

2001/2002 Academic Senate

MINUTES
December 3, 2001

I. The meeting was called to order at 2:05 p.m. and attendance was noted. Forty-four Senators were present.

Ex Officio: Present: Caret, Brent, McNeil, Peter, Shifflett Absent: Martinez	CASA Representatives: Present: Chen, Glogoski, Malloy Absent: Lu
Administrative Representatives: Present: Lee, Kassing, Rascoe, Goodman, Dorosz	COB Representatives: Present: Donoho, Nellen
Deans: Present: Sigler, Andrew, Breivik	ED Represent: Present: Rickford, Katz, Lessow-Hurley
Students: Present: Khaghani, Tsai, Lee Absent: Deveza, Anderson, Grotz	ENG Representatives: Present: Hambaba, Pour Absent: Singh
Alumni Representative: Present: Hollands	H&A Representatives: Present: Williams, Sabalius, Vanniarajan, Manning, Van Hooff Absent: Fink
Emeritus Representative: Present: Buzanski	SCI Representatives: Present: Hamill, Matthes, Stacks, Veregge, Garcia
Honorary Senators (Non-Voting): Present: Norton Absent: Young	SOS Representatives: Present: Nuger, Baba
General Unit Representatives: Present: Thames, Main	SW Representative: Present: Hines

II. Approval of Minutes

The minutes of the October 29, 2001, Academic Senate meeting were approved as amended.

III. Communications

A. From the Chair of the Senate.

Chair Brent said he is trying something new at this meeting. At this meeting and the next meeting we will be having a PowerPoint presentation letting you know where we are at in the agenda. This way, if you arrive late, you will always know where we are at on the agenda. Chair Brent welcomes feedback on how helpful the PowerPoint presentation is.

Today is the first of two consecutive Senate meetings. The next meeting will be held on December 10, 2001 at the same time in Engineering 285/287. We were bumped from that room for this meeting by the Engineering department.

Senators will be receiving two new resolutions that will come to you from the Budget Advisory Committee for the December 10, 2001 meeting. In addition, we will finish any business we do not complete today.

You will not receive an agenda packet in intercampus mail for next week's meeting due to the short time frame. Please keep this week's agenda for next week's meeting. Julie has just distributed two handouts that are the new proposals that we will be considering next week. Chair Brent will be sending next week's agenda by email to all Senators.

This Sunday is the day the President will be hosting the "Holiday Get-Together" at his house. Julie will be asking those Senators that have not responded individually if they plan on attending this event.

Senator Breivik has brought copies of books Senators can purchase to donate to the Library. Senator Breivik thanked the President for suggesting that Senators donate books to the Library again this year. Senator Breivik will also be bringing copies of the books to the December 10, 2001 Senate meeting.

Chair Brent said the first annual Showcase for Learning event was extremely successful. Chair Brent thanked Provost Goodman, Dean Ego, and the members of the Showcase for Learning organizing committee for their efforts. Chair Brent also thanked Vice Chair Nellen and the External Relations Taskforce for organizing the VIP Breakfast immediately preceding the Showcase for Learning event. Any Senators interested in joining the External Relations Taskforce should contact Vice Chair Nellen or Chair Brent. The next meeting of the External Relations Taskforce is this Friday, December 7, 2001.

Chair Brent said that both Faculty and Students are currently being surveyed about their calendar preferences under YRO. The Senate strongly encourages Faculty to complete the survey, and also to distribute to students in their classes that are selected to be surveyed. All Faculty are being surveyed, but only selected classes are being surveyed.

Vice Chair Nellen gave a brief report to the Senate on the results of the Senate Retreat. Vice Chair Nellen said they are following through on the suggestions received at the retreat. Vice Chair Nellen welcomes any additional feedback and/or suggestions Senators may have.

B. From the President of the University

President Caret said the Showcase for Learning was a great event, not only in terms of the number of people that showed up, but also in terms of the number of people that actually enrolled. The most important thing was the sense of community.

