Senate Executive Committee
Meeting Minutes
Tuesday, February 18th 2014
Provost's Conference Room, Bell Tower West 2185
2:30pm

Members present: Mary Adler, Simone Aloisio, Vanessa Bahena, Frank Barajas, Steven Clark, Nancy Deans, Therese Eyermann, Jim Meriwether, Nitika Parmar, Cindy Wyels.

Members Absent: Lillian Castaneda

I. Meeting Called to Order
2:33pm

II. Approval of the Agenda
Approved.

III. Approval of the Minutes from January 28, 2014
Approved.

IV. Discussion

- Long and Short Forms/ Curriculum

Chair commented that during the last senate meeting of 2/4/14 there was lively discussion regarding academic planning. Later this week, before next Senate meeting 2/25, there will be a meeting of members of Academic Planning, Curriculum and the Provost's office to clarify what long forms, short forms & votes on Senate mean and there will be a brief presentation on this topic at Senate on that date.

Continued discussion of long and short forms. S. Aloisio asked how is that going to affect resources (hiring plan + space needs) going forward? Not all this information is clear on forms. Provost Hutchinson announced that she is working on a 3-year hiring plan. Arts and Sciences already has a five-year plan, and would be ideal to get the rest of the division on board by the end of semester. S. Aloisio suggested including in the hiring plan new programs, Master's programs, and programs that are on AMP (Academic Master Plan); possibly there could be alternate scenarios of ideal, moderate, and worst case.

C. Wyels suggested FTES to be included and mentioned Extended Ed programs. M. Adler asked a question to clarify Senate's charge: Are we approving curriculum as sound and appropriate; is it financial priority; when to implement, and exact timing of implementation? Discussion of whether short form includes questions of merits of curriculum and/or questions of implementation such as: when, where, feasibility and at what time- are we ready; noting that these two areas of inquiry should not be conflated. J. Grier pointed out that sections for describing curriculum is on the long form; and that the short form is putting the program on the AMP Master Plan. It is currently up to the administration on when to offer new programs after they are passed at Senate.

Discussion of implications of short form. J. Meriwether asked if short form is a “wish list” and if there are no implications, does it create an implied commitment? Discussion of whether forms should be approved through both Curriculum Committee and Fiscal Policies; and if so, which form? Discussion of general process and of prior precedent, including English M.A. Chair Grier noted that Curriculum Committee is not currently evaluating programs for implementation merit. M. Adler encouraged curriculum committee to review its charge. S. Aloisio made a suggestion that perhaps the short form could mention the resources question and thus would go through Fiscal Policies; and then the long form could address the curricular questions. Chair mentioned that is a proposal that has been made for the conversation that will ensue.

V. Continuing Business

- M.A. in Psychology Short Form

No changes. Item will move forward to Senate.

- Minor in Philosophy

N. Parmar suggested that Senate Exec needs solid input from Fiscal Policies. Chair said we have Fiscal Policies standing report’ recommendation to not start any new programs. Item will move forward to Senate.

VI. New Business

- Joint Doctoral Proposal (CODEL)

A Draft MOU was provided for this proposal, along with an update on the expected list of faculty hires needed. Chair has spoken with K. Tollefson regarding amount of faculty, and there will be reliance on adjunct faculty (former teachers and former principals) that are “currently practicing professionals” with “access to workplaces.” Discussion of “distinguished lecturer” terminology. N. Deans questioned whether that label is possible under the Collective Bargaining Agreement, and whether it is a unit 3 lecturer position. Discussion of rationale of why position is structured this way. Chair noted that the position label was developed due to some of the challenges regarding hiring since a search for a tenure track faculty member has failed more than 6 times; the position does not have a scholarly agenda as a tenure track faculty would have. Discussion that the label is a mechanism in order to hire someone with a high level of professional industry experience, such as someone who has been a superintendent or other similar level in the past. Chair Grier added that other campuses do hire under that terminology; and that it is a unit 3 position. Point of information: S. Clark noted that CSUF has a current ad out for a distinguished lecturer position. N. Deans asked if are we now tiering lecturers? At this point, G. Hutchinson suggested that the Chair ask Kaia.

C. Wyels asked a question regarding backfill: would each 3-unit course be backfilled only applying to tenure track faculty of 4.5 units. Discussion of whether 1.5 units has to be used for teaching -or WTU's, or whether it can be used to promote scholarly work.

Chair asked if these are questions that will prevent it from moving forward? J. Meriwether pointed out that it appears that money flows in to Education for Ed.D; is that the funding model that will be used, and/or is being used on campus for current revenue or losses for individual programs? The Provost commented that our campus is foremost an academic enterprise. Chair Grier noted that students sign up for the joint program at CSU Fresno, and that program losses and revenues are distributed equally to both campuses. The Provost replied that the funding model and model of distribution within CSU Channel Islands has not yet been determined. However, there are plans to meet with folks from Fresno and discuss the planned funding model, including state appropriations and student fees.

