

2001/2002 Academic Senate

MINUTES
October 29, 2001**I. The meeting was called to order at 2:05 p.m. and attendance was noted. Thirty-six Senators were present.****Ex Officio:**Present: Caret, Brent, McNeil, Peter,
Martinez, Shifflett**Administrative Representatives:**Present: Lee, Kassing, Rascoe,
Goodman, Dorosz**Deans:**Present: Sigler
Absent: Andrew, Breivik**Students:**Present: Khaghani, Tsai
Absent: Deveza, Anderson, Grotz, Lee**Alumni Representative:**

Absent: Hollands

Emeritus Representative:

Present: Buzanski

Honorary Senators (Non-Voting):Present: Norton
Absent: Young**General Unit Representatives:**

Present: Thames, Main

CASA Representatives:

Present: Chen, Glogoski, Malloy, Lu

COB Representatives:Present: Donoho
Absent: Nellen**ED Represent:**Present: Rickford, Katz
Absent: Lessow-Hurley**ENG Representatives:**Present: Singh, Hambaba
Absent: Pour**H&A Representatives:**Present: Williams, Sabalius, Vanniarajan
Absent: Manning, Van Hooff, Fink**SCI Representatives:**Present: Hamill, Matthes, Stacks, Veregge
Absent: Garcia**SOS Representatives:**

Present: Nuger, Baba

SW Representative:

Absent: Hines

II. Approval of Minutes

The minutes of the October 1, 2001, Academic Senate meeting were approved as corrected by Chair Brent.

III. Communications**A. From the Chair of the Senate.**

Chair Brent said that Senator Nellen had created an outstanding web page on the Senate Retreat. Twenty suggestions came out of the retreat. Chair Brent, Senator Stacks, and Senator Thames have met to decide what specific actions/referrals will be necessary.

Chair Brent said that two steps had been taken regarding faculty concerns about general education requirements. First, the Assessment Committee has been asked to conduct an investigation and issue a report concerning the implementation of the general education guidelines adopted in 1998. Second, the Organization and Government Committee has received a referral to consider establishing due process guidelines for the Board of General Studies (BOGS), and possibly other curricular committees.

Chair Brent said the External Relations Taskforce organized a V.I.P. breakfast with

local state, and national politicians before the Showcase for Learning event on November 10, 2001. State and local legislators have been invited. Several local officials have called to say that they will be attending the event, such as councilpersons Linda LeZotte and Forrest Williams as well as Assemblyman Manny Diaz.

Chair Brent said nominations for the Outstanding Professor, Distinguished Service, and President's Scholar Awards are due in the Senate office on Wednesday, October 31, 2001. Chair Brent asked for nominations for the Wang Award by the end of November.

Chair Brent announced that the President would host a holiday party for Senators at his home on Sunday, December 9, 2001. The President would like any donations to be made to the University Library. Chair Brent said that Senator Breivik would be bringing books to the next Senate meeting to be considered for donation.

Chair Brent said Senator Van Hooff had asked him to distribute the pamphlet everyone just received on *Openings for Resident Director Positions for International Programs*.

B. From the President of the University

President Caret emphasized that donations were not required to attend his holiday dinner. However, he would encourage Senators to consider donating a book to the library.

President Caret encouraged the Senators to send in nominations for the Wang Award. SJSU has not won this award in the past, and the President would like to see us win it this year.

President Caret said he had good news and bad news. First, enrollments are up significantly over last summer. There was a 2.6% increase in enrollments for the calendar year. This is approximately 500 FTES. There has been a growth rate of 8% from Fall 2000 to Fall 2001. CSU system-wide, there has been a 2.5% increase above target.

Now for the bad news: The state is asking CSU Presidents to prepare for possible 3, 5, or 15% cuts to their budgets. The President is asking his Vice Presidents to plan for these cuts. There could be a state deficit of up to \$14.5 billion. However, President Caret is hoping for minimal cuts, and is considering all cost-cutting ideas.

President Caret announced the Tower Award winners, Marilyn and Pete Silva. They will be honored at a ceremony and dinner on May 4th, 2002.

President Caret said that the CSU has requested compensation increases of 4% base with an additional 2% for faculty. The state provided a 2% increase in compensation across the board this year.

Questions for the President:

Senator Shifflett asked whether faculty would be shielded from the budget cuts. President Caret said that he is looking at methods of creative financing. President

Caret will know more in January when the Governor's budget comes out.

