

MINUTES
Executive Committee Meeting
CSUSM Academic Senate
Wednesday ~ January 27, 2016 ~ 12:00-2:00 pm
Provost's Conference Room – Kellogg 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); Marie Thomas (FAC); Marion Geiger (SAC); Yvonne Meulemans (GEC); Suzanne Moineau (UCC); Karno Ng (TPAC); Moses Ochanji (NEAC); Linda Shaw (PAC Co-Chair)

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

Not Present: N/A

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

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

I. Approval of Agenda

Motion #1 M/S/P*
To approve the Agenda of 01/27/16, as written.

II. Approval of Minutes – 12/9/15

Motion #2 M/S/P*
To approve the EC minutes of 12/9/15, as written.

III. Chair's Report, Deborah Kristan

- Thank you to all who attended and participated in the Academic Assembly, and especially the President and Provost for their participation and to our administrator 'To Tell the Truthiness' panelists: Kevin Morningstar, Char Booth, Wes Schultz. A special thank you to Adrienne and Karen who made the event possible.
- The Faculty Innovation Grant deadline is 2/2/16. Please contact the Office of Graduate Studies & Research with questions.
- The call for the University Professional Development, Research, Scholarship, and Creative Activity grants has a deadline of 2/22/16.
- The WASC Western Association of Schools and Colleges is meeting with faculty from the Senate Executive Committee on 3/17/16, 11:30 am-12:15 pm in the Provost's Conference Room, KEL 5207. The Executive Committee meeting will continue after the WASC visit. Please RSVP to Adrienne if you can attend.
- Faculty are encouraged to take a look at the Spring Teaching and Learning Workshops through the Faculty Center at <http://www.csusm.edu/fc/news-events/events/index.html>.
- The Lecturer WPAF workshop is set for 2/19/16, noon-12:50 pm, MARK 107. Please RSVP to the Faculty

- The Arts and Lectures proposals website is now accepting applications for funding opportunities for the next series of programs. Click on the link for more information:
<http://www.csusm.edu/al/submitaneventproposal/index.html>.
- Referrals: (as attached to Agenda).

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

V. Provost's Report, Graham Oberem

- The search firm for the CHABSS Dean will be on campus 1/28/16 to meet with the selection committee, Faculty and Staff. Campus visits for candidates are scheduled for 4/26,4/27 and the first week of May.
- Oberem thanked the Senate staff for a successful Academic Assembly.

VI. Vice Provost's Report, Kamel Haddad

- An updated final exam schedule for Spring semester is available on the scheduling website.
http://www.csusm.edu/par/acdsched/scheduling%20files/finals/spring_2016_finals_102016.pdf
The new time block pattern eliminates conflicts in the final exam schedule for courses of 2 or more units. One unit courses may still have conflicts.
- A Final Exam Conflict Policy is still needed from the Academic Senate to address 1-unit courses and the possibility of students facing multiple final exams on the same day.
- A Course Demand Report will be sent out to the colleges indicating undergraduate course demand for the Fall semester. The Degree Planner output is a key reason for the high level of accuracy in the new scheduling data. Discussion ensued regarding the analysis for enrollment demand for incoming freshman and transfer students.
- The budget process has begun for AY 16/17.

VII. Discussion Items

A. Provost Oberem: Feedback on University RTP Policy Revisions Regarding Service Credit and WPAF Review Cycle

- Clarification on use of service credit would be helpful.
 - Evidence from years of service credit should be included in the WPAF.
 - Evidence from years of service credit should be discussed in their narrative statement.
 - Evaluators of WPAF content should have expectations that the content will align with years of service credit plus years on campus.
- Discussion ensued and FAC will consider this input before bringing the University RTP document back to Senate as a second reading item in February.

B. APC: Revised Academic Calendar for 2016-17 and 2017-2018

- Barsky explained the revised the Academic Calendar schedule.

Motion #3 M/S/P*

To place: *Revised Academic Calendar for 2016-17 and 2017-18*
on the 2/3/16 Senate Agenda for approval.

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

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

C. APC: Academic Calendar for 2018-19 through 2020-21

- Barsky explained the Academic Calendar for 2018-19 through 2020-21.

Motion #4 M/S/P*

To place: *Academic Calendars for 2018-19 through 2020-21*
on the 2/3/16 Senate Agenda for approval.

D. Senate Chair: Meeting Dates/Times for Senate Standing Committees

- EC continued discussion on whether Standing Committees should have set or flexible meeting times.

Motion #5 – (paper ballot) M/S/P (Yes-11, No-1, Abstain-0)

The practice of committees keeping a standard committee meeting time will continue.

E. Senate Chair: Process for Minor Changes to Policies

- EC continued discussion on the Standing Rules of the Academic Senate http://www.csusm.edu/senate/governance/govdocs/Standing%20Rules_Revised%20Sept%202014.pdf and the process of streamlining minor revisions to policies. Discussion ensued about adding language in item #3 to read, "*minor revisions to policies or other Senate documents would be placed on a consent calendar for approval of the Senate and be subject to the Consent Calendar process.*"

Motion #6 - M/S/P*

To approve the changes to the Standing Rules of the Academic Senate to state, "*minor revisions to policies or other Senate documents would be placed on a consent calendar for approval of the Senate and be subject to the Consent Calendar process.*"

F. Senate Chair: Review of Committee Referrals/Anticipated Timelines for Spring 2016

- Kristan requested Committee Chairs review their referrals for the Spring semester. Workload survey requests will be sent out soon and Committee year-end reports will be requested at the end of March, with a deadline before the final Senate meeting of the academic year. Chairs are also reminded to call a meeting of current and upcoming members and elect a Chair for the following year, after Spring election results are shared. A timeline will be forwarded showing important deadlines for the Spring semester.

G. Senate Chair: DRAFT EC/Senate Meeting Schedule – AY 16/17

- Kristan showed a draft of the schedule for meetings for AY 16/17.

Motion #7 - M/S/P*

To place: *DRAFT EC/Senate Meeting Schedule – AY 16/17* on the 2/3/16 Senate Agenda as a Discussion item for a first reading.

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

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

VIII. EC Member Concerns & Announcements

- Brodowsky will be attending the CSU Commission on the Extended University meeting in Los Angeles on 1/28/16.

Meeting was adjourned at 1:37 pm.

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

Approved by the Executive Committee:  2.8.16
Laurie Stowell, Secretary Date

*The next meeting of the Academic Senate Executive Committee is scheduled for
Wednesday February 3, 2016, 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