

MINUTES
Executive Committee Meeting
CSUSM Academic Senate
Wednesday ~ October 7, 2015 ~ 12-12:50 pm
Library Reading Room– KEL 5400

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

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

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

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

I. Approval of Agenda

Moineau added item: F. UCC: Trips – UCC Requirements for Course Outlines and Syllabi Submissions Accompanying a T-form. (Item F. becomes Item G.)

Motion #1 M/S/P*

To approve the Agenda of 10/7/15, as amended

II. Approval of Minutes – 9/30/15

Motion #2 M/S/P*

To approve the EC Minutes of 9/30/15

III. Chair's Report, Deborah Kristan

- "Great Colleges to Work For" survey link was sent out again. More faculty input is requested before the October 9 deadline. <http://www.csusm.edu/greatcollege/survey/index.html>
- The Fall Faculty Research Colloquium Dinner is being held on October 29 featuring a presentation by Erika Daniels, Associate Professor, SoE. Please RSVP by October 22.
- The Celebration of Faculty Scholarship and Creative Activities is scheduled for November 10. The deadline to register to present is October 10.
- The Ad Hoc Working Group regarding "a University" in RTP documents will not be seated due to insufficient interest by faculty to serve.
- This afternoon the Senate will vote on the Assigned Time for Exceptional Levels of Service to Students document. If it passes, a call will be sent out to seat the subcommittee. Faculty are urged to volunteer for this important subcommittee.
- President Haynes' Open Forum last week was well attended by students, staff, and faculty. Key points for faculty included discussion about faculty salary, FTES allocations to colleges, and tenure track faculty hiring.
- Referrals (none)

IV. Vice-Chair's Report, Michael McDuffie (no report)

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

- Faculty are encouraged to go on the "Great Colleges to Work For" taskforce website and continue to provide feedback to the survey. The results of the survey indicate a need for improvement in communications, transparency, and salary equity. In an effort to address communication concerns, the Provost has created an e-newsletter, and the Vice Provost has been meeting regularly with the Associate Deans, and separately with the Chairs and Program Directors campus-wide. EC commended these efforts at improving communication.
- Promotion and Tenure reception is coming up next week and faculty support is appreciated. This year there has been about a 20% increase in attendees over last year.
- There is encouraging news on grant writing from Wesley Schultz, Interim Dean, Graduate Studies and Research. Last year the pre-award office moved into Graduate Studies to give tailored support to grant writers. Grant proposal submissions and awards have increased substantially.
- A search committee is being seated for the interim CHABSS Dean search. An internal call for nominations for the Interim Dean is open until Friday, after which a small committee will be seated to provide advisement to the Provost on selection of the Interim Dean. A search committee is being seated for the "permanent" CHABSS Dean search. The search for a permanent Dean will use the Isaacson-Miller recruitment firm."

VI. **Vice Provost's Report, Kamel Haddad (no report)**

VII. **Consent Calendar**

- Consent Calendar was amended to add Laurie Stowell's name to fill the CEHHS vacancy on PSAG.

Motion #3 M/S/P*

To approve the Consent Calendar of 10/7/15, as amended.

VIII. **Discussion Items**

A. NEAC: Separation of Two Upcoming Referendums

- The question was whether to put the two anticipated referendums together to be voted at once or to keep the two issues separate. There was concern that adding the uncoupling of the Chair and Vice-Chair positions to a referendum to reconsider how votes are cast for a referendum would be confusing.
- Discussion ensued regarding the need to have separate referendums for these items, but the question was settled when issues of timing were clarified. There is a consensus that the referendum on the uncoupling of Chair and Vice-Chair should be run this fall; however, NEAC has not yet discussed the second referendum topic in detail and does not have a recommendation or potential language at this time.
- The uncoupling of Chair and Vice-Chair Referendum vote will be conducted in the Fall 15 semester. NEAC will continue discussion on the language in the quorum requirement referendum.

Motion #4 M/S/P*

EC supports NEAC's recommendation to keep the two referendums separate (Yes-12, No-zero, Abstain-1)

B. NEAC: Fall Referendum – Uncoupling of Senate Chair and Vice Chair Positions

- Ochanji said scheduling the vote for the uncoupling referendum for early Fall is important and a timeline was suggested. The *Election Rules & Procedures* require ten academic days before the voting may begin and twenty academic days before voting closes. If NEAC receives the charge by October 8, then the ten day mark would be October 22 and voting would close on November 5.

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

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

Motion #5 M/S/P*

To place **NEAC: Fall Referendum – Uncoupling of Senate Chair and Vice-Chair Positions** on the 10/7/15 Senate Agenda as a Committee Report.

C. UCC: T-form Change

- A request from UCC and the Dean of Academic Programs to add a course outline requirement to the T-Form that does not now currently exist.

Motion #6 M/S/P*

To place **UCC: T-form Change (with related attachment)** on the 11/4/15 Senate Agenda.

D. UCC: C-form Change

- UCC shared changes made in answer to a request from PAC to ask faculty to think about how their course ties in with overall Program Student Learning Outcomes. UCC agreed that this is relevant and made a recommendation to amend the C-form.
- Discussion ensued about significant changes to the C-form approved by Senate in May, 2013. Although a new online C-form was approved it was never implemented because the electronic format is not used on campus.
- The proposed PSLO language is not in the 2013 changes.
- Phrasing should reflect that not every course is matched to a PSLO. Suggested that “*if appropriate*” be added to the proposed C-form change.
- 2013 changes need to be incorporated into the C-form, in both paper and electronic formats.
- Discussion about tracking implementation of items passed by senate ensued. Senate staff offered to create a new spreadsheet to track implementation of policies as needed.
- The UCC proposed C-form change will be revised to incorporate information from 2013 and then brought back to EC.

E. UCC: Seeking advice on UCC Requirements for Course Outlines and Syllabi Submissions Accompanying a C-form and a T-Form

- UCC is looking for feedback on items required to be in either a course outline or a syllabus for use with a C-form or T-form. Due to time constraints, these items will be carried over to the next EC meeting.

F. APC: Rationale to Set Academic Calendars

- APC was charged with creating an Academic Calendar. Before investing time and energy into the creation of the calendar, APC would like to present the rationale behind the calendar schedule at Senate for feedback.

Motion #7 M/S/P*

To place **APC: Rationale to Set Academic Calendars** on 10/7/15 Academic Senate Agenda as Discussion Item.

IX. EC Members’ Concerns & Announcements (none)

Meeting was adjourned at 1:02 PM.

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

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

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

Approved by the Executive Committee: Laurie Stowell 10.26.15
Laurie Stowell, Secretary Date

*The next meeting of the Academic Senate Executive Committee is scheduled for
Wednesday October 14, 2015, 12:00 – 2:00 PM, Provost's Conference Room – Kellogg 5207*

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

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