ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES
Tuesday, September 17, 2013-APPROVED
10:00-11:30 a.m. – EDUCATION 123

Present: S. Coley, A. Hegde, J. Kegley, C. Murphy, R. Negrini, R. Schultz, J. Talamantes, J. Tarjan,

Absent: - A. Gebauer

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

2. ANNOUNCEMENTS AND INFORMATION
   • Rowdy Run-Chair Kegley announced that the Rowdy Run will take place at 6:45 on September 19, 2013; a Senate representative has been requested.

3. APPROVAL OF MINUTES
   May 28, 2013
   The minutes of May 28, 2013 are approved.

4. APPROVAL OF AGENDA
   J. Tarjan requested that the agenda be amended to include BDC building numbering as a discussion item. Provost Coley requested that Provost Items be added as a discussion item. The minutes of May 28, 2013 are approved as amended.

5. CONTINUED ITEMS
   • Update Log- A. Hegde indicated that BPC is waiting for information on a report from the Indirect Committee; Provost Coley will follow-up. Chair Kegley indicated that the report on Extended University Issues has not been received from BPC; A. Hegde will follow-up.
     • Update on Searches:
       Associate VP Faculty Affairs- R. Negrini reported that a Call has been issued to SS&E and BPA to fill vacancies. Provost Coley indicated that Michael Suess has agreed to continue as interim. The EC as a whole agreed that the committee should move forward with business and bring the new members up to speed when the vacancies are filled.
       Assistant VP Institutional Research, Planning, and Assessment (IRPA)- R. Negrini reported that a Call has been issued to SS&E and NSM&E to fill vacancies.
       Assistant Vice-President GRASP- Provost Coley reported that the search is moving along.
       Dean of Extended University- R. Negrini reported that a Call has been issued.
       Associate Dean Undergraduate/Grad Studies-Chair Kegley reported that the search is moving along.
   
   • Meetings with the President
     Next meeting is scheduled for October 1, @ 11:30 a.m.-12:30

6. PENDING ITEMS-None

7. DISCUSSION ITEMS
• **Preparing the Constitutional Amendment for Staff Representative**- Chair Kegley indicated that the referendum for the Constitutional amendment to include a staff representative on the Academic Senate should go out as soon as possible. Tawnya will research the process.

• **Department Merger of Music and Theatre**- Provost Coley reported that she received a notice that the Departments of Music and Theatre unanimously voted to merge into one department which would be called Department of Music and Theatre; they also voted Mandi Rees to be chair of the department. The Provost indicated that she held up the proposed appointment letter because of the lack of engagement with the Academic Senate. She added that the current handbook policy on Formation of New Departments: Principles and Procedures could be outlines a process that is unduly long and seeks guidance in the appointment of the department chair considering the work that will be done for semester conversion. Following brief discussion, Mandi Rees will serve as interim chair for both departments and receive two separate stipends; Chair Kegley will request that a proposal on the merger of the two departments be submitted to the Senate.

A referral will be sent to AAC, BPC, and FAC asking them to review the policy on the Formation of New Departments: Principles and Procedures and consider possible revisions for an expedited review.

• **Implementation of GE- Disposition of Report**- Chair Kegley indicated that the GE report should be ready to be placed on the September 26, 2103 agenda of the Academic Senate; the next task would be to decide if an implementation task-force should be formed.

  Provost Coley reported that one of the things that are is being looked at for re: the new GE program is general parameters so that people can get started with curriculum development re: conversion to semesters. It is anticipated that the first opportunity for engagement in the latter will be in the fall-winter break. Some programs will have the choice to choose the between course conversion or curriculum transformation path; The plan is to bring all of the department chairs together during the first or second week of October, 2013 to share information; school meetings will follow. A website will be set up to keep the faculty informed. In addition, templates will be given to departments; they are not expected to develop a full-blown course outline.

  In response to R. Negrini’s inquiry about if the work gets done before June, 2014 can faculty in departments who are more interested in released time than stipends get paid in release time the following fall, a necessity because the teaching assignments are already set for this year. The Provost indicated that she will bring up the issue to the Chancellor’s office. R. Negrini added that it would be appreciated and show flexibility on the part of the administration.

  J. Tarjan voiced concern that we currently have one of the larger sets of general education requirements for graduation; if we reduce it to no more than 48 units, we will have one of the smallest numbers of units devoted to graduation compared to other campuses in the system. Chair Kegley indicated that once the report comes to the Senate the issues will all come up for discussion.

Chair Kegley reported that committees for the University Semester Conversion Committee as well as the Graduate Curricular Conversion and Undergraduate Curricular Conversion Committees need to be formed as soon as possible. R. Negrini expressed concern in getting enough faculty members who are willing to serve. Following brief discussion the table agreed that the graduate and undergraduate curriculum committees will be combined to form the Curricular Conversion Committee; representation from each school is not necessary. Tawnya will issue the calls for At-Large members.
• **Handbook Revision**- R. Negrini suggested implementing the changes which were drafted in 2012-2013. J. Tarjan added an index would be helpful. The issue will remain on the agenda.

• **Provost Items**-
  - Provost Coley reported that she has received a letter from Mark Evans indicating that there would be a moratorium of the BA in Economics; the program will not go forward with the semester conversion. Chair Kegley asked Tawnya to send the Moratorium to the EC for review.
  - The Provost thanked Chair Kegley for her willingness to step in to supervise the Honor's Program.
  - Effective immediately, John Dirkse will report to K. Shenoy in Information Technology Services; he will have the same title with expanded duties due to the semester conversion.
  - There are no clear plans yet, but BA in Disciplinary Studies may be an option for various schools; a proposal will come forward.

• **BDC Building Numbering**- J. Tarjan expressed his concern in the complex numbering of the Business Development Center. He proposed letters be placed on each of the buildings so people aren't constantly wandering around while they search for their destination. Chair Kegley will bring the issue to M. Neal's attention and A. Hegde will also bring the issue before the Master Plan Committee. Provost Coley acknowledged that the campus signage in general needs improvement.

8. **AGENDA ITEMS FOR September 26, 2013 SENATE MEETING**

- **Announcements and Information**
  Dean Anne M. Houtman

- **Consent Agenda**

- **Old Business**

- **New Business**
  Jeanne Harrie-GE Report

9. **COMMENTS FROM THE FLOOR**