

**Academic Senate CSU Executive Committee**  
**Tuesday and Wednesday, June 3-4, 2008**  
**NOTES**

**Attendees:** John Tarjan, Bob Buckley, Mark Van Selst (via phone), Darlene Yee, Barbara Swerkes, Barry Pasternack

**Visitors:** Gary Reichard, *Executive Vice Chancellor*; Keith Boyum, *Associate Vice Chancellor*; Beth Ambos, *Assistant Vice Chancellor*; Robert McNamara, *Chair, FA*; Buckley Barrett, *Chair, FGA*; Steven Stepanek, *Chair APEP*; Jim Postma, *Chair, AA*

Staff: Ann Peacock, Academic Senate CSU Executive Director

**Executive Committee**

1. The agenda was approved as amended.
2. The minutes of May 7, 2008 were approved.
3. Assigned time letter for senators
  - a. Regular assigned time allocations will be made for the upcoming year.
  - b. The letter will contain expectations regarding committee service. Included with expectations about attendance, there will be an expectation about informing the Executive Committee if a representative is unable to attend a meeting. If there is only one senator on the committee, that senator should prepare a report. If there is more than one member, the senators should select someone to prepare and submit a report. The report itself does not have to be length and is to include the key issues discussed and any decisions and/or referrals that were made.
  - c. John Tarjan drafted a letter which was shared with the group.
  - d. Final approval will take place on Friday's conference call.
4. Conference calls were tentatively scheduled for July 1<sup>st</sup> at 2:00 pm and August 1<sup>st</sup> at 2:00 pm.
5. Systemwide Committees
  - a. Assignments were drafted prior to meeting with the standing committee chairs. The standing committee assignments were finalized with the standing committee chairs.
  - b. John Tarjan will call two senators to verify their willingness to continue serving as GE course reviewers.
  - c. Bob Buckley will call Mark McLean to ensure liaisons are on the appropriate listserv and that they are aware of meetings during the summer.
  - d. Darlene Yee will discuss a renaming and one change in membership of the EdD Faculty Consultation Group with CO personnel.
6. The members-at-large will be in charge of the newsletter and assisting the secretary with minutes and resolutions during the plenary sessions.
  - a. It is hope the newsletter can come out shortly after plenary sessions. Standing committee chairs were encouraged to prepare brief reports in conjunction with plenary sessions.
7. Bob Buckley reported that the new IT computer security and related policy recommendations from the consulting group will be vetted in the fall, making an emergency communication with campus senate chairs unnecessary. EVC Reichard was unaware of any developments but the planned joint emergency communication was put on hold.
8. The new senator orientation will be reviewed by Darlene Yee, Bob Buckley and Barbara Swerkes.

### **Executive Committee with Standing Committee Chairs**

1. Standing Committee Chair Orientation—the orientation was in the form of a guided discussion which allowed for the expertise and insights of all those present to be shared. Topics included:
  - b. The function of, and coordination with, the Executive Committee
  - c. Roles/duties/importance of the Committee Chair
  - d. Pre-meeting preparation
  - e. Facilitating an effective meeting
  - f. Post-meeting follow-up
  - g. Delegation principles
  - h. Committee organization
  - i. Communications with external groups
  - j. Resolutions
  - k. Summer expectations
  - l. Operational issues
2. Standing Committee Liaisons assignment:
  - a. FGA—Barry Pasternack
  - b. FA—Mark Van Selst
  - c. APEP—Barbara Swerkes and Bob Buckley
  - d. AA—Darlene Yee
  - e. Discussion re: regarding allotting more time and time certain for Executive Committee liaison activities to take place.
  - f. CO liaison assignments were discussed with CO leadership. Some changes in assignments may be appropriate given the revised charges of the AA and APEP committees.
  - g. It may be useful to have AA and APEP meet together with the Executive Committee and CO leadership to review their revised charges, liaisons, and communications with committees with charges that are related to those of each committee (AAC, GEAC, ATAC, etc.). The Executive Committee should discuss this suggestion before September.
3. Plenary Meetings
  - a. The expanded Executive Committee (with standing committee chairs) will meet as usual before standing committee meetings and briefly before plenary sessions to coordinate assignments and resolutions and plan the timing of items at the plenary.
  - b. The Executive Committee and Executive Director will meet briefly follow the plenary sessions for a debriefing.
4. Parking
  - a. Will represent an increased expense next year.
  - b. Senators will be encouraged to car pool to and from hotels next year.
5. September Plenary
  - a. Tentative Schedule
    - i. September 11
      - 8:30-10:00 Executive Committee with standing committee Chairs
      - 10:00-3:30 Standing Committees
      - 3:30 Executive Committee with standing committee Chairs
      - 4:00-5:00 Plenary Session
      - Social to follow
    - ii. September 12
    - iii. 8:00-3:00 Plenary Session (perhaps the start time will be pushed back to allow for further committee meeting time.

