

**MINUTES**  
**Executive Committee Meeting**  
**CSUSM Academic Senate**  
**Wednesday, November 18, 2015, 12-2 pm**  
**Provost's Conference Room – KEL 5207**

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

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

**Not Present:** Graham Oberem, Provost

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

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(The meeting was called to order at 12:03 PM.)

**I. Approval of Agenda**

- Agenda amended; handout added under item VII. D. (*14-16 Catalog Copy – Native Studies Minor*)

**Motion #1 M/S/P\***

To approve the Agenda of 11/18/15, as amended.

**II. Approval of Minutes** (approval of 11/4/15 EC minutes delayed)

**III. Chair's Report, Deborah Kristan**

- CSU Executive Vice Chancellor Loren Blanchard will be on campus on 11/30/15 and will meet with EC from 1:15 to 2:30 PM. Members were asked to RSVP by 11/23/15.
- The Faculty Center has open calls for participation in three Learning Communities. The deadline to apply is 12/7/15.
- Kristan had a cordial meeting with UPD Chief of Police Robert McManus about campus security. Possible options to provide information to faculty about campus safety were discussed.
- Kristan met with Matt Ceppi, AVP of Institutional Planning & Analysis, about optional online evaluations. A document with guidelines about electronic evaluations is being drafted and will be shared with Kristan for consultation with Senate.
- Referrals (as written)

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

**V. Provost's Report, Graham Oberem** (not able to attend)

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

- Haddad said the budget process for AY 16/17 has begun. A call is out for the Three-Year Rolling Plans with a mid-January 2016 deadline.
- A joint meeting between the Academic Affairs Leadership Council and Budget & Long-Range Planning Committee is set for 2/2/16 to review and make recommendations. Following the

review, a subcommittee of AALC/BLP will be formed to plan for the UBC request from Academic Affairs.

- Issues related to bottleneck courses in CSM are being addressed and some sections were added where the Degree Planner identified high demand.
- Discussion ensued regarding how the university language requirement is used in the academic roadmaps.

## VII. Discussion Items

### A. NEAC: Update on Referendum Vote

- Both items on the Fall 2015 Referendum (uncoupling of Senate Chair and Vice Chair Positions; change in term length for each) passed successfully. Ochanji and Senate Coordinator Durso were thanked for their work on the referendum process.

### B. SAC: Internship Policy – for EC feedback

- SAC presented the Internship Policy for EC feedback. This policy is being created to comply with a Chancellor's Office Executive Order.
- CSUSM developed an Office of Internships in the Summer of 2015 and one of the goals is to clarify responsibilities in the internship process.
- The Internship policy is largely not procedural and deals primarily with placing interns. Because the internships involve course work, it was discussed whether Academic Affairs should be included along with Community Engagement as responsible divisions.
- Other discussion points included whether the internship process is online along with faculty access to forms. Internships Faculty Director Cynthia Chavez Metoyer will attend the 12/3/15 Senate meeting to be available to answer questions. Additional feedback should be forwarded to [Geiger](#).

### C. FAC: Coach Evaluation Policy

- In addition to updating the current policy, FAC has reviewed the procedure and forms for the annual periodic evaluation of Athletic Coaches. FAC asked Head Coach Laurie Nevarez for her clarifications on the evaluation practices of the Department of Athletics. The policy has been approved by the coaches.
- Policy changes include the timeline for student evaluations.
- Discussion ensued regarding the role of an optional peer reviewer, and whether an external peer reviewer from off-campus was allowable. EC members agreed that the policy implied this was permissible, and discussion was resolved.

#### Motion #2 M/S/P\*

To place the Coach Evaluation Policy on the 12/2/15 Senate agenda as a discussion item for a first reading.

### D. UCC: AIS P-2 Form

- UCC began review of the AIS Minor P-2 form in September 2015; the form has been in process since 2012. This proposal form substantively changes the Native Studies Minor. Because of the significant modifications, UCC voted unanimously to bring this as a discussion item rather than put it on the Consent Calendar.
- The core proposed changes included: 1) a change in name from Minor in Native Studies to Minor in American Indian Studies; 2) a redesign of the focus of the minor to center on American Indian epistemologies from a distinctly tribal perspective; and, 3) a revamping of the curriculum that includes the creation of several new courses and the deletion of the courses that originally made up the NATV Minor.

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

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

- Of ten disciplines impacted by the changes, three are opposed to the proposal: Anthropology, Literature and Writing, and Liberal Studies. One additional opposition from the Department of History was received by UCC after UCC voted to bring the P-2 form to EC.
- The proposed course description and coursework in the Native Studies Minor proposal moves from a broadly interdisciplinary minor to one that focuses on issues specific to American Indian populations. Discussion ensued about the focus of the proposal and the need for clarification of the opposition as written in the UCC report.

**Motion #3**      **M/S/P**      (Yes-11; No-1; Abstain-1)

To place the AIS P-2 Form on the 12/2/15 Senate agenda as a discussion item for a first reading.

**E. Senate Chair: Standing Rules of the Academic Senate**

- The *Standing Rules of the Academic Senate* document states that Standing Committee agendas and approved minutes be made available on the Senate website.
- The contents of Standing Committee meetings will be organized to separate drafts from official minutes in the Moodle containers and the Senate Coordinator will work with IITS and chairs of standing committees to allow for public access to the approved agendas and minutes.
- It was suggested that the document be presented to EC as a part of the New Committee Chair Orientation held each year.
- Further discussion ensued regarding meeting norms. Kristan asked EC to send feedback on the document.

**VIII. EC Members' Concerns & Announcements**

Meeting was adjourned at 1:31 PM.

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

Approved by the Executive Committee:

  
Laurie Stowell, Secretary

12.7.15  
Date

*The next meeting of the Academic Senate Executive Committee is scheduled for Wednesday December 2, 2015, 12:00 – 1:00 PM, Library Reading Room – Kellogg 5400.*

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

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