

<p>Academic Senate May 13, 2014</p> <p>Present: Bell, Bice, Breshears, Broadwater, Carroll, Crayton, Espinoza, Eudey, R. Floyd, Garcia, Ghuman, Guichard, Hartman, Hidalgo, Hooker, Huang, Kohlhaas, Lindsay, Littlewood, Lore, Manrique, Mulder, Nagel, O'Brien, Park, Perrello, Petratos, Peterson, Petratos, Petrosky, Powell, Regalado, Salameh, Scheiwiller, Silverman, Schoenly, Sims, Soodjinda, C. Stessman, Strong, Thompson, Wisniewski, Wood and Won.</p> <p>Excused: Advanced Studies, and Chris Lore.</p> <p>Proxies: Eudey for Filling.</p> <p>Guests: The following guests were welcomed: Marge Jaasma, Brian Duggan, John Sarraile, James Tuedio, Annie Hor, Dennis Shimek, Carl Whitman, John Tillman, Chuck Gonzalez, Linda Nowak, and Oddmund Myhre.</p> <p>Isabel Pierce Recording Secretary</p>	<p>Second reading of 5/AS/14/UEPC – Instructor Withdrawal Policy. Passed.</p> <p>First and second reading of 7/AS/14/UEPC Resolution for Two-Pass Registration System. Passed.</p> <p>Next Academic Senate Meeting: August 26, 2014 2:00-4:00pm, JSRFDC Reference Room</p> <p>Minutes submitted by: Mark Thompson, Clerk</p>
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1. Call to order

2:02 pm

2. Approval of Agenda

Approved as distributed.

3. Approval of Academic Senate Minutes of April 8, 2014 (distributed electronically)

Approved as distributed.

4. Introductions

The following guests were welcomed: Ann Strahm, Marge Jaasma, Brian Duggan, John Sarraile, James Tuedio, Dennis Shimek, John Tillman, Chuck Gonzalez, Linda Nowak, Oddmund Myhre, Renee Giannini, Lynnette Richmond, Neil Jacklin, Tammy Worthington, Tammy Giannini and various staff members.

5. Announcements

Peterson, reminder of Faculty BBQ this Saturday 5/17.

Lindsay: I have some bittersweet news. Dean Nowak has announced her retirement, so this is the last meeting of the Academic Senate that she will attend. Dean Nowak joined the College in March of 2010, which was a tumultuous time on our campus. She quickly united the faculty of the College behind her and led them through a very successful maintenance of accreditation. Under her leadership, the College developed the online MBA Program and expanded its offerings in the Stateside MBA Program. While I wish her the best in her retirement, she will be deeply missed.

Breshears: Working to improve services for veterans. Distributed possible language for inclusion in course syllabi ("Veterans and active duty military personnel with special circumstance or

needs (e.g., upcoming deployments, drill requirements, disabilities) are welcome and are encouraged to communicate these, in advance if possible, to the instructor.”) and some statistics about numbers of veterans on campus. Faculty who have served in the military and want to support/mentor student veterans are encouraged to contact: Nadine Kent, Veterans Affairs Coordinator, nkent@csustan.edu, 209-667-3081 or Michael Igoe, Director, Program for Academic and Career Excellence (PACE) & Director Veteran Program Development Grant at migoe@csustan.edu, 209-664-6767

Provost Strong: Reminded the Senate and faculty that we have a UEE Dean candidate on campus today and the open forum is at 4pm in MSR 130.

Eudey: Mentioned the summer faculty learning group to support online. Contact her for more information.

Park: Summer Web of Science Citation database is available for every article published in key journals. Distributed flyer noting that the Web of Science database is accessible through the University Library’s database collection. Often referred to as the most interdisciplinary and comprehensive subsection-based citation resource, the Web of Science extracts citation information from articles in more than 10,000 journals from a wide variety of disciplines. Quite commonly, Web of Science users are able to forgo searching for citation information in numerous different databases only to find, analyze and share scientific and citation information easily with this very unique research tool. More information visits the library website: <http://library.csustan.edu/webofscience>

Arounsack: Wednesday 5/21, the first annual digital film festival in this room, all student-produced films. In August we will have an intensive workshop for faculty and students.

Eudey: we are bringing candidates in for the Library Dean Search this week and next and the first candidate is tomorrow. Open forums are available for each candidate, so try to attend.

Speaker Garcia: Spring General Faculty meeting in this room from 2-4pm 5/15. Encourage your colleagues to join us as well.

