ACADEMIC SENATE EXECUTIVE COMMITTEE
MINUTES-APPROVED
Tuesday, November 4, 2014
10:00 – 11:30 AM – EDUCATION 123

Present: D. Boschini, J. Fielder, S. Frye, B. Hartsell, J. Kegley (Chair), H. McCown, C. Murphy, J. Tarjan, K. Knutzen

Absent: None

1. CALL TO ORDER -Chair Kegley called the meeting to order.

2. ANNOUNCEMENTS AND INFORMATION
Chair Kegley welcomed K. Knutzen to the EC stating her official title is Interim Vice-President for Academic Affairs.

J. Kegley announced that a conference on Institutional Learning Outcomes will be held at Bakersfield College on November 17, 2014 and inquired about interest in having faculty representatives attend. K. Knutzen will send an invitation to faculty who are involved in the various curriculum and assessment committees.

J. Fielder will represent the Senate at the University Council meeting scheduled for November 14, 2014.

J. Kegley announced that C. Murphy’s report from the October 30, 2014 meeting of the Academic Council on International Programs (ACIP) has been distributed to the Senate. J. Tarjan recommended that the ACIP faculty representative be added to the CSUB 101 speaker list; J. Kegley added that there are numerous international opportunities available for our students.

3. APPROVAL OF MINUTES –October 21, 2014
B. Hartsell moved to approve the minutes, J. Fielder seconded the motion. The minutes of October 21, 2014 are approved as submitted.

4. APPROVAL OF AGENDA
The agenda was approved.

5. CONTINUED ITEMS
   • Update on Log
     o AAC-H. McCown requested input in regard to several issues: 1) in regard to the issue of Online Teaching the committee found that the expedited method of qualifying instructors is being followed; he requested clarification on the expectations of the committee in regard to the issue; D. Boschini added that the problem is the Senate passed the guiding principles for online teaching but not the implementation. As a result, people do not know what is going on. H. McCown will provide a report of the findings to the Senate and J. Kegley will forward it to the Department Chairs Leadership Council (DCLC); 2) issue on certificates; a standard template should be implemented for all programs. K. Knutzen added that Public Relations should manage the project; 3) in regard to what action the AAC should take on the issue of the moratorium of the MS in Science Education, K. Knutzen stated that it is provided to the Committee as information.
AS&SS-J. Tarjan reported that the Committee has appointed a mini task force to discuss the issue on Cashiering.

BPC-J. Fiedler reported that the Committee has received a referral from the CCC to look at a new concentration for Anthropology.

FAC-A referral to look at the policies and procedures on Emeritus status for lecturers will be sent to the FAC.

- **Update on Searches**
  - Provost & VP of Academic Affairs-K. Knutzen reported that she has submitted a recommendation for an administrator to serve on the committee.
  - Dean of University Library-The committee has been formed and is ready to begin.
  - AVP Information Technology Services-K. Knutzen reported that President Mitchell is re-thinking this position.
  - VP for Business and Administrative Services-President Mitchell has not yet made appointments to the committee.

- **Meetings with President**
  - Next Meeting is scheduled for January 6, 2015 @ 11:30 A.M.-12:30 P.M.
  - Agenda Items include Search for AVP Information Technology Services and Antelope Valley Center.

6. **PENDING ITEMS**
- Referral to EC-Instilling Confidence in Faculty Members to Serve on Committees-B. Hartsell reported that the survey is nearly done; an introductory paragraph will be included.

7. **DISCUSSION ITEMS**
- **Handbook Report**-J. Kegley reported that the Handbook Committee is making progress; they are working on content.

