

## Executive Committee Minutes

August 27, 2009

3:00 – 5:00, Sue Jameson Room

### Abstract

Agenda amended and approved. “Minutes” of summer meetings approved for the record. Correspondence read. President Report. Provost Report. Vice President of SAEM report. EPC report. FSAC report. Proposal for Faculty Governance Release Time '09 – '10 approved. Proposal to leverage technology to reduce copy costs to the Senate budget discussed. Faculty Eligible for Emeritus Status approved for Senate consent calendar. Resolution on Priority for Reports at the Senate from T. Lease approved for Senate agenda. Senate agenda approved.

**Present:** Derek Girman, Paula Hammett, John Wingard, Susan Moulton, Margaret Purser, Matthew Lopez-Phillips, Robert McNamara, Sam Brannen, Ruben Armiñana, Eduardo Ochoa, Scott Miller, Carmen Works, Deb Kindy, Kelly Estrada

**Absent:** Larry Furukawa-Schlereth

**Guest:** Steve Wilson

**Approval of Agenda** – resolution from T. Lease “Proposal for Prioritizing Reports” added; request for discussion of proposed spring modules and faculty furloughs. *Approved.*

**Minutes – record of special meetings this summer approved to go into the record.**

**Correspondence** – The Chair reported she received a furlough resolution from Sacramento State and asked the body to think about whether the Senate might want to produce a similar resolution on furloughs in general as statement. She passed out copies.

### **President Report – R. Armiñana**

The President reported that sales receipts for the State were 20% less than predicted. He noted the unemployment rate was at 11%. He thought the CSU would be seeing a stricter interpretation of “residency,” discussed some details and noted CSU’s residency policy was unique in the nation, thus it will change. He thought it would create a severe limitation on out of state and international students. He reported that the Chancellors of UC Berkeley reported 300 layoffs and class reductions. He noted that SETC (Trades Union) had voted no on furloughs, so they will see layoffs commensurate to the reduction of their salary expenditures.

### **Provost Report – E. Ochoa**

E. Ochoa reported on the 4-day class module structure proposal for the spring given to the Deans to disseminate to the Department Chairs. He said his office would

aggregate responses noting any needed modifications or special arrangements and send outcomes along with an FAQ, to EPC for comment. He reported a draft schedule was sent to WASC for their October visit and they have responded. B. Butler is going through the response. He reported on efforts to create a more streamlined and efficient catalog process that includes returning the catalog to online status and outsourcing the printing of the catalog to a print-on-demand service. He said they were transferring the locus of the catalog to CMS. The catalog would then be a routine, yearly cycle publication project. He provided background about motivation for considering this change.

A member asked a question about whether the spring modules proposal would come to the Senate. The Provost responded that they saw it as an administrative matter and did not anticipate it going to the Senate. There was an argument challenging the 4-day teaching schedule and describing some of the pedagogical and faculty furlough implications. The Provost argued that the curriculum authority of faculty was at the department level and that was why they were starting there for input and consultation. He also stated that the 4-day teaching schedule was not linked to the furloughs by noting that if the campus does not close on Fridays, then Friday classes would be heavily affected. He thought that may not be the desire of the faculty teaching on those Fridays.

A member asked about the status of the Transforming Course Design initiative. The Provost said he had not heard anything at the CSU level. Another member argued that it was the faculty's responsibility to bring a schedule and teaching modules to the administration, not the other way around. He argued that no classes on Friday would not decrease the workload for faculty as required by the furlough agreement. The Provost disagreed about where the authority was for changing the teaching modules. He offered that one possibility would be that if there was a compelling case made by a faculty member, they could take another furlough day rather than Friday. He reiterated the value of closing campus as agreed to in the CFA MOU on furloughs.

A member noted that some departments do catalog work every two years and use it as a mini program review. She noted it was deeply embedded in the department and not integrated with CMS. She did not want CMS to become the driver for the curriculum. The Chair asked how a student's catalog year would be determined if the change was made. The Provost said that's why it would be a yearly process. The Chair asked if each department would have a printed copy of the catalog at no cost.

She also noted some faculty were planning to not prep on furlough days if it comes before a teaching day. She argued that students would not see the campus closure on Fridays as furloughs. It was clarified that classes that meet off campus on Fridays in the Spring, would be given some leeway.

There was more discussion about the spring implementation of furloughs.

## **Statewide Senator Report – R. McNamara**

R. McNamara said the Statewide Senate would be meeting in a couple of weeks. He noted that he and C. Nelson rotate on the Executive Committee and he would continue to serve on the Statewide Faculty Affairs committee.