Senator Buzanski said there was an article in the *San Francisco Chronicle* that criticized California State Universities statewide for their ratio of growth of students to growth of faculty. The article indicates that there are too many Administrators hired. President Caret said that many Administrators are hired due to mandates. The article didn't explain this. President Caret said SJSU does an aggressive job of replacing tenured faculty, even with housing costs and budget cuts. However, the percentage of lecturers at SJSU is higher than we'd like it to be. President Caret said the biggest growth of Administrators in the CSU system has been in Development, which is self-supporting.

Senator Veregge asked if there was a committee set up to come up with ways to manage enrollment, and put a positive spin on possible enrollment limits. President Caret said if we must limit enrollments, we would do so by using the application closing dates. The Provost said we are trying to shift enrollment patterns at SJSU. Last year 60% of our students were transfer students. We would like to see that shift to more first-time Freshmen.

Senator Norton asked about the new NCAA athletics requirements. The President said that we must have a minimum of 5 home games, and we must have 15,000 people in the stands. The requirements are predominantly oriented toward football, basketball, and money. President Caret said we have until 2004 to meet the requirements. Some possible solutions include the Annual Fundraising Campaign. Donors could be asked to buy and donate tickets to high school students. Another possibility is to invite University of the Pacific, University of Santa Clara, and Community College students to attend the games for free. One of the President's goals is to have 6,000 students living in new housing on campus and attending the games.

Senator Nuger asked how many people attend the games now. President Caret indicated that SJSU distributes an average of 12,000 to 13,000 tickets per game, but that the average actual attendance is closer to 7,000 to 8,000 per game. President Caret said fewer than 200 people attend the men's soccer games. On the other hand, SJSU has 104 years of football tradition. SJSU has made progress since President Caret came here 6-7 years ago. SJSU has not used more than 2.1 to 2.45% of the general fund for athletics.

Senator Peter asked about the San Jose Mercury News article that said Athletics Director Chuck Bell suggested that the Dining Room be closed on game days, and food served to students at the game. Senator Peter asked the President if we were trying to "starve" our students into attending the games, or whether Director Bell misquoted. President Caret said Director Bell was misquoted. The President said that there really are some very small campuses in which almost all students attend the games, so they do serve food at the games. The President joked that we may offer free hot dogs and chips at SJSU games, but we won't be closing our Dining Room down.

Senator Sabalius asked if we must have enrollment limits, why don't we just raise the enrollment standards at SJSU. President Caret said our standards are CSU wide, and they would prefer that we keep the current standards. We do not want to defeat our purpose, the President said, which is to take the bulk of the students in our overall service area.

Senator Stacks asked about the *San Jose Mercury News* editorial on athletics requirements. The President said the new rules are aimed at big sports. They are making it more difficult for schools to get into the WAC. The President and other Presidents are fighting these new rules, because they unfairly discriminate against certain sports.

Senator Williams asked about the possible renovation of the areas surrounding Spartan Stadium. The President said that SJSU is involved in all San Jose City plans for improvement anywhere near SJSU. SJSU has participated in the city's Neighborhood Watch program, the Tree Planting program, and local home restorations, and we continue to work with local taskforces. The President said the city of San Jose is in relatively good shape right now. Vacancy rates in San Jose are very low.

IV. **Executive Committee Report**

A. **Minutes of Executive Committee**

Executive Committee Minutes of October 8, 2001

Executive Committee Minutes of October 22, 2001

Several general questions were raised and answered regarding the Library Weeding program, the Faculty YRO Survey, and the Board of General Studies information in the minutes.

B. **Consent Calendar of 10/29/2001 approved as is.**

C. **Executive Committee Action Items - None**

V. **Unfinished Business - None**

VI. **Policy Committee and University Library Board Action Items. In rotation.**

A. **Organization and Government -**

Senator Stacks presented *AS 1161, Alcohol and Drug Abuse Prevention Committee Composition*. Senator Stacks gave a brief background on the resolution and answered questions. Senator Singh asked that a correction be made on the first page to list Chair Brent as a "Guest" at the bottom of the page. Chair Brent informed Senator Singh that this is usually not done. Senator Singh then asked that the bracket be closed at the end of the last sentence of the "Member-at-Large" statement.

Senator Shifflett recommended that we support this policy recommendation wholeheartedly. Senator Shifflett said that when there has been a community member on the committees she has been on, the result has been excellent. Community members have a different viewpoint, and they have a vested interest in the outcome.

There was no further debate on the resolution. Chair Brent called for a vote. **The Senate voted and passed AS 1161 unanimously.**

B. **Instruction and Student Affairs Committee-**

Senator Nuger, Chair of the Instruction and Student Affairs Committee, gave a brief

report on the committee's progress on the YRO Survey for Students. Senator Singh stated that if the budget needs to be cut, why not cut out YRO. Chair Brent stated that YRO is a "done deal," and we have no choice in that matter.

