CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE
EXECUTIVE COMMITTEE MINUTES

Wednesday, September 27, 2017
CLA Building, 98, P2-8


Guests: President Coley, Provost Alva, Drs. John Lloyd and Angela Shih

1) Minutes – September 20, 2017

Dr. Alex motioned to approve minutes, and Dr. Speak second motion.

M/s/p to approve the September 20, 2017 Executive Committee Meeting Minutes.

2) Chair’s Report

Chair Shen announced an upcoming meeting with Provost Alva and Vice-Chair Nelson on Thursday, September 28, 2017. The topic concerning faculty not failing students on the California Faculty Association (CFA) Listserv will be one of the items up for discussion during the meeting. The Executive Committee mentioned the average fail rate among students is 70% within the College of Environment Design. They also expressed concerns regarding higher passing DFW rates. Chair Shen mentioned Dr. Gwen Urey plans to speak with Professor Gary McGavin to get more details.

Chair Shen mentioned her meeting with Dr. Sep Eskandari on Tuesday, September 26, 2017 regarding the following topics: the Budget Committee Program Cost Analysis Form, Faculty Hiring, Executive Orders 1100 (General Education) and 1110 (Math and English), and advising in relations to Semester Conversion. Dr. Francelina Neto informed Chair Shen the Conversion Guides will be available on September 29, 2017.

3) Vice Chair’s Report

a) AP-001-178, Amicable Split: From Department of Psychology & Sociology to Department of Psychology AND Department of Sociology

Vice-Chair Nelson mentioned the referral is a request to split Psychology & Sociology into two different departments. She also stated that Cal Poly Pomona is the only CSU with both
disciplines combined in a single department. Chair Shen and Vice-Chair Nelson had a conference call with former Dean Sharon Hilles of CLASS regarding the Psychology & Sociology split. Vice-Chair Nelson mentioned the effects of splitting Psychology & Sociology in which challenges may occur in determining which discipline receives a faculty hire, how to implement RTPs for a department with two different disciplines not having search committee members all from the same discipline, and possible additional costs. The department is conducting a “trial administrative” split without conducting the actual split.

Vice-Chair Nelson expressed concern that the referral reflected all signatures from sociology only. The Executive Committee recommended the department obtaining additional signatures from psychology as well. Chair Shen stated Dr. David Horner is the chair of psychology & sociology and a recommended resource on the subject matter. Vice-Chair Nelson suggested looking up policies for naming and formation of a department. The Executive Committee inquired about the timeline for the referral. Vice-Chair Nelson set due date for the first week of January 2018.

Dr. Alex motioned to send the referral to the Academic Programs Committee, Drs. Sohn and Schmitzberger second.

M/s/p The Executive Committee all in favor to send referral AP-001-178 to the Academic Programs Committee.

4) Reports

a) FA-004-167, Revisions to Guidelines for Provost Awards for Excellence.

Chair Shen did not request Dr. Nick Von Glahn, Chair of Faculty Affairs Committee to present. Non-controversial report. The recommendation is to amend the guidelines to allow two-page personal statement instead of one-page in order to address the award criteria in the personal statement.

Dr. Alex motioned to send report to the Academic Senate, and Dr. Speak second motion.

M/s/p The Executive Committee all in favor to place FA-004-167 on the Senate Agenda.

b) AP-024-167, Approval of Charter for Science, Technology, and Society Major and Minor

c) AP-050-167, BS in Animal Science

d) AP-073-167, BA in Liberal Studies – General Studies Option

Presented by Dr. Angela Shih, Chair of Academic Programs Committee
(Non-controversial reports)

M/s/p The Executive Committee in favor to place AP-024-167, AP-050-167, and AP-073-167 on the Academic Senate Consent Agenda.

5) Old Business
6) **New Business**  
   a) **Service Opportunities**

   **Committee Appointments by the Executive Committee in favor of**

   - Academic Council on International Programs (ACIP)
     
     ACIP is a statewide council and the requirement term of appointment is three academic years. Faculty representative will attend two meetings.
     
