Minutes – Senate Executive Committee
April 22, 2003
Faculty-Staff Club


1. Agenda (Perkins)

   MP  Approved agenda of April 22, 2003

2. Minutes (Perkins)

   MP  Approved minutes of March 18, 2003.

3. Announcements (Zimmerman)

   Congratulations to the newly elected and re-elected Lecturer Senators, Gordon Shackelford and Kathleen Holowach.

   Emeritus Party was held on Thursday, April 24 at the Faculty-Staff Club at 4pm. It was a great success.

   Task Force on Shared Governance has been postponed until further notice.

4. University Administration (Marlin)

   Budget. There is nothing new to report; we wait for the Governor’s May Revise which should be out May 14.

   Payroll. A tax payers advocacy group filed suit last year questioning whether it was legal to pay state employees without a budget. Then there was a state ruling that you could get paid, but only minimum wage. People who are closest to the arguments and deliberations speculate that they might rule on the lines of the fair labor act standards which state that people eligible for overtime would be paid minimum wage; those not eligible wouldn’t be paid all.

   Future Aztecs Day was held on April 19, 2003. Over 8300 people participated and it was a very exciting event.

   US News &World Report ranked Graduate programs in Business and Education. SDSU’s Entrepreneur program ranked 25th and Education ranked 12th in the Nation.

Discussion

   Senator Cademy: Do we anticipate holding Senate Executive Committee meetings in the summer due to the budget crisis? Chair Zimmerman: Yes.

   Senator Wheeler: I will be going to Sacramento as a representative of CFA. Please let me know any issues you wish me to discuss.

   Provost Marlin: It is important that we keep the funding levels at least in the Governor’s budget, particularly regarding the enrollment growth we have already accepted. We had to make those decisions long before we knew what our budget was. The Governor’s budget is required to serve students that are admitted. Without that we will be back in the circumstances like the early 90’s when there weren’t classes for students admitted.

   Senator Shackelford: The early 90’s really reached the point of disrupting students’ lives and their plans. The impact of losing one’s major and not getting a course can really change one’s life.

   Senator Papin: The student fee increases should be part of the package of the Governor’s budget. Provost Marlin: Right. We may differ from CFA on that. Senator Schulze: There are discussions of an initiative that says no legislator will be paid until we have a budget.
5. Auxiliaries and Affiliates

5.1 Associated Students (Pajela)

A Summit on University Affairs was held Tuesday, April 29, 2003 at 10am-3:30pm.

An Inaugural Breakfast for the Cross Cultural Center was held on April 29, 2003.

Discussion:

Chair Zimmerman: Thank you very much, Senator Pajela, for your diligent service to the Senate and the Senate Executive Committee this year. (Senator Pajela received a round of applause.)

5.2 Academic Senate (Warschauer)

No report.

Discussion:

Senator Wheeler: Is the Academic Senate addressing the issue of CMS? Senator Warschauer: We have passed a half a dozen resolutions questioning and criticizing the cost of CMS. Those can be found on the Website: http://www.calstate.edu/AcadSen/

5.3 California Faculty Association (Schulze)

The CFA Election Results are posted on their Website at http://www.calfac.org.

Discussion:

CFA President Schulze: I am a reformer at heart and will continue to be involved in some ways with statewide labor and CFA.

6. Senate Committee Reports

6.1 Officers’ Report (Papin)

The following Senate Calendar, 2003-2004 will be recommended:

Fall 2003 - Tuesdays
Executive Committee (FSC): August 26, September 23, October 21, November 18
Senate (HH221): September 9, October 7, November 4, December 2

Spring 2004 – Tuesdays
Executive Committee (FSC): January 13, February 10, March 9, April 13
Senate (HH221): January 27, February 24, March 30, April 27

A list of outstanding referrals was included in the Agenda.

6.2 Academic Policy and Planning (Ornatowski)

AP&P continued discussion of academic policy issues implicit in teaching very large classes and will present a preliminary report to the Senate in September. Chair Ornatowski will list a few of these issues in the AP&P report at the May 2003 meeting.

AP&P approved changes in Curriculum Guide copy concerning certificate programs. The changes clarify existing policy and comply with Executive Order 806.

6.3 Academic Resources and Planning (Shackelford)

A Report on the Fiscal Impact of Joint Doctorates (Senate Referral) was distributed, which included the following summary of observations:
1. The high ratios of external funding to budget for our Joint Doctoral Programs is in large measure due to the implementation of these programs in areas where substantial research and/or program funding is available.
2. Masters and undergraduate students receive opportunities that would not exist without the Joint Doctoral Programs.
3. Joint Doctoral within academic departments greatly increase the ability of the department to compete of faculty, and over time, control the direction of the department.

