

Senate Executive Committee
Meeting Minutes
Tuesday, November 26th, 2013
Provost's Conference Room, Bell Tower West 2185
2:30pm

Attendance: Mary Adler, Simone Aloisio, Frank Barajas, Stephen Clark, Nancy Deans, Colleen Delaney, Therese Eyermann, Jeanne Grier, Beth Hartung, Gayle Hutchinson, Cindy Wyels.

Guests Present: Melissa Remotti

I. Meeting Called to Order
2:34pm

II. Chair welcome

Chair mentioned current Senate Exec members who will be departing at the end of the semester and gave a big thank you to Colleen Delaney and Beth Hartung for filling in for Nitika Parmar and Jim Meriwether, respectively. Chair gave special commendation to Beth for her 5 ½ years of service to Senate Exec.

III. Approval of the Agenda.

B. Hartung motioned to approve. Motion was seconded. Agenda approved.

IV. Approval of the Minutes from November 5th, 2013

Minutes approved without dissent.

V. Special Topics/ Guest Reports/Discussions

A. Duplicate Admin/Academic Policies--Melissa Remotti (Time Certain 2:35)

M. Remotti gave an overview of previous processes that have at time resulted in duplicate and conflicting administrative and/or Senate policies. M. Remotti gave a handout of policies (*attached*) that have been in conflict or duplicates, as well as current process diagram. Discussion of Policy on Assessment, Policy on Intellectual Property, Policy on Principal Investigator, Policy on Composition of MPP Search Committee, and Interim Policy on Responsible Use.

Discussion of which policies have curricular implications. Policies with multiple implications – such as both entire campus and curricular implications previously went through Senate and then President's Policy and Planning Council. T. Eyermann mentioned Principal Investigator policy as having multiple applications, to administrators as well as faculty, as well as possibly needing vetting through the union.

Discussion of Policy on Assessment. Where does policy belong? T. Eyermann asked if it is possible for meet & confer to happen with Senate Exec at President's Policy and Planning Council meetings. J. Grier asked what is priority: process, or to duplicate policy. It was determined that duplicate policies should be worked on first. S. Aloisio suggested Policy on Assessment be worked on by Curriculum Committee. T. Eyermann asked if there are any

concerns regarding Policy on Assessment prior to WASC review. M. Remotti read changes aloud and it was determined that changes are relatively minor and would not impact WASC.

S. Aloisio confirmed that Administrative Policies are up for review every three years. Pointed out challenge of when policies go back to PPPC for review, but not to Senate. J. Grier clarified that in past, PPPC policies that came to Senate for review and feedback ended up being passed by Senate. It was suggested that perhaps in the review process, PPPC policies should come back to Senate and be voted on again.

G. Hutchinson asked as to what constitutes major and minor criteria. Discussion about checks and balances and degree of substantive changes. General agreement there needs to be a clearer mechanism for discussing policies and changes to policy. Suggestion that policies under PPPC triannual review could come back for review at Senate Exec. M. Remotti asked regarding an example: where policy on PI for example should reside and how should it be indexed- since it has dual implications for both faculty and administrators.

Discussion of structure examples from other CSU campuses, such as Chico. Discussion of having one “home” for policies. G. Hutchinson explained integration of Senate policies and Administrative Policies and gave example of unified Executive Memorandum/ E.O. numbering system. General agreement of one numbering system for all policies. Chair Grier clarified that Senate policies only apply to faculty or students in limited capacities.

General agreement about creating a task force within Senate Exec to review duplications and changes and then bring back to Senate Exec. B. Hartung suggested starting prior to Fall 2014. S. Aloisio added that items with small changes could be assigned to Committee and then go to Senate. M. Remotti suggested possibility of postponing PPPC discussions until fall.

Discussion of Policy on Responsible Use. M. Remotti elaborated on the current situation with this policy. Due to prior audit, the Chancellor’s office recently approved new policy that is significantly different from prior policy. This policy must be implemented and thus may be more urgent than other policies. J. Grier noted that policies could be retired.

S. Aloisio suggested that rest of policies (besides Policy on Assessment) could go to faculty affairs. M. Remotti suggested that she and the Chair could go through policies to determine which changes are substantive and to whom to direct policies. M. Remotti, S. Aloisio and C. Wyels (plus any other interested parties) will be part of the task force to meet and to revise process in general. It was noted that “meet and confer” process is complex and thus should only happen once if possible.

S. Aloisio also asked whether Senate Chair sits on Cabinet on other campuses. Discussion of model of Senate Exec at CSU Chico where Cabinet members sit in on Senate Exec. Discussion of possibility of brainstorming best practices for solutions to challenges: Is it a policy challenge? Should Committee or Cabinet discuss?

B. Academic Master Plan 14-15— (Time Certain 3:00)

Chair gave background as to why AMP is currently appearing and noted that M. Cook could not be here today to discuss. President Rush still has to put ahead AMP to the Chancellor's Office every year even if there are no changes. Chair explained parliamentary process if there are objections to the item being on the consent calendar. Chair will include blurb in email prior to next Senate to explain no changes are being made and added that it is important for faculty to be knowledgeable about what goes forward to Chancellor's Office.

