Senate Executive Committee Minutes
October 6, 2005
3:00 – 5:00 Sue Jameson Room

Present: Elizabeth Stanny, Art Warmoth, Edie Mendez, Elizabeth Martinez, Melanie Dreisbach, Robert McNamara, Eduardo Ochoa, Ruben Armiñana, Perry Marker, John Wingard, Carlos Ayala, Elaine McDonald, Doug Jordan

Guest: Steve Wilson, Katharyn Crabbe

Approval of Agenda – motion to add item concerning schedule conflicts with religious observance; Senate Self-Study and recommendations for faculty appointments on committees. – ***Approved***.

Approval of Minutes 9/22/05 – *Approved*.

Report of Chair of the Faculty – E. Stanny

The Chair reported that she attended a joint meeting of CSU Senate chairs and Provosts in San Francisco. The Chairs decided to discuss budgetary policy best practices at the next meeting on December 1st. Long Beach is considered the best and other campuses will be part of that presentation. She asked someone there to send the 1998 report on best practices for budget committees to our Senate. The second part of the meeting was about the 22 points for facilitating graduation. The Chair deferred comments until that agenda item was reached.

President's Report

R. Armiñana reported that it was Distinguished Alumni Day and he gave information about each alumnus.

Provost's Report

E. Ochoa reported that he had just sent out an email to faculty with the names of the design team for the FYE pilot. The faculty on the team were recommended by the GE subcommittee. He stated he was looking forward to their work. He reported that the California Institute on Human Services had just received a $15 million grant from the federal government for 5 years. The President offered that is was tied to the Head Start Program.

BUSINESS

22 points for facilitating graduation – E. Stanny

E. Stanny directed the body's attention to the draft action plan that Academic Affairs came up with that was included in the agenda packet. It maps the items that need to be addressed. She thought it was the Executive Committee's job to decide where these items should be referred. She referred to background documents that support the faculty role in curricular matters and discussed the document provided by the Statewide Senate that describes different interpretations of some of the 22 points.

The items included in the draft were referred as follows: (*discussion on each referral may be accessed via the digital minutes*)

NEW POLICIES

GE Policy: (Point #2 – Reduction of General Education Requirements) Identify graduation courses and requirements, including GE requirements, that can be double-counted for high-unit majors.

Referred to EPC.

Declaration of Major Policy: (Points # 6 and 9 – Choice of Degree Major Required at a Reasonable, Early Juncture and Provision in Policy of Mandatory Individual Student Study Plans to the Degree)

Referred to SAC.

POLICY REVISIONS

Incomplete Grade Policy: (Point #12 – Renewed Enforcement of Policies that Limit or Discourage Drops, Withdrawals, Grades of Incomplete)
Things to consider are:
Length of time allowed to make up a grade;
Appropriate use of assigning an incomplete;
Routing of Incomplete Request form & plan for completion to the Registrar versus staying in the Department.

Referred to EPC.

Course Repetition Policy: (Point #13 – Adoption or Renewed Enforcement of Policy that Limits the Number of Course Repetitions))
The University Standards Committee is reviewing this policy currently. Elaine Sundberg will report on our progress.

Referred to EPC.

Advising Policy: (Points #15, 17 and 18 – Mandatory Advisement upon Declaring or Changing a Major and for students as they approach the degree, and Mandatory Degree Audits)
A system-wide best practices meeting or conference will feature best work on these issues in Spring 2006. Policies consistent with these expectations will be expected of all campuses by Fall 2006.

Revisions to include:
Require semesterly advising;

Require mandatory degree audits (separating junior level degree audit from graduation audit);
Mandatory and, if needed, intrusive advisement as student approaches/ exceeds minimum units required for the degree to encourage them to graduate.

Referred to SAC.

Schedule Conflict – E. Mendez

E. Mendez reported that the Campus Climate Committee was informed by Kathy Anderson that a student had asked to re-schedule an exam due to Rosh Hashanah and was denied. This is in violation of state law and does not promote a warm and welcoming campus climate. She thought that if we didn't have a policy, we might want one or at least notify faculty far in advance. She offered the state law and the University of Wisconsin, Madison's policy for the information to the body on this topic.