## **Vice President of SAEM Report – M. Lopez-Phillips**

M. Lopez-Phillips reported that First Day was a great success. He reported that Learning Skills Services received a \$20,000 grant. Move-in for the dorms went amazingly well and he thanked everyone for their assistance. He said that he and the Provost were working on “super seniors,” (students with over 120 units), to help them graduate, many due to not passing the WEPT. He also discussed the impact of furloughs on all services that impact students. He said they were watching the enrollment and classes were 91.7% full at this point. There was more discussion about ideas and strategies to offer students for channeling their anger over the budget cuts. A member asked for a resource list for students to deal with stress. The Chair recommended the Center for Community Engagement for ideas. A member noted that the furloughs savings only went towards of half of what the campus needs to do to reduce the budget. He thought there would be massive layoffs of lecturers in the Spring and thus, a decrease in course offerings. He wondered what would happen to the students that were admitting this year. The Provost said they were in the process of discussing this with the Deans. The choices are going to be to meet target and identify funds from somewhere or not meet target and make the budget cuts. The Chair asked if there was discussion about changing the marginal cost formula. The Provost responded by describing how the marginal cost formula affects Academic Affairs. The Chair asked if other economies have been found outside of Academic Affairs that could help the budget cuts not have such an impact on instruction. She also asked to know how many lecturers were let go and others asked for reports on the impact on all departments.

## **EPC Report – C. Works**

C. Works reported on the program review progress of the GE Subcommittee. They have finished the recommendations chapter and they have moved on now to the assessment plan for GE. C. Works asked the body if they wanted to have the recommendations portion of program review come before the Senate.

## **FSAC Report – P. Hammett**

P. Hammett reported that FSAC was working on departmental RTP criteria and noted that three departments had not had their criteria approved. So those departments will be reviewed under the university wide guidelines.

## **Proposal for Faculty Governance Release Time '09 – '10 - attachment**

The proposal for release time for faculty governance for 2009-2010 was presented to the committee and the Provost was asked if the release time would be available in the Spring. The Provost noted that the costs had almost doubled for release time

when it switched to course release instead of units. He said his office will have to put everything on the table and AABAC will be looking at this issue. The Chair expressed her opinion that release time for governance was crucial during this time. Members of the committee asked for more context about how other divisions are dealing with cuts in order to understand how to view governance release time. It was clarified that the proposal from the Executive Committee to the Provost for release time had not come forward formally yet due to the uncertainty of the budget situation.

**Motion to accept the proposal as the Executive Committee's request for release time. Second. *Approved.***

### **Proposal to leverage technology to reduce copy costs to the Senate budget – L. Holmström Vega**

The Senate Analyst asked the Committee Chairs to consider using Google docs functionality in their committee work to help reduce copy costs for the Senate which had risen to 62% of the Senate's budget. She outlined possible benefits of using this technological approach. There was discussion. Some concern was raised about the ability of Google docs to track changes in documents as is the Senate practice currently. The Provost suggested looking at Live Office, a Microsoft product similar to Google docs to see if that functionality was present. There was a request to be able to project documents in meetings. There was a suggestion to re-configure the seating at the Senate in the Commons to be able to use projection technology for documents.

### **Faculty Eligible for Emeritus Status - attachment**

The faculty eligible for emeriti status as of Fall 2009 was approved for the consent calendar of the Senate.

### **Resolution on Priority for Reports at the Senate from T. Lease**

The resolution was passed out at the meeting. **The resolution was approved for the Senate agenda.**

### **Senate Agenda**

There was discussion about how to have the discussion about the 4-day teaching schedule and faculty furloughs. The Provost noted the major points about the 4-day teaching schedule: no Friday modules; ability to schedule Mon Wed classes throughout the day; tightening up of non-standard module times; and improved efficiency of space utilization. It was suggested to have V. Franklin, the University Scheduler, at the Senate meeting.

### **AGENDA**

Report of the Chair of the Senate – Susan Moulton  
Correspondences  
Consent Items:

Approval of the Agenda  
Approval of Minutes – 5/1/7 and 5/21  
Faculty Eligible for Emeritus Status

➤ Update on WASC

## **BUSINESS**

1. Crash Course on Robert's Rules presentation T. C. 3:10
2. Resolution on Giving Priority to Reports – First Reading – T. Lease  
T. C. 3:15
3. Report on Senate OE budget and request from Senate Analyst – attachment
4. Group Photo for website T. C. 4:50

## **Discussion item**

1. Proposed 4-day teaching schedule for Spring and faculty furloughs –  
T. C. 4:20

## **Standing Reports**

1. President of the University - (R. Armiñana) T. C. 3:30
2. Provost/Vice-President, Academic Affairs - (E. Ochoa) T.C. 3:40
3. Vice President/ Admin. and Finance - (L. Furukawa-Schlereth) T.C. 3:50
4. Vice-President of SAEM – (M. Lopez-Phillips) T. C. 4:00
5. Vice-President of Associated Students – (J. Tice)
6. Chair-Elect of the Senate - (J. Wingard)
7. Statewide Senators - (R. McNamara, C. Nelson)
8. Chairs, Standing Committee - (Estrada, Works, Hammett, Girman)
9. CFA Chapter President – (A. Merrifield) T.C. 4:10

*Approved.*

*Respectfully submitted by Laurel Holmström Vega*