

THE MINUTES OF THE EXECUTIVE COMMITTEE
OF THE ACADEMIC SENATE
CALIFORNIA STATE UNIVERSITY, FRESNO
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(EC-5)

October 24, 2011

Members Present: Michael Caldwell (Chair), Dawn Lewis, Jacinta Amaral, William Covino, Selena Farnesi (student member), Thomas Holyoke, O. Harald Schweizer, Lynn Williams

Excused Absent: Gena Gechter, President John Welty

Visitors: V. Baker, A. Inoue, P. Popma

The meeting was called to order at 3:03 p.m. by Chair Caldwell in the Senate Conference Room, Thomas Administration 117.

1. Agenda. MSC to approve the Agenda.
2. Approval. MSC to approve the Minutes of 10/10/11.
3. Communications and Announcements.

Communication Item

- A. Chair Caldwell updated the Executive Committee on KSOEHD's reorganization that was approved by the Summer Expanded Executive Committee, July 7, 2011.
- B. S. Farnesi (student member), announced ASI is working to update their Senate committee list to increase student representation on committees. ASI is recreating the Student Recreation Center Board to oversee how student fees are governed. The fencing project on the Kinesiology field is being investigated to address students' concerns regarding possible loss of free, open green space for students.
- C. Chair Caldwell announced the interim Policy on Student Involvement APM 137 will be sent to the Student Affairs

Committee for review and a request to assist in removing the interim status.

- D. Provost Covino announced he expects to receive recommendations from the Academic Affairs Budget Advisory Task Force (AABATF) in the next few days. AABATF recommendations will be disseminated to the campus community.

Action Item

- E. Email dated October 10, 2011, from Otto Benavides, Chair, Academic Information Technology Subcommittee to Michael Caldwell, Chair Academic Senate re: Computer Policy. Email has been received.

Item will be sent to the Student Affairs Committee.

- F. Email dated October 17, 2011, from William Covino, Provost and Vice President for Academic Affairs to Michael Caldwell, Chair Academic Senate re: Posthumous Degree Policy. Email has been received.

Item will be sent to the Student Affairs Committee.

- G. Email dated October 13, 2011, from Paula Popma, Chair Personnel Committee to Michael Caldwell, Chair Academic Senate re: APM 306 (Policy on Full-time Temporary Faculty).

Item will be placed on the agenda of the next Executive Committee meeting.

- H. Memo dated October 11, 2011, from Marilyn Wilson, Chair Graduate Committee to Michael Caldwell, Chair Academic Senate re: The Geographic Information Systems Graduate Certificate Program - University Graduate Committee.

Item will be placed on the agenda of the next Executive Committee meeting.

- I. Memo dated October 20, 2011, from Marilyn Wilson, Chair Graduate Committee to Michael Caldwell, Chair Academic Senate re: Discontinuation Professional Science Master's in Forensic Science - University Graduate Committee.

Item will be placed on today's Executive Committee meeting agenda.

4. General Education Writing Requirements–General Education Committee–Second Reading (Continued).

Dr. A. Inoue, Department of English, was present to respond to questions and recommendations from the Executive Committee (EC).

A lengthy discussion was held. The EC's concerns were mainly for 1) faculty workload at providing "meaningful" feedback for student writing in courses with a large class size, and 2) how "appropriately trained Graduate Teaching Associates" is defined for the university. Senator O. Harald Schweizer recommended the EC review the number of general education courses with large class sizes to assess the need for TAs.

Provost Covino recommended inviting Dr. Inoue to the Academic Senate to present on Writing Across the Curriculum.

The item will return to the agenda of the next Executive Committee meeting for continued reading.

5. APM 323 Policy on Personnel Files–Personnel Committee–Second Reading.

P. Popma, Chair, Personnel Committee was present to discuss this item and respond to questions from the EC.

P. Popma reported that Section A.13 was removed from the document because it is reflected in A.8.

A discussion regarding Private Administrative Files was held (i.e., how they may be used and the possibility of misuse). Private Administrative Files were described as private files held by any person and cannot be used for personnel action. The EC recommended Private Administrative Files be renamed "Private Files" throughout the document.

MSC to send APM 323 Policy on Personnel Files–Personnel Committee to the agenda of the next Academic Senate meeting. P. Popma, Chair, Personnel Committee will be invited to attend.

6. Memo dated October 20, 2011, from Marilyn Wilson, Chair Graduate Committee to Michael Caldwell, Chair Academic Senate re: Discontinuation Professional Science Master's in Forensic Science - University Graduate Committee.

MSC to send the Discontinuation Professional Science Master's in Forensic Science - University Graduate Committee to the next agenda of the Academic Senate meeting as a consent item.

7. Executive Session. There was no Executive Session.

MSC to adjourn at 4:26 p.m.

The next meeting of the Executive Committee will be announced.

An Agenda will be distributed prior to the meeting.

Submitted by:

Dawn K. Lewis
Vice Chair
Academic Senate

Approved by:

Michael Caldwell
Chair
Academic Senate