C. University Library Board –

Allison Heisch, Chair of the University Library Board, gave a brief report on the University Library Board. Chair Heisch welcomed the new members of the University Library Board: Mike Gorman, Shirley Reekie, Carolyn Nelson, and Maribel Martinez.

Chair Heisch gave a report on the "mystery of the missing films" from the IRC. Chair Heisch said she had met with Mary Jo Gorney-Moreno to discuss this. The IRC thought they owned the films and other materials in the IRC. They did not realize that they were the property of the Library. Chair Heisch asked Mary Jo to produce a list of the missing films, and where they went. Chair Heisch will report back to the Senate at the next meeting. Senator Buzanski said he had many of the missing films, and he would be happy to return them to Chair Heisch.

Chair Heisch gave an update on the Library Weeding program. Sixty lists were sent to the colleges for review, 15 haven't been returned. Chair Heisch said the University Library Board is behind schedule in the weeding process. They are recommending two changes to their procedures. First, in cases where faculty have not responded to weeding requests, the Library Liaison will be asked to ascertain where faculty are in the process and to pursue it. Second, the Library will no longer send out a second list for review, because they can't make their deadlines if they do.

The University Library Board met with the San Jose City Joint Library Advisory Committee to get to know their counterparts in the city. The University Library Board will be bringing recommendations to the Senate in the form of policy discussions.

The University Library Board will design instruments to determine a student's Information Competency.

Questions for the University Library Board:

Senator Hamill asked why we are weeding out books when we are building a new library with plenty of space to house all of our books. Chair Heisch said we need to weed out books that aren't current, such as outdated textbooks.

Senator Peter asked the extent to which Journals will be combined between SJSU and the city. Chair Heisch said the Journals will be kept separate. Senator Peter said he had hoped there would be some degree of overlap.

Senator Singh asked what would happen to Clark Library when the new library is finished. The President said that there would be over 100 faculty offices created in Clark Library. Some of the modular offices will also be moved to Clark library, and possibly some of the student services areas.

Senator Hamill asked if a list of all books to be weeded could be put on a website for faculty to review. Chair Heisch said this would be too difficult due to the size of the

lists. Chair Heisch said if there is any book that any faculty member wants retained, it would be retained regardless of the reason. Senator Hamill said he never sees the lists sent to his department of the books to be weeded. Chair Heisch referred Senator Hamill to his library liaison.

Senator McNeil said that the list of books to be weeded is 3,000 pages, and 40,000 titles long. He asked if anyone could look at this list. Chair Heisch said yes, anyone could view the list.

Senator Shifflett asked if the Library Liaison is the faculty's contact in the library. Chair Heisch said yes, the Library Liaison is the contact person.

Senator Rickford said she sympathized with Senator Hamill. She never likes to see books thrown out. However, since she has been on the University Library Board, she has learned that weeding books is a necessary task. The library simply cannot retain every single copy of every single book.

Senator Lu said on some campuses, the library auctions off weeded out books. Chair Brent said there is nothing in our policy to prohibit this, however, it is not currently the practice at SJSU.

D. Committee on Committee – None

E. Professional Standards –

Senator Thames, Chair of the Professional Standards Committee, gave a brief report on the Professional Standards Committee. The Professional Standards Committee is currently working on revising the Affirmative Action and RTP policies.

F. Curriculum and Research –

Senator Donoho, Chair of the Curriculum and Research Committee, presented a brief report on the Curriculum and Research Committee. Senator Donoho said that the committee has completed the Faculty YRO Survey and it will be sent to faculty to get their input on November 26, 2001. The Curriculum and Research Committee will bring a policy recommendation for consideration to the Senate at the next meeting on *Tuition Waivers for Graduate Assistants*. Senator Stacks asked Senator Donoho if an information sheet of some kind was going to be sent to the faculty prior to the YRO Faculty Survey being mailed to them. Senator Donoho said this was a very good idea. Senator Nuger said an information sheet would be sent to students prior to the distribution of the Student YRO Surveys in classes.

Chair Brent asked the Senate if the Provost could give his State of the University Announcement out of order, because he has to leave at 4:00 p.m.

IX.

State of the University Announcements. Questions in rotation.

