California State University Dominguez Hills
Academic Senate Minutes
March 2, 2011

Voting Members Present: Carvalho, Cauthen, Chavez, Dales, Ferris, Ganezer, Gasco, Gould, Heinze-Balcazar, Hwang, Jacobs, Jacobs for Whetmore, Jones, Kalayjian, Kaplan, Katzenstein, Keville, Kowalski, Kravchak, Krochalk, Kulikov, Malamud, Murrey, Norman, Pawar, Pourmahamodi, Robinson, Vanterpool, Vasquez, Verba, and White.

Voting Members Absent: Berlin, Fawver, Fitzsimmons, Furtado, Hancock, Hinchberger, Miller, Monty, Moore, Prado, Rodriguez, and Victor.

Executive Committee Members 2010/11: Chair, Irene Vasquez; Vice Chair, Mike White; EPC Chair, Jan Gasco; FPC Chair, Thomas Norman; Parliamentarian, Ericka Verba; Statewide Senators, Pat Kalayjian and Kate Fawver.

Ex Officio Members Present: Vogel, Borrego, Bergmann, Bersi, Maki, Bragg, Gordon, Parham, Ortiz, Tubbs, and Bradfield.

Guests: Grutzik, Feuer

Recorder: M. Brooks

Call to Order 2:30 p.m.

Approval of Agenda Amended MSP

Approval of Minutes from 02/16/10 Amended MSP

Provost’s Report-Ron Vogel-No report for today-Kravchak asked what the status of sabbatical leaves for the fall are? Vogel said that they have been turned into the president. Kravchak asked what the degree of planning was if the tax extensions don’t go through? Vogel said that right now there is no planning going on. He said that if we feel that we have to plan then we are going to work directly with the senate. Malamud said that given the contract and all the notices that have to be given--delaying those decisions can only be worse for the budget--you cannot lay people off the day before the semester starts. Malamud thinks that we need to do some contingency planning as soon as we can. Ganezer wanted to know what the status of the dean’s search for the college of NBS was. Vogel said that the search had been narrowed to 4 candidates. A binder was being put together and as soon as that is completed faculty can take a look at who the candidates are. Ganezer urged that it be a fair, effective search.

Vasquez asked that everyone use their teaching voice or use the mike and that Mary Brooks has had a hard time hearing.
Vice President Sue Borrego-Enrollment Report-Borrego said that she knows we got the news that we exceeded our target. Our numbers are lower this year exceeded by less this year than we did last year by intention. Borrego asked if that made any sense? Borrego said that last year we got bonked on for those extra students but that has helped us this year. Borrego said that it was financial aid season and we always hear about financial aid and what does or doesn’t happen. Borrego made a cheat sheet because sometimes we get calls from faculty who say that a student or ex-student told them that they could not register because they did not get their financial aid. Borrego said that what has been true since she has been here is that any student who applied for financial aid was allowed to register. This year it is going to be any student with a complete file will be allowed to register. What happens is in August and September students are doing their file and then they are in classes and they might get to October and not have the financial aid package they thought they were going to have. We have gradually moved to this point. Borrego said that it was difficult and tough for her to make this decision. Borrego said that the first year VP Rodriguez let us do this and it cost about $1 million dollars in students who did not pay fees. We also had students, who would quit showing, and they wouldn’t be dropped but it was never clean. They would come back to school two years later and have all of these F’s on their transcripts because they thought if they did not show that it did not matter. The long and short is that we have cleaned that up. What you will see is a little bit of facts for you and it would help if people in your department had this. Borrego also asked that the 5 common mistakes be listed. One through five is to list the adjusted gross income as equal to taxes paid. There are about 40 to 50% of our student’s records that are flagged by the federal government for review. If we can get people to apply by the deadline which is March 2, and then get all their documents in by May that will really help a student know what kind of financial aid they have; including the ones who are really late, the ones who are turning them in August and September, and October and November. Borrego said that the second piece was that she needed to ask lots and lots of questions about who is here. We did an enrollment quick sheet that will tell you the top five programs, graduate and undergraduate, where students come from. It will show you the top feeder schools, it will show you things in the last 3 years the number of freshman prepared in English and Math has gone from 5.8% to 12.7%. It will show you some of the raw data on who your students are. We hear things like our students don’t have this or that….you would be surprised even though we look at GPA’s when they come in. We are still low prep compared to lots of other places.

Kravchak said that this will be really useful. Vasquez asked about the annualized numbers and Borrego said that they are numbers for spring. For spring the total headcount is 13,534 and spring FTE’s are 9873. Resident FTE’s are 9789. This is what is going to help us if we start to recruit more international students--they won’t count in our California FTE and that is what the chancellor’s office looks at. The annualized FTE’s are 9957, 9870 for resident, and the headcount is 13694. For most of us on campus who are not dealing with the academic planning part of this we are dealing with the headcount in a lot of service offices so the headcount matters to a lot of us as well.

Kravchak asked if we have a feeling for what our target is going to be in fall. Vogel said that the annualized target is 9520. Malamud said that his understanding is that we divert 20 to 30% of
the student’s fees to scholarships. Malamud wanted to know where that was on the chart Borrego had passed out. Borrego said that this isn’t a budget sheet; it is the state sub fee that comes across. Malamud wanted to know if it was part of this or separate and Borrego said that she would have to check on it and get back to him. Vasquez said to Malamud that VP Rodriguez would be at the next senate meeting and he could direct that to her. Malamud said that he was just curious. Borrego said that she would follow up. Vasquez said that we would follow up. Borrego said that there will be a letter that goes out to students either Friday or Monday. Borrego said that every year in the past there has been sub funding, state university grant funding available for summer school. There won’t be state university funding at least today because of the large number of students in the spring that had zero EFC (estimated family contribution) and the 5% increase in fees. We automatically had to repackage those students. It took a large portion of the money that was awarded for spring. Right now, since it is post census, we are looking at the students who were actually awarded and if they actually showed up. If somebody didn’t take their money, that money will go back into the pool for summer. They still can get PELL grants and loans but not sub.

