
Voting Members Absent: Fawver, Fitzsimmons, Furtado, Grutzik, Hancock, Kalayjian, Monty, Murrey, Rodriguez, and Vanterpool.

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: Bergmann, Bersi, Bradfield, Bradshaw, Bragg, Franklin, Gordon, Martin, Ortiz, Parham, Robles, Rodriguez, Saks, Tubbs, and Vogel.

Guests: No one signed in.

Recorder: M. Brooks

Call to Order 2:30 p.m.

There was a moment of silence for the People of Japan.

Approval of Agenda Amended MSP

Approval of Minutes from 03/02/11 Amended MSP

Reports:
Provost’s Report-Ron Vogel-Vogel reported that he would stay on board for the next 6 weeks before going to the chancellor’s office. Vogel said that the strategic planning and RTP process will continue. Vogel said that he would complete the RTP reappointment letters before he leaves.

Moore asked if there was an announcement that came out about department based funding and that Vogel had announced the list of departments that were involved in that. Vogel said that did not happen in the senate--but the deans gave him a list of the departments they would like to start working on. Moore said “so that has gone from departments to deans to your office?” Vogel said yes. Vasquez said that the pilot project would continue but names were not provided. Malamud said that if we are going
to do this will there be transparency so that each of the departments know what they are getting and that we are being treated equitably? Casten said that we have not had budgets so how do we do dollar based budgeting. Dales asked if the one time money will be posted online and Rodriguez said yes.

**Chair’s Report-Irene Vasquez**-Vasquez reported that we had passed the Emeritus Faculty Resolution a few weeks ago. After it was passed Bill Gould made a small change to the resolution taking out the words “serious and compelling”. Gould did this because after the resolution was passed Vogel said that there was a problem with this language and if it was taken out the resolution could be made into policy. Vasquez wanted to bring this issue to the senate to make sure there was no one who disagreed. Vasquez said that we will officially make the change to the document and post it and then forward the revised document to the provost’s office.

Vasquez reported that 48% of senators had responded to the survey that was sent out. We passed out copies of the survey at this senate meeting in case any senators did not receive the survey. The top 3 concerns were #1 Discontinuance of Program; #2 Online Teaching; and #3 Curriculum processes more effective. Vasquez said that we would figure in any rankings not reported yet.

**FPC Report-Thomas Norman**-Norman reported there were 3 items on last week’s agenda. The first item was a visit from Gus Martin giving us an update of online PTE’s. He was asked by FPC to do an analysis of professors who have completed an online PTE and had an equivalent course they had recent paper scores for and the analysis showed that only a small number—only 2 had scores that declined significantly. Norman reported that our contract for the paper PTE’s is expiring in March and will not be renewed. It is actually the machine that processes the paper PTE’s whose contract will not be renewed. Norman reported that FPC 11-02 is being presented as a first reading item today. Norman had also passed out a diagram and he asked that the senate make one correction. If you look at the second table for university RTP both boxes should be filled in “if needed”.

**Parliamentarian Report-Ericka Verba**-Verba reported that we will be gearing up to hold elections for statewide senator and academic senate chair. Both of these positions require a petition be filled out with signatures of 5% of the general faculty. We are trying to figure out what that figure is. Once we know what that figure is the petitions will be sent out so that those who are interested in running can start collecting their signatures. The cutoff date to nominate yourself or someone else with their permission is April 4, 2011. Verba said that a call is going out for the provost search committee. The interviews will be held in the fall. Ganezer thought that for such an important position that to have the interviews in the fall was extremely expedited. Greg Saks is the chair of the provost’s search committee. Ganezer said that he has reservations about hiring new deans and a new provost. It is a tremendous amount of change to be done quickly. Vasquez said that he would pass his concerns onto the president.