6.4 Curriculum (Dintrone)

The First Report, 2003-2004 Catalog was included as information.

6.5 Academic Personnel (Rogers)

The Academic Personnel Committee will move that the Senate approve the following changes to the Policy File:

Promotions Procedures (Excluding Librarians)

2.3 The faculty employee eligible for consideration for promotion who wishes to be considered for promotion shall submit a current Personnel Data Summary (PDS) to the department or school peer review committee by the date established by the Office of Faculty Affairs. Evaluating committees and administrators shall be responsible for identifying and providing materials relating to evaluation not provided by the faculty employee. The department or school shall contact all eligibles and reinform them of this requirement. Nonsubmission of these forms shall be considered a withdrawal from the process. The department or school office shall prepare in proper form the PDS submitted by the faculty employee.

2.31 Tenured faculty employees who satisfy the criteria in sec. 1.2 shall automatically be considered for promotion unless they request in writing to the department or school that they not be considered.

2.32 Other tenured faculty employees whose names do not appear on the promotion eligibility list eligible for promotion consideration shall be considered for promotion by submitting a Working Personnel Action File (PDS and One-of-a-Kind file), request in writing to the department or school peer review committee by the date established by the Office of Faculty Affairs that they be considered.

2.64 A college committee considering a recommendation different from a department or school committee’s may proceed only after submitting to the unit notification its reasons in writing and after weighing the written rebuttal submitted by the unit committee including the candidate’s name, the tentative recommendation by the college committee, and the area of concern if the tentative recommendation by the college committee is negative.

2.72 When considering a recommendation different from a college committee’s, the Panel may proceed only after submitting to the college notification its reasons in writing and after weighing the written rebuttal by the college committee including the candidate’s name, the tentative recommendation by the Panel, and the area of concern if the tentative recommendation by the Panel is negative. The Panel should offer to meet with the unit before making a final recommendation.

6.6 Committees and Elections (McClish)

Election Results 2003. (All terms are May 2003 to May 2005 unless otherwise noted.)

Arts & Letters
1. Aitken, Stuart (Geography)
2. Donadey, Anne (European Studies & Women’s Studies)
3. Keufler, Mathew (History)
4. Kime Scott, Bonnie (Women’s Studies) – term May 2003 to May 2005
5. Kish, Kathleen (Spanish)
6. Littl, Sherry (English & Comparative Literature)
Survey of MPP Employees. Responding to a Senate Executive Committee referral (November 19, 2002), the Committee on Committees & Elections surveyed Administrative I and II employees concerning the following questions:

1. As an MPP employee, do you feel that you are represented in the SDSU Senate?
2. Do you wish to be represented in the SDSU Senate through elected Senators?

The survey was conducted in March 2003. 101 ballots were returned. The results of the survey are as follows:

Question #1. 19 Yes, 80 No, and 2 Other
Question #2: 66 Yes, 31 No, and 4 Other
AS Review Recommendations (Senate referral). As a result of the Associated Students Review Recommendations (see SEC Agenda, October 22, 2002), the Committee on Committees & Elections has established a more formal liaison with the AS Vice President of University Affairs. The Chair of the Committee on Committees & Elections met periodically with the AS Vice President of University Affairs. In addition, the Committee on Committees & Elections requested the names of students who would be appropriate for committee service from all department chairs. The names of students provided by chairs were then forwarded to AS for their consideration. Early in 2003, the Committee on Committees & Elections surveyed committee chairs regarding student participation on committees. The results of this survey were reported at the February 18, 2002 meeting of the Senate Executive Committee. The Committee on Committee & Elections recommends that its chair continue to meet regularly with the AS Vice President of University Affairs to enhance and assess student participation on committees. In addition, the Committee on Committees & Elections should continue to solicit in writing names of students qualified for committee membership from department chairs. Finally, the Committee on Committees & Elections should periodically survey committee chairs to determine the level of student participation on committees and report the results of the survey to the Senate Executive Committee.

6.7 Constitution and Bylaws (Ely)

The Constitution and Bylaws Committee* will move that the Senate approve the following changes to the Policy File:

Professional Responsibility

1.0 This statement of professional responsibilities shall serve as a guide to responsible performance that is consistent with the highest ideals of the academic profession. It is not intended to serve primarily as a reference for disciplinary action. Ordinarily, departures from responsible professional behavior should be corrected by calling the matter to the attention of the person involved and handled within the individual's academic unit. If a breach of professional responsibility is alleged that cannot be, or is not, adequately handled informally within the basic academic unit, the matter should be taken up at the next institutional level. Nothing in this statement shall be construed in such a way as to interfere with or restrict faculty members' exercise of their academic freedom or basic constitutional rights, including but not restricted to, political activity, freedom of speech, and right to privacy.