President Caret said he wanted to be clear that the book donation related to his open house for the Senate, was voluntary. He wants Senators to know that that they don't have to buy a book to come to his house.

President Caret reminded everyone that the Faculty and Staff Holiday event is on December 18, 2001, in the Barrett Ballroom. The President is asking people that wish to bring a gift to that event to donate a toy to the SJSU police department's toy drive.

President Caret gave a report on the budget. This year we received between \$1.2 and \$1.3 million dollars in new money from the state, because we exceeded our enrollment targets. In contrast, we were 3% below our enrollment target for the calendar year that ended in June 2001. By June 2002, we expect to be 3% over our enrollment target for

a general increase of 6%. Next year we expect an enrollment increase around 4-4 1/2% above this year. President Caret said, we have had a 53% increase in applications over this time last year, according to Provost Goodman. We have never had a 53% increase in applications. However, the bad news is we have been asked to prepare to give back 1.4% of our budget, or \$2.1 million. They gave us \$1.3 million but they are taking back \$2.1 million, so we end up with a loss. But, the loss is a lot smaller than we would have had if we hadn't received the increase of \$1.3 million. Next year will be the real challenge. If we have the 4-4 1/2% growth we expect, we would typically expect to receive a \$6 million increase. However, due to the current economic situation, they could give us some, part, or none of that money. If they tell us in June that we aren't going to get the money, we still have to take those students we have accepted. In addition, the Governor has asked us to prepare for a 1, 3, 5, 10, or 15% budget reduction. If you take the low end of that and look at a possible 5% budget reduction, we are looking at a reduction of \$7.5 million in our base budget. If we did not get enrollment growth money and had to take a 5% budget cut, we would be looking at a \$13.5 to \$14 million cut. We are hoping that at least they will give us our enrollment growth money before they take the budget cut out. Then we would be revenue neutral. The problem is that we don't know what we are going to be dealing with yet. The President is hoping for the best, but preparing for cuts. We also have some increase in costs coming up in the range of \$5-\$10 million. We are just not sure what we are going to have to deal with right now. The President has been directed by the Chancellor to implement the hiring freeze. This does not include tenure/tenure-track positions. The President said we would get through this.

Questions for the President:

Senator Norton asked what areas the \$5-\$10 million increases were in. President Caret said some of it is for outreach money mandated through EO 665 for remedial education. Then there is an increase in the insurance pool, the Peoplesoft student software system is coming online next year, and some capital projects such as the new Library.

Senator Stacks asked if she would still be able to hire critical staff positions. There is an increased need, especially with the addition of Peoplesoft. President Caret said that he can make a few exceptions. However, the department must submit a detailed report stating why the position is needed, and what impact there will be if the position isn't filled. He will then review the request and make a decision.

Senator Shifflett asked what kind of internal mechanisms are being considered to limit enrollments other than application deadline dates. President Caret said he and the Provost had discussed this, and the Provost had some ideas if it came to that. However, we don't want to limit enrollments if possible. Using lecturers may be the key. We will use every mechanism we have available.

IV. Executive Committee Report

A. Minutes of Executive Committee

Executive Committee Minutes of November 5, 2001
Executive Committee Minutes of November 19, 2001

Senator Norton asked what building is Building DD referred to in item #4 of the November 19, 2001 minutes. Chair Brent said that Building DD is the old Scheller

House.