6. 2:10pm Time Certain

a. President Joseph F. Sheley (Past Year’s Events)

Thanks for a good year. This feels like a normal campus, an accomplishment of all working together. Thanks to Garcia and Carroll for the time spent in candid conversations to build strong relationships. Thanks to the Senate and committees for their hard work. He hopes that the pro-consultation, shared governance, and community consultation stance of administration is visible. These contribute to a normal environment on campus.

He will read RPT files this year as the conversation continues about the President’s role in the process. He continues to be impressed by faculty at all levels. WASC has challenged us to take a good look at how we do RPT, but the positive view should make that review less challenging. He looks forward to the report of the committee reviewing practices and processes.

Budget: Thanks to the members of UBAC and FBAC as we work to decide how to use small pots of new money by looking at priorities. He sees all prioritized needs as honest although not all can be covered. We need the many voices involved in the conversation. The May revise held no new money for higher education. There is still some chance of additional funding in the legislative process. We need to keep in mind that Prop 30 will expire in two years. This is also a contract year which must be factored into the budgeting process. We will be allocated 200 new FTES for next year; he would like 400. We need to grow. The increase due to *new* FTES may be \$1.9M. Enrollment management will be very important. Currently, the permissible overage in FTES look like 3%.

He maintains an emphasis on the basics such as general education, writing, and advising and wants the conversations to continue at all levels. He wants the faculty to lead the conversation or at least be co-equal in advising conversations as well.

In response to questions:

He has visited many departments and wants to visit all.

One Purpose comes through Advancement and, rather than a total focus on large donors, focuses on university scholarships. The campaign seeks to raise \$1M to go directly into student scholarships.

Advancement is trying to do something different that hasn't been historically done at most universities. Most universities like ours seek out big donors. We do that but we need extensive staff to make that happen. We will now proactively go out looking for a way to increase scholarships for the university which is very important for our students. Those students will carry the fame that this university should have. The One Purpose Campaign is effectively a large campaign to raise \$1Million to go directly to our students. He thinks they will do it and is very proud of this group. There are lots of folks out there in teams saying very positive things about you and this university. Read about this and get on board as this is a new venture. If it works everyone will be talking about how they do it at Stanislaus.

7. Committee Reports/Questions

Sims: **(FAC)** The committee is working on the issue of disruptive students and will continue this work in the fall.

Eudey: **(SWAS)**. Issues include: CO to help form discipline councils, uniform designations of course modalities, changes to language concerning MA programs, and making RSCA grants available to faculty of all ranks.

Schoenly: **(UEPC)** At UEPC's (last) May 8 meeting. The committee:

1. Reviewed and approved year-end reports submitted by the 4 subcommittees of UEPC as well as reviewed a draft of UEPC's annual report.

2. Resumed its discussion of a minimum GPA for Academic Minors. Currently, only two departments require a minimum GPA for minors and there is no campus-wide standard. Across campus, minimal competency is assumed, but there are students who declare a minor with 1.4 and 1.5 GPAs. The committee believed that this is an integrity issue, that every minor on campus should have a minimum, and felt 2.0 was reasonable. Because this issue requires new policy to be crafted, it will be a carryover item for Fall 2014.

3. Discussed the new asterisk and footnote (added by the Office of Academic Affairs) under the recently reinstated columns for optimal and maximum class size. At the urging of the committee, the asterisk and footnote was removed from the form. Consequently, the new form will look like the old form; that is, it will retain the two columns (for optimal and maximum class size) but will have no asterisk and footnote associated with maximum class size. This item has been removed from UEPC's agenda.

4. Earlier this year, speaker-Elect Carroll asked UEPC to consider drafting a resolution that re-affirms that course proposals be approved or disapproved based solely on their academic merit. The impetus for this request came last year when a new course proposal from the History Department was disapproved – largely, but not entirely – for budgetary reasons by the Provost. UEPC's charge is to “review and evaluate proposals for new undergraduate programs and courses for study based on approved criteria and procedures.” Whenever the committee receives a new program or course proposal that contains requests for new resources, it consults with FBAC, as per its charge. While the committee felt that it was a good idea to revisit its mission and charge, the committee did not believe it needed another document to reaffirm what it already does. Consequently, this item was removed from UEPC's agenda.

5. UEPC completed a draft of a resolution to make the 2-pass registration system permanent, a first reading item at AS today.