Chair’s Report-Irene Vasquez-Vasquez said that her report has two parts. Vasquez asked Verba and Kalayjian to pass out a document called summary of senate business. The two page document listed all that the senate had accomplished for this year and a third page listed items we need to work on. She asked the senators to please rank the items that need to be worked on in the priority that they would prefer. She asked them to feel free to add any other items. Vasquez asked the senators to send the rankings to Mary Brooks via email or campus mail. The second part of Vasquez’s report would be the minutes from the senate chair’s council meeting which was held on February 17, 2011. We had three people giving reports one was statewide chair Jim Postma, another report by Benjamin Quillian, and lastly a report given by CFA representatives. Postma gave an update on early start. He basically informed the senate chairs where we were at with early start. The one part that was missing from each campus report was the piece that had to deal with students who are not students to a local campus. The taskforce that is working on this is going to look at a standardized fee for the early start program. He also reported on SB1440. There are three currently developed transfer model degree patterns on the CID website. He encouraged the senate chairs to encourage their faculty to get involved in the process to establish model transfer degrees. Postma reported on the closing the achievement gap and he reported that the vice chancellor, Ephriam Smith and people from the task force will be visiting each campus to see where each campus is with their efforts.

Vasquez reported that vice chancellor Quillian gave a report about the budget. Right now we are looking at a $400 million budget cut but if the tax extension does not go through we will have a very big problem.

EPC Report-Janine Gasco-Gasco reported that her committee was going to give a report this week on 2 past resolutions that they have been working on, that were never made into policy for different reasons. They will be giving the report at the next senate meeting instead because the schedule got so full.

FPC Report-Thomas Norman-Norman reported that his committee met and they are working on three topics: RTP processes; department standards; and online PTEs. Norman said that they are looking at having 2 resolutions for the RTP process. Next Senate meeting someone might untable the second reading item with the 3 year blocks and FPC will offer a first reading item of a similar resolution that has
2 year blocks. The senate can decide on these two options or the status quo. Malamud said that we have already had a 1st and 2nd reading so why are we doing this? Vanterpool said that the resolution was tabled and let’s go forward with voting on that resolution and get it done. There is no need to retread ground. Gould said that when the tabled resolution is untabled and brought back the senate we will have a choice how to proceed. Katzenstein said that the only reason he wanted it tabled was so that he could gather opinions from his constituents. Bradfield said that at the last meeting we were not ready but since then he has been able to talk to junior faculty. Norman said that we would use the next meeting to make a decision. Gould said that if we untable the resolution it has to come back to the senate exactly the same way it was when it was tabled. If you make changes you have to offer a revised document.

Parliamentarian Report-Ericka Verba-Verba reported that the student grade appeals committee is looking for preliminary investigators and asked if there were any volunteers. Richard Kravchak and Deandra Murrey volunteered.

UBC Process-John Thomlinson-Thomlinson reported that the UBC met last semester with the president and received their charge. They will be meeting next after the chancellor announces his plan, probably at the end of this month. Thomlinson said that they have not done anything yet. He did say that any member of UBC will be chosen on their ability to represent the university rather than themselves. Malamud said that UBC sounds like it only looks at Academic Affairs. Thomlinson said that UBC looks at all divisions of the university not just academic affairs. He did say that academic affairs is the largest of the divisions. Thomlinson said that he would be happy to come back and report once the UBC has met.

Graduation Advisement-Mitch Maki and Brandy McLelland-Maki and McLelland reported on the graduation advisement situation that was reported in the last senate meeting. They had sent out an email recently that cleared everything up. Gasco said that she appreciated getting the memo and it cleared up all of her concerns. Other senators also agreed.

Writing Intensive Update-Rod Hernandez-Waiting for Report

Open Forum-Feuer brought up the problem of plagiarism on the campus. There was a discussion and it seems that many of our students don’t understand what constitutes plagiarism. There was also concern that students who do have plagiarism reported on their transcripts are getting that cleared if they retake the class and do all the work over and so if there are repeat offenders there is not a way of knowing. A motion was made to put together a committee to address the problems of plagiarism on the campus. The motion was seconded and there was a vote. All were in favor MSP. Ericka Verba, the parliamentarian will put together a call and send it out for volunteers to be on the committee. It was decided that the committee would include a representative from each college, students, Mitch Maki, Sojourn Daniels, and possibly deans. Pawar will talk to the deans, and any other volunteers. Maki said that it affects both division’s, student affairs and academic affairs. Malamud said that we should delegate the authority of this issue to EPC.

Kravchak said that plagiarism is a serious problem and we need to educate students so that they know what plagiarism is. There is an excellent program that is available over at CLASS on plagiarism. Borrego said that if faculty doesn’t report the plagiarism there is nothing they can do, she said that they can only adjudicate on a record. Gasco asked if Borrego would like faculty to report every infraction small or large. Borrego said that we can talk about this when the committee meets. Borrego said that if the plagiarism is reported that after the second offense the student is suspended.
On another note, Dales said that the library needs to buy books. Carvalho asked if that included textbooks and Dales said that the policy does not include text books. Prado asked about the email that was sent out a week ago from Naomi Moy and he wanted to know how we know if our requests have gone through. Parham said that he could contact the library to find out. Parham encouraged the senators to tell her what they need.

Meeting Adjourned at 4:30 p.m.