California State University Dominguez Hills
Academic Senate Minutes
March 7, 2012


Voting Members Absent: Blackaller, Coulibaly, Dales, Fawver, Furtado, Kaplan, Kravchak, Lopez Morin, Mille r, and Niederman.


Non-Voting Ex-Officio Members Absent: Daniels, Franklin, Martin, and Robles.

Guests: Palacios, Feuer, and Zhou.

Executive Committee 2011-2012: Jim Hill, Chair; Ericka Verba, Vice Chair; Diane Miller, Parliamentarian; EPC Chair, Janine Gasco; FPC Chair, Tom Norman; Statewide Senators, Pat Kalayjian and Kate Fawver.

Recorder: M. Brooks

Call to Order 2:30 p.m.

Approval of Agenda

Approval of Minutes Amended MSP

New Business
First Reading Item-Exec 12-02 Resolution on Following Established Processes for the Evaluation of Faculty for Reappointment, Tenure and Promotion-Verba presented the resolution to the Academic Senate. Verba reported that the reason the Executive Committee is bringing this resolution to the senate is to see that RTP committee members are posted on the web, and to remind everyone of the procedures that are in place and to make this process more transparent. Vanterpool was concerned that this resolution would be a mechanism that would slow things down rather than allow us to progress. Whetmore wanted to know who would be the one to decide when the inconsistencies happen and how they are noted. Whetmore wanted to know why we are bringing this resolution forward when we already have a policy in place. Whetmore asked if there have been issues where the policy in place has not
been followed. Norman said that was the case and the reason why the Executive Committee is bringing this resolution forward. Malamud did not think that we needed a whole new policy. Malamud said that if mistakes have been made we should just correct them. If we need to post all the names of faculty serving on RTP committees then go ahead and post them. Gould asked if the resolution was inspired by a violation. He asked what happened that would have prompted the resolution. Hill said that a faculty member came to the Executive Committee and the Executive Committee should not have dealt with it. If the policy were more public and RTP Committee member names were posted to the WEB they would have gone to the right place for assistance. Monty delivered the following concerns from a fellow colleague:

Monty said that he had been instructed by a colleague in history to present the following questions regarding this proposed resolution. He said that he would begin with the specific issues first. Regarding the second resolved, does ASCSUDH have the authority to charge the Office of Faculty Affairs to do anything? Shouldn’t the second resolve thus read, “That the ASCSUDH urge the administration to charge the Office of Faculty Affairs...”? And in that case, wouldn’t that boil down to asking Faculty Affairs to ask Faculty Affairs to do a better job?

Monty said that his colleague had a number of questions about the third resolved. First, who – what authority – establishes the fact that “inconsistencies” are apparent and sufficiently serious to warrant a review? Who – what authority – is to determine that violations are the result of ill intent and to identify and authorize “appropriate corrective actions”? Is the Senate proposing to give such a broad disciplinary mandate to the administration – which would again be Faculty Affairs – or does the Executive Committee see itself or the Senate playing that role? These issues absolutely must be clarified. Third, what is the relationship between the reconsideration of RTP cases called for here and existing appeals processes available to faculty (e.g., rebuttal, grievances, etc.)? Would reconsideration negate opportunities to file grievances thereafter? Fourth, does the resolution intend that the “reconsideration” of RTP cases might also be used to revoke positive decisions regarding reappointment, tenure or promotion?

More generally – and in this Monty’s colleague is merely urging the EC heed the questions already raised by Senators Whetmore, Vanterpool and Moore – what prompted this resolution? I understand that RTP cases are confidential and that the EC is not at liberty to divulge details, but what evidence can it present that we have a real problem here, rather than a few isolated cases? One does not make policy for isolated cases. Why do these inconsistencies fall under the jurisdiction of the Senate instead of CFA?

On the basis of consultations with other faculty on this matter, Monty’s colleague recommends that the Senate charge the FPC to work with the Office of Faculty Affairs to create, edit or rewrite guidelines and instructions regarding campus RTP procedures for 1) faculty undergoing
review and for 2) faculty who are serving or may serve on RTP committees as reviewers. If our main objective is to make the process work, I think that this approach will yield better results.

Moore said that as a former chair it was the dean’s responsibility to compose the RTP committees and the dean’s and chair’s responsibility to oversee.

Gould moved to return the resolution to committee with instructions to consider the points raised by Senator Monty. The motion was seconded and there was a vote to call the question and it passed. Then there was the vote on Gould’s motion. All were in favor with one abstention. (John Carvalho asked that his name be listed as the one abstention).

Reports
2:35 p.m. time certain-President’s Report-Mildred Garcia-Garcia reported that the 37th International Symposium of Hispanic Literature will be held on Thursday and Friday, March 8 and 9 from 8am-5pm, in the Loker Student Union.