IN SUM, the UEPC met twice each month, every month (except January), for a total of 14 meetings and began the year with 15 carryover items. The committee also received 21 other action items for a total of 36 items. While this number was close to the UEPC average, many items demanded multiple meetings, guest appointments, and data requests that resulted in revising or drafting new policies that were often returned to UEPC for reconsideration and revision. Given UEPC's high volume of meetings and agenda items, plus collaboration with its four subcommittees, the committee felt that four WTU's for the chair was insufficient. Consequently, the committee is urging that reassigned time for the chair be increased to six WTU's to compensate this high workload.

Among the items UEPC will deliberate for Fall 2014 include: Latin honors; policies for a minimum GPA for minors, change of major, adding a 2nd major, and adding an additional minor; and at least one program revision. Although the new policy for OIT Maintenance Days went into effect in the 2014 Winter Intercession, annual consultation will be required between OIT and UEPC to determine dates for OIT maintenance.

Points of discussion:

Carroll: Individual course proposals often go directly from the college curriculum committee to the Provost's office; because that was the case in the course proposal that sparked this issue, UEPC's own actions were never intended to be identified as a problem in the resolution UEPC was asked to consider. UEPC does weigh in on new *program* proposals, but the resolution he asked UEPC to consider does not concern new programs – only individual course proposals. The report implies that there are no remaining concerns, yet he remains concerned that the budget can be and has been used as a rationale to not approve a course. At the March 11th Senate meeting the Provost asserted that: "All our programs are evaluated first and foremost on meeting the university's mission, and secondarily on budgetary issues." But that statement does not address individual course proposals and therefore should not be taken by UEPC to suggest that there is no problem concerning individual course proposals. Considerations external to an individual course proposal should not influence the decision about whether or not the course should be approved.

Regalado: In this particular instance the course proposal received high praise, yet it was at the Provost's level that it was turned down. A resolution should have been submitted through the Senate, as such denials are not in the best interest of our curriculum process. Courses should be considered on their academic merit. It should not be the role of UEPC and they overstepped in this case.

Ghuman: What is an example of budget intruding in course approval processes?

Tuedio: Thinks it's important for us to keep in mind the context of these discussions and how we have moved beyond this context in the past year. The discussion at that time was triggered by our focus on the requisite number of WTU's for TT faculty, which produced budget-driven pressures to manage faculty workloads and hold down the cost of part-time instruction. The concerns were generally about courses with low enrollments, most of which typically serve small numbers of students. These issues were triggered by our concerns about economic impacts. Two years later, we've moved past the uncertainty about whether Prop 30 would pass, though we may have to revisit these discussions again if Prop 30 isn't replaced with budget revenues when it sunsets. We were under pressure at that time because of the dire state of the budget. It could happen to us again.

Thompson: Part of the context was left out: at the same time we were also being told that the contract said that we had to carry 24 WTU's of teaching. That was an important context as we fought a long fight to get a policy approved that acknowledges those claims were not accurate. We may need the same security of policy to prevent denials outside the recognized parameters of course approvals.

Carroll: The problems Dean Tuedio identifies pertaining to bad budget times can be addressed by keeping a course out of the schedule in affected semesters, and are not a sufficient rationale for keeping a course out of the catalog altogether.

Regalado: Dean Tuedio actually approved this course initially when he was interim dean. The faculty then should be allowed to know what the budget is to have a fair chance to take that into consideration if we're going to expand the recommendations. We followed the instructions to a tee and followed the rules. He reiterated his frustration with UEPC's apparent satisfaction with status quo on this matter.

Schoenly: This is his third year on UEPC and it looks like it may be carried over if the History Department has its way. There were some reasons why it was problematic. This 4-unit course was not properly explained to UEPC as they look at courses across colleges. Second larger concern, the instructor was trying to justify that she could not cover the primary literature in a 3-unit course and requested 4 units. That is why he was careful to word the report. The instructor resubmitted the proposal for 3 units, and it was approved. Also, the accusation that the Provost had not approved it based on 4 units was proven to be false as he approved other 4-unit courses. He is still waiting on an apology from the History Department.

Carroll: The issue has moved beyond the particular instance that Schoenly just addressed. It is not a local concern of the History department but a university concern involving faculty control of the curriculum.

Speaker Garcia noted that clearly this is an issue for SEC as well as UEPC next year. Thanks for the lively discussion.