A. Provost -

The Provost passed out an enrollment report that shows where SJSU is at right now with enrollments. The Provost said we have turned around a major decline in enrollments. Last year we were 4% below target. This year we are 540 FTES over target. The Provost thanked the Deans for their support. Freshman enrollments are up 24%. Last year 60% of our enrollment was transfer students. The Provost thanked

Enrollment Services for their hard work. The Provost said Spring 2002 enrollments are already 1,000 above this period last year. We are processing applications faster and the Provost is very pleased. We had a 60% increase in our summer enrollments.

The Provost announced that the AIM Taskforce is moving forward. Over 110 faculty members attended the MUSE sessions. In one college, 22 faculty members expressed an interest in teaching in MUSE. This is outstanding, the Provost said.

The Provost said that 102 faculty offices would be built in Clark Library to relieve some of the overcrowding.

The Provost announced that there were 95 searches authorized this year. We had a 34% increase in the number of new faculty. FTE increased by 540 this year. This will get us more money from the state. However, we need to centralize our funds to attack the workload/retention issue. Summer funds used to pay for a lot of programs not in the base funding, such as the library. We will need to convert a lot of funds into base funds due to YRO. We need to add \$775,000 permanently into the O&E accounts. We are changing the location of some off campus sites. The Tisch site is moving all offices out of their current location. This should save us \$250,000 a year. Everyone is pitching in for cost savings.

Questions for the Provost

Senator Sabalius said with regard to Admissions and Records, students have their transcripts lost over and over again. Senator Sabalius' wife applied to SJSU for the Spring and her transcripts were lost. The Provost said the average CSU Admissions and Records office has 22-24 Evaluators to process applications. Our Admissions and Records office has 9 Evaluators. Evaluator positions have a high turnover rate, because it is a difficult job and the pay is very low. The Provost had the Business Department do process mapping in Admissions and Records, and they are currently working on some new processes. We are also moving to the electronic age.

The Provost discussed the November 10, 2001, Showcase for Learning event. SJSU will put out 50,000 CD ROMs. The President and Chair Brent do a pitch on the CD. The Provost said we are one of only two universities to adopt ECOMS. ECOMS was innovated by SLO. With ECOMS students do all their admissions processing via the web. With ECOMS we can respond and admit students a lot faster.

Senator Sabalius said his department has searches that they need to conduct, but they don't have the money for them. Senator Sabalius asked the Provost if some extra money could be set-aside for this purpose. The Provost said that \$5,000 is allotted for each search, and all the department needs to do is contact Sandy Dewitz to have the money put into their account. Some Deans have asked for more money for International searches and the Provost has approved their requests.

Senator Shifflett asked where the new money is coming from for these new projects such as MUSE and AIM. Senator Shifflett asked the Provost if he was taking rollover money back from the departments when he talks about centralizing money. Senator Shifflett also asked who is paying for the Cost Benefit Analysis for MUSE, and when will the Senate get to see it. Senator Shifflett asked the Provost if he had talked to

MUSE faculty about designing classes to eventually meet general education requirements. The Provost answered that we had an increase of \$1.9 million in summer enrollment funds this year, and the increase in FTE should get us another \$1.2 million, plus the fees related to all those students. This is the new money he is talking about. However, 10% of rollover money will come back to the Provost next year, but departments can appeal the 10%. The money the Provost collected back from some of the departments this year was money loaned to them by the Provost. Regarding MUSE, the Provost is sure Senator Nellen and the MUSE group is aware of the general education requirements. Senator Dorosz said the MUSE program would be reporting back to the Curriculum and Research Committee on general education requirements.

Senator Singh commended the Provost for his enthusiasm for new projects. Senator Singh said the library should be part of the base funding, this is a good thing. As for the enrollment issue, Senator Singh said there is still a problem with graduate admissions. Student's applications are not processed in a timely manner. The Provost said that graduate admissions are up this year. The problem in Graduate Studies has been the number of Evaluators. As the Provost said earlier, retention of Evaluators is a problem. It takes 6 months to 1 year to train a new Evaluator, and the job is difficult and low paying. For these reasons, the turnover rate in these positions is very high. The Provost had the Business Department come and do process mapping in Graduate Studies as well as Admissions and Records, and they found that we had a bad process. Part of the problem was that applications were being held in the departments over the summer until faculty returned in the fall to approve them. The Provost hopes he has solved this problem by having departments assign more people that can approve applications at different times of the year. Senator Singh said letters were not sent out to graduate applicants saying we are considering them for admission as they are done at Stanford. Senator Singh thinks we should adopt this procedure.

VII. Special Committee Reports – None

VIII.

