Present: S. Coley, A. Gebauer, K. Hartlep, A. Hegde, J. Kegley (Chair), C. Murphy, R. Negrini, J. Talamantes, J. Tarjan,

Absent: None

1. CALL TO ORDER 10:00 a.m.- Chair Kegley called the meeting to order.

2. ANNOUNCEMENTS AND INFORMATION

- **RES 1314042**-Chair Kegley announced that President Mitchell has approved the resolution on Coordinating Quarter to Semester Curricular Revisions with our Community College Partners RES 1314042.

- **Senate Staff Representative**-Chair Kegley announced that the newly elected staff representative to the Academic Senate is Karen Ziegler/Academic Advising.

- **GE Implementation**-J. Tarjan reported that the GE Implementation Committee is a hard working group; the committee will be meeting with students on January 8, 2014; they hope a resolution will be sent to the Senate in a few weeks. Provost Coley commended the committee on their work and stated that she would like to meet with the committee about interfacing with the departments. In light of the implementation, R. Negrini requested that the Provost consider "bumping" back the deadline for MOU's for faculty working on the Q2S conversion. A. Gebauer stated that clarification on the budget for GE course development would be helpful for departments. Provost Coley reported that all of the Q2S questions are ready to be posted on the Q2S website that the President will launch on January 10, 2013.

- **Chair of the FAC**-Chair Kegley welcomed Karen Hartlep as the new Chair of the FAC committee.

- **Calls**-R. Negrini announced that Calls have been issued to replace V. Kohli and R. Schultz on various committees.

3. APPROVAL OF MINUTES November 12, 2013 and November 26, 2013

A. Gebauer moved to approve the minutes, A. Hegde seconds the motion. The minutes of November 12 and November 26, 2013 are approved with one abstention.

4. APPROVAL OF AGENDA

Chair Kegley requested that the agenda be amended to include Appointment to Q2S Subcommittees as a discussion item. The agenda is approved as amended.

5. CONTINUED ITEMS

- **Update Log**-J. Talamantes and A. Hegde reported that AAC and BPC have completed their work on Moratorium of the MA Degree in Anthropology.

- **Update on Searches:**
  - **Associate VP Faculty Affairs**-Provost Coley announced that the search is complete; David Schecter has been named and will be starting on January 13, 2014; he comes from Fresno State and is very motivated.

  **Assistant VP Institutional Research, Planning, and Assessment (IRPA)**- Provost Coley reported that the search is underway for the second time; applications have been received.

  **Assistant Vice-President GRASP**-Provost Coley reported that his search will be re-launched; search assistance may be useful for the second time.
Dean of Extended University- Provost Coley reported that the search is underway. She questioned whether or not the committee has been constituted; Tawnya will follow up.

Associate Dean Undergraduate/Graduate Studies- This search has been completed.

- Meetings with the President
  Next meeting is scheduled for January 7, 2014 (today) immediately following EC, @ 11:30 A.M.-12:30 P.M.
  Agenda Items: Q2S

6. **PENDING ITEMS**- None

7. **DISCUSSION ITEMS**

- Appointments to Q2S Subcommittees- The subcommittees were discussed and populated; a second call will be issued for Information Technology as well as Administrative Services.

- Q2S and Three Unit Courses- This item was removed from the agenda.

- Concerns Surrounding Q2S Committees- This issue will be discussed with President Mitchell.

- Faculty Poll: Sealing the Cracks- A. Gebauer suggested that faculty should be asked if they have concerns or issues with the Q2S conversion; Provost Coley stated that FAQ’s can be submitted to the Q2S website in addition to the EC.

- Handbook Revision- A referral will be sent to the AS&SS Committee to create the framework with the emphasis being structure, appendices, search engine features, etc. The content will come later; a major revision will need to take place once the Q2S conversion is complete; it was suggested that perhaps a summer committee can be formed to complete the revisions. Chair Kegley added that university policies need to be easily found in one location on the CSUB website. A referral will be sent to the AAC to look at the academic policies which are currently in the CSUB catalog to see if they will need changes as we move from Q2S.

- Recommendation for IACUC Appointment- Chair Kegley reported that she has received a recommendation from Steve Suter for appointment to the Institutional Animal Care and Use Committee to replace Randy Schultz; the EC approved the recommendation.

- Grading Schedule- C. Murphy reported that the current grading schedule puts pressure on faculty to grade too fast. Sometimes there are only two or three days to grade 100 students; it is not fair to students or faculty. Provost Coley stated that the schedule is based on the contract of instruction; this is an issue that should be discussed when looking at block schedules. Chair Kegley added that there are a lot of factors that need to be looked at including the eligibility of athletes. There have been increasing complaints from students about faculty giving exams early or not on the day scheduled. Also, many classes are not meeting for the full time allotted; the move toward online and hybrid courses makes it difficult to enforce. The issue of accountability of class time will be brought to the attention of the DCLC. A referral will be sent to the FAC asking them to look at the issue of professional responsibility.

8. **AGENDA ITEMS FOR January 16, 2013 SENATE MEETING**

- Announcements and Information

- Consent Agenda

- Old Business

- New Business
  - Performance Review of Faculty RES 1314045 (FAC)

9. **COMMENTS FROM THE FLOOR**- None