8. Information Item

a. 2:45pm Time Certain for Lynette Richmond and Renee Giannini (Staff presentation on Staff Compensation Pool Proposal at the UBAC forum)

Eudey was impressed with quality and content of the report that the staff made at the recent UBAC open forum. It is important to understand that all programs and services must run at the best quality. We usually recognize workload issues more than the compensation, and she is really pleased to have so many guests at this presentation.

Richmond thanked Eudey for this invitation. Richmond has been at this university for many years, but it was a group of staff that worked on the report and she's just the one presenting it. Richmond provided the following report:

Staff Compensation Pool Proposal:

This is a staff request and represents all staff constituencies on campus. We recommend that the University invest in staff with a compensation pool for this campus. This pool of money would be used to fund the increases awarded to staff for things such as in range progressions, equity, merit, retention and longevity for the remainder of the first year in which they are awarded. They can be added to base budget at the start of the next year.

Staff attrition has been a problem on this campus. As reported in the FAC Chair meeting with Department Chairs, Friday, 9/20/13 Draft notes "Staff turnover has also created considerable additional work, as chairs ... have to train new staff; expertise is often lost ... which must be recreated." There are intangibles that seasoned staff bring to the table, such as University

Memory, which cannot be easily replaced. What value do you assign to the current staff member who knows how to navigate the University system to avoid the bottlenecks where students can find themselves mired?

As we have seen from the Vice President presentations, staffing is the main priority for divisions with all Vice Presidents listing staff positions as their top one or two priorities. Ours concern is for the staff who are currently here. They will rightly become the mentors to the new staff that is being recommended for hire. One way to support the current staff and assist in their retention is by creating this compensation pool to help with earned salary increases.

Investing in Staff Saves the Campus Money

Investing in Staff Saves the Campus Money Base Salary	3% In Range Progression	20% + Base for Add'l Salary + Training & Turnover Costs
1	\$ 45,000	\$ 1,350
2	\$ 32,500	\$ 975
3	\$ 29,000	\$ 870
4	\$ 40,000	\$ 1,200
5	\$ 33,000	\$ 990
\$ 5,385		\$ 35,900

Source: <http://www.cbsnews.com/news/how-much-does-it-cost-companies-to-lose-employees/>

It actually saves the University money to invest in our current employees on campus. This will promote student success by harnessing the knowledge base of the dedicated staff on campus who choose to grow and invest in themselves and their future. This chart shows the cost of investing and retaining staff on campus with a 3% in range progression as compared to how much it would cost to replace that staff member based on having to provide a competitive salary as well as the time and resource investment it takes to train the new employee. In this example above, it saves the University 85% in salary costs by investing in staff already on campus instead of letting them leave for a higher salary at another University and replacing them.

Here is an excerpt from the article from CBS Moneywatch titled “How much does it cost companies to lose employees” :

“So , choosing to not give...a raise may net a temporary cost savings, but if he quits you'll be out 20 percent of his salary. The best option? Bump his pay up 5 percent. Although employee replacement costs are a one-time expense and a salary increase is ongoing, it would take four years at higher salary to equal the cost of replacing him one time. “

Staff Compensation Pool Proposal

Since CSUEU represents 80% of all staff on campus, we are using data from that population.

Using data provided from the CSU Controller's Office and the CSUEU PIMS list from October 2013, Stanislaus ranks 23 out of 24 campuses (including the Chancellor's Office as an entity) in staff compensation. As a subset, the clerical staff ranks 24th out of 24 and the technical staff ranks 23rd out of 24.

CSU Rank for Average Salary

Campus	Headcount	Average Salary	CSU Rank
Chancellor's Office	213	\$71,312	1
San Francisco	1012	\$50,830	2
San Jose	786	\$50,776	3
East Bay	482	\$49,463	4
Monterey Bay	237	\$47,869	5
Northridge	1007	\$47,622	6
Long Beach	946	\$47,008	7
San Luis Obispo	791	\$46,927	8
Fullerton	873	\$46,680	9
Pomona	710	\$46,489	10
Channel Islands	235	\$46,078	11
San Marcos	330	\$45,934	12
San Diego	944	\$45,896	13
Maritime	73	\$45,858	14
Fresno	529	\$45,811	15
San Bernardino	588	\$45,338	16
Dominguez Hills	344	\$44,676	17
Sacramento	761	\$44,436	18
Sonoma	327	\$44,370	19
Humboldt	417	\$44,332	20
Los Angeles	548	\$44,111	21
Bakersfield	260	\$43,795	22
Stanislaus	283	\$43,401	23

