



## ACADEMIC SENATE

C H A N N E L  
I S L A N D S

Academic Senate  
Del Norte Hall 1500  
December 3<sup>rd</sup>, 2013  
2:30pm-4:30pm  
Meeting Minutes

### **Attendance**

Virgil Adams, Mary Adler, Simone Aloisio, Julia Balén, Vanessa Bahena, Jared Barton, Geoffrey Buhl, Catherine Burriss, Karen Carey, Minder Chen, David Claveau, Chris Cogan, Matt Cook, Manuel Correia, LaSonya Davis, Nancy Deans, Colleen Delaney, Dennis Downey, Jorge Gárcia, Jeanne Grier, Ivona Grzegorzcyk, Georgina Guzmán, Phil Hampton, Elizabeth Hartung, Debi Hoffman, Pauline Hunter, J. Jacob Jenkins, Karen Jensen, Luke Matjas, Mary McThomas, Jason Miller, Brad Monsma, Alison Perchuk, Monica Pereira, Janet Pinkley, Luda Popenhagen, Donald Rodriguez, Sofia Samatar, Luis Sánchez, Tom Schmidhauser, Christina Smith, Peter Smith, Elizabeth Sowers, Kaia Tollefson, Kim Vose, Marcus Wurtz, Cindy Wyels.

### **I. Welcome**

Meeting called to order at 2:31pm.

### **II. Approval of the Agenda**

No changes. Agenda approved.

### **III. Approval of the Minutes of November 12<sup>th</sup>, 2013**

Minutes approved without objection.

### **IV. Report from the President**

President Rush thanked all of the faculty for their hard work over the past year and for their untiring service to the students. Finally, he exhorted everyone to take some time for themselves over the holidays in order to return rested and rejuvenated.

### **V. Report from the Provost**

The Provost welcomed everyone and gave an update on the Leadership and Strategic Planning Council, who reconvened before Thanksgiving to look over the draft Strategic Plan and make recommendations. Next, the Provost gave an update on results of the most recent faculty search. The Provost remarked on the exceptional candidate pool and noted that appointment letters have been sent to ten applicants; three offers are still under negotiation for Biology, Computer Science, and Marketing.

Regarding the Strategic Initiative funds, the Provost spoke on faculty searches. [Point of information: there was an update sent via email on 12/10] The Provost noted that the campus will be pushing for 5000 FTES and suggested everyone work with AVP's about priorities going forward. Budget guidelines will be going out to the AVPs via Ysabel Trinidad hopefully this



## ACADEMIC SENATE

C H A N N E L  
I S L A N D S

week, and budget planning will occur in Dec/Jan. Conversations will restart once everyone returns in January, and hopefully the process will be done earlier next year.

Finally, the Provost gave an update that the Professional Leave Committee is making progress on sabbatical recommendations and she is in the process of reviewing with recommendations due on 12/6. Thanked everyone for their hard work and an outstanding semester and also reminded everyone to recharge over Winter Break.

### **VI. Report from Statewide Senators**

No report.

### **VII. Report from CFA President**

N. Deans encouraged everyone to attend the Retirement Workshop presented by Jonathan Carp from CFA on Tuesday 2/2. Mentioned signage for Facebook site for a faculty member that was a student-motivated activity- not CFA related activity. N. Deans also reminded everyone about the CFA-provided refreshments during finals week. An email will be coming from J. Griffin.

### **VIII. Report from the Senate Chair**

The Chair began her report by reading a question that was emailed after Senate but merited inclusion due to its timely nature and subject matter.

#### **QUESTION:**

Students with Monday Dec. 16th final exams who reside in the dorms will have to pay extra fees to remain in the dorms over the weekend.

This seems to be an unfair burden on students-- they have no choice as to when classes are scheduled, and therefore, when final exams are scheduled.

This is also unfair for faculty who may feel the need/desire to help students, or who will be pressured by students to accommodate them--- scheduling earlier exams, writing multiple exam versions, etc.

I realize this is the first semester CI has scheduled Monday finals the following week, but if this is a permanent schedule change, I have a few questions:

- A) is the extra charge for the weekend before the last day of final exams permanent?
- B) if so, will students be informed of this extra charge BEFORE they register for fall semester classes?
- C) for background, were students informed during registration spring 2013 for this Fall 2013 semester that they would incur an extra fee for remaining in the dorms during the weekend before their last final exam.

Thanks, Colleen Delaney 11/14/13



**ACADEMIC  
SENATE**

C H A N N E L  
I S L A N D S

**RESPONSE:**

As this is the first year we've encountered the issue of the final day of final exams falling on a Monday we made the decision to have the general closure begin Friday evening and provide a free extension for students with exams scheduled for Monday. We were concerned about issues that may arise with stays beyond the academic term completion and distractions that may be experienced by those who still needed to study or complete a project or paper for Monday. We'll assess the systems and issues and make adjustments going forward if this will be a regular occurrence.