Discussion of initial losses and program startup costs, and whether education could bear those losses. G. Hutchinson noted that anticipating financial sustainability in the third year of the program is quite remarkable. It was pointed out that the University would bear costs for students who wish to continue even if program ends. M. Adler asked if clarifying long and short forms would help with analyzing this form.

C. Wyels asked if new staff will be hired, or if there will be more work added to current staff. N. Parmar asked regarding an item on page 8 of the MOU under "student services"- will local students have to enter as a systemwide student? Chair answered yes. N. Parmar also asked regarding the appearance of the diploma. It was noted that commencement would take place at Fresno and that the degree will have both institutions (Fresno/Channel Islands) on there. Students will also have email accounts at both universities. The question was asked whether CSU Fresno benefits more from this program than Channel Islands, pointing out that doctoral faculty get more assigned time, and that CSU Channel Islands faculty will be shadowing Fresno faculty during the first year.

Chair asked for any other major concerns? G. Hutchinson asked that questions be forwarded to proposers. Finally, J. Meriwether pointed out that chart 2 is difficult to understand- clarification on what "SP" means. It was also decided that the Dropbox link is appropriate for distribution.

VII. Discussion: Revised Academic Field Trip Guidelines (Executive Order No. 1062)
http://www.csuci.edu/rm/programs/academic-field-trip-guidelines-and-forms.htm
J. Meriwether gave background on this item. These posted guidelines were distributed via Academic Program Analysts not passed through the Senate. SP 12-17 was referred back to Committee and did not make it through Senate. S. Clark recalled that the policy was sent to Faculty Affairs from SAPP. Document from Risk Management website notes that there will be a site assessment by faculty or designee. Discussion that faculty are not trained in assessing risk

and general agreement that these guidelines place a liability on faculty. N. Deans pointed out that the Guidelines were created due to executive order from Chancellor's office, but noted a concern that these Guidelines appear to have not gone through the proper channels including a meet and confer with the California Faculty Association. Chair Grier pointed out that these are guidelines, not policy, and have not gone through PPPC. T. Eyermann gave a general note that campus presidents are expected to ensure campus compliance with executive orders, and G. Hutchinson noted that E.O.1062 lists minimum requirements. S. Aloisio noted that the verbiage of the executive order and the new campus guidelines differ. N. Deans fleshed out the detail with saying that bullet 5 of the Executive Order requires a pre-trip evaluation; only the posted guidelines for our campus specify that that person is a faculty member. It was noted that this puts the liability on faculty. J. Meriwether commented that Risk Management may have the bulk of expertise in this area, and that perhaps field trips as well as internship opportunities-which have the same issues, need to be vetted by RM, or even the Institutional Review Board. The Provost and Chair will work on finding a solution and the origins of this issue.

VIII. Discussion: Proposed Policy Process (Wyels and Aloisio)

Policy Process task force came up with a proposal for a revised universal policy process and numbering. It was suggested that all policies come up for review on a 5-year cycle. Discussion of whether President's Office would determine policy numbers moving forward. Discussion of meet and confer rules, and that the Academic Senate body cannot perform those duties; a Union administrator would have to do so; T. Eyermann clarified that is already the current process.

Discussion of at what point in process would meet and confer happen. It was determined that it should be at PPPC/Senate level (working level). G. Hutchinson confirmed that processes need to be uniform and in sync, and that lag time should be reduced. T. Eyermann noted that currently- as far as the Administrative Policy process goes- there is a first reading, then the policy goes to meet and confer. Discussion of process of passing prior Computer Use Policy; there was significant delay of three years, as the policy affected both staff and faculty and our campus adopted an interim policy to reflect the Executive Order. General agreement to avoid setting interim policies whenever possible.

J. Meriwether asked how much the overlap (and related possible unsynched timing) of policies between the Senate and PPPC has been an issue, noting that overlap comes from early years of University. Chair Grier pointed out that there are upcoming policies that will overlap, including policies on IRB and intellectual property. Senate Policy on Communication with Students (SP-19) was disengaged from PPPC policy. G. Hutchinson suggested that the clearinghouse could be Senate Exec. Discussion. C. Wyels responded that the clearinghouse was designed to be a small number of people with the intent that that would expedite the process. S. Aloisio commented that in that case, all policies on campus would come to Senate Exec, which would be about five to seven a month. It was pointed out that under the new system, there have been suggestions that Senate might need to meet more frequently.

Discussion of what happened to SRT Policy (SP 12-16) and how it would look on the diagram when President Rush declines to sign. It was pointed out that that policy had to do with the CBA.