**Time Certain 3:00 p.m. Mary Ann Rodriguez-Budget Report**-Rodriguez reported that we are dealing with a $500 million cut and our share is $12 million. Rodriguez said that we are waiting to see what happens with the extension on the taxes. We should hear from the chancellor’s office by the end of this week or next week and we will have actual numbers. Once that document is received the UBC will begin their work. If the tax extensions don’t pass there will be another $500 million cut which will be too much for the campuses to address. For us it will be $22 million. If we get hit with another $500 million everything will be on the table. Years ago we were a state supported institution now we are becoming a state assisted institution. 55% of our budget comes from tax payers’ dollars. It does impact how we plan classes or collect our fees. Fees are now extremely important. Whetmore said that there are 2
scenarios, the first is getting this on the ballot and the second is getting this on the ballot and it fails. Malamud said he understands that none of this will affect our current year 2010/11 and Rodriguez said the academic year that ends June 30, 2011 is correct. Malamud asked if we knew if we were going to have surplus at the end of the year. Rodriguez said that we would have surplus. Moore asked if on this campus students are allowed to use their credit cards and we absorb the charge. Rodriguez said that was correct. The amount is 2.3%. Moore said that other campuses do not do this and Rodriguez said that was correct. We are the only campus that still budgets for that. Moore asked why we were doing that and Rodriguez said that is a good question. We would want to provide some additional ways that students can pay. If we take away the credit card then you end up with Diner’s Club, American Express, and some of the other cards that don’t pass on fees but our students don’t have. It can be difficult to try and collect the money versus paying with a credit card and paying a fee but having the money in our pocket. It is a convenience for our students in all reality. Moore said that there are other campuses in the CSU that are similar to ours and they don’t find the need to use credit cards and so he was not sure that CSUDH needs to.

3:15 p.m. WASC Update-Janna Bersi and Cathy Jacobs-Bersi and Jacobs gave a PowerPoint presentation. They went over how our campus in 2008 received a 10 year accreditation. From 2008 to 2018 a number of steps need to be completed. We need to do an Interim report that will be due in March 2012. The interim reports purpose is to focus on specific issues of concern and identify as part of the comprehensive review process; it will ensure that the institution continues to meet the core commitments and standards with respect to the identified areas of concern. Process: the interim report committee is responsible for reviewing institutional interim reports; the committee reviews these reports via conference calls in panels of 2-3 members; Panel members may ask for additional information; during the conference call, institutional representatives join the call and respond to questions from members of the panel; the panel then acts upon the report on behalf of the commission. Outcomes: receive the interim report with recommendations and commendations; defer action pending the receipt of follow-up information; request an additional interim report; receive the interim report with recommendation that commission sends a site visit evaluation team. Required Elements: cover page; list of topics or concerns from issues identified in the action letter; institutional context; statement on report preparation; response to issues identified by the commission; identification of other changes and issues currently facing the institution; concluding statement; required documentation; Our Issue: Triangular, strategic planning at the top and assessment of learning in academic units on one side and assessment of learning in co-curricular units on the other side. Our issue: progress in the incorporation of assessment of learning in academic and co-curricular units within the institution and the linkage of results of such assessment with our strategic planning processes; Where Are We Now: information and preparation: training and resources for faculty; website: student learning outcomes assessment committee meetings; joint brainstorming session and information sessions. Planning and Development: Preliminary discussions; formation of a task group; document review and materials gathering; conceptualization of a possible format. Next Steps: initial meeting of the task group; detailed action plan and timelines; identification of specific assignments; detailed outline of the report; data and document gathering; input, feedback, and periodic updates on the status; drafting of the report; feedback, review, editing refinement; review, approval, completion, submission. A taskforce has been created to work on the report.

The actual review time is swift the panel will not be talking to students, staff or faculty so we need to get it right. Verba asked what co-curricular meant and Jacobs said things like SLICE, or CLASS would be co-curricular. Verba asked when the cut off would be and Bersi said the cut off is fall 2011. Dote-Kwan said that the Educational Effectiveness visit is 2018. There is still a lot of work to be done. Bersi said that this
is correct and after the interim report is completed the next phase has been scheduled. If you have any questions or concerns please feel free to contact Cathy Jacobs or Janna Bersi.

3:30 p.m. Jan Gasco and Ron Bergman-EPC Report and Computer Literacy-Gasco went over the following PowerPoint:

1. Follow-up on previous Senate Resolutions 09-02 & 09-04:
   EPC 09-02: Guidelines on Academic Technology and Distance Learning Provides wide-ranging guidelines; includes definition of terms, general principles, evaluation of proposed courses, faculty rights, student rights, support facilities and resources, academic integrity

   **Recommendations**
   Some of the resources devoted to the new “Digital Media Center” should include development of a website to coordinate campus and online resources related to distance learning; the website should be routinely updated.

   College Deans alert incoming Dept. chairs and College Curriculum Committee chairs each fall about the guidelines for distance learning course evaluations (can be part of instructions provided to incoming chairs of college curriculum committees, UCC, and GE).