     Faculty Representative: Richard Navarro, CEIS

   - Search Committee - Dean of the Don B. Huntley College of Agriculture:
     
     1) Bonnie Burns-Whitmore, HNFS  
     2) Gabriel Davidov Pardo, HNFS  
     3) Yao Olive Li, HNFS  
     4) Olukemi Sawyerr, MHR  
     5) Joanne Sohn, AVS  
     6) Anna Soper, PS

   - One-on-one Appointments:
     
     Branding Initiative Steering Committee  
     Drs. Angela Shih, ME  
     Hector Flores, MHR

     Elections and Procedures Committee  
     Shuo Zeng, BUS  
     Jinsing Cho, ENG

     Academic Programs Assessment Committee  
     Weimin Li, ENV

b) **Tentative Academic Senate Agenda**

   M/s/p to approve the tentative Academic Senate Agenda for October 4, 2017

7) **Discussion**

   a) Drs. Francelina Neto and Larisa Preiser-Houy cancelled presentation  
      Implementation of E.O. 1100 and 1110  
      The Executive Committee inquired about the cancellation.  
      Dr. Neto only addressed the cancellation for the presentation.
b) Dr. John Lloyd – New Program Budget Worksheet

Dr. Lloyd mentioned Provost Alva’s request for the Budget Committee to develop a template for departments and programs to use that would provide uniformity in examining budget concerns when establishing new programs. He also informally met with Dr. David Speak to discuss the template. The Budget Committee conducted research of other CSUs, such as San Jose State, for sample budget worksheets that preferably gave a clear narrative of the required resources. Their goal was to obtain a sample worksheet that minimized the workload, provided guidelines for faculty resources, budget resources, and classroom space for proposing a new program.

The Executive Committee mentioned a policy already in place, and revisions to existing policy must go through Academic Affairs. The committee also recommended looking up historical data in dashboards.

Chair Shen mentioned last week’s Executive Committee Meeting discussion on the Provost’s request for the Budget Committee to play a bigger role in program review and pondered different scenarios. The Executive Committee expressed concerns on the proposal having more details and language. Additionally, the committee recommends the Budget Committee evaluate how the worksheet support the requirements of the Chancellor’s Office, create a check-off list and streamline the content. The committee also inquired about the role of the Budget Committee versus Academic Programs, should there be a separate referral or should the Budget Committee consult with Academic Programs to make a recommendation. Chair Shen requested that Dr. Lloyd take these concerns back to the Budget Committee for their input.

Dr. David Speak stated, “I will compose a motion that the Executive Committee having been made aware of the request to the Budget Committee. They ask the Budget Committee to develop this as a way of further informing Academic Programs considerations. Then the Executive Committee will vote to direct the Budget Committee giving them the responsibility to report back to us.”

Chair Shen and Vice Chair will have further discussion with Provost Alva tomorrow, September 28, 2017 to address concerns of streamlining the form. Dr. Lloyd will return to the Executive Committee with a revised document inclusive of the Chancellor’s Office requirements and the Provost’s recommendations.

c) President Coley’s Items

The Strategic Plan 2017-2018 Pamphlets

President Coley distributed pamphlets from the Strategic Plan 2017-2018. Additional
copies will be distributed during the upcoming Academic Senate meeting.

**Faculty Lines & Salaries**

President Coley mentioned yesterday’s Presidents Meeting. She reported that the CSU Presidents are waiting with the 3.5 and 2.5 GSIs in the upcoming California Faculty Association (CFA) contract extension to see what contributions campuses are expected to make. President Coley plans to work with the Provost and Vice-President of Administrative Affairs to set aside 2%-3% as a part of contingency plan. She also mentioned redistributing unused funds, waiting on the CSUEU and the direction of the new governor after the upcoming election. The President commended the 20-20 achievement for the CSUEU.

President Coley also met with the CFA yesterday to discuss inversion and equity. She reported a huge number of in-range progression from staff across all 23 campuses and Cal Poly Pomona was first as the test case. While there are not enough funds to cover all requests, the President saw clear evidence for needed in-range progressions for staff and those were funded. She acknowledged equity issues for faculty as well.

**Parking**

President Coley mentioned 250 parking spaces would open back up after the Student Services Building is complete, and the closing of residence halls on Kellogg Drive will open up additional parking. The plan is to cluster student parking. The Executive Committee inquired about funding to remove the old residence halls. President Coley answered yes we have the funding, but we do not have funds to demolish the CLA Building. There is an overflow parking lot by American Red Cross with shuttles for students parking in that area. The new three story parking structure on Temple was built to assist with the closure of parking lot F2. The President learned from the Listening Tours, staff and faculty having to park further away also use the shuttle service. With the demolition of the old residence halls, there will be parking on the perimeter. President Coley plans to conduct a study to find out if Cal Poly Pomona needs additional shuttles running to accommodate staff and students. She also plans to inquire about zip car, the golf cart concept for faculty. The Executive Committee inquired about more electric car charging stations. President Coley stated that the new parking structure has charging stations on the lower level.

