

**Academic Senate Meeting  
Tuesday, October 3, 2006  
Training Room-University Hall  
Minutes**

**Attendance:** Bill Adams, Simone Aloisio, Julia Balen, Terry Ballman, Frank Barajas, A.J. Bieszczad, Anna Bieszczad, Bob Bleicher, Geoffrey Buhl, Catherine Burris, Lillian Castaneda, Renny Christopher, Bill Cordeiro, Manuel Correia, Beatrice de Oca, Maria Denney, Therese Eyermann, Scott Frisch, Jorge Garcia, Jeanne Grier, Ivona Grzegorzcyk, Phil Hampton, Beth Hartung, Tiina Itkonen, Karen Jensen, Antonio Jimenez-Jimenez, Kimmy Kee-Rose, Jacque Kilpatrick, Liz King, Kristen LaBonte, Jill Leafstedt, Kathryn Leonard, Steve Lefevre, Luke Matjas, Alex McNeill, Trudy Milburn, Brad Monsma, Andrew Morris, Dennis Muraoka, Joan Peters, Jack Reilly, Paul Rivera, Don Rodriguez, Sue Saunders, Tom Schmidhauser, Peter Smith, Steve Stratton, Jane Sweetland, Kaia Tollefson, Ashish Vaidya, Dan Wakelee, Amy Wallace, Ching-Hua Wang, Gregory Wood, Bill Wolfe, Cindy Wyels.

**Call to order**

-2:38 p.m.

**Approval of Agenda**

-the Agenda was amended to add a WASC report-approved as amended.

**Approval of the Minutes from the last Senate Meeting (September 19)**

-approved unanimously.

**Intent to raise questions**

-In response to the questions raised by Cordeiro- Why did some of our new tenure/track faculty colleagues receive desk top printers and some did not?  
Joanne Coville, VP for Finance and Administration responded that there is a program that has been in place for over one year and that it's based on cost efficiency and on issues of confidentiality.

-Is the rumor true that, when the printers we currently have in our offices need replacing, IT will try to block our spending, even if we have the budgeted funds?, asked by Cordeiro.

Again, Coville responded and said that IT reviews all technology purchases for standards and adheres to standards that grow and change over time.

A number of faculty expressed concerns about the printer policy as it now exists, particularly given the fact that much of faculty work is indeed of a confidential nature and that lack of access of desk top printers can negatively impact productivity.

-In response to questions raised by Grier-Would like to know when the “out of office” notices will be viewable to off-campus community; right now they are only viewable on-campus.

Maureen McQuestion, the CIO said that there are two choices: one in which only people on campus receive a reply, and one in which a global setting would be used. The latter may warrant a campus discussion whether it wishes to use the latter choice.

-Where is the loading and unloading area closest to Bell Tower West? Faculty, without parking permits, frequently need to unload items in that area and there is no location for that purpose. (Grier)

Ray Porras, Director of Parking and Transportation, said that he was putting in a work order to convert a parking space into a loading/unloading area in parking lot A-9.

### New Questions

- Regarding the determination of individual printers vs. copiers, has anyone done a study to determine what the real costs are? (Muraoka)
- Anna Bieszczad would like to know how to apply the current “Student Evaluation of Teaching” process to on-line courses?
- Jimenez-Jimenez’s question:
- “I use technology frequently in my classes to improve students’ learning experiences. However, I’ve been experiencing numerous problems with technology in the classrooms. Computers in the classrooms don’t recognize many of the most frequently used file extensions, especially when it comes to audio and video files. Could IT check that our computers can **open** without a problem at least the following file types?
  - Microsoft Word files
  - Microsoft PowerPoint files
  - Microsoft Access files
  - Microsoft Excel files
  - QuickTime files
  - Real Player files
  - Windows Media Player files

In addition, some classrooms don’t have appropriate audio equipment (which makes all the audio/visual equipment installed in those classroom useless). Check, for instance, Computer Lab AL133, in the Science Building, where there are only two small computer speakers connected to the equipment, which can not play sound loud enough for people to hear. Could IT check that our computers can indeed **play** video and audio files without problems? “

- Jill Leafstedt would like to know what to do if IT requests are not completed to our satisfaction?

### Report from WASC

-Muraoka thanked everyone who is working on compiling information for the WASC report. We need everyone to turn in a copy of their syllabi, please spread the word.

### **Report from Statewide Academic Senate**

- Castaneda reported that Chancellor Reed spoke to the Statewide Senate members and gave an update on the Cornerstones Report process.
- Muraoka reviewed some of the resolutions passed by the Statewide Senate. A resolution on Proposition 1D was passed and they have asked all campuses to do the same.

### **Report from the Chair**

- There are currently two policies making their way through the President's Cabinet which may impact faculty. One policy concerns parking and transportation on campus (i.e., complimentary passes), the second policy may affect faculty travel. Please review the policies and provide feedback.