   EPC and Senate should be involved in CO’s Online Learning Initiative

EPC-09-04: Resolution on Computer and Information Literacy

Key features:
1) Demonstration of computer and information literacy (CIL) should be achieved by the end of a student’s second semester on campus
2) This would be accomplished through administering an assessment tool, and for students who do not achieve a minimum score, online tutorials would be available, as would a class on CIL; assessment tool, CIL course, and tutorials should be reexamined annually and updated by a committee of faculty/staff in IT, computer sciences, and library
3) CIL skills should be infused into existing course curricula; should be incorporated into Student Learning Outcomes in GE classes

   **Recommendations**
   Rather than develop the campus-wide assessment tool called for in the resolution, departments and programs should begin to identify the computer and information skills they expect their students to know, and that these should be incorporated into Student Learning Outcomes on course syllabi.

   Add to Syllabus Content instructions in Academic Affairs Manual the following:

   In classes where computer technology/literacy and/or information literacy skills are used, faculty are requested to include in their Student Learning Outcomes a list of the specific skills that a successful student must demonstrate.

The Digital Media Center coordinate the efforts across departments and programs to highlight best practices and develop a website that would pull together on campus and online resources regarding teaching computer skills and information literacy and how to incorporate this into SLOs.

Although we are stepping back from establishing a CIL graduation requirement, we highly recommend that the Senate and other organizations on campus continue this dialog and seriously consider implementing this requirement once the budget improves. There is every indication that WASC may expect us to demonstrate student competencies in CIL in the future.
<table>
<thead>
<tr>
<th>Campus</th>
<th>IL/ICT requirement</th>
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<tbody>
<tr>
<td>Bakersfield</td>
<td>yes (but implemented?)</td>
</tr>
<tr>
<td>Channel Is.</td>
<td>no, but IL orientation in targeted classes intended to reach all students</td>
</tr>
<tr>
<td>Chico</td>
<td>yes, through freshman experience &amp; GE</td>
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<tr>
<td>Dominguez Hills</td>
<td></td>
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<tr>
<td>East Bay</td>
<td>No</td>
</tr>
<tr>
<td>Fresno</td>
<td>?</td>
</tr>
<tr>
<td>Fullerton</td>
<td>no, but integrated into curriculum at dept. level</td>
</tr>
<tr>
<td>Humboldt</td>
<td>no, at dept. discretion</td>
</tr>
<tr>
<td>Long Beach</td>
<td>yes, freshman course (library component)</td>
</tr>
<tr>
<td>Los Angeles</td>
<td>no, but effort to integrate into first year experience, Eng. Class &amp; Dept. capstones</td>
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<tr>
<td>Maritime Ac.</td>
<td>only for some majors</td>
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<tr>
<td>Monterey Bay</td>
<td>yes, separate course</td>
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<tr>
<td>Northridge</td>
<td>yes, integrated into certified GE courses</td>
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<tr>
<td>Cal Poly Pomona</td>
<td>?</td>
</tr>
<tr>
<td>Sacramento</td>
<td>yes, integrated into coursework at various levels</td>
</tr>
<tr>
<td>San Bernardino</td>
<td>no, but integrated into required English and Comm. Classes</td>
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<tr>
<td>San Diego</td>
<td>no, but being integrated into new GE courses</td>
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<tr>
<td>San Francisco</td>
<td>yes, Online Advancement of Student Information skills (OASIS) tutorial</td>
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<tr>
<td>San Jose</td>
<td>no, but included in freshman experience</td>
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<tr>
<td>Cal Poly SLO</td>
<td>no, individual instruction, learning modules</td>
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<tr>
<td>San Marcos</td>
<td>yes, integrated into certified GE courses</td>
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<tr>
<td>Sonoma</td>
<td>yes, through freshman experience and Eng. 101</td>
</tr>
<tr>
<td>Stanislaus</td>
<td>no, but stated as outcome for all GE courses</td>
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2. Curriculum Review process.
Specific suggestions and solutions from meeting on March 4
1) new forms will be live PDFs and will have pop-up instructions; new forms available over summer 2011, and will be required by spring 2012); checklists will also be made available for syllabus construction and other key elements of proposals.
2) Haney and chair of UCC and USLOAC (currently Jacobs) will meet with College Chairs Councils and college curriculum committee chairs each fall to review curriculum review process, which can include reminder about “course master file” available through Dean’s offices. suggested record keeping tips, see #4 below.
encourage early election of college curriculum committees during fall semesters. encourage faculty submitting proposals to attend college curriculum meetings and UCC when their proposals are under consideration.
3) new links to “academic programs” and “curriculum review” will be placed in alphabetical list of subjects on CSUDH website homepage to make information easier to find.
4) a model Word file for college curriculum committee chairs will be made available to better track activities related to specific proposals. 
5) colleges are asked to elect curriculum committees early each fall semester.
6) curriculum committees can decide how to handle small corrections, but one possibility is that small corrections are made during the course of meetings.
3. Request to review student discipline policies
EPC and other parties have begun to have email correspondence. The Task Force will include Sue Borrego, Mitch Maki, Associate Deans (or their equivalents), at least one faculty member from each college, a student representative from ASI. So far, I have sent out a list of specific issues that came out of our discussion last Senate meeting and I’ve asked for suggestions.