2.0 The faculty of San Diego State University shall subscribe to the 1987 Statement on Professional Ethics (1987) by the American Association of University Professors(http://www.aaup.org/).

3.0 Faculty Colleagues: When there is reason to believe that a faculty colleague has violated standards of professional behavior, professors should take the initiative to inquire about or to protest against apparently unethical conduct. Potential risks should not diminish the obligation of professors to pursue what they believe to be well-founded concerns of professional wrongdoing by other members of the faculty.

4.0 Additional Areas of Ethical Responsibility: Faculty and other members of the academic community should refer to University administrative policies that provide annual or multi-year assurances to various federal and state agencies concerning ethical responsibilities of faculty and other members of the academic profession when engaging in research activities at the university.

5.0 As members of San Diego State University, professors and other academic professionals shall:

a Request a leave of absence or resign their academic position when acute conflicts between the claims of politics, social action, economic interest, and conscience, on the one hand, and expectations of students, colleagues and institution, on the other, preclude the fulfillment of substantial academic obligations.

b Use University stationery only when officially representing the University, and use the University logo only in an appropriate manner.

c Avoid sexual relationships with students currently enrolled in their courses or under their supervision.

* Academic Personnel presented their following recommendations to Constitution & Bylaws. The committees will discuss and bring forward one report under Constitution & Bylaws on May 6, 2003.
Revision of 1.0 as proposed by Academic Personnel:

This statement of professional responsibility is intended to be a guide to responsible performance consistent with the highest ideals of the academic profession. As such, it is not intended to serve primarily as a reference for disciplinary action. In ordinary circumstances, departures from responsible professional behavior should be called to the attention of the person involved and handled within the individual’s academic unit. If a breach of professional responsibility is alleged that cannot be handled informally in an adequate manner within the relevant academic unit, it should be taken up at the next institutional level. Nothing in this statement shall be construed in such a way as to interfere with or restrict a faculty member’s exercise of academic freedom or basic constitutional rights, including, but not restricted to, political activity, freedom of speech, and right to privacy.

Revision of 3.0 as suggested by Academic Personnel:

Faculty Colleagues: When there is reason to believe that a faculty colleague has violated standards of professional behavior, professors should take the initiative to inquire about or to protest against apparent unethical conduct. Professors share the obligations assumed by all members of the academic profession, including their responsibility to practice intellectual honesty in teaching and research and not to discriminate against or harass students, colleagues, or other members of the university community.

Revision of 5.0-c as suggested by Academic Personnel:

Not engage in sexual relationships with students currently enrolled in their courses or under their supervision or direction.

6.8 Diversity, Equity and Outreach (Toombs)

No report.

7. Senate-Appointed University Committee Reports

7.1 Campus Development Committee (Wilson)

7.2 Environment & Safety (Hemmingsen)

The Environment and Safety Committee will move that the Senate approve the following Resolution on Recycling:

Whereas the recycling program at SDSU has had considerable success in diverting much campus waste, including office paper, to recycling companies, and in purchasing materials such as paper towels, motor oil and compost that have significant recycled content, and

Whereas most of the printing and writing papers used on campus do not have recycled fiber in them, and

Whereas the Public Contract Code of the State of California (PCC 12205(c)(1)) states that “Fitness and quality being equal, all local and state public agencies shall purchase recycled products instead of non-recycled products whenever available at no more than the total cost of non-recycled products. . .” and

Whereas PCC 12205 states that the procurement goal for each fiscal year for print and writing papers shall be 25% of dollars, and

Whereas high quality office paper with up to 30% content of post consumer waste is now available commercially,

Be it resolved, that the Academic Senate of SDSU shall request Vice President Sally Roush to direct Procurement Services and Business Services to
1. estimate the total consumption of white office paper on campus
2. obtain bids from suppliers such that the price per ream is at or below the price for virgin office paper.
3. fill all orders for office paper with recycled office paper unless a justification for virgin paper is attached to the order.

Be it further resolved, that the Associated Students, Aztec Shops and the Foundation, as well as other ancillary organizations, be required to recycle office paper and to purchase office paper with at least 25% recycled content.
April 22, 2003

Chairman: you

Senator Discussion: 7.

Chairman: Has there been any discussion about using unbleached paper?  Chair Hemmingsen: Yes, there are a few Websites that explore that issue. Bright colors (e.g. Astrobrites) contaminate the waste stream.