Garcia congratulated Softball Coach Jim Maier for his 400th victory. The women’s team is first in the conference and nationally ranked 5th. Garcia congratulated them.

In the area of financial stability Garcia reported that the UBC met on February 23, 2012. She said they discussed a strategy to utilize if the governor’s proposals do not pass in November. Garcia said that there are 66 initiatives on the ballot and we are concerned about that and so we need the ballot to pass. Garcia said that we need to plan very carefully.

The faculty awards reception will be held Thursday March 15, 2012 at 5:30 p.m. Garcia asked previous recipients to wear their medals.

The Cal State University system hosted the Tri-State Alumni Reception in New York last week. Out of all 23 campuses we had the most alumni. One of our alumni was there, Sam Rodriguez, who is the page one editor for the Wall Street Journal. Sam received his economics degree from Dominguez Hills and his wife received her teaching credential from Dominguez Hills and his son just graduated from CSU Chico. This is a CSU family living in New York.

Garcia went to Washington D.C. to meet with our elected officials. Garcia said that they talked about maintenance of efforts and how it is extremely important that the federal government give us money so that the state does not take away funding.

Borrego said that applications are up 8.1% (FTE up 8.5%) and transfers are up 7.2%. The total applications are 24, 824, and admits are up 25% (FTE is up 18.8%) and transfers are up 33.9%)
Borrego said to remember we are processing much more quickly than we have and these numbers will level out as we go forward.

In the area of enrollment we are on target for fall. Sue Borrego can give us the details.

Garcia reported that our freshman admits are 20% ahead in terms of our admissions, and we have closed admissions early.

Garcia reported that she wanted to congratulate the faculty and staff for their short term proposals. Garcia thanked Jim Hill, Chair of the Senate, who sat on the President’s Creative Initiative committee. The long term proposals are due by March 9, 2012. Garcia thanked everyone who participated.

Garcia thanked Janna Bersi for the WASC report that is currently being submitted. Garcia said that the report is extremely well done. Moore asked if the report was posted on the website and Bersi said that it was not posted yet. Garcia asked if the report could be posted and Bersi said yes.

Garcia said that the Home Depot would be having a game on March 14, 2012 at 7:00 p.m. and they will be using their parking lot.

Chair's Report-Jim Hill-The following is Jim Hill’s written report: Hill reported that the coffee/cookies are from the generous donations of [Senators Gould, Dales, Krochak & Victor]; the "cookie jar" is not empty, but not full either. If senators would like to donate they may give no more than $5.00 to Mary Brooks.

Hill gave a "formal note" about our meetings and minutes. He said that for those who want to make sure they are quoted to give Mary Brooks the quote in writing. Hill also said that minutes are minutes and not seconds.

Hill said that the Statewide Council of Chairs met last month. The following is Hill's written report.

Chancellor Reed spoke to the group for about an hour. Most of his presentation was a look at the realities of the state budget and his analysis of the relevant tax initiatives. Reed commits to a statement that he "will never close a campus." ...but "Do we really need 22 nursing programs [...] 22 Philosophy departments?"

The system is "pushing as hard as it can on productivity. Reed cites examples of consolidation of services: three northern campuses share a server farm for IT; two share a single CIO; two others share a police dispatch service.

Eric Forbes spoke. He notes that there are no targets in the governor's proposed budget even though the LAO calls for them.
CSULA is currently drafting a resolution on "priorities"; Fresno similarly.

[I ask] Who currently has policies on program elimination? --any have one you think is a particularly nice example?

A: Most do. CSUN "sort of" [& above noted in progress]; Sac State's is brand new and actually ranks.

Jim Postma (ASCSU Chair) spoke on the ASCSU budget.
Most of this we have heard. His bottom line was that "the new ASCSU budget for the future looks OK."

Jodie Ullman (San Bernie; faculty rep on CalStateOnline board) reported on CalState Online.
She has been elected secretary for that board.
She thinks "The board is good & it is certainly listening to the faculty on it."
Their next meeting has an agenda item to discuss budget transparency.
Next week (now a few weeks ago) an rfp [has gone] out for service providers.

Postma addresses SB1440 & TMCs
To his knowledge, no AI waivers had been submitted to the CO yet. CSUCI had known there are some cases on their campus where it is necessary; it is unclear if this is a timing issue or if the procedures need to be clarified.

Presidential searches & early start were briefly discussed.

At the "Admin Council" meeting yesterday, Sue Borrego handed out some information that I think faculty will be interested in. I have asked her to give the same info here.
[handouts: card sent to students about Early Start and deadlines; "letter" to council with dates relevant for new students and advising.]

CalState Online:
We have asked Ruth Black to make her campus visit on a senate day if possible.
congrats again to the WASC team
Congrats to the awardees of the PCIP short term grants! Nice to have positive things in times like these.

