Executive Committee Meeting
February 14, 2013

Time Certain: 2:35 p.m. Provost Torrecilha and Chris Manriquez/ Online PTE’s- Provost Torrecilha had an emergency and could not attend. Manriquez did attend

Manriquez gave the following PowerPresentation on Online PTE’s
Part Time Evaluation

Fall 2012 Data (Electronic Process)

- **1711 courses (including UEE)**
  - FT Faculty 664 courses
  - PT Faculty 1047 courses
- **Response Rate – 33.77%**
  - PTE's sent 51,965
  - PTE response 17,546

Two Primary Issues

- Low response rate from students
- Quicker turn around on results
Faculty and Technology Collaboration

**Faculty**
- Faculty offer time in class
- Indicate PTE in syllabus
- Remind students in class of PTE open and close dates
- **Post final grades in Bb following PTE close date**

**Technology**
- DRAFT Portal Component
  - Add direct PTE survey link to pop-up box on Student Center page.
  - Change “Ok” button on pop-up box to “Remind me later”
  - Add toggle “Opt-Out” feature under each course’s PTE with message stating that “I do not wish to complete a PTE Survey for this course” for the Opt-Out.
  - If all courses are marked as “Opt-Out”, have been completed or expired, reminder pop-up box will no longer appear. Otherwise, pop-up box will continue until above criteria is met or PTE time has expired for all courses. Any course PTE that has been opted out or expired will be greyed out.
  - If student chooses “opt-out” of all PTEs, they will have the option of opting-in by going to the PTE Survey link in upper right corner of Student Center and then toggling/choosing opt-in for any available course.
- Mobile transition
  - Supplement classes with mobile (ex: Touch and iPads) and labs
  - Greater advertisement (library, labs, and mass email)
Manriquez said that we need to make the process of Online PTE’s easier and we need to get the response rate up. The current process is a pop up box that says PTE available. We can change it to say “take me to PTE” with a tab next to PTE to track if the student chooses not to complete (an option). The
question is do we think it is correct to allow students to not respond and do you want that option. We can let you know the percentage of PTE’s completed and do this without a CMS modification. If we needed to modify the CMS process all CSU campuses would have to be on board or they would say no.

Manriquez said that we can allow grad students to go into classes with IPADs devices and get the students to do the PTE and then the grad student would get the device back. We need an advertising campaign like a banner and also have library rooms available for students to go in and complete.

Senate IT Committee—there was discussion about the making of the new Senate IT committee. What do we want it to do. When does the new college come on line. Boyum said that the new college should be happening very soon with naming Chlebicki as the acting dean. The COE will exist this semester probably in the next month.

With regard to the Senate IT Committee there was discussion. Each of the colleges should be represented. Hill asked if we want to vote on that committee. Jones said that we need to write a charge and Bill Gould said that it should be an adhoc committee but it is very large to be an adhoc committee. Fawver said that it is going to be a standing committee. Hill asked how do we form it? Hill asked if Exec liked the current charge? Fawver said that the current presentation should no longer be a draft but a proposal and we should circulate it. It will report to the senate and will not be an adhoc committee. Jones asked if we should write a resolution and Hill said that we can vote without a resolution Lets make it an Action Item Senate IT committee approval of charge and membership and Jones will explain.

Chair’s Report—Jim Hill

- [multiple missing people in this meeting; a few notes for/from them]
  - JG is getting information from the Provost on his data regarding policies for timelines of declaration of major.
  - Provost has such data and his distillation of relevant questions. He had an emergency come up and will formally introduce this at our next meeting.
  - Provost had been ready to submit to us documents regarding the request from DMA to become a department. I am distributing the documents. Eventually, the Provost would like for Senate to resolve a policy addressing this.
  - HS will receive a copy of Chris M’s presentation today right away so FPC can work on this.
- The LAO has a new analysis on budgets and higher ed.
- [meeting of senate chairs tomorrow; some things on their agenda]
  - CSO update
  - SJSU partners with Udacity; report from SJSU
  - Mandatory reporting of child abuse [issues?]
  - 120 units
Keith Boyum-Boyum visited Exec and said that he is requested the senate to identify faculty to serve on 2 different task forces.

1. For the task force to consider ways forward on internationalizing CSUDH, discussed at yesterday’s Administrative Council meeting: find enclosed for your convenience the five page memo that was distributed at Administrative Council. We contemplate two faculty for that task force. If you want more than two – no problem with three or so. Just let me know.

2. We also request Senate help in identifying faculty to help plan a Student Success Symposium that Kaye Bragg and I have begun to plan for March. This activity would reach out to faculty in special ways. Find enclosed here a memo from Dr. Hagan to you which was not sent. (That’s because I was not timely in asking for it, and so we’ll handle this a little more informally.) The memo outlines what Kaye and I have considered (which is why I thought just enclosing a not-sent memo made sense). We would like three faculty to join a steering committee for the activity. Perhaps you can name them on a “by college” basis, if you like. I note that Emily Magruder is a lecturer in CAH; and John Davis is in Education. You might consider representatives for CBAPP, CPS [from the HHS faculty], NBS – and maybe, the Library. So three, if figure, but if you want to also identify a librarian, then four would be fine.

I would like to announce the March symposium at next week’s Senate meeting. It would be very good if we had persons for the steering committee by then – but if that can’t work due to time, etc., then shortly thereafter would be fine.

Vice Chair-John Davis-Davis had 2 items one from Jan Gasco who could not be here today. Gasco is bringing to senate a draft policy on Provosts policy on pokicies and the timeline issue. There was discussion about the retreat and if we have a date yet, and Hill said no, but the presidents office is working on it. Davis mentioned that the president would like to have 2 faculty attend the Aspen Institute from July 20 through July 26. We need to work on this.

Parliamentarian Report-Matt Jones-Jones said that we have 9 calls and 2 have been removed. The 2 removed are UBC and VP for University Advancement. The reason was that we want to let the colleges choose who they would like to represent them. Fawver wanted to know what the charge of the UBC will be and Hill said that we need to ask the president.
Academic Senate Agenda-

2 Action Items:

Faculty Resolution for President Hagan

Senate IT committee

If President Hagan does speak ask if he can have a 2:45 time certain.

Statewide will have no report