New Business-

Senator Rickford gave a "Budget 101" presentation and distributed a handout on budget procedures to all Senators. The presentation examined how money gets from the legislature to the CSU, from the CSU to SJSU, and from SJSU to the Colleges/Departments.

Senator Peter said the CSU Statewide Senate Report, *CSU and the 21st Century*, took issue with the "Marginal Cost of Instruction" funding formula, because it is a negative and counterproductive formula over the long run. As we grow, we get funding that actually shrinks our per capita funding over a period of time. Over the latter part of the 1990's, that funding formula has eroded our quality base. It is a real problem.

Senator Singh asked about the high fees for nonresident students. Senator Rickford said these fees really weren't that high when compared to other universities such as Stanford. President Caret said when we went through the crisis in 89-93, the resident fees went up about 50% from \$700 to roughly \$1400. The fees have stayed the same since then.

Senator Nuger said Spartan Shops appears to make a lot of profit from the services they provide. How much of the general fund allocation to them is fair? Senator Kassing

said there is no general fund allocation to Spartan Shops. The money shown in the handout is their profit from sales. Senator Kassing said Spartan Shops gave the University about \$350,000 over the last 3 years.

Senator Shifflett said that new student enrollment money was said to be "discretionary funding." However, it really isn't discretionary, because it has to be used to pay for many things. Cynthia Haliasz said a portion of the money is discretionary.

Senator Peter said this is new money and it could be used in any way, but it brings new needs with it such as the need for additional faculty, so it really isn't discretionary funding.

Senator Williams said when we increase FTES, does the state give us our allocation right away or down the road? Senator Kassing said that the way it works is that we provide the CSU with an estimate of what we think our enrollment will be. We then get an allocation in the budget process. We get funded for the increases in FTE at about \$6,000 per FTE. This money then goes to the BAC labeled as discretionary allocation. Then it gets drawn down. There are mandatory obligations that must be paid from this money.

Senator Shifflett asked Senator Kassing about the low amount Spartan Shops pays the university and why they don't pay rent. Senator Kassing said we insist they pay us something each year. Senator Kassing doesn't require a set amount because that wouldn't allow him to ask for an amount from Spartan Shops based on their profit for the year. Spartan Shops has a net profit of about \$400,000 to \$500,000 a year out of the \$21 million they make. We have received about \$350,000 over the last 3 years from Spartan Shops.

Senator Sigler explained how money is allocated to the colleges based on how she gets allocations for her college. Senator Sigler gets about \$18 million a year. Half of this money goes to salaries. The money allocated to the colleges is based on FTES. The Deans meet with the Provost and project their FTES for the coming year. That figure gets divided by a factor called the Student Faculty Ratio (SFR). For tenure, and tenure-track faculty, Senator Sigler's college gets their faculty member's actual salary. For the lecturers and teaching assistants, Senator Sigler gets what is called a "vacant rate" that is approximately \$45,000 per lecturer this year. This amount is much lower than the salary some of the lecturers actually make. Therefore, the college has to come up with the rest of the money to pay them. Then there is an allocation for staff positions. The colleges get the staff member's actual salary. In addition to this, the departments get Operations and Expenses (O&E) money. This is basically for supplies and services. Senator Sigler's college got approximately \$500,000 this past year for O&E for the largest college on campus. Senator Sigler said she then allocates this money to her departments based on the same FTES formula used by the university. Last year she ended up with a rollover amount of \$93,000. Most of this money was already committed, and was being held for hiring, and to pay accrued vacation days. Senator Sigler said that her goal is to end up with a zero balance at the end of the year. Senator Buzanski asked Senator Sigler about telephone expenses and whether the colleges still got a fixed amount regardless of the actual telephone expenses. Senator Sigler said that the telephone expenses come out of the college O&E funds. A list is now provided for each extension showing every call made and the charges for each call.

IX. State of the University Announcements. Questions in rotation.**A. Provost -**

Presentation given earlier.

B. Vice President for Administration- None**C. Vice President for Student Affairs-**

Senator Rascoe will roll-forward her announcements to the next meeting.

D. Associated Students President-

Senator Martinez said that her office has been moved to the University House and invited everyone to come by. Senator Martinez announced that there are still student vacancies on some committees, if anyone knows of students that are interested. The students can download the AS Committee form from the Associated Students' website. A computer lab will be setup in Senator Martinez' old office in the Student Union. The computer lab will have about 100 computer workstations.

E. Statewide Academic Senate-

Senator Peter said that he didn't have much news except that Chancellor Reed has asked for a special meeting to address the Statewide Senate on the budget.

X. The meeting was adjourned at 5:00 PM.