

MINUTES
Executive Committee Meeting
CSUSM Academic Senate
Wednesday, February 24, 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); Marion Geiger (SAC); Yvonne Meulemans (GEC); Karno Ng (TPAC); Linda Shaw (PAC Co-Chair); Marie Thomas (FAC); Bob Yamashita (BLP Co-Chair)

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

Not Present: Suzanne Moineau (UCC); Moses Ochanji (NEAC)

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

(The meeting was called to order at 12: 04 pm.)

I. Approval of Agenda

Motion #1 M/S/P*
To approve the Agenda of 02/24/16, as written

II. Approval of Minutes

Motion #2 M/S/P*
To approve the EC Minutes of 02/10/16, as written.

- The Provost suggested minor edits to his report.

Motion #3 M/S/P*
To approve the EC Minutes of 02/17/16, as amended.

III. Chair's Report, Deborah Kristan

- The President's Open Forum for Faculty is scheduled for 04/05/16 from noon-1:00 in Mark 104.
- Electronic voting on the two proposed Senate Resolutions continues through 02/25/16. Results will be available the morning of 02/26/16.
- Faculty are reminded to self-nominate to serve on the search committee for the AVP for Office of Diversity, Educational Equity & Inclusion, and Ombuds Services. Nominations are being solicited from tenured tenure-track faculty and from full time lecturer faculty.
- Kristan is hearing concerns regarding the short timeline for the search for the AVP of ODEEIO, and the need for additional faculty representation on the search committee. Faculty are also concerned that the position has not been elevated to a VP. Discussion ensued regarding faculty composition on the committee.
- Referrals: (none)

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

V. **Secretary's Report Laurie Stowell (no report).**

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

- Oberem reiterated his support for funding available through Assembly Bill 798, the College Textbook Affordability Act of 2015. The bill offers grants of up to \$50,000 and Oberem encouraged faculty to identify course sections that satisfy the requirements. A minimum of ten course sections is needed to apply for the grant. Faculty can learn more about lower cost books and materials for students on Open Educational Resources day, 03/04/16, from 9:00a-3:30p.
- IITS is in the testing phase of "thin client," a cloud-based computing system, disconnected from the desk top. Operating on a Windows platform, the system is meant for routine tasks and holds promise for improving computing speed and data security, while reducing maintenance costs. Faculty interested in trying out the system are encouraged to contact Dean Kevin Morningstar or IITS at <http://www.csusm.edu/iits/index.html>

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

- The Enrollment Planning Administrative Advisory Group (EPAAG) met last week and discussed the two phase registration system which Haddad said is going well. Units used to enroll in independent research will be exempt from the 19 unit cap; forms will be reviewed to allow for students to request this exemption.
- Haddad is requesting faculty input about a specific function within the PeopleSoft registration software that provides enrollment information about students who fail a prerequisite. Currently, students who fail a prerequisite can be dropped manually from the successor course, if they have already registered for it at the time of receiving the substandard grade for the prerequisite, but the new function would automatically drop the student, opening up a space in the course. EC commented favorably on the plan.
- The data report on room puzzling is almost complete for the Fall semester. Departments are being unusually pro-active with the room scheduling process on a first-come, first-served basis. A large number of classrooms are being taken off-line due to puzzling, which raises a number of issues of fair access to rooms across colleges and departments. Haddad will discuss the issues with the Associate Dean's Council to see if improvements can be made to the scheduling process.

VIII. **Discussion Items**

A. Senate Officers: Election Rules and Procedures Document

- EC reviewed changes to the Vice Chair position and election process made at the 02/17/16 EC meeting.

Motion #4 M/S/P*

To approve the **Election Rules and Procedures Document**, as amended.

B. Senate Officers: 2016/2017 EC/Senate Meeting Schedule – Revision

- Academic Senate and Executive Committee meeting times were adjusted on the proposed 16/17 EC/Senate Meeting Schedule to accommodate the new class schedule in AY 16/17. It is proposed that Senate meetings will run 12:30-2:20 pm. EC meetings are proposed to run from 11:30 am -1:20 pm. On Wednesdays before Senate, EC will meet 11:30-12:20 pm.

Motion #5 M/S/P*

To place the updated **2016/2017 EC/Senate Meeting Schedule** on the 03/02/16 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

C. CFA: DRAFT – CSUSM Resolution in Support of CFA’s Call for a Strike

- CFA shared a draft proposed Senate resolution supporting the CFA’s call for strike. Engen noted that ASI passed a resolution on 02/19/16 in support of CFA efforts. EC reviewed past similar resolutions and made minor changes to the language in the document.