### **Reports from Senate Standing and Other Committees:**

#### Senate Executive

Senate Executive asked the Dean of the Faculty, Ashish Vaidya, to consider placing the topic of facilities and space on the agenda for the Faculty Meeting scheduled for Friday, 10/4. Vaidya agreed and placed it on the agenda. Faculty are encouraged to attend.

#### Committee on Centers

-No report

#### Committee on Committees

-Professional Leave Committee elections will begin tomorrow.

#### Curriculum Committee

-Cordeiro reminded everyone of the October 13<sup>th</sup> deadline to submit course proposals for the 2007-08 Catalog.

#### Faculty Affairs

-They have assigned a number of items to sub-committees and will be meeting again soon.

#### Fiscal Policies

-Will be discussing the budget process for this year with the Dean and Provost.

#### General Education

-Are reviewing course proposals.

#### Strategic and Tactical Planning

-No report

#### Student Academic Policies and Procedures

-Will be meeting next Tuesday, at 2:30 p.m. in Sage Hall.

#### Library Advisory Committee

-Library construction is currently 2 ½ months ahead of schedule. The library is continuing to develop an institutional repository.

-The committee would like to register its concern about the consultation process on IT's takeover of the library technology area. The committee feels the area works well as it is right now and does not feel there is a need for change at this time. The committee is not in support of the library technology area being moved to IT. There was a general consensus from the rest of the faculty on this issue. The committee will be composing a resolution on the subject and they invite collaboration from fellow colleagues.

#### Enrollment Management and Student Success Committee

-Dean Sweetland presented a report on our student population highlighting that recruitment is driven by Academic Affairs. She also pointed out that we are not recruiting from our own region and that our “Hispanic” population numbers are low given the population in our surrounding areas. She reviewed future recruitment plans and the estimated Fall 2007 numbers.

-Aloisio asked about checking prerequisites and when that would be available? Sweetland indicated they were working on it with Peoplesoft.

-Sweetland offered that if anyone needed specific data, please contact her.

Other?

-Kathryn Leonard reported on the Events and Facilities committee indicating they are having difficulties with scheduling. Please be sure to fill out all the necessary forms 30 days in advance and do not advertise outside until you have received formal approval. Also, remember that Rosa Rodriguez does not “approve” an event, she only reserves the rooms. Be sure to follow up with the correct forms after you have reserved the room.

-Beth Hartung informed everyone that if they were interested in serving as a resident director in another country, the application deadline is December 1.

-Julia Balen invited everyone to attend one of two scheduled brown bags to discuss the proposal for a representative senate. The first brown bag is scheduled Wednesday, 10/4, at noon and Monday, 10/9, at 11:30 a.m.

-Phil Hampton informed everyone that he is on the task force for Indirect Cost Rate, and they currently have sub-committees working on policies to be able to support this rate.

-Jessica LaRoe, Student Body President, informed everyone that the two major projects for Student Government this year are voter registration and education. They are trying to get students civically educated, if you would like someone to come to your class to register students to vote, just let her know. They are competing against CSU Monterey to see who can register more student voters.

-LaRoe also described what students are doing to support Proposition 1D including writing a resolution in support of it and hosting an informational event.

### **Old Business**

#### **SP 06-02 Early Childhood Studies (long form)**

-Denney had some friendly amendments to the document including unit requirement changes. There was much discussion about the required units and the Physics and Chemistry requirements. Denney recommended tabling it.

Muraoka motioned to postpone it until next meeting, Wang seconded.

-unanimous approval to table until the next Senate meeting.

### **New Business**

#### **SP 06-03 Center for Civic Engagement and Service Learning (CESL)**

-m/s, Jimenez/Cordeiro. Balen reviewed the proposal and displayed an organizational slide. There was much discussion regarding the definitions of experiential learning and service learning. Muraoka requested that it be made clear on the diagram that Curriculum was governed by Academic Affairs. Balen requested that everyone thoroughly read the written proposal as most concerns are addressed there. Hampton suggested replacing the term “experiential” with “co-curricular.”

SR 06-01 2006/2007 Hiring Process for Faculty, Librarians and Counselors

-m/s, Cordeiro/ Grzegorzcyk. Cordeiro reviewed the proposal highlighting that counselors were now included in the policy. The committee has already met with Pres. Rush and have included his feedback in the policy.

- Grzegorzcyk, motioned to waive the first reading, Cordeiro seconded.

Vote was taken by show of hand:

Unanimous approval to waive the first reading

-Grzegorzcyk reviewed some changes made and stressed that we are already behind schedule in the process.

Vote taken on policy:

Yes: 25

No: 0

Abstain: 1

**Policy Passes**

**Adjournment**