

MINUTES
Executive Committee Meeting
CSUSM Academic Senate
Wednesday, March 30, 2016, 12:00-1:50 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); Marion Geiger (SAC); Yvonne Meulemans (GEC); Karno Ng (TPAC); Moses Ochanji (NEAC); Linda Shaw (PAC Co-Chair); Marie Thomas (FAC)

Ex Officio Present: Graham Oberem, Provost; Kamel Haddad, Vice Provost

Not Present: Suzanne Moineau (UCC);

Staff Present: Karen Arvin, Senate Administrative Assistant

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

I. Approval of Agenda

- Chair added to Agenda Item E. **Senate Office: Academic Freedom Policy.**

Motion #1 M/S/P*

To approve the Agenda of 03/30/16, as amended.

II. Approval of Minutes

Motion #2 M/S/P*

To approve the EC Minutes of 03/16/16, as written.

III. Chair's Report, Deborah Kristan

- The Promotion and Tenure Committee needs contested elections for seats on the committee. Tenured full professors from CHABSS and CSM are encouraged to self-nominate.
- The Faculty Open Forum with President Haynes is scheduled for 04/05/16, Noon-1:00 p.m. in MARK 104.
- The Full Professor Luncheon with President Haynes is scheduled for 04/21/16 from Noon-2:00 p.m. in KEL 5400.
- The deadline for Standing Committee Chairs to complete Workload Surveys is 04/01/16.
- Emails with a voting link have been sent out for the Referendum about member composition of Senate Standing Committees. Reminders will be sent until votes are cast.
- All tenure track faculty have received the TPAC faculty survey on the Opt-in / Opt-out options for an Open Access policy. Faculty are encouraged to complete the survey to help inform TPAC of faculty sentiments.
- All faculty were sent an email with an update outlining what the Senate has done related to diversity and inclusion and the WASC faculty forum. Discussions continue with some concerned faculty.
 - Discussion ensued regarding the range of faculty sentiments about the WASC forum with a note that not all faculty felt comfortable sharing their opinions.
- Regina Eisenbach, Dean of Academic Programs, will be at the Senate meeting on 04/20/16 to summarize the WASC visit and take questions from faculty.

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

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

- An announcement has been sent regarding the open position for Service Learning Faculty Director.
- A schedule of discussion dates for open forums for the Diversity & Inclusion Strategic Plan is forthcoming.
- The searches for the CHABSS Dean and the AVP for the Office of Diversity, Educational Equity & Inclusion and Ombuds Services are progressing. There will be multiple opportunities for open forums to meet and question the candidates.
- Oberem thanked faculty who participated in Super STEM Saturday. The community event drew approximately 8500 people to campus.

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

- Haddad provided two handouts updating the classroom rush changes and resolutions for the 48 Impossible to Place Courses (IPC) for Fall Semester 2016. The information summarized the highest demand and how the conflicts were resolved. Haddad added that the room puzzling process assisted departments in efficiently creating their Fall schedules.
- EC questioned whether future schedules will be easier to plan after this initial change has been implemented. It was also noted that the 'schedule build' process was challenging for Administrative Coordinators and that coordinators should be consulted in future schedule designs.

VII. **Discussion Items**

A. **SAC: Student Course Grade Appeal Policy**

- Language in lines 74-75 of the policy was clarified. *"Students wishing to initiate a grievance against an administrator, faculty or staff member because of discrimination on the basis of sex, race, color, national origin, age, disability, veteran status, religion, or sexual orientation are advised to obtain written instructions on the filing of such grievances from the Office of Human Resources."*

Motion #3 M/S/P*

To place **Student Course Grade Appeal Policy** (as amended) on the 04/06/16 Senate Agenda as a Discussion Item for a first reading.