Motion #6 M/S/P (Yes-9, No-Zero, Abstain-1)

To place **DRAFT – CSUSM Resolution in Support of CFA’s Call for a Strike** on the 03/02/16 Senate Agenda as a Discussion item for a first reading.

D. SAC: Student Course Grade Appeal Policy

- SAC presented revisions to the Student Course Grade Appeal Policy. Discussion ensued regarding the two part grade appeal process and whether labeling the two parts of the current process as “informal” and “formal” adds to the difficulty for students in properly following policy procedures. A shorthand, student friendly flowchart, designed by SAC will be available online as a preliminary place to begin the appeals process.
- Geiger explained that deadlines are the same for both the Informal and the Formal processes. It was mentioned that the Informal process is actually quite detailed and formal.
- EC members spoke in favor of instituting two different deadlines for the two parts of the process, Informal and formal, and suggested replacing ‘Informal’ with ‘Preliminary’. SAC will consider the EC feedback and proposed changes before bringing it to Senate.
- EC thanked Geiger for her collaborative effort on the policy.

Motion #7 M/S/P*

To place the **Student Course Grade Appeal Policy** on the 03/02/16 Senate Agenda as a Discussion item for a first reading.

E. FAC: Harry E. Brakebill Distinguished Professor Award Procedure Document

- FAC was asked to clarify who is eligible for the Brakebill award as well as to update the award’s criteria, process and timeline. FAC noted that the description of expectations for nominees makes it clear that only teaching faculty are the appropriate recipients of this award since they are the only Unit 3 employees who engage in all three areas that are considered. FAC made fundamental changes to the document.
 - The award criteria have been clarified to reduce the emphasis on teaching and focus on the “most well-rounded” of outstanding nominees. The current policy requires that research/scholarship/creative activity and service be evaluated in terms of how they contribute to teaching effectiveness. Since there is now a President’s award for teaching, FAC would like the Brakebill to become an award that honors faculty who excel in all areas.
 - The dossier submission format is now in electronic form and the number of letters of support that can be submitted has been clarified.
 - FAC changed the due date for FASC to forward its nominee’s name and supporting documents from the second to the third week of October, to prevent a conflict with the evaluation of the Wang award.
- Discussion ensued. It was suggested that the President should be consulted on any changes to qualifications for Brakebill Award nominees. The consensus of EC was that the award falls under the purview of the faculty because it is a senate policy and the awardee is by the faculty committee.
- Additional discussion focused on how the different areas of research, teaching and service should be weighted and whether they should be equal.
- FAC will consider feedback before bringing this document to Senate.
- Thomas thanked Coordinator Durso for researching the history of the Brakebill award policy.

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

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Motion #8 M/S/P*

To place the **Harry E. Brakebill Distinguished Professor Award Procedure Document** as a Discussion item on the 03/02/16 Senate Agenda.

IX. EC Member Concerns & Announcements

- A GEC subcommittee working on the **Credit/No Credit Grade Option for General Education Policy** requested feedback from EC. This policy holds that “No GE Course taken at CSUSM may be taken with a Credit/No Credit option.” Barsky reported that the policy needs revision, in order to construct a narrow exception to that rule, in the area of the B4, LDGE quantitative reasoning requirement.
- At issue is the need to create a Cr/NC “placeholder” course for students who a) have failed to make a C or better in a more advanced B4 course, yet who b) have nevertheless succeeded in meeting the basic B4 requirements as a result of their C-minus-or-less performance in that more advanced course (say, MATH 132 or MATH 160). Those students who meet these two conditions, and who then choose not to repeat the original course (typically due to a change of major), would be administratively enrolled in a “placeholder” B4 course (such as GEM 100) and be assigned a grade of CR in that course. The grade of CR (hence the need for the policy revision) would certify their completion of the B4 requirement and obviate their need to take an additional B4 class, in order to demonstrate basic competencies already met in the earlier course.
- McDuffie suggested a clarification, that the final motion should present separate resolutions or action items a) to adopt the revised policy and b) to implement a review of the practice three years out from its adoption (as opposed to including item b in the body of the policy itself).
- Item will be taken back to the GEC subcommittee to continue working on changes to the document.

Meeting was adjourned at 2:01 pm.

Prepared by Karen Arvin, Administrative Assistant to the Academic Senate.

Approved by the Executive Committee:  3.7.16
Laurie Stowell, Secretary *Date*

The next meeting of the Academic Senate Executive Committee is scheduled for Wednesday March 2, 2016, 12:00 – 1:00 PM, Library Reading Room – Kellogg 5400

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

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