Budget Advisory Committee Minutes
 Budget Advisory Committee Minutes of October 29, 2001
 Budget Advisory Committee Minutes of November 12, 2001

B. Consent Calendar was approved.

C. Executive Committee Action Items

Senator Peter presented *AS 1162, Senate Management Resolution: Enlarging the Membership of the AIM Task Force*. Senator Buzanski presented a friendly amendment to strike the word "non" in the resolved clause. Senator Garcia presented an amendment to the Buzanski amendment to strike the word "advisor" in the resolved clause, and replace it with "member." **The Senate voted and approved the Buzanski amendment as amended by the Garcia amendment.** Senator Sigler presented a friendly amendment to remove the word "and" after "General Unit" in the resolved clause and to replace the word "member" with "members." **The Sigler amendment was approved. The Senate voted and passed AS 1162 with one abstention.**

Senator Stacks presented *AS 1163, Sense of the Senate Resolution: On Behalf of More Proportional Representation on the CSU Academic Senate*. Senator Peter presented a friendly amendment to remove the word "overrepresentation" from the last sentence of the last resolved clause. The Senate approved the amendment. **The Senate voted and passed AS 1163 unanimously.**

V.

Unfinished Business - None

VI.

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

A. University Library Board -

Chair Heisch gave a brief report. Next week the University Library Board will have a policy on Journal Management for the Senate to review. Chair Heisch said that the reason the weeding lists aren't on the internet is because they do not want the whole world to see the lists. However, they will make the lists available to any faculty that want to see them. Chair Heisch said the University Library Board has met one time with their city counterparts. They are now working on a mission statement together.

Questions for the University Library Board:

Senator Buzanski said that the University Library Board could put the weeding lists on the web but use passwords to limit access to the lists. Chair Heisch said she would take this recommendation back to the University Library Board. Senator Hamill said that the policy passed by the Senate says that faculty will be given a list of all books to be weeded, not just those that pertain to their department. Senator Breivik said that the initial list is just the books that pertain to their area. However, everyone will have an opportunity to view all books recommended for weeding from each department. Senator Hamill asked how these lists would be made available. Senator Breivik said that they are working on that right now. Senator Malloy asked if the staff will still be

able to access the stacks when they are combined. Chair Heisch said yes. Senator Williams asked why Chair Heisch doesn't want to advertise the lists of books to be weeded. Chair Heisch said that they don't want wholesalers to know in advance when they get ready to auction off weeded out books.

B. Professional Standards Committee- None

C. Curriculum and Research Committee –

Chair Donoho gave an update on the YRO Faculty Survey.

Chair Donoho and Senator Matthes then presented the **first reading** of *AS 1164, Policy Recommendation: Teaching Associate Fee Waivers.*

Questions for the Curriculum and Research Committee on AS 1164:

Senator Hamill asked why Graduate Assistants were not included. Senator Matthes said that they wanted to start with the most exceptional students first. Senator Garcia said he agreed with Senator Hamill that Graduate Assistants should be included. Senator Matthes said they made the distinction because Teaching Assistants are teaching lab sections, and Graduate Assistants are not. Senator Stacks asked why they didn't use WTU's in Appendix A. Senator Matthes said that they wanted to emphasize the number of hours Teaching Assistants are teaching. Senator Stacks asked why they didn't go back more than one year in their research of costs. Senator Matthes said that he actually went back 3 years, and that the Curriculum and Research Committee recognized that there would be fluctuations in the costs, which is why they put in a cap of 3%. Senator Malloy asked whether the Teaching Assistants would be required to have classes in Curriculum and Teaching. Senator Matthes said the same standards and policies for Teaching Assistants would still apply. They must still meet current requirements. Senator Norton asked whether the Curriculum and Research Committee had considered the possibility of an increase in the number of eligible Teaching Assistants due to a possible recommendation from the AIM Task Force. Senator Sabalius asked whether it was mandatory to review the policy in 2 years. Senator Matthes said no, but it was a good idea with the introduction of any new program. Senator Shifflett said that the Graduate Assistants aren't in the classroom teaching like the Teaching Assistants, so she agrees with limiting the proposal to Teaching Assistants. Senator Stacks said that as a point of clarification, Graduate Assistants may be in the classroom but cannot be the instructor of record. Senator Hamill said he thought this was a terrific idea. However, Senator Hamill is concerned about the 3% cap, Teaching Associates already account for 2% in his area. Senator Hamill asked if there wasn't a policy passed last year that said Graduate Assistants automatically become Teaching Assistants after one year. Senator Donoho said this was incorrect. Senator Peter asked why this excellent, well-written, well-documented proposal wasn't a Senate policy committee recommendation to the budget priorities process. Senator Matthes said the Curriculum and Research Committee felt that we needed a permanent policy. There is currently no policy regarding this issue. Senator Nellen suggested that a reference be added which defines Graduate Assistants and Teaching Assistants and sets limits. Senator Matthes said he has added an Appendix C that includes this information, but he will also add a reference. Senator Stacks asked what was meant when it says that Graduate Assistants/Teaching Assistants have "no WTU's." Senator Matthes said this meant they were not taking classes. Senator Stacks suggested we should then modify the proposal to say "no FTES" instead of "no WTU's." Senator