Chairman: Is this an appropriate resolution for the Senate? The Senate does not usually pass resolutions calling upon Business Affairs to buy certain products. Senator Wheeler: The Senate needs to serve as a moral voice and this is a moral issue. The resolves should be equitable though; the first resolve allows for Business Affairs to purchase virgin paper and the second makes it more binding on AS and Aztec Shops.

Chairman: We have been trying for three or four years to implement this.  Steve Lincoln, Physical Plant: The Foundation doesn’t recycle its paper. Assembly Bill 75 defined our facility and now we are all part of the same facility. They are part of our purchasing and recycling program; we are now accountable for them.

The Environment and Safety Committee will move that the Senate approve the following Resolution on Smoking on Campus:

Whereas the Surgeon General of the United States of America has found that tobacco use in any form, whether active or passive, is a significant health hazard, and

Whereas environmental tobacco smoke has been classified as a Class-A carcinogen, and

Whereas SDSU has an ethical obligation to safeguard the health of its students, staff, and faculty as well as those who work in ancillary organizations (Aztec Shops, The Foundation, Associated Students, etc.) and

Whereas the CSU Board of Trustees in its meeting on September 17-18, 2002, gave authority to each CSU campus to establish its own policies with regard to tobacco use, and

Whereas a survey conducted at SDSU in April, 2002, revealed that one-third of the 1347 faculty, staff, and students polled reported exposure to secondhand smoke entering indoor areas, 57% reported having to walk through outdoor tobacco smoke, 59% reported adverse effects (bothered, asthma, allergies), 58% said it was very important to address this problem, 52% choose designated smoking areas as a solution, and about two-thirds favored a ban on tobacco sales on tobacco sales on campus as well as ban on advertising, events and club sponsorships by tobacco companies, and

Whereas other universities and colleges in California have tobacco use policies that are much more restrictive than those at SDSU,

Be it so resolved that the Academic Senate of SDSU shall strongly encourage President Weber to adopt the following campus policies:
1. Smoking prohibited in all indoor areas including residence halls and in all buildings owned or leased by the University, the Foundation or Associated Students.
2. Smoking prohibited in walkways and stairwells, on balconies and patios, under overhangs and awnings, in breezeways and in state owned vehicles.
3. Smoking prohibited within 20 feet of building doorways, windows, air intake vents, walkways and stairwells, balconies and patios, and underhangs and awnings.
4. The sale of tobacco and tobacco products not permitted anywhere on the SDSU campus.
5. Vendors or event sponsors prohibited from distributing free samples of tobacco products. or advertising such products.
6. Appropriately worded “no smoking signs” placed in locations where the 20 foot rule is consistently violated and all ash trays moved 20 feet away from doors, windows, air intakes, etc.
7. People who are smoking in unauthorized areas approached by police officers to educate them as to the policy.

Discussion:

Senator Cademy: Public Safety doesn’t enforce the policy we have now. That resolve should be removed. Also, did you consider prohibiting smoking entirely?

Chairman: Yes. We thought that would be too much and this was an intermediate step.
**Senator Wheeler:** Did the committee speak with vendors at Aztec Shops about revenue lost in the sale of tobacco prohibition? **Chair Hemmingsen:** Yes. A subcommittee is trying to meet with Aztec Shops. They are opposed to stopping tobacco sales and claim it is an enormous revenue stream.

**Senator Lamke:** Resolutions should be made more direct; do not use the word “encourage.”

**Senator McLish:** A law being broken is not a good enough reason not to have it.

### 7.2 Faculty Honors & Awards (Little)

The Faculty Honors & Awards committee will move that the Senate approve the following change to the Policy File:

#### 4.0 Emeritus Status

4.1 **The Faculty Honors and Awards Committee shall recommend to the Senate faculty members eligible for emeritus status.** Each semester, the Committee shall receive from the President’s Office (a) a list of faculty members who have informed the President of their intention to retire, (b) their anticipated dates of retirement, and (c) their status with respect to service retirement.

4.11 **Exceptional cases (e.g., nonservice retirement) may be considered for recommendation to the Senate.**

4.12 **If eligible persons are omitted from emeritus status, they may within three years of the date of service retirement request of the Chair of the Senate consideration for emeritus status.**

4.2 **Emeritus status shall be granted by formal action of the Senate, viva voce, to a tenured member of the faculty upon service retirement.** Emeritus status shall be granted under other conditions to recognize extraordinary service in outstanding, exceptional cases only by a majority vote of the total membership of the Senate taken in secret ballot separately viva voce.