Dan Wakelee has given me a list of all classes and instructors for Monday finals and the faculty will receive a message from me asking to confirm that an exam is being held on Monday. Students were sent an email message last week with the following content:

Winter Break begins at 5 PM on December 13. Although residents leave Housing for Winter Break, you may leave your personal belongings in your room. Please do not leave any valuables or perishable food behind.

If you need to remain in Housing after December 13, submit an Extended Stay Request by December 6. Special considerations apply for students with a Monday final. <https://cidsa.wufoo.com/forms/winter-break-2013/> Additional information included on CI Housing Facebook page.

There will be no charge for students with a confirmed final on Monday so long as they request the extension by December 6. Late requests will be charged \$25.00.

I hope this sufficiently addresses the questions raised. If there are additional questions, please let me know.

Cindy Derrico  
Executive Director of Housing and Residential Education  
CSU Channel Islands  
(805) 437-3340  
November 19, 2013

Chair announced that this response will be emailed to faculty.

V. Bahena asked a follow-up question about the five housing credit days students receive that are used for either winter or Spring. Students are wondering if that free finals day counts toward those five days of credit.

A. Perchuk asked about students who do not have an actual final due on 12/16, but have final projects due that day. J. Grier suggested she contact C. Derrico as per the email.



## ACADEMIC SENATE

C H A N N E L  
I S L A N D S

V. Bahena asked a follow-up question if any late-night finals are happening, and noted that having finals end late on a Monday night doesn't guarantee public transportation. Would students be charged housing for the following day (Tuesday) if they could not find transportation?

Chair will be going to Long Beach on Thursday for Chairs meeting. An email message will be going out to faculty about your ability to attend Senate in Spring in order to determine quorum. Next, the Chair updated everyone about the current Senate Exec project working with President's office to resolve issues with duplicative Senate and Administrative policies and determine a better mechanism for convergence and agreement, and incorporate faculty feedback. If anyone is interested on working on this, let Chair know.

The chair spoke about the Academic Master Plan, noting that there are no new programs nor changes, and that, resultantly, this is a consent item on the Senate Agenda. Chair noted that an advisory committee email will go out soon. Finally, Chair Grier gave an item of recognition-thanked Colleen Delaney as one semester replacement for N. Parmar, and B. Hartung who filled in for J. Meriwether and for her 5.5 years on Senate Executive Committee.

### **IX. Intent to Raise Questions**

#### a. Answers to Questions from 11.12.13

1) Q. Can we develop a process for the University to officially recognize when a member of our community passes away?

Dax Jacobson

A. I did speak with Toni Rice, (Assistant VPSA for Administrative & Strategic Operations) and the author of the Death of a Student Policy, about this.

- 1) We need to determine the legalities of doing a campus-wide announcement.
- 2) We need to be thoughtful about this decision as there may be sensitive issues surrounding some circumstances such as suicide, illness that is not for public knowledge, wishes of the family, etc... We would need to determine what & how we communicate, from who, and in what instances.
- 3) Toni is open to conversation if faculty feel strongly about this. If you do want to look into this further, can you please work with her to facilitate the discussion with faculty? She will also need to engage other people across campus in this conversation.

Melissa Remotti

- 4) Executive Analyst to the President

If interested, please contact J. Grier. J. Barton commented asked if current policy is not for campuswide distribution, but to notify instructor.



## ACADEMIC SENATE

C H A N N E L  
I S L A N D S

2) Q. N. Deans: What is the purpose of the URTP and what role does it play in ultimate decisions made in RTP process?

### A. UNIVERSITY RTP COMMITTEE

The University RTP Committee (URTPC) shall include representation by faculty from each of the major disciplinary areas within the University (i.e. Arts and Humanities, Math and Sciences, Behavioral and Social Sciences, Business and Economics, Library and Counseling, Education, and one At-Large member).

According to the RTP policy, the committee approves PPS documents, before they go on to the Provost/VPAA for final approval. This is done on a rotating, five year basis unless otherwise requested by Program Personnel Committees or the President.

The URTPC is part of the review process as follows:

### REVIEW PROCESS AND LEVELS

The review of the portfolio takes place at various levels in the following order, with a letter of evaluation generated at each review level:

1. checklist approved by program chair
2. the program personnel committee (PPC), which consists of three or five tenured faculty members;
3. the program chair (if not on the Program Personnel Committee);
4. the Dean (or appropriate administrator for library and counselor faculty);
5. The University RTP Committee shall review all tenure and promotion files. The University RTP Committee shall review retention files only if one or more of the following conditions apply:
  - a. In the faculty member's third probationary year unless the faculty member was hired with one or two years service credit, in which case the faculty member's fourth probationary year;
  - b. requested by the President;
  - c. lack of agreement (retention vs. non-retention) among prior levels;
  - d. all prior recommendations for retention negative;
  - e. requested by faculty member under review or prior review level.
6. for tenure or promotion decisions—the Provost/ Vice President for Academic Affairs (VPAA) [Vice President for Student Affairs (VPSA) for counselor faculty];
7. The Provost/ Vice President for Academic Affairs (VPAA) [Vice President for Student Affairs (VPSA) for counselor faculty], shall review retention files only if one or more of the following conditions apply:
  - a. requested by the President;
  - b. requested by faculty member under review;

c. requested by University RTP Committee.

