no questions or comments and no discussion took place.

Motion #10 M/S/P (Approve: 31; Do Not Approve: 3; Abstain: 2)
To approve the *BA in Music*, as presented.

VII. DISCUSSION ITEMS (*Items scheduled for discussion, including first reading items.*)

A. Senate Officers: Resolution Honoring the Contributions of Our Distinguished Colleague Marcia Woolf

The Resolution was to be read at the Reception, which was to follow Senate 12/3/14.

Motion #11 M/S/P* (**Unanimous, with great enthusiasm**)
To suspend the rules requiring a second reading before voting on a Resolution

Motion #12 M/S/P* (**Unanimous, with great enthusiasm**)
To support the *Resolution Honoring the Contributions of Our Distinguished Colleague Marcia Woolf*

B. BLP/UCC: BS in Business Administration – Global Business Management Option – Information Systems Track

- BLP shared its recommendation of the P-form for the Information Systems Track; stating there were no resource implications involved.
- UCC shared Catalog copy for the Information Systems Track and presented its report.

Motion #10 M/S/D (Yes: 19; No: 14; Abstain: 3) Motion does *not* pass; 2/3 majority required.
To suspend the rules requiring a second reading before voting for approval.

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C. BLP: Criminology & Justice Studies: Expansion to Temecula (Self-Support)

- BLP shared its report on the expansion of Criminology & Justice Studies to Temecula as a self-support program. BLP recommends approval of the program expansion.

D. FAC: Changing from Paper to All-Online Student Evaluations of Instruction

- FAC has completed a substantial amount of work in studying this change and is happy to address specific questions. As a committee, FAC recommends that all evaluations be changed to All-Online. This would create a single online instrument with each student experiencing the same evaluation experience for each course.
- The Office of Institutional Planning and Assessment has not yet completed its online prototype, but in Fall 2013 piloted some of the course evaluations with an online format. Senate will be asked to support the All-Online process without the actual product in place for Senators to review.
- Matt Ceppi stated there may be a link to course evaluations via student Moodle Containers. This may increase response rates.
- FAC is committed to the idea that faculty can be empowered to find the best ways to address issues in the evaluation process.
- Comments included:
 - In the pilot trials, there was a 22% response rate, which is low. FAC stated the pilot was in collaboration with IPA and only a small number of participants were recruited; they are not convinced the numbers are representative of what would take place with All-Online.
 - Studies at other Universities suggest there are ways to intervene to improve response rates.
 - FAC was satisfied that the positives outweigh the negatives; students would be more encouraged to respond with online tools and access.
 - There may be a need to investigate if underrepresented student populations have a lower response rate with All-Online.
 - Despite built in safeguards, someone other than the student could complete an online evaluation. It was suggested that this is also the case with paper evaluations.
 - Response rates could be raised with mobile phone applications.
 - One benefit to All-Online would be receiving more information than is currently received.

VIII. INFORMATION ITEMS

A. BLP: Pre-Proposal Forms (as attached to Agenda)

B. BLP: A-forms Report – Computer Engineering, Software Engineering, Electrical Engineering Programs (as attached to Agenda)

- Stowell noted these A-forms are placed on the UAMP. It doesn't mean they will necessarily come to fruition, but are reflective of interest in the region.

IX. PRESENTATIONS

A. Extended Learning and International Education (EL) 101, Mike Schroder

Schroder provided a PowerPoint Presentation, which will be made available on the Senate website.

Highlights included:

- EL serves as an Academic Outreach arm of the University; it fosters and creates global international opportunities for students and faculty.
- EL educational opportunities serve many local and regional employment needs.
- In addition to fall and spring semester courses, EL offers summer and inter-session courses, Open University, special sessions, and Osher Lifelong Learning classes.

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- EL has 14 locations around the region, from Temecula to Del Mar.
- EL provides global program services, including faculty exchanges, and study abroad.
- International students do not take seats away from stateside students. They pay more in fees which provides funds for extra course sections.
- Scholarship opportunities are made available to students, including veterans who wish to study abroad.
- With programs and courses in Temecula, students from Mt. San Jacinto have opportunity to graduate college in four years, at a guaranteed cost.
- CSUSM has students attending from China, Norway, Iceland, Sweden, Korea, Japan, and Saudi Arabia, among other countries.
- Funds from EL are provided to units on campus in proportion to the numbers of EL students served by those units (e.g., IITS, Library, Student Affairs).
- The Senate Chair thanked EL for its continued financial support of the Academic Senate for Senate work on behalf of EL programs.

