CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, November 2, 2016
CLA Building, 98, P2-8

ATTENDEES: Lisa Alex, David Kopplin, Dorothy MacNevin, Phyllis Nelson, Axel Schmitzberger, Julie Shen, Neha Singh, Joanne Sohn, David Speak

PROXIES: David Speak for Jay Swartz, Phyllis Nelson for Dorothy MacNevin after 4pm

GUESTS: Dr. Soraya Coley, President
Dr. Sylvia Alva, Provost & VP for Academic Affairs
Dr. Alison Baski, Dean the College of Science
Dr. Sep Eskandari, Interim AVP Academic Planning & Faculty Affairs
Dr. Mahmood Ibrahim, Chair GE Committee
Dr. Cordelia Ontiveros, Interim Dean the College of Engineering
Dr. Erik Rolland, Dean the College of Business Administration

1) Minutes – October 19, 2016 and October 26, 2016

M/s/p to approve October 19, 2016 Executive Meeting Minutes with revisions

M/s/p to approve October 26, 2016 Executive Meeting Minutes as written

2) Chair’s Report

- Dr. Shah’s Institutional Review Board (IRB) Rosters

Chair Speak requested the IRB Rosters from Dr. Shah. The new proposed IRB has (10) ten members and (4) four alternates. The old IRB had (14) fourteen members and a much larger number of alternates.

Chair Speak contacted several members of the IRB, some continuing and some excused from service. It was clear at least that the process of restructuring was handled insensitively and without sufficient information.

Dr. David Adams provided Chair Speak with the IRB Policies and Procedures adopted in 2007 in order to get a Federalwide Assurance Number. The 74 page document has been amended several times, including last year in April 2015. The Animal Care Unit
Committee (ACUC), like the IRB, is at-will and members are chosen for a specific reason. It’s a government mandated committee. Dr. Adams’s served as chair when the policy and procedures were developed and he also received a letter. The IRB Policy and Procedure states:

“Appointments are made for annual renewal term of service. Any change of appointment, including appointment or removal, requires written notification.”

The Executive Committee recognized that the Academic Senate needs a referral and to regulate the IRB Membership Process. If it involves the academic portion of the institution, then the Executive Committee should be involved.

- Cluster Hires

In following university policy, all members of the search committee must be approved by the home hiring department. The Executive Committee’s goal is to maximize the faculty’s voice within search committees and keep the cluster hiring process moving forward. Dr. Sep Eskandari confirmed 28 searches this year with Chair Speak. Currently, there are two clusters: the cybersecurity cluster that involves three departments, each of which has one hire, and the STEM pedagogy cluster that will have 3 hires. So far, there are twenty-two regular hires, and if you count the six cluster hires, that makes 28 searches. Dr. Alison Baski, Dean of Science, expressed her concern to get the cluster hiring process moving as her college has hires in these areas. The Executive Committee wants to assert cluster hiring decisions are appropriately made by a home department search committee. The Executive Committee is in favor of the majority of the home department voting to place outside members onto their search committees, provided that all departments agree. Home departments must approve candidates by majority vote.

The Executive Committee questioned whether the Appendix 38 was consulted which reads:

“The Search Committee should have appropriate representation of sub discipline or specialty in which an appointment is based upon.”

Upon further discussion, the Executive Committee’s proposal:
- Have a search committee in each department with some interlocking memberships from shared cluster departments (home department faculty will vote to approve these outside members).
- Define clusters: Are to what extent are they teaching partnerships or research partnerships?
  - Cluster can be productive, for example, to remove redundancies among courses and build collaboration among departments.
  - Improve our ability to attract grants proposals

3) Vice Chair’s Report
a. Reports sent to the AP Committee since October 19, 2016:
   - AP-048-167 Policy on Department Name Change Requests
   - AP-049-167 BS in Animal Science - Animal Science Option
   - AP-050-167 BS in Animal Science
   - AP-051-167 BS in Communication - Multimedia Journalism Option
   - AP-052-167 BS in Communication - Organizational Communication Option
   - AP-053-167 BS in Communication - Public Relations Option
   - AP-054-167 BS in Communication - Interpersonal Communication Option
   - AP-055-167 Multimedia Journalism Minor
   - AP-056-167 Discontinuation of BA in Liberal Studies - BA/Credential Subplan/Option
   - AP-057-167 Discontinuation of BA in Liberal Studies - Bilingual Authorization BA/Credential Subplan/Option
   - AP-058-167 Discontinuation of BA in Liberal Studies - Bilingual Authorization Precredential Subplan/Option
   - AP-059-167 MS in Mathematics and Statistics

In reference to the credential subplan/options, the Executive Committee questioned if consolidation was occurring with the courses. Students with their bachelor’s degree can be substitute teachers while working on their credentials. However, when student is working on a joint BA/Credential Program, the degree is not useful to the student because they could not use it. Students were redirected to other programs, hardly any students left in the BA/ Credential Program. There’s no bilingual education in California. MS in Mathematics and Multimedia Journalism Minor are renaming courses. The Executive Committee acknowledged these courses.