**Executive Orders Webcast**

President Coley announced Webcast on Friday, September 29, 2017 from 2:00 PM – 4:00 PM to discuss the Executive Orders. The Executive Committee, the Associate Dean of CLASS, Chairs of the GE Committee and English Department plan to attend. President Coley stated the Provost would host the entire campus on the eighth floor of the CLA Building via satellite.

Dean Baski and President Coley will attend the Math Department’s Retreat and the
webcast from there via webcam. The President mentioned some attendees at the retreat have prior experience with this procedure and existing models that Cal Poly Pomona could follow that meet the requirements of the Executive Orders. Chair Shen mentioned the benefits of having simultaneous attendance of the webcast for discussion regarding concerns on the time constraints, and other campuses requested a time extension.

President Coley stated 1/3 of the campuses are far along and the orders came from AB 97, which is tied to the budget. State legislation mandated the CSUs comply by May 1, 2018. President Coley met with CFA yesterday to look at time line closely and discuss a plan for a transition year.

d) Provost Alva’s Items

Executive Orders Webcast

The Executive Committee expressed concerns about eliminating MDTP, which allocated students into the right math classes and not enough clarity as to whether the new tools will ensure students meet the math requirements. The Provost stated the webcast would answer these concerns. Provost Alva also mentioned the allegations of eliminating the ELM and EPT and replacing them with a standardized test (that high school applicants are already required to take and report). The Provost clarified the policy does not eliminate all testing. The goal is to figure out comparable cut-offs so that students have the right support based upon their degree of college readiness. It is not an attempt to remove these tests, but rather implement a different type of matrix. Provost Alva reported MDTP is not a system-wide decision; it is a local math department decision.

EO 1100

Provost Alva reported her meeting to brief President Coley on Executive Order 1100 General Education Breadth Requirements. Provost announced in fall 2018, as part of Semester Conversion, Cal Poly Pomona’s compliance with affording thirty-nine lower and nine upper division units in residence. The Provost’s Office summarized, by area, the revisions to E.O. 1100 (see attachment). The summary identifies required revisions within areas such as practices within enrollment services and policy changes in general education. The Provost reported that Dr. Ibrahim, Chair of the General Education Committee and Dr. Hend Gilli-Elewy, Chair of the GE Assessment Committee rendered their recommendations for the summary. Provost recommended one correction to the wording on the last page.

The New Program Budget Worksheet

Provost Alva requested the Budget Committee to review proposed new programs in order to move towards a model that accurately calculates anticipated costs to ensure funding
and resources are available to fund new degree programs. The Provost confirmed she has not had an opportunity to review the proposal from the Budget Committee. The Executive Committee mentioned their meeting with Dr. Lloyd regarding the new budget program worksheet. The committee inquired with the Provost about the roles of the Academic Programs and Budget Committees, and will they serve as a resource for fact checking or a recommending entity. The Provost mentioned the campus conversations for budget on new programs and degrees. She also envisioned that the proposal comes in curriculum review, goes to Academic Programs and Budget Committees, and comes out with joint recommendations. The Provost plans to review the recommendations from the Budget Committee.

Faculty Lines & Salaries

The Provost reviewed equity for faculty to ensure correct faculty placement, and they received 9% raises. Provost Alva also report that Dr. Sep Eskandari was helpful in benchmarking to give faculty more proper alignment with their peers. The Provost mentioned the efforts to redeploy existing resources to close equity gaps for faculty members.

New Appointments

Provost Alva informed the Executive Committee that Dean Jeff Passe search for an associate dean for the College of Education and Integrative Studies. Nancy Hurlbut serves as the associate dean, but she announced her service is on a short-term basis until winter of 2018. The Provost plans to work with Dean Passe during the search to ensure compliance with campus policies as he integrates into his position.

The Provost suggested a possible modification to the MPP search policy: a separate section tailored to searches for associate deans that would better reflect hearing the voices of faculty members in the college, including chairs. The provost was reminded that changes can be proposed by the referral process.

Adjourned @ 5:10 PM