Shifflett said that she feels we need a policy recommendation on this issue not a budget priority. Senator Veregge said she agreed with Senator Shifflett on this issue.

D. Organization and Government – None

E. Instruction and Student Affairs Committee –

Senator Nuger presented AS 1165, Policy Recommendation: Exemption from the Late Drop Policy. Senator Shifflett presented a friendly amendment to strike the line "A student who never attended class nor contacted the instructor by the instructor drop deadline and received a U shall be eligible to petition for a retroactive drop for that course" in item 10. **The Senate approved the Shifflett amendment.** Senator Garcia presented a friendly amendment to replace "is essential to" with "best serves" in item 6. **The Senate approved the Garcia amendment.** Senator Malloy presented a friendly amendment to replace "72 hours" with "three working days." **The Senate approved the Malloy amendment.** Senator Nuger presented a friendly amendment to strike "of S99-12" from the fifth line of item 6. **The Senate approved the Nuger amendment.** Senator Nuger presented a friendly amendment to add "their courses for" in the eleventh line of item 6. **The Senate approved the Nuger amendment. The Senate voted and passed AS 1165 unanimously.**

VII. Special Committee Reports –

Senator Peter gave a short update on the AIM Task Force. Senator Peter will give a more in-depth report next week. The Provost had originally allocated \$1 million to alleviate faculty workloads in the spring, an amount which was reduced to \$750,000 due to the current budget situation. The AIM Task Force has formulated a plan for allocating this money during the Spring and Summer of 2002, although departments can choose to spend this money in the Fall if they wish. Departments have received a letter of intent asking them to indicate whether they will be using the money in the Spring, Summer, or Fall and which categories they intend on spending their money in. These letters of intent are due back on December 10, 2001. The AIM Task Force will meet on December 12, 2001, and discuss their recommendations to the Provost. Senator Sabalius said some faculty in his college are concerned that if they don't use the money in the Spring, it will be taken back. Senator Peter said the colleges could spend some of the money in the Spring and the rest in the Fall. Senator Donoho asked what the categories are. Senator Peter said they are 1) reassignment of faculty, 2) use of TA's, GA's, or Student Assistants, 3) use of Research Assistants, 4) other. Senator Stacks asked if a college put forward an area they wanted to use the money for under the "other" category, and it was not approved would the money be lost? Senator Peter said no, the money would be rolled forward if the proposed area wasn't accepted. Senator McNeil asked if the area to be funded wasn't approved under the "other" category, could the college specify that the money then be used in another category. Senator Peter said yes, the colleges could request this.

VIII. New Business- None

IX.

State of the University Announcements. Questions in rotation.

A. Provost - moved to December 10, 2001

B. Vice President for Administration- moved to December 10, 2001

C. Vice President for Student Affairs- moved to December 10, 2001

- D. Associated Students President-** moved to December 10, 2001
- E. Statewide Academic Senate-** moved to December 10, 2001

X. The meeting was adjourned at 4:45 p.m. due to lack of a quorum.