

Minutes
Academic Senate
EXECUTIVE COMMITTEE
Wednesday, September 2, 2015
12-2 pm, Kellogg 5207

Voters Present: Deborah Kristan, Chair; Michael McDuffie, Vice Chair; Laurie Stowell, Secretary; Suzanne Moineau (UCC); Ann Fiegen (FAC); Karno Ng (TPAC); Marion Geiger (SAC); Linda Shaw (PAC Co-Chair); Allison Carr (BLP Co-Chair); Moses Ochanji (NEAC); Yvonne Meulemans (GEC);

Ex Officio Present: Darel Engen (CFA); Graham Oberem (Provost); Kamel Haddad (Vice Provost)

Not Represented: APC, ASCSU (David Barsky and Glen Brodowsky at ASCSU meeting on 9/2/15)

Guest: Carmen Nava, CHABSS

Staff: Adrienne Durso, Senate Coordinator; Karen Arvin, Senate Administrative Assistant

(The meeting was called to order at 12:02 PM.)

I. Approval of Agenda

- Time Certain for Carmen Nava changed to 12:45 PM

Motion #1 M/S/P*

To approve the agenda as amended

II. Chair's Report, Deborah Kristan

Referrals (as written on Agenda)

APC: Graduate Student Probation Policy

APC: Curriculum Proposer Policy

BLP: Moving Self-support to State-support Policy

FAC: Policy for 'Assigned Time for Exceptional Service'

- A Handout was distributed, *New Member Notification*, from the Office of University Advancement for Executive Committee members. Members were asked to forward completed forms to Jane Kenny in Advancement Services; all information will remain confidential.
- Kristan Introduced and welcomed Moses Ochanji who has agreed to chair NEAC.
- The New Dean of IITS, Kevin Morningstar, has set up two introductory meeting times, September 9th from 3-4 and September 15th from noon to 1.
- Kristan is in the process of scheduling an Open Forum with President Haynes. Dates and times to be announced. Committee members are encouraged to bring ideas and topics for discussion to the Chair.
- Over the summer the Chancellor's office approved the pilot program for a Master of Science in Cybersecurity, the Masters of Kinesiology degree, and the Bachelor of Arts in Music degree.
- Kristan passed around a sign-up sheet for EC members who are available to attend ASI Board meetings. The Chair will attend two meetings, but volunteers are needed for other time slots.
- Throughout the semester the Chair will be meeting with the Provost and Vice Provost, as well as President Haynes. EC members are encouraged to forward topics and ideas for possible discussion at these one-on-one meetings.

**All motions were passed unanimously unless stated otherwise.*

Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn

- The Western Association of Schools and Colleges (WASC) will visit campus March 16-18. Please reserve time on your calendars for WASC related activities.
- As a part of the first three Senate meetings this fall semester, there will be a series of focused presentations to inform faculty on the subject of sustainability on campus.
- Chair requests a priority list for the year from each of the committee chairs after their initial committee meetings.

III. **Vice Chair's Report, Michael McDuffie** (none given)

IV. **Provost's Report, Graham Oberem**

- The Provost welcomed EC members to the Fall semester and stated he appreciates everyone's committee work, knowing this is a hectic time. He was pleased to see Michelle Hunt return, but sorry to see Bob Rider vacate his temporary position in Faculty Affairs, acknowledging the many accomplishments that Bob has made during Hunt's absence. Faculty Affairs related emails should now be referred to Michelle Hunt.
- The Open Forum scheduled for September 10th to discuss the supervision and independent studies courses and other issues has been delayed. The Provost met with the Deans, Library, Cougar Committee and others and more discussion needs to take place to explore nuances. The Provost wanted to assure EC that this Open Forum is not being shelved and will be rescheduled before the end of the Fall semester. Responding to a question, the Provost shared his opinion that the campus might explore additional approaches to assignment of faculty WTU's to supervision courses, beyond the current curriculum coding scheme.
- Dates are being identified for the Associate Professor Luncheon for this fall and the Assistant Professor Luncheon in the Spring.
- A Peer Review Committee (PRC) workshop is coming up, September 15 and faculty are encouraged to attend. The PRC does important work in reviewing colleagues' files. There will be a lot of PRCs in place next year, with 47 files coming this Spring and a big proportion, close to 20, are in second year review. The Provost stated it is a valuable experience for those members of PTC to participate in the PRC meetings.
- The Institute of Palliative Care, a system-wide CSU institute (headed by Helen McNeil) also has a local campus chapter run by Sharon Hamill, Faculty Director of the Office of Institute of Palliative Care at San Marcos. The Provost has looked at the possibility of putting this office into one of the colleges, such as CEHHS. But the IPC felt it really is for everybody and needed to be campus-wide. The decision was made in consultation with Helen McNeil and the President to have this office attached to Office of Graduate Studies & Research.