G. Hutchinson asked about Academic Calendar. T. Eyermann suggested M. Cook or Bill Cordeiro could address any questions. M. Adler clarified that this is the exact same AMP that was sent to CO last year. N. Deans clarified that "if proposed" heading mentions date a program was first proposed to start. Doesn't necessarily mean school has committed to program or has available funds/resources. T. Eyermann added that anyone can see AMP for all campuses within annual March Board of Trustees meeting notes.

This will be a consent calendar item for next Senate.

VI. Continuing Business Items

- a. SP 13-03 Add Policy (SAPP: revision of SP 03-05)
C. Wyels noted that there will be no changes or amendments by Committee.
- b. SP 13-04 Policy on Internships for Academic Credit (SAPP)
The policy is being withdrawn by Committee for further rework. Will return to Senate. T. Eyermann will be working with the Committee.

VII. New Business Items

- a. Policy on Academic Dishonesty (Revision of SP 02-01 from SAPP)
C. Wyels introduced policy. Intent was to create a student appeals policy. Process currently resides with Student Affairs. Enrollment Management is notified and Grade replacement cannot occur and . The question was asked, How are records of academic dishonesty maintained? S. Clark clarified that it is a website and there was a concern of whether faculty are made aware of these students or not. G. Hutchinson asked about Statements of Academic Integrity and it was clarified that this information can be found under "Student Conduct" section in course catalog.

S. Aloisio mentioned concerns with judicial process. Does grade appeal process conflict with this process? Suggested keeping current grade appeal process and adding wording that student's disciplinary record will be changed. Item will move forward to Senate as SP 13-05.

VIII. Chair Report

Chair has spoken with Faculty Affairs regarding policies for online classes. Currently they are working on Student Ratings of Teaching policies. Chair will be going to Long Beach on Thursday 12/05 for Chairs Council meetings.

IX. Provost Report

G. Hutchinson will send whitepaper with WASC report to Chair Grier. Provost gave an update on faculty searches and will have report on results of faculty searches at upcoming Senate. Currently 9-10 new faculty are confirmed with one decline. Noted that Chairs and AVP's have been very helpful in the process.

Provost also gave an update on strategic priorities for Academic Affairs per the announcement of the campus being fully funded. Cabinet members have come up with list of priorities for Academic Affairs. Provost reported on current collaboration as well as dire need across all divisions, with a note that Spring hires are still under discussion. Discussion of pros and cons of having a smaller spring search or a larger fall search. Chair mentioned larger search would benefit more divisions. C. Delaney mentioned that those disciplines who traditionally have a spring search could be disadvantaged if there wasn't one.

Provost mentioned past precedent of mid-year Chancellor's Office edicts during furlough seasons. S. Aloisio asked if unused money for Fall searches would be lost and end up somewhere else? General discussion and agreement that no, and the Provost would like that number to be preserved. T. Eyermann added that we were given assurance that CI would be funded proportionally as we grow, such as next fall up to 500 students-- and that some of this might be available for faculty. S. Aloisio asked if we can hire from existing pools if we go forward? Provost will take into consideration. F. Barajas said History would support Spring searches, mentioned changing dynamics and said this would be the ultimate time for searching.

N. Deans asked about using money to address salary inequities (specifically lecturer) across campus. G. Hutchinson said that Academic Affairs is looking at ways to institutionalize temporary positions. T. Eyermann noted the 1.34% salary reopener increase for CSUEU and that CFA agreed to across the board flat increases. President Rush is also looking at salaries of people who are not making a living wage.

C. Delaney gave input on schedule and earlier timeline if Spring Searches occur. G. Hutchinson agreed that timeline should be more nimble. Chair asked whether full-scale format is necessary. Provost suggested Jeanne speak with President on that question. General discussion that one day may not be enough. S. Clark mentioned the possibility of grievances for varying "face time" among candidates. G. Hutchinson asked F. Barajas for recommendations for FSCC.

G. Hutchinson announced that a new memo should be coming out after the Thanksgiving holiday regarding number of new students for Spring. Applications for new students will be extended to 12/10. There may be added need for adding a section and adding students- campus reaching 5000 students is a benchmark that will also help securing consistent funding. There will be more concrete detail before week before finals week.

X. Chair Wrap up

Chair Grier will make sure an email is distributed to faculty re: finals ending on Monday. Students must fill out request for extension form to stay in Housing past the deadline. Dan Wakelee is reporting classes with finals to Cindy Derrico as well.

