

EXECUTIVE COMMITTEE MINUTES – Approved 3/24/2011
February 24, 2011
University Hall, Room 277

Members Present: Chong, Frehlich, Hoggan, Jeppson, Levy, Lisagor, Matos, Schwartz, Spector, Stepanek (Chair), Wolfbauer (Recording Secretary)

Members Absent: Hellenbrand

Guests: C. Rawitch, A. Skylar

Faculty Vice President Spector called the meeting to order at 1:10 p.m.

1. **Approval of Minutes**

MSP to approve the [Minutes of January 27, 2011](#) as distributed.

2. **Announcements**

- a. Hoggan said that the *Future of Higher Education Conference* is set for April 22, 2011, and will begin at 10:00 a.m. CSU Chancellor Charles Reed will be the keynote speaker and Senator Alex Padilla has been asked to lead the plenary session. The room reserved for the morning sessions (VPAC lecture room) can accommodate up to 230 people.
- b. *A Day of Action for Education* event will take place on March 2, 2011 on the Oviatt Library Lawn beginning at 10:00 a.m.
- c. We will have a Senate Executive Committee meeting on March 3, 2011 but the meeting will begin one hour later at 2:00 p.m.
- d. Stepanek forwarded a memo to SEC from the Chancellor's Office announcing a new Online Learning Initiative. Richard N. Katz & Associates has been awarded the contract to explore the potential of developing an online university and to recommend options for an online learning plan for the CSU; David Levin will be our campus liaison; he will work with the steering group and coordinate discussions on this campus.

3. **Policy Item – Academic Technology Committee**

Ashley Skylar, Chair of ATC

1st Reading – [Online and Hybrid Courses](#)

Skylar presented a new policy to SEC on October 7, 2010; the policy addressed the need for uniform online and hybrid course definitions and course designations to better inform students about the course format and the technology and skills needed before the student registers. SEC suggested revisions to the policy and it was presented to the Senate for a first reading on October 21, 2010. On November 18, 2010, Skylar came back to SEC for a

second reading and it was decided that more work and collaboration with Admissions and Records needed to be done to assure that this policy was implementable.

Over the next several months, Skylar worked with Admissions and Records and received assurance that this policy was implementable in SOLAR. SOLAR screen shots were distributed that included new values in the Instruction Mode and Class Attribute module to identify online and hybrid courses. If the policy is approved, Admissions and Records anticipate being able to implement these changes to SOLAR for Spring 2013 registration.

Skylar mentioned that in early December a report was distributed from the Legislative Analyst addressing the need for consistent definitions of online/hybrid course designations across the CSU. With this in mind, ATC decided to look across the CSU when developing our definitions. The policy was revised suggesting the following codes be used: FO (Fully Online Class); CO (Campus Online Class) whereby most classes are online with a few on campus classes; and HY (Hybrid Class) whereby the class typically meets approximately half online and half on campus. The policy also states that a Traditional Class may include some online components or activities.

After discussion, SEC requested that the last sentence under Definitions (#2 – Campus Online Class) be removed and a similar sentence be added after the first introductory paragraph that informs students that the details of the online and on campus meeting times will be available on the course syllabus.

Because of significant changes that occurred to the proposed policy, the SEC determined that the presentation of the proposed policy at the next Senate meeting should again be a first reading. **MSP** to forward to the Senate, with suggested revisions, for a first reading.

4. **Spring 2011 Election Slate**

A suggestion was made to change the placement order of one of the standing committees on the Senate Standing Committee ballot. It was also pointed out that one of the nominees for the General Education Council has accepted a tenure-track position and therefore would not be eligible for the lecturer slot; Wolfbauer will contact the faculty member to confirm.

MSP to approve both ballots. The election ballots will be sent out on March 8 and due in the Senate Office on March 24.

5. **Faculty Committee Award Volunteers**

The Executive Committee members were invited to serve on the faculty award committees. Six members volunteered to serve.

6. **Review of Standing Committee Minutes**

Academic Technology (10/1, 11/9 - no policies)

Educational Resources (12/14 – no policies)

Extended Learning (2/16 – a policy change for the Certificate of Advanced Professional Development will be coming forward to SEC)

Graduate Studies (11/9 – no policies)

Library (11/3 – no policies)

Personnel Planning and Review (12/15, 12/1, 11/3 – no policies; changes to Section 612 will be coming forward to SEC on March 3)

7. **Provost's Report – Cynthia Rawitch**

Rawitch reported on the following items:

1. **FTES Enrollments for Spring 2011** – We are at 99.4% FTES; four Colleges exceeded or met their FTES target and three came very close. We had about 100 FTES more non-resident students than expected. The average unit load per student is at 11.80; this is considerably higher than the last two Spring semesters. The numbers of returning students (from Fall 2010 to Spring 2011) were quite high.
2. **Fall 2011 Enrollment** – We are aiming to admit 4700 first-time freshmen for Fall 2011. We have admitted 10,200 tier 1 (local area) students but will yield a much lower number. And, we will admit 2000 tier 2 students (outside local area) with the highest eligibility index. Applications from transfer students are about 1400 higher than last year. We hope to increase the number of transfer students and to decrease the number of freshmen overall. FTES targets have not yet been issued but we expect them to be the same as this year.
3. **Graduation Initiative Update** – Rawitch prepared a written update on our progress to increase the graduation rate and close the gap between under-prepared students and better-prepared students. Four individuals from the Chancellor's Office visited our campus to check on our efforts and we received a positive review. The written report explained many of the things we are doing academically but there are still other items to add. Rawitch noted that the Freshman Stretch Writing Program, piloted in 2010-11 and opening to all students in Fall 2011, is new and very successful. She also mentioned two other programs doing very well -- Champs (on-line math tutorial) and Early Start (combination of freshman seminar and developmental math).

8. **Set Tentative Agenda for March 10, 2011 Senate Meeting**

- 1st Reading - Online and Hybrid Courses Policy (ATC)
- Senate Reports

Meeting adjourned at 3:15 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
Sandra Chong, Secretary of the Faculty