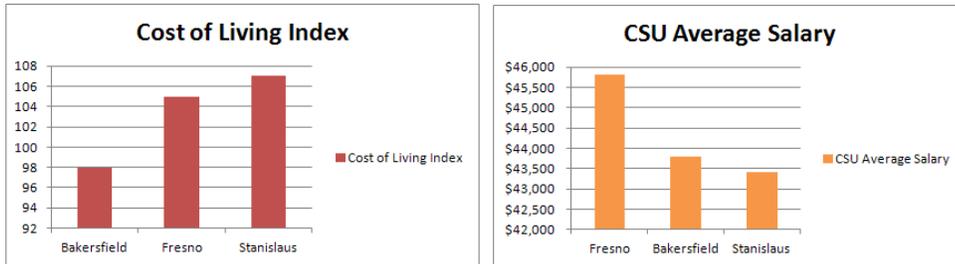
Chico	549	\$43,058	24
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The average annual salary is \$43,401
 $43,401 \times 3\% = \text{approx. } \1300 per year
Stanislaus has 353 staff employees
 $20\% \text{ of } 353 = 71 \text{ employees}$
 $1300 \times 71 = \$92,300$

The average salary is \$43,401, however we have some staff who make only \$25000 a year for working full time. This equates to \$2116 a month before deductions. These staff members are working 40 hours a week and are barely above the poverty line. The poverty level for a family of 4 is defined as \$23,000 a year. We are hoping that you will assist in changing this culture here on campus.

For approximately \$95,000 per year UBAC and President Sheley can make an ongoing investment that represents 20% of the staff on campus each year. This decision could be the beginning of a cultural change in how staff are valued here at CSU Stanislaus.

Central Valley Cost of Living vs CSU Average Salary Comparison



<http://cost-of-living.findthedata.org/d/d/California>
Family budget Data from the Economic Policy Institute, 2013

These charts show the cost of living index comparisons of the three Central Valley CSUs of Bakersfield, Fresno and Stanislaus with the average CSUEU salary for those same Universities. While CSU Stanislaus has the highest cost of living index of all three Central Valley CSUs, the average CSUEU salary for Stanislaus at \$43,401, is the lowest of all three CSUs. CSU Stanislaus salaries are not keeping up with the cost of living in our region.

CSU Stanislaus Staff Bridge Cost of Living/Salary Gap with Other Jobs or Assistance
Staff here are creative in bridging this gap between Cost of Living and Salary. A survey sent to CSUEU staff members in January 2014, demonstrates that fully 1/3 of those who responded, bridge this gap between the cost of living and average salary at CSU Stanislaus by finding additional employment or using public assistance or other types of aid to supplement their income and support their families.

In Summary, we are asking UBAC and President Sheley to invest in the staff here at CSU Stanislaus by creating a compensation pool. CSU San Diego has already accomplished this on their campus. We ask that you help to increase morale by incentivizing current employees who will take on the mentoring of new employees and reward those who perform in an outstanding manner. We are the staff who assist students in reducing the time to graduation and assist with improving the graduation rates. In the State of the CSU address, in January 2014, Chancellor White announced a plan to set aside \$50 million to hire more experienced faculty and advisors to assist in reaching these same student goals. We would like to give President Sheley the opportunity to be a trailblazer in this area and to be among the first CSU Presidents to set up a permanent compensation pool for the staff here on this campus.

9. First Reading Item:

a. 7/AS/14/UEPC – Resolution for Two-Pass Registration System

It was M/S Schoenly/Eudey.

California State University, Stanislaus

7/AS/14/UEPC – Two-Pass Registration System

The two-pass priority registration allows students to register for 12 units during the first round of registration, which will include appointment times for individual students. The first pass allows all eligible students to be given an appointment which may last about 8-10 days. The first-pass priority registration will be followed by a second-pass priority registration period, to be followed by an open registration period that will continue for at least 15 business days until 12:00 midnight of the first day of instruction. Priority of registration will be determined by units completed within class level in the following order: seniors, master's and credential students, juniors, sophomores, freshmen, and unclassified post-baccalaureate students.

7/AS/14/UEPC Approved by UEPC on May 8, 2014. This policy replaces the previously approved 35/AS/13/UEPC – Resolution for Two-Pass Registration System (one-year pilot).
[END]

Schoenly: The one-year pilot previously approved ends in the fall; the survey about the pilot demonstrated that most students support the two-pass system. This resolution moves two-pass to normal and continuing status.