B. Role of Dean, Undergraduate Studies, Dawn Formo

- Formo's position and unit report to the Vice Provost; her role was created over the summer based on a task force report with a focus on scaling up the undergraduate experience for a growing campus. In seven years, the number of undergrads has doubled. Formo hopes to enrich the undergraduate experience through best practices in teaching and learning, and high impact practices.
- Goals include increasing retention rates, and reducing time to graduation.
- The continuation rate for first year students is now in the 80+ percentile, placing CSUSM among the shining stars of the CSUs.
- Currently, 25% of transfer students are graduating after two years at CSUSM. After six years, it is nearly 80%. There is room for improvement.
- Formo is confident CSUSM can reach the goals set by the Chancellor's Office for 2025, believing that if we can increase the number of students who complete lower division GE courses within the first two years, we can improve student graduation rates.
- Formo oversees the Graduation Initiative Steering Committee (GISC) and will continue to advocate for GE programs, the All University Writing Requirement, partnering with regional community colleges, and fostering high impact practices.
- Formo welcomes feedback and is happy to meet with all interested faculty. She requests any questions on data provided be sent to her office.

X. ASI REPORT – JJ Gutowski

- Due to a previous commitment, Gutowski left AS meeting before ASI Agenda item. Stowell reported that on 11/21, the Vice Provost met with ASI for a Q & A on the Student Access Initiative (SAI). After discussion, ASI voted to endorse the SAI. The ASI **SAI Resolution** is provided in 12/3/14 AS Agenda package.

XI. VICE CHAIR'S REPORT – Debbie Kristan (None given)

XII. SECRETARY'S REPORT – Vivienne Bennett (None given)

XIII. PRESIDENT'S REPORT – Karen Haynes

- The Human 25 Photo was taken two weeks prior to the 12/3/14 AS meeting, with faculty, administrators, students and staff meeting in front of the Kellogg Library, forming the number 25 in honor of the 25th anniversary of CSUSM. More people turned out than had at the previous Human 20 Photo opportunity.

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- The construction of the Student Health and Counseling Services building was completed ahead of schedule. The Center is directly across from the University Student Union (and near student housing). The Center recognizes the health needs of our diverse student population and will assist students in emotional and physical well-being so that they may achieve their academic goals.
- The last check off is complete, and CSUSM is now NCAA bound. On 3/23/15 we will break ground on the expansion of the Clarke Sports Center.
- At the November Board of Trustees meeting a CSU budget of nearly \$292-million was approved to send to the Governor. (The Governor had previously stated he would give the CSU around \$119-million.) The President stated that the state budget process will end, hopefully, in May or June.
- Toni Atkins (D-San Diego) has introduced a bill to increase support to CSU to improve students' time to graduation.
- Before Thanksgiving a rally took place in response to the increasing number of Clery Reports on sexual violence on campus. Vice President for Student Affairs Lorena Meza met with some of those students several days following the rally. Many were happy to learn of things already in place that they did not yet know about. Once the CSU defines the role of the Sexual Assault Resource Advocate, our campus will move forward with the process of acquiring someone to fill that role, and possibly a second related position. It is common to expect that we will see an increase in reporting of sexual violence incidents once a safe place to come forward is provided, i.e., investigative structure and personnel.
- The President asserted that thankfulness for faculty and staff has been demonstrated with the recent announcements of the Brakebill, Zomalt, Employees of the Year, and Outstanding Faculty awards, all of which are a reflection of the talent of the entire faculty, staff and institution. She urged all to join in honoring the awardees at the Faculty/Staff awards following the January 15th Academic Assembly. She noted that this year there are two 25-year service pins being given.
- The annual Holiday reception will be held 12/11/14 as a thank you to all for their hard work and for continuous positive comments received about students and alumni success, attributed to connections and outreach. She wished all a wonderful Winter break filled with rest and relaxation with their families.

XIV. PROVOST'S REPORT – Graham Oberem

- The searches for IITS Dean and CoBA Dean are progressing with search Committees convening the week of 12/1/14. The company facilitating the searches will meet with faculty and various other groups.
- The Provost thanked the President and colleagues for the tremendous amount of work carried out this semester, despite many roadblocks, wishing everyone a happy holiday season and expressed hope for a, "smooth grading process".

XV. ASCSU REPORT (as attached to Agenda, and with addition, below)

- CSUSM is one of ten campuses that are 100% compliant with the Title 5 California Code of Regulations (CSU Board of Trustees) 120-unit Cap. This requirement streamlines the number of units required to complete a Bachelor's degree. Many campuses have requested waivers.

XVI. CFA REPORT – Darel Engen (as attached to Agenda)

XVII. COMMITTEE REPORTS (as attached to Agenda)

XVIII. SENATORS' CONCERNS & ANNOUNCEMENTS (None)

The meeting was adjourned at 2:50 PM

Prepared by Adrienne Durso, Senate Coordinator

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Approved by the Academic Senate: *Vivienne Bennett* 2-9-15
Vivienne Bennett, Secretary Date

The next meeting of the Academic Senate will be held
Wednesday, February 4, 2015, 1:00 p.m. to 2:50 p.m., Commons 206

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