V. **Vice Provost's Report, Kamel Haddad**

- On the subject of the data distributed at the EC retreat on reassigned time of faculty, the Vice Provost indicated that the BLP co-chairs recommend that the data be referred to BLP for further analysis. The Vice Provost, as ex-officio member of BLP, can help with the discussion. Kristan replied that the referral request will be discussed at the next Officer's meeting.
- The Degree Planner advising tool is ready for every major. The Planner gives students a path toward accomplishing their degree, indicating which classes to take and when they are offered; alternatives to classes; and prerequisite guidance. It also will provide a data tool for predictive analysis to resolve bottlenecks in class offerings. Any curriculum changes should be promptly updated in the Degree Planner program and plans to operationalize that are in discussion. A presentation to EC is forthcoming.

VI. **Consent Calendar** (none)

VII. **Committee Reports**

A. **Student Grade Appeals Committee Report** (As attached to Agenda)

VIII. **Discussion Items**

A. **LAMP Report, Kamel Haddad** (Report as attached to Agenda; link to report and *all* related Appendices: <http://www.csusm.edu/LAMP/index1.html>)

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- The Vice Provost directed EC to the 2014/15 LAMP Task Force year-end report (above) and shared copies of the Provost's "Charge to the 2014/15 LAMP Task Force". He stated that the 14/15 Task Force agreed in its interpretation of the charge, that they were to consider the state and regional needs as a high priority..
- The goal was to insure that the campus does not miss out on trends and areas of study identified by these assessed needs. Research was collected from a wide range of sources including San Diego Workforce Conference, Economic Roundtable and industry and employment projections. The data resulted in a list of general areas recommended to the university for potential development of future academic programs. Sample majors that could fall within each area were listed, but were presented unranked. Ranked separately and not connected to the report were four majors that are foundational undergraduate programs, which should be developed independent of regional needs. The Vice Provost confirmed that, with the 2014/15 report concluded, the LAMP Task Force would not be reconvened in 2015/16. The Provost, Senate Chair, and LAMP Co-chairs will meet at the end of each Fall Semester to revisit the status of LAMP
- Discussion: Questions and discussion regarding the next steps for the Task Force recommendations and how they might inform other campus planning documents and processes (UAMP, College Academic Master Plans, Three Year Rolling Plans, etc.); discussion of the role of BLP in providing leadership for the long-range vision of the campus.
- The LAMP Taskforce's report will be presented at the next Senate meeting.

B. FAC: Issue of "A University" in RTP Documents, Carmen Nava

- Nava (14/15 FAC Chair), reported on issues that FAC has identified among RTP documents at various levels (University, College, and Department). As outgoing FAC Chair, Nava wanted to bring these issues to EC's attention and provided a detailed written report (attached).
- Summary: In the course of routine work on various RTP documents, FAC has identified variations and potential inconsistencies among documents at different levels, in important areas regarding hiring, evaluations, early tenure, service credits, the usage of the phrase "a University" in early tenure/promotion requests, and so on.. These issues invite careful consideration and upon deliberation might require modification of various RTP documents.
- Discussion: Suggestions on how to address the inconsistencies included reviewing other CSU campus documents and practices where relevant; engaging the PTC for advice, and consulting faculty in each unit.
- Given the complexity of these issues, Nava recommended a broader forum of discussion, beyond FAC, and suggested the creation of a task force. Discussion: In general agreement to the idea, members discussed task force composition; suggestions to include tenured faculty representatives from each college, from the PTC, and from CFA.
- Kristan thanked Nava for her report and stated that the officers will discuss this item, consult further with the FAC Chair and present a proposal to EC on next steps in forming a task force.

IX. EC Members' Concerns & Announcements (None)

The meeting was adjourned at 1:31 p.m.

Respectfully submitted by Karen Arvin, Administrative Assistant, Academic Senate.

Approved by the Executive Committee:


Laurie Stowell, Secretary

9.20.15
Date

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