Provost’s Report-Ramon Torrecilha-Torrecilha said that he was happy to be here and he thanked the faculty for his warm welcome. He is moving to attend meetings with chairs and faculty. He has been receiving many invitations to attend events on campus. Torrecilha wanted to add his note of thanks to the WASC group for an outstanding report. Torrecilha said that he is a WASC commissioner and cares about assessment very much. He said that there will be a series of workshops for faculty to attend on the WASC report. The assessment reports are due May 31, 2012. Torrecilha said that it was gratifying to meet with some of the search candidates. He asked what attracted them to Dominguez Hills and one candidate said that it was the passion about the university that he was able to feel.
Torrecilha said that he has been asked if the university will be able to fund sabbaticals and he said that we will support sabbaticals but that we need to wait and see. We don’t have a date when decisions will be made. Torrecilha said with regard to the budget next year it is very important that we come together and plan carefully. There are 2 major questions: What is our mission? And who are the students we serve? Torrecilha said that hopefully we will be stronger.

3:15 p.m. time certain-Student Dishonesty Report-Sheela Pawar-Pawar went over the following guidelines:
1. **Contact the student** to discuss the allegations of academic dishonesty.

2. **Determine the appropriate sanction.** Faculty may impose a variety of sanctions in response to academic dishonesty (e.g., giving a 0 for the relevant assignment, assigning extra work, giving an F in the course*, etc.), and should take into consideration such issues as whether the student admitted to the act, the course level, the student’s academic standing, etc.

3. **Report the incident** by filling out the “Report of Academic Integrity Violation” form and submitting it, with supporting documentation, to the Dean of Students. This form remains on file with the Dean of Students office. (EO 1066)

4. Optionally, request adjudication of the incident through the Student Disciplinary Process by completing the “Request for Disciplinary Action” form. If the faculty member does not request adjudication of the incident, the report will be kept on file. In the case of multiple offenses, the Dean of Students office will recommend adjudication through the student disciplinary process in consultation with the faculty member.

**Things you should know about grade-based sanctions:**
- Faculty can assign a grade of F in the course if, and only if, the F-grade is available for the particular course; thus, a student cannot receive an F in courses graded CR/NC and A-C/NC.
- A course grade submitted in response to academic dishonesty cannot be cancelled and will be computed in the grade point average if, and only if, that grade is a result of the Student Disciplinary Process (see below); thus, if a faculty member does not request adjudication of the incident, the student may repeat the course and cancel the grade.

**Student Disciplinary Process**

The campus Student Conduct Administrator (SCA) is currently the Dean of Students. He/she investigates the allegations, determines whether the charge is appropriate and holds a conference with the student. If they reach an agreement as to an appropriate sanction, the matter will be closed. If they cannot reach an agreement, the SCA issues a Notice of Hearing. The Hearing Officer assigned to the case will make a decision based upon the information presented at the hearing and submit a written report of the findings and recommended sanction. The president reviews the report and issues a final decision.

Possible sanctions as the result of the Student Disciplinary Process are described in EO 1043. These include:
• Educational and Remedial Sanctions - Assignments, such as work, research, essays, service to the university or the community, training, counseling, etc.;
• Loss of Financial Aid;
• Disciplinary Probation – probation is recorded on the student’s academic record during the term of probation only;
• Suspension – suspension is entered on the student’s transcript with its beginning and end date, for the period of time that the suspension is in effect, but only remains on the transcript permanently if the suspension is for longer than one academic year;
• Expulsion from the California State University system;
• Revocation or denial of admission or readmission.

Pawar said that if you submit the form to Student Affairs you may do so without the student’s signature. You do not have to use the form that is provided on line, you may use a memo format if you wish. Malamud said that we need to have a better definition of sanctions.

Pawar said that faculty can file the form and do not have to go through the student discipline process. Sanctions are any violation of the student conduct code. Prado asked what the time restraints would be and Pawar said that faculty would want to act as soon as possible. Prado said that the guidelines are vague in this area. Borrego said that the university has purchased an online course that beginning freshmen will be required to take that will go over plagiarism and other issues. The course will be about one hour long.

Parliamentarian Report-Jim Hill-Hill reported that Miller was not able to attend our meeting today and so he is taking over her duties. The Instructionally Related Activities Committee needed one faculty member to serve on their committee. There was one nominee: Serban Raianu. Serban Raianu was elected by acclamation. MSP.

EPC Report-Janine Gasco-Gasco reported that her committee is looking at program evaluation and how other campuses do their rankings. There will be a meeting next Wednesday from 1:30 to 2:30 p.m. in the senate office. Monty said that the Board of Trustees defined programs many years ago. If departments and programs are not ranked next to other departments and programs within the CSU but rather next to other departments and programs that have nothing to do with their field it will be very dysfunctional. Gould said that these kinds of consequences could be very scary. Verba said that we want to be prepared. Norman asked if faculty would want to be involved. Gasco said that we will be stronger with planning and she is very concerned about the lack of transparency budget wise on our campus.