- **Honorary Degree Nomination**-J. Kegley reported that she has received a packet with nominations from the President’s office addressed to the Faculty Honors and Awards Committee (FHAC); the problem is that “Procedures for Honorary Doctorate Nomination and Selection, RES 1213029 has not been approved by the President. Following brief discussion the table agreed that the EC will review the nomination for 2015 to maintain confidentiality. The nomination for the 2015 Honorary Degree was approved; an approval letter will be prepared for the President along with an explanation of why the nomination was not forwarded to the FHAC. While supporting the nomination, D. Boschini expressed concern in regard to keeping commencement student focused and accessible; she added there have been ticketing issues in past years. J. Tarjan recommended that we take the potential concerns to ASI and work closely with them. He added that the President of ASI should be added to the membership of the FHAC. H. McCown expressed concern in regard to campus growth and the size of our venue; perhaps it is time to move commencement off campus to Rabobank with school breakouts on campus. J. Kegley will forward the recommendations and concerns to the Commencement Committee.

- **IRB Chair Appointment**-Chair Kegley reported that there has been a recommendation to appoint I. Sumaya as Chair of the IRB. The appointment was
approved by the table; a letter of approval will be sent to the Interim VP of Academic Affairs.

Correction: I. Sumaya was incorrectly recommended; the appointment of R. McCleary was approved electronically by the EC.

- **Senate Functioning**- J. Tarjan recommended the following: 1) perfecting of committee referrals at meetings of the EC; 2) a time certain for the Senate agenda items be established on the EC agenda; 3) consider adding a Parliamentarian to rule at meetings of the Senate as a way to speed up business; 4) remind the Senate of the procedures of the speaker’s list; 4) include an explanation of why a motion to waive a first reading is being made.

- **Antelope Valley Center**- K. Knutzen reported that she is meeting with the Deans on November 5, 2104 followed by meeting with the affected departments to discuss the Action Plan for the AVC. Following the EC meeting with the President on January 6, 2015, a decision will be made on moving forward with a Dean search.

- **Blackboard Issues**- J. Kegley summarized concerns that she received by R. McCleary in regard to Blackboard for hybrid and online courses i.e., glitches, lack of updates and available resources. Concerns and recommendations discussed by the table include: 1) frustration in the pressure received to teach online with the lack of available resources, especially on weekends and after hours; 2) serious instructional issue as the result of glitches in the gradebook and video clips that cannot be resolved; 3) there is no longer a faculty voice in the IT Advisory Committee; 4) faculty should be required to use a universal platform so students don’t have to learn new platforms; 5) amidst the concerns discussed that the position for AVP Information Technology Services has been postponed until January; 6) equipment does not always operate in the classroom resulting in the delay of instruction; 7) apparent lack of expertise and competence to address IT issues. It was recommended that a committee be formed to deal with ongoing issues.

- **Graduation Initiative**- K. Knutzen reported that wide-spread faculty discussion is needed on this issue; it will remain on the agenda for January 6, 2015.

- **CSU Chico Resolution on Transparency in Shared Governance**- This was an information item; the issue will be removed from the agenda.

- **Ad Hoc Committee for Election Issues**- A committee will be formed to discuss concerns in elections policy and procedures as well as the function of the Senate Election Committee. Members to be appointed include past and/or present members of the school election committees, J. Kegley, D. Boschini, and T. Walker.

- **Nomination Process for Faculty Awards**- This issue will be carried over.

- **Role of Faculty in Determining Curriculum for EU**- J. Kegley reported that she is meeting with M. Novak on November 5, 2014. This issue will remain on the agenda.

- **Parking for Faculty and Staff** –This issue will remain on the agenda for January 6, 2015.

8. **AGENDA ITEMS FOR November 13, 2014 SENATE MEETING**

- **Announcements**
- **Consent**
• **Old Business**
  Final Exams for Online Courses RES 141503 (FAC) (Second Reading)
  Pilot Program for MS in Applied Nutrition RES 141509 (CCC/BPC) (Second Reading)
  Developmental Mathematics Program RES 141512 (CCC) (Second Reading)

• **New Business**
  Anthropology (Placeholder)
  Lecturers in Governance (Placeholder)

9. **COMMENTS FROM THE FLOOR**
   J. Tarjan expressed frustration with the lack of links available for supporting documents on the October 30, 2014 Senate agenda. J. Kegley added that the CCC has been rushed to submit the documents to meet deadlines which cause problems.