8. The President.

The specific charge to the committee is later in the RTP Policy:

#### RESPONSIBILITIES OF THE UNIVERSITY RTP COMMITTEE

1. To review and comment on proposed Program Personnel Standards, or revisions thereto, and recommend approval, disapproval, or amendments to the Provost/ Vice President for Academic Affairs (VPSA for counselors).
2. To evaluate and make recommendations regarding retention, tenure and promotion actions.
3. To provide copies of the University RTP Committee's recommendations for delivery to the faculty member.
4. To inform the faculty member of his or her right to response or rebuttal to the recommendation within ten (10) days and his or her obligation to indicate the option chosen on the signature form.
5. To forward the Portfolio to the next level of review as specified in the published RTP schedules.

Submitted by: Dr. Andrea Grove, Chair, University RTP Committee 11/25/13  
citations from SP 10-10

3) Q. C. Burriss & I. Grzegorzcyk- what is status of Pharos copier programs? All machines have been changed. How is this program being evaluated for effectiveness? Are they saving us money? Is there a plan to change something in near future? There are some aspects of their functionality (including inefficient document scanning) that obstruct the work of faculty. How can this be addressed?

A. Status:

The first phase of the implementation plan which was to remove the Canon copiers and decommission the Pharos 7 server has been completed.

Effectiveness Evaluation:

Efforts have been made to encourage communication to measure the effectiveness of the new program. T&C & DBFA have worked together – trainings were offered on use of the new devices and an instructional video made available, meetings have and will be held as requested with staff end users to discuss how the program is working. A walk-thru inspection of all of the devices on the Pharos system was conducted. More work will be done to evaluate the effectiveness of the program.

Savings:

This change resulted in a monthly reduction in expense of \$3627.26 for lease and maintenance contracts. Other indirect savings have yet to be calculated including the cost savings represented by decommissioning Pharos 7 (taking down the server, eliminating staff time for maintenance, and for dual accounting - PH7 & PH8) and elimination of the expense associated with purchasing supplies for the Canons.



## ACADEMIC SENATE

C H A N N E L  
I S L A N D S

SIDE QUESTIONS DURING RESPONSE: D. Hoffman and I. Grzegorzcyk noted that savings does not take into account faculty and staff time. Why wasn't survey done before switch? Therese noted that faculty representative on copy committee. J. Pinkley: Printer and copier committee was disbanded and there was no call for faculty representation. J.Grier will ask about University Committee. M. Perreria asked about bigger picture about how different complaints are stacking up; everything logged as an individual problem. A.Wallace- DBFA currently has a survey out sent by Pamela Abbott-Mouchou; there is a section to comment on copy program. T. Eyermann encouraged faculty to complete the survey.

More plans for changes?

Currently there are no more changes scheduled; changes will be made based on the results of the assessment of effectiveness.

Aspects of Functionality:

The best way to ensure that problems, opinions, recommendations, ideas, etc. get addressed is to send an email to the Help Desk so that an appropriate staff member can be identified to address the issue.

Future Survey Plans:

The plan is to release a RFP before the end of the calendar year to hire a consultant to develop a 5-yr. plan. The scope of the RFP will likely include collecting expense and use information/data, surveying user groups, conducting focus groups, analyzing information, studying the efficacy of the Pharos system, scanning solutions, systems integration, etc. in order to develop a 5-yr. plan.

Submitted by: Caroline Doll, Director of Special Projects, Business and Financial Affairs,  
11/22/13, revised 11/26/13

### b. New Questions from 12.03.13

A. In order to make more informed choices about courses, how do students access Student Ratings of Teaching? – Vanessa Bahena

### **X. Consent Agenda Item**

SP 13-05 Academic Master Plan 2014-2015 through 2024-2025

It was pointed out by G. Wood that by passing the agenda, this consent calendar item was approved. J. Barton gave a point of information that by having the AMP up on the screen, that the Senate is now looking at it for informational purposes only.

### **XI. Continuing Business Items**

a) SP 13-03 Add Policy (SAPP: revision of SP 03-05)

No discussion. J. Barton moved to call question, seconded by I. Grzegorzcyk.