4. A Faculty Development Center should be a high priority for our campus. We are the only campus in the LA Basin (and perhaps in the entire system) that does not have a Faculty Development Center. These centers coordinate computer and technology related matters (as the new Digital Media Center will do), but they also do things like organize workshops, brown-bags, and seminars on a wide range of subjects related to teaching and research; oversee online resources related to teaching and research; Provide support for new faculty; support technology training (for teaching and research).

Moore asked about the faculty development center and was concerned that without one it would be a problem with WASC. Vogel said that the faculty development center is pretty high on the strategic plan. Vasquez said that there is interest in the policy on discontinuance of programs and online teaching. Gasco said that we will be discussing those items soon. Whetmore said that the computer literacy skills should be an entry level skills test rather than a graduation skills requirement. Gasco said that if you have any further questions to please contact her.

Bergmann reported that we now have Blackboard mobile. You can login on any mobile device to Blackboard. He said that this has been enabled by Sprint and can be used anywhere, anywhere and allows video, audio and text. There are 20 new smart classrooms this fall and our campus has the most capacity for smart classrooms in the CSU. Bergmann said that we now have a green data center and have collapsed all servers into one. The university now has a faculty digital media training lab with two 70” plasma televisions where faculty can bring their lap tops in and use the screen. The PC laptop roll out continues and the new laptops can dock or undock to your computer in your office. 30 apple computers have been ordered for Mac users.

Miller asked if there was a pop up to alert students of higher fees and Bergmann said maybe, he was not sure, that is not his area, but it could be done. Norman asked if the conference rooms in the LSU are wireless and Bergmann said that only state buildings are wireless but the LSU could be made into a wireless area. Malamud wanted to know if we were staying with Blackboard and Bergmann said yes for now. Vogel said that he wanted to commend Ron Bergmann for all of his work on the campus and said that he really appreciated Ron.

New Business
First Reading Item: FPC 11-02-Revision of RTP Procedures - Thomas Norman went over the resolution. There was a discussion. Casten said she liked the idea of a streamlined process for RTP but the contract for assistant professors is lower than for lecturers. Martin said that lecturers are not appointed to 3 year appointments they serve 6 years and then are offered a 3 year appointment. Malamud said that he thought the second year review should be done in the spring to give the faculty member more time. Miller asked about page 2 at the bottom in the footnote, and said that we should put the word “tenured” before department chair, program director etc. White said that nothing in this document is intended to change the contract. Bradfield said that Miller’s recommendation clears up a lot. Pawar said that there is a problem with the professional plan. Martin said that the professional plan in here has no change from the way it is now. Prado wanted to know if there was language in this document that
reflects that and Martin said that language does not exist in the current policy but you can put it in. Malamud was concerned about the professional plan. He said that the plan should not be in the file after the first year. Gould agreed that the professional plan should not be in the First Probationary Appointment paragraph but rather should be item “c” under “Introduction”. Vogel said that this is confusing the senate passed a resolution to have a professional plan. White said that senators Gould’s idea was excellent. Whetmore said that the plan should be in the file. Verba said that faculty want clear criteria as to what will get you tenure, we need language. Miller said that she supported Senator Gould’s suggestion. Norman said to please send him comments and suggestions.

Open Forum-Vasquez gave a report from ASI president Khaleah Bradshaw that the ASI sponsored a bus to Sacramento on Monday 3/14/11 to “March for Higher Education” against Governor Brown’s budget. About 60 students from CSUDH went, it was a great time. ASI elections are underway and ASI is excited about a healthy transition.

Bradfield announced tomorrow from 11 to 12 noon there will be for a discussion and lunch with AAUP General Secretary Gary Rhoades. The discussion will be about "From Wisconsin to California: our future's at stake."

Bragg announced that the second candidate for the CBAPP Dean's search would be on campus and to please attend the open forum if you can.

Robles announced the NBS Distinguished Speakers series would be hosting: Dr. Aaron Velasco, Thursday, March 24, 2011 from 11:30 AM TO 1:00 PM in the Loker Student Union, Ballroom C and the topic will be “can a large earthquake in another country cause one in your backyard?” presented by Dr. Aaron Velasco, Professor and Chair, Geological Sciences, University of Texas at El Paso

Meeting Adjourned at 5:00 p.m.