J. Meriwether spoke vigorously against a single numbering system and exhorted that the shared governance model of Academic Senate is unique and distinct, and should not be portrayed or construed as another administrative unit on campus. C. Wyels said that current number system reflects applicability, not origin. Discussion whether applying the numbering system – and possibly listing one designation for Senate- would reduce the voice / subsume a distinct role of the faculty in shared governance.

Chair asked if there is a distinct need for timeliness on this matter. Decision that this item could come back to next Senate Exec. Chair Grier will attend the next meeting with Melissa Remotti, Simone and Cindy Wyels next week.

IX. Discussion: Faculty on University Committees (Grier)
Discussion regarding how to populate university committees in Spring. Chair Grier noted that the Committee on Committees is starting their role in asking lecturer faculty for nominations for Senate, and pointed out that the early timing allows lecturers to participate in elections for the executive officer positions. Chair Grier commented that there is confusion about who is eligible, who should be serving, and in what capacity, noting that lecturers do not have service as part of their defined role, and that the requirement for lecturers being full-time is not written anywhere. Chair asked for feedback. M. Adler asked if the bylaws say anything about these Committees. The Chair responded no, because these are University Committees.
N. Deans voiced that some lecturers would like to run for Statewide Senate and asked if that would be possible. S. Aloisio responded that they are permitted by the Chancellor's office to do so. N. Deans noted that she is not sure about our campus policy. J. Meriwether pointed out that would be a bylaws question. Discussion of the spring timeframe for lecturer representative eligibility vis–à-vis a one-year term for lecturers and Statewide senate seats being three-year term. J. Meriwether suggests this be sorted out.

Chair also added that Lecturers are asked to sign a volunteer form, since there is not an expectation of service. Extended discussion of implications for lecturer service. Discussion of differing level of service among faculty. Chair Grier pointed out that for the most recent call for service, the ratio was approximately 50/50 lecturers to tenure-track. Discussion of tenure-track compensation for service, non-compensation for service or scholarship for lecturers, and how lecturer service on committees may or may not impact tenure-track hiring. Discussion of non-compensation benefits of service for lecturers such as gaining expertise and building portfolios. N. Deans pointed out that lecturers have agency over their own choices, and noted that over and above work is part and parcel of working in a university community.

C. Wyels noted a possible issue of "expectation creep"; that there should be a policy of what agreement is on service for lecturers stating that there are no expectations for service, nor ramifications for hiring. N. Deans responded that this is already outlined in the Lecturer Evaluation Policy (SP 12-10). Discussion of whether or not lecturer service could skew opinions in hiring, when evaluations must be based on expertise in teaching.

Chair Grier asked is there is a difference between full-time and part-time lecturers for the purposes of service work. It was noted that there is a 6 WTU minimum for Senate Committees in the bylaws, but there are no guidelines for University Committees. C. Wyels remarked that Senate officers choosing those who fill Committee slots could become problematic in future. Discussion. Chair suggested putting out an “all-call” to faculty and keep statistics for the number of applications by both lecturers and tenure track. N. Deans suggested putting unit requirement in the email. S. Clark asked if lecturers know if they are hired for next year. Chair will check on unit load requirement.

Lecture: 15 units a semester.
Tenure: 12 plus 3 for service

X. Chair Report

Chair has received links from Statewide Senate (ASCSU) asking campus and faculty for input on Statewide Senate policies. Links will be placed in the next email that goes out. Can they reply directly to the ASCSU committee chairs? S. Aloisio responded that his impression is that they should go back through campus channels.

Chair asked for feedback on the Senate organizational chart. N. Deans noted that FAC has one lecturer elected to that committee.

Chair also updated everyone that the student representative Vanessa Bahena has class during Senate time. Keeping in mind the nature of the position, can the elected position of Vice President of Student Government sit in? It was decided yes. There have also been requests for presentations at Senate, such as a current presentation request of the systemwide meeting on alcohol/tobacco/drugs (ATOD) soliciting faculty to apply at that event and present. Should it be an announcement or formal presentation, with possible inclusion in the newsletter? General agreement that those sorts of items should be announcements, as presentations need to be relevant to most Senators, especially given busy agenda and limited time frame.