B. **BLP: Moving Self-Supported Academic Programs to State-Supported Funding Policy & Procedure**

- BLP suggested keeping the proposal template and creating a new signature page. Discussion ensued regarding revisions to the original policy passed by Senate last year.
- BLP will review the version of the policy that was passed by Senate last year and put current suggestions on this version (so Senators can better understand the proposed changes) to bring back to EC on 04/06/16.

C. **BLP: University Academic Master Planning Process (UAMP)**

- BLP suggested making several changes to the A-form proposal process to result in A-forms being approved by Senators using a Consent Calendar process.
- Discussion ensued regarding specific calendar year timelines and explicit language to announce that A-forms must be placed on the December Senate Consent Calendar to qualify to be sent forward to the Chancellor's office in that academic year. Language was added to bullet point #5, lines 169-171, to read, *"In order to ensure proposals may receive timely review by BLP, proposals should be submitted to the Office of Academic Programs by XXXXX (suggested deadline.)"*
- BLP, in consultation with the Dean of Academic Programs, will discuss the deadlines. BLP will bring the policy back to update EC on 04/06/16, and to Senate on 4/6/16.

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

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

Motion #4 M/S/P*

To place **University Academic Master Planning Process** (as amended) on the 04/06/16 Senate Agenda as a Discussion Item for a first reading.

D. FAC: Periodic Evaluation of Athletic Coaches Procedures

- An omission was noticed after the Coaches Procedures document was signed. The added paragraph (in two places) should have been included in the version sent to the Academic Senate last semester. This paragraph is needed to make the policy consistent with the CBA, and a similar statement is found in the lecturer evaluation policy. A change is suggested in line 78 to read, *“A request for an external review of materials submitted by a Coach may be initiated by any party to the review. Such a request shall specify the special circumstances that necessitate an outside reviewer and the nature of the materials needing external review. The request must be approved by the President or President’s designee with the concurrence of the Coach (CBA 15).* A similar change is suggested for Assistant Coaches on line 160.

Motion #5 M/S/P*

To place **Periodic Evaluation of Athletic Coaches Procedures** (as amended) on the 04/06/16 Consent Calendar.

E. Senate Office: Academic Freedom Policy

- EC followed up on the Senate Academic Freedom Policy, passed by the CSUSM Academic Senate in May 2015 which has not been approved by CSUSM administration.
- Oberem noted that campus administrative approval of this policy is waiting for approval from the Chancellor’s office. Discussion ensued regarding the procedure for approval for campus policies by the Chancellor’s Office.
- Brodowsky said the CSU system does not have an updated policy on Academic Freedom and said the old policy needs to be significantly updated from technical and legal perspectives, involving legal counsel and the Board of Trustees.
- Barsky explained how campus policies are crafted differently from CSU policies. The ASCSU does not draft policies for the system, they only can ask the Chancellor’s office to create policies which can then be approved or not by either the Chancellor, the Board of Trustees or sent to the campuses as an Executive Order. He added that the current statewide discussions on Academic Freedom now include the CFA due to collective bargaining issues.
- Discussion continued over having a local policy approved even though there is currently a very outdated system-wide policy.
- Barsky noted that these kinds of policies are analyzed for risk and liability.
- Oberem said the CSUSM policy was sent to Chancellor’s office last year and our campus was advised to wait before signing it. Oberem will follow up and report back to EC.
- Kristan will bring the discussion to the full Senate on 04/20/16 to allow time for Oberem to follow up with the Chancellor’s office.

VIII. EC Member Concerns & Announcements

- Ng asked about the impact of the potential faculty strike on scheduled Standing Committee meetings.
- Kristan will follow up with ASI regarding the fact-finding report (www.calfac.org/item/factfinding-report-goes-public) between CFA and CSU management.
- Brodowsky thanked the Chair for her Senate leadership.

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

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Meeting was adjourned at 1:23 p.m.

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

Approved by the Executive Committee:


Laurie Stowell, Secretary

4.11.16
Date

*The next meeting of the Academic Senate Executive Committee is scheduled for
Wednesday April 6, 2016, 12:00 – 12:50 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