4:00 p.m. time certain-Lorna Fitzsimmons-General Education Charge-Fitzsimmons went over the revised GE charge. The senate will vote on the new charge at the next senate meeting. The following is the revised GE Charge:
OVERVIEW

The General Education Committee (GEC) provides leadership for the General Education program through oversight of its curriculum, courses, and the quality of teaching and learning in the program. GEC will be composed of normally thirteen (13) voting members, including the Chair, preferably tenured, and five (5) non-voting members.

CHARGE

The Committee initiates and/or approves proposals for curricular modification, conducts periodic area-by-area program review as well as student learning outcomes assessment and program assessment in accord with CSUDH policies for such procedures, and implements policies governing the program as a whole. The General Education Committee is a standing committee of the CSUDH Academic Senate. The Chair of the Committee reports on the Committee’s activities to the Academic Senate during its regularly scheduled meetings at the request of the Chair of the Academic Senate. While decisions of the Committee are normally final, under extraordinary circumstances they may be referred by the Academic Senate to the Educational Policy Committee for adjudication. ¹

PANEL MEMBERSHIP

The membership of GEC shall be comprised as follows:

Voting Members:

- 1 Academic Senate appointment
  - 1 Student representative
  - 1 Faculty member from the Colleges of Arts and Humanities, Business Administration and Public Policy, and Natural and Behavioral Sciences, and two from the College of Professional Studies.
  - 1 Faculty member from the “social sciences” elected by the faculty of Anthropology, History, Political Science, Psychology, and Sociology Departments. The Dean of the College of Natural and Behavioral Sciences is charged with the responsibility for conducting this election.
  - 1 Faculty member from the “natural sciences” elected by the faculty of Biology, Chemistry and Biochemistry, Computer Science, Earth and Environment, Mathematics, and Physics Departments. The Dean of the College of Natural and Behavioral Sciences is charged with the responsibility for conducting this election.
Faculty member from the “arts and humanities” elected by the faculty from Africana Studies, Art and Design, Asian Pacific Studies, Chicano/a Studies, Communications, Dance, Digital Media Arts, English, Modern Languages, Humanities, Interdisciplinary Studies, Labor Studies, Music, Negotiation, Conflict Resolution and Peace building, Philosophy, Theater Arts, and Women’s Studies. The Dean of the College of Arts and Humanities is charged with the responsibility for conducting this election.

Chairs/coordinators of Area F subcommittees (Humanities, Natural Sciences, and Social and Behavioral Sciences)

Ex-officio (non-voting) Members:

- 1 University Library representative
- Director, University Advising Center
- Chair, Liberal Studies Department
- 1 Office of the Registrar representative
- 1 Representative appointed by the Provost and Vice President for Academic Affairs
- Staff support will be provided by Academic Programs

**TERMS OF SERVICE**

To maintain continuity in decision making, all terms of service will be staggered and members will serve for a period of two academic years. A faculty member elected by the committee members will serve as chair for a one-year term which may be renewed.

Examples of “extraordinary circumstances” include, but are not limited to, decisions made contrary to normal procedures; decisions that are arbitrary, unreasonable, prejudiced or capricious; and decisions involving conflicts of interest. The burden of proof that the decision was incorrect lies with the party making the appeal. Errors in procedure will normally be remanded back to the committee for reconsideration.

**FPC Report-Thomas Norman**-Norman reported that he needs volunteers to serve on the FPC Committee. There are two outstanding issues: 1. Changing evaluations for part time faculty and 2. The FPC is looking at online continuity and allowing web space for retiring faculty.

**CFA Report-David Bradfield**-Bradfield reported that the CFA Board of Directors is calling for a strike vote. Bradfield passed out a pledge card and encouraged senators to vote yes. Bradfield reported that they have T-shirts for anyone that say “Don’t want to strike but will”. A strike vote sends a message. If we did vote to strike it would be a 2 day rolling strike. The last time
we did a strike was in November and it was for 1 day on one campus and 1 day on another campus. This time it would be a 2 day rolling strike on one or more campuses. Then 2 days on one or more campuses. The CFA Equity Conference is this weekend.

Open Forum-Kulikov asked a question about developing an Honor Society Website and Bergmann said to contact him.

Pawar reminded everyone that the PeopleSoft 9.0 training sign up is happening and to please attend a training seminar. There will be a way for distance faculty to access the training and Pawar acknowledged that this comes at a very bad time.

Bergmann reported that SPSS is being offered to Emeriti faculty now. Bergmann announced that April 17, 2012 will be Technology Day and Ruth Black will be one of our guest speakers.

Meeting Adjourned at 4:50 p.m.