4.3 **The privileges of emeritus status, as available and following normal procedures for allocation shall include (a) Library privileges accorded all regular faculty members, (b) computer access upon recommendation of the department or school, and (c) office space upon the recommendation of the department or school.**

4.4 **The names of emeritus faculty shall be listed in the back of General Catalog and with department and school faculty in the body of the Catalog.**

**Discussion:**

The Faculty Honors & Awards committee will move that the Senate approve **emeritus status** upon retirement to the following faculty:

Katalin Harkanyi, Librarian, 34 years,
Carole Wilson, Associate Librarian, 22 years.

### 7.3 General Education (Banks)

The Committee on General Education will move approval to add the following course to the General Education program.

**IV. EXPLORATIONS**

**B. Social and Behavioral Sciences**

*General Studies 410. Multicultural Aspects of Social Institutions (3)*

Prerequisites: Completion of the General Education requirement in Foundations II.B., Social and Behavioral Sciences and the Honors Program curriculum (excluding Honors Thesis).

Discussion of various social institutions from multicultural and interdisciplinary perspectives.

*Cultural diversity course.*
Discussion:

Senator Wheeler: The title in the relationship leads me to believe the emphasis is on the aspects rather than approaching the social institution. It is a weak description. Professor Choi: I will be happy to take suggestions. This body did not see the level of detail and background material.

Dean Chase: These students will know full well what this course is; this is the last course in a sequence. Chair Zimmerman: This is not open to the general student body. Senator Warschauer: Even though professors and students know what this is, our catalog should speak for itself; stand on its own description. There is no reason to be this brief.

7.4 Graduate Council (Andersen)

Update from Assoc VP Andersen: Only 17% of graduate applications are non-electronic. In order to better market our programs we will be referring to Websites in our catalog. Dean Chase: I applaud you for putting the graduate information on the Web. Catalogs are not easily available for some students.

7.5 Research Council (Scott)

No report.

7.6 Instructional Technology (Lyman-Hagar).

Student Email Policy. The Committee presented its “Draft Student E-Mail Address Use Policy” for consideration. After discussion the committee was instructed to continue to work on the policy, including issues of secure lines, encryption and grade confidentiality. The Committee will consult with FERPA requirements.

7.7 Staff Affairs (Cademy)

No report.

7.8 Student Affairs (Atkins/Thomas for Hayes)

No report.

7.9 Undergraduate Council (Chase)

The Undergraduate Council will move that the Senate approve the following changes to the Policy File:

University Policies: Academics

Grades

10.0 Repeated Courses and Grade Forgiveness for Undergraduate Students

10.1 A student who receives a grade of C– or lower (fewer than 2.0 grade points per unit) may request that the course repeat policy for grade forgiveness be applied to that course. The course repeat policy shall be applied to as many as four repetitions of lower division courses and one upper division course taken at San Diego State University, except where enrollment is restricted or the student no longer qualifies for admission to a course.

10.2 A course may be repeated twice for grade forgiveness. Courses repeated more than once or originally taken at another institution all count as part of the five-course maximum. Although the original grade(s) shall remain on the transcript, only the latest grade shall be used in calculating grade point averages. Courses taken in Summer term and courses taken through Open University shall be counted for grade forgiveness.

10.3 If a student repeats a course in which a grade of C or better was received, only the original grade and units earned shall be used for calculation of grade point average and units needed for the degree. In addition, the only courses that may be repeated with a credit/no credit option are those in which the student previously received a grade of no credit; if a course taken for a grade is
repeated credit/no credit, the original grade shall continue to be used in computing grade point average.

10.4 To request that the repeat policy for grade forgiveness be applied to a specific course, a student shall file appropriate notification with the Office of the Registrar before the end of the change of program period. The grade earned in that course the semester or session shall be used to calculate grade point averages. If a course in which a student received a grade of C– or lower is repeated without appropriate notification filed by the deadline or in excess of the course repeat limitations, all grades for that course shall be used in computing grade point average.

10.5 A course shall not be repeated for grade forgiveness by a student found by the Office of Student Rights and Responsibilities to be guilty of academic dishonesty in that course.

The Retention Council was brought together by the Provost and the VP of Student Affairs. Typically, they produced a report in the Spring. Dean Chase would like to report early in the Fall because that will enable the Retention Council to update data that is more current and useful.

8.0 Other Committees

8.0.1 Off-Campus Sites (Ortiz)

No report.

8.0.2 WASC (Chase)

9. Old Business

None.

10 New Business

None.

11. Minutes, Reports and Agendas.

Minutes can be found on the Senate website: http://www-rohan.sdsu.edu/dept/senate/senate.html.

11. Adjournment

The SEC adjourned at 4:22

Respectfully submitted:

Michael Perkins  Jackie Jones

Secretary of the Senate  Administrative Coordinator