Duplicate Administrative and Academic Policies

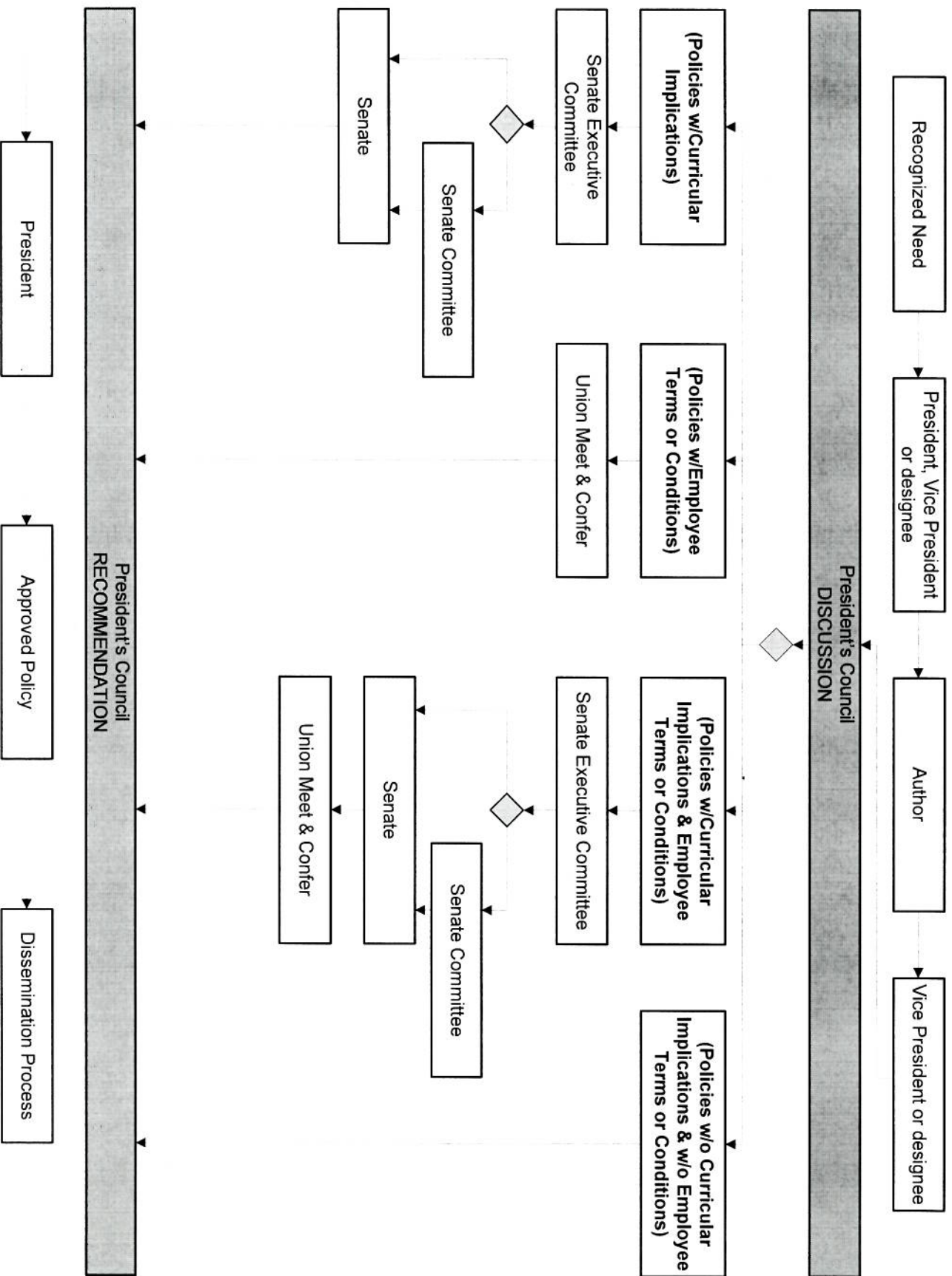
Administrative Policy	Academic Senate Policy	Notes
AA.04.005 - Policy on Assessment	SP 04-01 Assessment (MS Word)	Some elements in conflict. Admin. Policy up for review/revision.
AA.01.002 - Policy on Intellectual Property	SP 08-04 Intellectual Property Policy (supercedes 07-23)	Policies in conflict. Admin. Policy was previously revised while the Academic policy was not. Admin. Policy up for review/revision.
AA.11.003 - Policy on Principal Investigator	SP 08-05 Principal Investigator (supercedes 06-17)	Not currently in conflict. Admin. Policy up for review/revision.
FA.31.012 - Policy on Composition of MPP Search Committees	Policy on Composition of MPP Search Committees (PDF)	Senate Policy has slight differences and is a restatement of Admin. Policy as it pertains to faculty. Admin. Policy is up for review/revision.
IT.03.001 - Interim Policy on Responsible Use	SP 04-05 Policy on Responsible Use (MS Word)	Initial Admin. Policy based upon draft C.O. policy. C.O. now has a final policy. CI Admin. Policy to be updated to reflect changes for upcoming PPPC meeting.

Larger Issues: We need to reduce duplication of policies and the opportunity for conflictual policies to be approved.

Previously conflicting policies addressed:

Policy on Admission Exceptions Policy on Commencement Participation Policy on Communication with Students	Withdrawn from Admin. Policy - Academic Policy ONLY Withdrawn from Admin. Policy - Academic Policy ONLY Revised by both. Senate Policy includes only faculty communication with students and was given a different name.
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Process for Administrative Policy Approval



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