Points of discussion:

Students prefer 12 units, but there will still be issues about courses that students need to graduate on time.

First pass is open to all matriculated students up to 12 units. The second pass allows registration up to the cap. Open registration occurs after the second pass; this can be an issue for new graduate students and perhaps other students.

Other processes at the department, decanal, or Provost level can alleviate some other problems of course scarcity. Registration processes and course scarcity are largely separate issues.

The survey results are based on student opinion about two-pass rather than on two-pass compared to some other system. After reviewing the document on the survey it is difficult to evaluate what the students will need as there is no way to compare the data to anything else. Twelve units is a problematic count for some disciplines. There is data to demonstrate that the system helps student reach graduation in a timelier manner.

It was M/S/P O'Brien/Petrosky to waive the rules and take action on the item: 36 yes and 1 no. Resolution passed, 33 yes, 2 no.

10. Second Reading Item:

a. 5/AS/14/UEPC – Instructor Withdrawal Policy

Schoenly reported that the committee has added more flexibility in IWing students who attend the first day and then do not attend during the remainder of the first week and has added language to cover online courses.

Points of discussion:

Why 48 hours rather than 72 for online courses? Schoenly: To accommodate students on the waitlists.

If the instructor does not drop the student and a student does not drop him or herself, what happens? Schoenly: the student receives the grade assigned by the instructor.

Resolution passed, 36 yes, 0 no.

California State University, Stanislaus
5/AS/14/UEPC – Instructor Withdrawal Policy

Students who register for a class and do not attend the first class meeting should notify the instructor or the departmental office no later than 24 hours after the first class meeting of their intent to remain in the course. A student who fails to do so may then be dropped administratively from the class by the instructor. If a student misses any other class sessions within the first 7 calendar days of the start date without notifying the instructor, the instructor may IW the student. If a student who registers for an online class fails to logon to the course website within 48 hours of the start date (8am, Pacific Time), the instructor may IW the student. (Courses are assumed to begin on the start date of the semester, unless otherwise specified in the schedule of classes.) An instructor may also administratively drop a student who does not meet the catalog prerequisites for the class. These instructor withdrawals are done by the instructor, following established procedures, through the Director of Enrollment Services. These administrative drops shall be without penalty and must be filed by the instructor with the Director of Enrollment Services, no later than the census date. At the end of the fourth week of instruction there shall be a campus-wide enrollment update; if the instructor fails to administratively drop a student who has not attended class, it is still the student's responsibility to drop the class through the Enrollment Services Office.

- Kenneth Schoenly 4/3/14 9:26 AM
Deleted: writing an "IW" next to the name on the roster, signing the roster, and submitting to
- Kenneth Schoenly 4/10/14 4:42 PM
Deleted: Admissions and Records Office
- Kenneth Schoenly 4/10/14 4:42 PM
Deleted: Admissions & Records
- Kenneth Schoenly 4/10/14 4:43 PM
Deleted: Admissions & Records

22/AS/82/EPC Approved February 18, 1983. Amended by the UEPC on October 23, 1990.
4/AS/05/UEPC Amended and Approved May 19, 2005. Revised by the UEPC on April 10, 2014. [END]

11. Open Forum

Speaker Garcia

Carroll hopes that everyone joins him on a job well done for Speaker Garcia including several early dismissals.

Finals Week

Salameh: There has been an ongoing discussion of finals week.

Points of discussion:

We have had this discussion before and found out about several definitions of “finals” as well as reasons for flexibility.

Hold finals during finals week; it’s about order.

A “dead week” might be useful before finals.

We have a policy: *Final examinations shall be administered only during the designated scheduled final examinations days.* However, definitional differences and vagueness in the policy allow for some “flexibility.” We should be able to communicate to students and peers why a class session is not being held as that is part of our responsibility as instructors.

Ximena Garcia

Eudey: Ximena Garcia is retiring at the end of July. She doesn’t want a party, so we’re trying to support her wishes. She’s been really important to the campus and Eudey hopes that all find private ways to say thanks to Ximena. They do have the position ready for posting, and, if you know anyone that would be great in the FDC, please encourage them to apply.

Points of discussion:

O’Brien sent Ximena an email and denied her request to retire.

12. Adjournment

3:51pm