Executive Committee Minutes

WH A420

09/05/12

Present: Hill, MLB, Gasco, Jones, Fawver, Kalayjian, Salhi, Davis

Visiting: Keith Boyum

Time Certain: 3:30 p.m. Provost Torrecilha
4:00 p.m. President Hagan-cancelled

Hill asked MLB to put in minutes the issue with the Academic Affairs Manual. The senate passes resolutions and they are sent to Academic Affairs and we recommend policy. Academic Affairs has a policy manual that was started by Alan Mori, a former provost. Alan created a numbering system that had 10 digits, 4 letters and 3 numbers and then 3 more numbers. We have been receiving since 2007 new policy numbers with 3 letters instead of 4. We were receiving them from Gus Martin’s office. The new provost’s office did not know about the new numbering system or the new policies. So there was confusion. Gus Martin informed us that when Ron Vogel came on board he changed the numbering system, Vogel moved over to the Chancellor’s office and took his assistant with him Michelle. The new staff did not know about the new numbering system. Also no new policy has been posted to the Academic Affairs website since 2007 even though new policy has been created.

Hill started the meeting by reporting that there has been an issue with GE and he will discuss it later. Hill reported on his meeting with Ron Bergmann.

Gasco said that there should be a faculty development website. The CTL website is still there they can merge. Bergmann could hand something out to the senate instead of a lecture. There was a question about where Academic Tech is housed and the answer was in Information Technology.

Matt Jones is our parliamentarian (acting) and Hamoud Salhi is our new FPC chair (acting). We will vote on September 12, 2012.

GE did not elect a new chair. Their agenda shows that they will elect the new chair at the end of the meeting. Thus Hill or Gasco will sit in to cover the meeting. There was some discussion about Mitch Make stepping in as the chair of GE. Mitch cannot be the chair or a voting member. It cannot be a MPP. Any change of GE must go through the Senate. Jim Hill will attend the GE meeting.
Ken Ganezer visited and brought with him the draft of James Imai’s resolution. We reviewed it and it was decided that MLB would make the corrections and send it to Ken G. in the morning so that he could share with other colleagues. Ken G. will get back to the Exec with the final copy.

**Time Certain 3:30 p.m. Provost Torrecilha**-Torrecilha said he was enthusiastic about the New Year. The faculty hiring plan is a priority. The idea is to start working with committees right away and to enhance what we have in place. Take opportunities. Proactive service developed faculty recruitment plan and a budget and post recruitment process. Torrecilha talked about Hiring associate and full professors or to consider it. He will be looking at the RTP department standards and make sure that they are in place so incoming faculty know what is expected. Academic Affairs will provide a strategy guide for handling the recruitment process that will supplement the recruitment policy.

Fawver said that she assumed a policy was in place and we are talking about shaping of the policy that has been approved by the senate or: are we talking about what will happen on Friday? Torrecilha said that there is a policy in place and Fawver asked him for the policy number and Torrecilha said that he does not have it with him and can’t remember the exact number off the top of his head. Torrecilha said that there will be an additional document to aid the committees to be more strategic but the additional document will follow the policy. Torrecilha would like to have funds for faculty to attend professional conferences.

Torrecilha said that there is a time during the search process where there is a shift and we really have to court the candidates. At the point where we are looking to invite them for interviews we really have to read their information and what they have written to engage in conversation. Torrecilha said that we are using our own funds to fund the associate or full professor positions. The funding is coming from Academic Affairs.

Fawver went back to the standards and said that several departments have received approval of their standards by previous provosts. She wanted to know if Torrecilha will go back and re-review them. Torrecilha said that he would look at all the standards. There is a process here and there will be conversations at the department level and there are departments who have things well spelled out and some do not. Fawver asked if it would be useful to notify departments about standards. Torrecilha said yes we will do this on Friday when we meet. Salhi asked if we were still hiring and Torrecilha said we are hiring for fall 2013.

There was conversation about the First Year Experience Program. Torrecilha said that it will be a cohort based approach for 1st year students. Fawver said that it sounds familiar to previous 1st year program the university had. This does not have the mentoring though. The cohorting worked with living arrangements. Torrecilha said that the cohorts will have 25 students and they will be thematically based GE courses. Faculty would serve as a mentor each semester and the program would be competency based and GE focused. Some of the students will require remediation in Math and English. We will require a block schedule. It will be a cultural experience. We have a 23% attrition rate. Research shows that that if students persist for the first year they will likely stay. Also if they have a faculty mentor to work with they tend to stay.
Salhi wanted to know how this will affect the faculty workload. Torrecilha said that we will be thematically linking GE courses. The UNV is still a part of the discussion and we are starting to look at this. Fawver said that the GE committee should be in on board. They should do the pairings. Fawver asked how decisions will be made. Torrecilha said that we will have conversations with GE and it is possible that 2 GE departments will want to pair up. Fawver wanted to know if Torrecilha had the success rates of the previous program the university administered. Torrecilha said that we want to use this year to design and next year to have a pilot. Torrecilha said that it is important to the institution and student success and we need to have this covered at all corners. He said that the CSU system is thinking about the GE requirements.

Torrecilha said that Ruth Black will be on campus Friday for 2 workshops about Cal State Online. Currently we have 3 programs in place Applied Studies, Masters in Business Administration and Masters in Public Administration. There will be a call for proposals and the vendor will be Pearson College. The MBA is a 12 week program converted to 8 weeks online and the MPA is an 12 week program converted to 8 weeks online. These are in addition to what we have in place.

Faculty Development is taking place and Kay Bragg will be conducting meetings with colleges to find out what faculty really want. We will begin to develop director’s position descriptions and we would like a faculty to be the director.

EPC Report-Jan Gasco

Gasco reported that the Student Grade Appeal Process needs to be revised. She went over several revisions that she was going to submit to Gus Martin for any additions or deletions on his part. There was discussion about whether the senate can create new policy. Gasco said that many other senates create policy and we are behind. Fawver said that it was her understanding that the senate recommends policy and that the president or provost decides if they want to make it into policy. Gasco said that we need to rethink our role and that we can be more assertive about our role in policy-making.

Gasco said that we should change the board membership to 2 academic members elected from each college and 2 student members elected through ASI. The revised policy would have a Preliminary Investigator selected from among the academic members on a rotating basis, but from a college other than the appealing one. The quorum is currently 50% or greater of the total membership. Another change allows for the Provost, in consultation with the Dean, to make decisions over the summer for issues that must be resolved before fall. Also, we have added an informal resolution process handled by the chair prior to going to college grade appeal. Finally, a new option is for the board to decide in favor of the grade appeal prior to moving it forward for a formal hearing.

Meeting adjourned at 5:00 p.m.