## ACADEMIC SENATE

C H A N N E L  
I S L A N D S

Vote taken to close debate:

Approve: 36

Oppose: 3

Abstain: 2

Vote taken to approve Add Policy:

Approve: 36

Oppose: 1

Abstain: 4

SP 13-05 Add Policy passed.

### **XII. New Business Items**

a) SP 13-06 Policy on Academic Dishonesty (Revision of SP 02-01 from SAPP)

Motion to discuss by C. Wyels, seconded by G. Wood. It was established that the purpose of this policy is to reflect current policy and practice. C. Wyels gave background on changes in policy. K. Tollefson asked why this policy is applicable only to undergraduates. I. Grzegorzcyk and K. Tollefson asked if graduate and post-baccalaureate students fall under Student Affairs. L. Sánchez asked about consequences for falsification. J. Barton asked about student consequences outside of academic side; where is that formally spelled out? It was clarified that there is no course grade forgiveness for grades received in part or parcel by academic dishonesty. C. Burriss suggested everyone contact D. Pena so that Student Affairs can keep track of patterns and mentioned [judicial process](#).

K. Carey asked about who has ownership of files for academic dishonesty- are/ how are patterns established across various classes? V. Tran asked what is done in Records once a report of a grade assigned due to a finding of academic dishonesty is received. Discussion. I. Grzegorzcyk asked about technological cheating and suggested that policy should refer back to syllabus; where faculty would state what is allowed in any particular class. L. Sanchez commented that in some institutions an X shows up on student transcripts when a grade results from Academic Dishonesty. V. Adams suggested getting clarification from Dean of Students on recordkeeping. Vu Tran voiced his approval of the policy but suggested that rework/ additional policy may be needed in future. Policy will go back to committee.

### **XIII. Reports from Standing Committees**

- Faculty Affairs Committee

No report.

- Fiscal Policies

No report.



## ACADEMIC SENATE

C H A N N E L  
I S L A N D S

- Student Academic Policies and Procedures

No report.

- Curriculum Committee

A. Perchuk noted that there will be one more meeting this semester and asked that everyone please return documents as soon as possible/ by Thursday 12/5 so that the Committee can finish its business at their last meeting of the semester. A. Perchuk asked that everyone please return items needing signature items back as quickly as possible in order to get courses into catalog and also noted that Kathy Musashi will be retiring in February.

- General Education

G. Buhl noted that the Committee will be meeting once more this semester.

- Committee on Committees

No report.

- Committee on Centers and Institutes

No report.

- Professional Leave Committee

Provost gave update in her report.

- Minigrant Review Committee

J. Pinkley announced that the call for proposals went out; the deadline is 1/31 and asked everyone to work on their proposals over break.

### **XIV. Reports from Other Committees/Centers on Campus**

- Provost Hutchinson gave an update to her earlier report. The search for an AVP for Enrollment Management vetted a number of candidates, but that search has been cancelled due to lack of qualified candidates. Provost Hutchinson thanked committee for its hard work and noted that she has been talking with President Rush regarding the possibility of using a search firm. More information will be made available soon. Finally, the Provost mentioned the quality of feedback from last fall on Enrollment Services and that feedback taken into consideration as significant progress is being made in that area.
- J. Leafstedt announced that she sent out an update through Blackboard on online learning and that those courses are filling up. A Blended learning cohort starting in Spring and there will be a course preparation retreat the day before semester starts. Finally, there will also be a Bottleneck Solutions Webinar (OCE/ Coursematch) on Monday 12/9; see email from D. Wakelee.



**ACADEMIC  
SENATE**

C H A N N E L  
I S L A N D S

- D. Hoffman- Library will stay open this week until midnight. Library will be open 24 hours during finals week from 12/6 to 12/12.
- L. Trimble O'Connor spoke about female scientists and engineers panel speaking at the "Working in STEM" event on Wed 12/4 in Broome 1320 4-6pm. J. Garcia encouraged younger community members to come to 4pm session.
- K. Tollefson reminded everyone to let students know of the "Children of CI" student organization on campus that advocates for student parents on campus, raises awareness of issues and looks for funding for long-term and short term solutions. Meeting times are Thursday nights at 7pm. Child-minding provided. Information is online. J. Leafstedt suggested sending out the information to campus multimedia coordinator Thomas Emens for distribution.
- C. Burriss announced original production *CI Follies* opens Wednesday-Friday 12/8 in Malibu 140. Admission is free; posters are posted in various spots on campus..
- J. Garcia announced that he will be speaking about "Paradoxes in Mathematics" at Thousand Oaks Library 12/4.
- M. Adler noted that the English Club is hosting another book drive all campus out through next Friday 12/13. Proceeds go to English club and Books for Africa.

**XV. Adjourn**

Motion by K. Tollefson. Motion seconded by A. Perchuk.

--3:42pm