Discussion.

Motion to refer the item and possible creation of policy to FSAC. Second. *Approved*.

Senate Self-Study – E. McDonald

E. McDonald stated that after the Self-Study came before the Executive Committee previously several issues were raised that sent the Self-Study back to Structure and Functions. She noted the issues and how they had been dealt with in the new revised document. She stressed that the document was meant to create discussion and emphasized the main finding was that the Senate structure is well suited for the purposes in the Senate's Constitution.

Suggestions made:

Workload issues having to do with reluctance of faculty to serve. This was under Structure and could be moved.

Clarify that the faculty reasons for not serving are perceptions.

There was a suggestion to qualify that no evidence has been found in the last decade that supports the perception that participating in faculty governance affects RTP.

It was questioned if intimidation was between faculty members. There was discussion on this point.

Motion to send to standing committees for responses. Second. *Approved*.

Motion to send Self-Study to the Senate as an information item, with cover letter describing process and incorporating suggestions made at the meeting and sending this revised version to the Standing Committees. Second. ***Approved*****.**

Committee Appointments from Structure and Functions – E. McDonald

For Disabled Student Services committee – Elaine McHugh and Barbara Lesch-McCaffry.

For the Copeland Creek Committee – Andy Roth

For the Campus Planning Committee – Bill Poe and Linda Nowak

Approved to forward the recommendations the President.

Spring Convocation – E. Stanny

E. Stanny pointed out the documents included in the packet regarding the Spring Convocation.

There was considerable discussion about changing Spring Convocation.

Points and ideas brought up:

End of year event instead of Spring Convocation.
The survey showed that no one wants the Spring Convocation to be the same.
More want it as a retreat or topic based.
Panel of speakers and questions from the audience.
Two day faculty retreat.
All day professional development day.
University wide discussion on the Baccalaureate.
Faculty retreat and then later in Spring having a university retreat.

Motion to not have Spring Convocation for this year and just have the faculty retreat. Second.

Discussion. A recent history of how the Spring Convocation developed was given.

The pros and cons of returning the Spring Convocation to a budget meeting were discussed.

It was suggested to have Spring Convocation be used as a gathering of intellectuals talking about ideas.

There was the suggestion that we poll the university about whether there should be Spring Convocation.

It was suggested that instead of Spring Convocation the entire university engage in professional development.

Question called. Second. *Failed*.

It was suggested that a statement go out about the discussion the committee had if Spring Convocation is cancelled.

Question called. Second. *Failed*.

This was an unfinished business item and will be on the next agenda.

Deadlines for grade submissions – K. Crabbe

K. Crabbe reported on the grade submission policy which includes rolling grade submission dates. The question as she understood it, was why not have the grades be due six days after the last exam due to the new process for submitting grades.

It was asked if it could be 10 days after the last exam. K. Crabbe said she would be willing to try a 10 calendar day deadline this year.

Motion to extend 5 minutes. *Approved*.

Senate Agenda

There were some procedural discussions during this item.

AGENDA

Report of the Chair of the Senate - Elizabeth Stanny
Correspondences
Consent Items:
Approval of the Agenda
Approval of Minutes - 9/29/05 emailed

Ongoing report: Update on WASC

SPECIAL GUEST: Jake Mackenzie, Mayor of Rohnert Park
T. C. 3:10

SPECIAL REPORT: Faculty/Staff Housing Project 3: 40

BUSINESS

1. Periodic Review of Administrators - Second Reading - E. McDonald - attachments (**please bring agenda from 9/15 for attachments**)

2. Program Review Policy – Second Reading – P. Marker – attachment

3. Resolution endorsing Statewide Senate Resolution: Re-Affirming Opposition to Merit Pay – Second Reading – attachment – R. McNamara

4. Course Outline Policy – First Reading – attachment – C. Ayala

Adjourned.

Respectfully submitted by Laurel Holmstrom