XI. Announcements

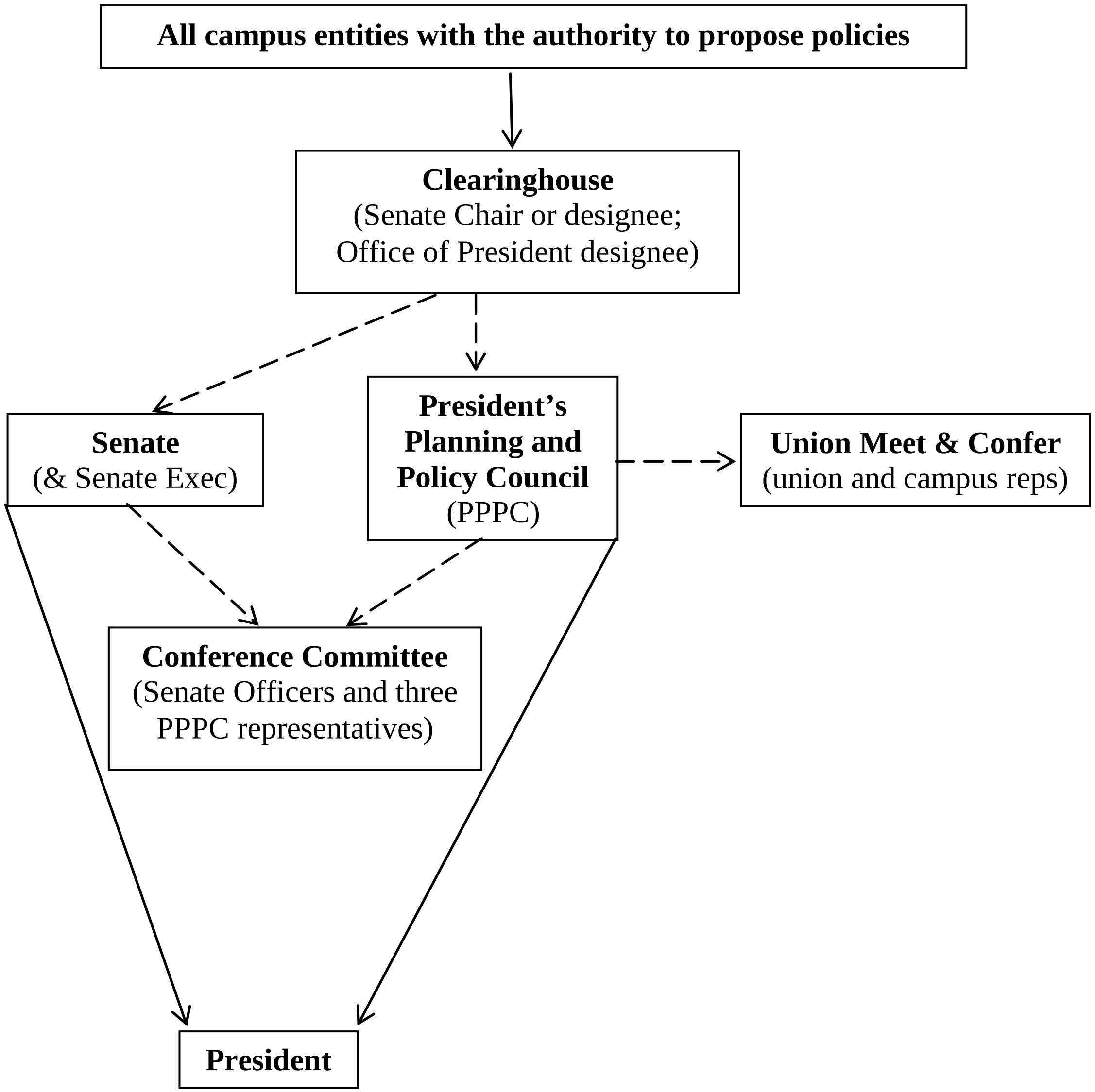
J. Meriwether brought up the concern of faculty awards on campus, noting that the President’s Award for Innovation and Teaching and Learning was submitted for the CSU systemwide website on outstanding faculty. Not every faculty member is eligible; only full-time faculty are eligible. And only faculty who teach undergraduate courses. Many School of Education faculty do not teach undergraduate students and are therefore not eligible. Everyone should be eligible if award is listed on that site. J. Meriwether asked whether Faculty Affairs is dealing with this issue and if there could be a peer award of faculty celebrating faculty.

J. Meriwether brought up a final issue of that all policies should have an effective date, adding that determining the effective date is an issue of catalog rights, and that the Policy on Grades (SP 12-07) should be forwarded to Rosa Rodriguez for inclusion in the catalog.

XII. Adjourn

--4:31pm

Outline of Proposed Policy Process



Policies are drafted and sent to the Clearinghouse.

The Clearinghouse determines whether the proposed should be considered by Senate, the PPPC, or both, and passes it on accordingly.

Senate and/or PPPC shape and potentially approve policy. Union Meet and Confer process engaged in at this stage as necessary.

Should different versions of a policy be approved by Senate and PPPC, the two versions go to this Conference Committee. The charge is to work out a compromise position to take back to each body. (This process iterates until each body has approved a common version of the policy.)

Policies approved by all appropriate bodies go to the President.

Whether dashed arrows are followed depends on the nature of the policy under development.

Under discussion

- Automatic 5-year reconsideration of all policies
- Common numbering system