4) Reports – Time Certain 3:00 PM
   a. GE-009-156, ENG 2803 – Fantasy and the Fantastic
   b. GE-010-156, ENV 1010 – Introduction to Design Theories and Methods
   c. GE-011-156, ENV 1010L – Introduction to Design Theories and Methods Lab
   d. GE-020-156, ARC 3610 – World Architecture before the Renaissance
   e. GE-021-156, ARC 3612 – World Architecture before the Renaissance Discussion
   f. GE-033-156, PLS 4800 – Policies of Need and Greed
   g. GE-085-156, SOC 4440 – Technology and Society
   h. GE-128-156, ENG 4740 – Chinese Civilization and Culture
   i. GE-130-156, HST 3306 – Modern India

   • Dr. Mahmood Ibrahim introduced 9 new GE course reports for a first reading at the November 9, 2016 Academic Senate Meeting.
   • The upper division courses are all synthesis courses. Some courses are brand new, such as ENG 2803 is Area C3, and new courses to GE such as ENV 1010 & ENV 1010L are Area E.
   • PLS 4800 - Policies of Need and Greed was already on the list as a synthesis course for Political Science, and the course is still currently being taught in the quarter system. However, the Economics portion of the course may dissolve.
• The Executive Committee questioned how the Introduction to Design Theories and Methods Lab is an area E course. Dr. Ibrahim will further investigate GE-011-156 to determine if the course actually resides in Area C1.

M/s/p to place all 9 courses on Academic Senate Agenda.

5) **Old Business**

6) **New Business**
   
a. **Steering Committee for Student Success**

   Provost Alva wants to setup a steering committee for Student Success. The steering committee consists of two faculty members; both from the senate and at least one with former/current department chair experience. The time commitment is estimated to be an hour per week with the possibility of assigned time. Chair Speak will consult more details from Provost Alva regarding a short description of the steering committee to circulate among the Academic Senate. The Executive Committee discussed making a recommendations and send out a message to the Academic Senate for volunteers.

b. **Service Opportunities**
   
   - One-for-One Appointments made since October 19, 2016
     - URFAC – Karlyn Griffith, ENV

c. **Tentative Academic Senate Agenda**

   M/s/p to approve the November 9, 2016 Academic Senate Agenda with all first readings on a consent agenda with the exception of -009,-010 and -011.

7) **Discussion**

   **A. Management Review - President Soraya Coley**

   The management (MPP) review for vice presidents has been moved back to the President’s Office from the Provost’s Office. One review is pending for Dr. John McGuthry, VP & CIO for the Division of Information Technology. A timeline has been established so that the candidate will know which required MPP review materials will be needed by the President’s Office and when. The goal is to educate everyone about the management review process with adherence to the timeline throughout the entire year. The MPP Review Committee sends out surveys and contacts people off campus. The Academic Senate appoints representatives for the management view committee. The management review is a report that goes to the entire campus community. In the event a MPP is not performing well, then challenges with formulating summaries for the management review becomes a personnel issue. President Coley mentioned her approach to the review as a way to help an MPP who has performance issues improve and as a tool in order to lay out expectations
prior to the next review. The President’s Office is building the capacity for management reviews to be conducted. The goal is to maintain dignity and create a culture of a supportive review. The reviewing officer’s responsibility is to communicate clear expectations for MPPs regarding improvements that should be evident by a certain amount of time. If there’s no improvement in the work performance of the MPP by a certain time, then it becomes an alignment issue. The management reviews come to the President’s Office confidentially. Then the reviewing officer and the MPP can have a discussion on the interpretation of the management review. President Coley will review previous surveys to learn how things were done in the past to make an assessment of clear expectations on work performance. President Coley will also work with the committees to incorporate clear feedback on improvements within work performance. The goal of the management review is to make recommendations of improvement.


Chair Speak suggested Marissa Martinez as a helpful resource with templates of previous surveys for management reviews.

B. Cluster Hires - Dean Alison Baski, Dean Erik Rolland, Dean Cordelia Ontiveros and Provost Sylvia Alva

- Advantages of Cluster Hires – Dr. Phyllis Nelson
  There are great opportunities with cluster hiring which include elimination of class redundancies within courses, improve cyber security infrastructure, and research collaboration among faculty. It would also improve CPP ability to receive grants with on campus collaboration. Dr. Nelson inquired how to obtain the right people and get candidates to meet the teaching expectations within the department.

- Concerns and Alternatives – Dr. Lisa Alex
  If a search committee has a majority of faculty not within the home department, will decisions be made in the best interest of the candidate and the home department? The home department can ultimately decline the candidate but there’s a huge amount of time invested by all members of the search committee prior to that point. The Executive Committee discussed strategies on how to obtain the best pool of candidates that fits within the cluster area of desired expertise plus responsibilities that are necessary within a particular department. You could have three different search committees; each committee has the majority of faculty from the home department and appoint outside members who can render their expertise to that particular cluster. The goal is to create a richer pool of candidates that are not excluded due to unconscious biases. The Executive Committee sees the cluster hiring as a fantastic opportunity and wants it to succeed.

- Future Goals – Dr. Axel Schmitzberger
The Executive Committee discussed the meaning of cluster hiring. How do we perceive it and proceed with it? There are interdisciplinary colleges with natural alignments. How can we best assist with the configuration of cluster hiring process? The goal is to think forward and clearly define clusters.

The Provost clarified that a cluster hire is not a joint hire. The new hires will be hired in their home discipline but come together as part of an intellectual community to help advance an area of existing strength and engagement for the campus. This faculty will belong to specific departments and collaborate on certain initiatives that are congruent with the cluster.

Provost Alva went on to say the CPP has the ability to prepare a broad and diverse group of students in ways that very few other institutions can, and we need to determine how to build on and leverage that ability

Discussion ensued, and agreement was reached. There will be a department search committee for each hire and a cluster committee to coordinate the interaction of the department committees. Someone from the cluster committee serves from the home department. Search committee at department will include a member outside the department from the cluster committee (approved by majority vote of home department faculty). The candidate visits will be structured with the coordinating committee in addition to the ordinary department search events. Recruitment packages for each search will originate in the department but with coordination within the cluster. Banner ads will accentuate the cluster participation. President Coley suggested a website with Q & A to assist candidates with defining a faculty member’s role within a polytechnic university.

Adjourned @ 5:30 pm