- iv. An invitation will go out to a trustee to address us. Political leaders may also be invited during the coming year.
    - v. John Tarjan will draft a memo for ASCSU regarding the plenary. This will be discussed on the Friday teleconference.
6. Joint Task Force on Patents and Technology Transfer
  - a. There is some uncertainty about appropriate steps given the CFA unfair labor practice charge.
  - b. The task force has recommended that an implementation task force be appointed.
  - c. Dr. Ambos recommended that we proceed to form an implementation task force.
  - d. Bob Buckley will prepare a draft memo (John Tarjan) to go to campus Senate chairs regarding the consultation required on the proposed policies and procedures associated with the Acceptable Use Policy proposals related to information security requirements. The memo should be finalized and ready for the Academic Council meeting, the 3<sup>rd</sup> week in August.
7. The use of the term “Faculty” in Appointments
  - a. Senate and CO leadership agreed that if a position contains the work “faculty” in the title that the individual filling the position should receive approval from ASCSU and could be expected to communicate with the Executive Committee on their assignment.
  - b. It is possible that current and potential job titles may be changed to reflect this understanding.
8. ICAS—Reactions to ICAS Legislative Day
  - a. The reaction of senate and assembly folks and other state leaders was quite positive. The reason being the recognition that the three segments were united and collaborating in efforts to seek appropriate funding for higher education. Evidently this will continue, with Jack Scott, Chancellor Reed and the new UC President. FGA might consider joint efforts (the alliance approach) during our legislative days – going to the capitol with our coalition of faculty, staff, unions, students and administration.
9. LDTP
  - a. Continues to be of great concern to ASCSU leadership.
  - b. Drs. Swerkes and Tarjan discussed some unfortunate communications initiated by a CCC articulation officer with a CSU faculty member with CCC leadership at ICAS.
  - c. The next Steering Committee meeting will be an opportunity for frank discussion of the future direction and priorities of the LDTP project.
10. CSU On-Line Business Conference
  - a. There was some concern about a conference which was co-sponsored by the CO, and ASCSU and ATAC were unaware of the conference.
  - b. The conference was a small-scale initiative sponsored mainly by the CSU, Dominguez Hills College of Business.
11. Campus Senate Chairs
  - a. There was a discussion of the campus senate chairs meetings and role of the Executive Committee with this group. The group would benefit by electing a chair at their first meeting. The systemwide senate office could staff the election.
  - b. Perhaps the Executive Committee could prepare an agenda for the first meeting (see possible template below).
  - c. This should be discussed during the summer/early fall.
  - d. Agenda template:
    - i. Around the table introductions and brief reporting on key campus issues from each of the campus senate chairs.
    - ii. Election of members to serve as chair and vice chair for the 2008-09 campus senate chairs’ group.

- iii. Discussion with ASCSU Executive Committee.
  - iv. Discussion of items identified by campus senate chairs.
12. Liaison with External Groups
- a. Alumni Council
    - i. Darlene Yee will represent ASCSU at the next Alumni Council on June 21 at CSU East Bay.
    - ii. Barry Pasternack will attend the meeting on September 13 at Cal Poly University, San Luis Obispo.
  - b. ICAS—Mark Van Selst and Barbara Swerkes will represent the CSU on the ICAS Transfer White Paper Task Force.
  - c. CSSA—John Tarjan will attend the next CSSA meeting on June 27 at CSU Stanislaus and the July 13 meeting at the CO.
  - d. CFA
    - i. Barbara Swerkes will attend the next CFA meeting on June 6 at LAX.
    - ii. Bob Buckley may attend the meeting on August 15 in Sacramento.
    - iii. John Tarjan will attend the meeting on October 17 in Los Angeles.
    - iv. Bob Buckley will attend the meeting on December 5 in Sacramento.
  - e. ERFA
    - i. Barbara Swerkes will attend the meeting on October 18 at LAX.
    - ii. Barry Pasternack will attend the meeting on April 18 at LAX.
13. Access to Excellence
- a. Members of the Executive Committee will act as faculty liaisons during the summer with CO personnel working on each of the accountability areas and associated metrics, etc.
  - b. These assignments will be discussed in the Friday conference call.
14. SB 325 and the Accountability Movement
- a. Implications and the CSU response (e.g. Lumina Foundation effort) were discussed.
  - b. This is a possible item to discuss with campus senate chairs at their first meeting. Executive Vice Chancellor Reichard endorsed this idea.
15. Adjournment