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1. 1.1 The Chair's Announcements:

1.1.1 Distributed with your package for today's meeting is the Senate membership list for this quarter. There is a change to that list: for the College of Arts and Letters, Gretchen Angelo will not be serving, Shiz Herrera will be serving as her alternate.

1.1.2 On November 26, 2002, President Rosser approved the Senate's proposed modification to the policy on Temporary Full-time and Part-time Faculty (Lecturers), *Faculty Handbook*, Chapter V, effective fall quarter, 2002.

1.1.3 Following is the response from the Vice President for Administration and Finance to the questions raised by Senator Hunt at the Academic Senate meeting on October 29, 2002:

Can you tell us what steps are being taken to assure us that faculty, staff and administrators on this campus are as safe as possible for the assaults from violent individuals?

The Department of Public Safety takes a pro-active stance on workplace violence prevention. A study of response times last year showed calls involving disturbances or violent events had less than a 5 minute response time for all units anywhere on campus. In addition, when a crime report is filed that involves a violent act by a student or member of the faculty/staff, it goes through 3 review steps in the investigative process. As appropriate, the Student Judicial Officer or the Director of Human Resource Management are notified on the administrative side. On the criminal side, the case is referred for follow-up investigation. This may involve additional evidence collection and/or processing, further interviews, and presentation to the City Attorney or District Attorney as appropriate. At the same time, the victim would be advised as to resources for counseling and further court processes such as restraining orders.

No actual criminal offense has to occur for the Department of Public Safety to be involved. If anyone observes a person who in their opinion is a threat to the campus or other individuals, the University Police will respond and document the incident. The Police will then notify the appropriate review area for follow-up.

And, is there a coordinated campus-wide procedure to follow when faculty, staff, or administrators feel threatened by a disgruntled, unbalanced, and potentially violent student?

The first procedure that any member of the public should follow when they feel physically threatened is to call the Police via 911. A formalized procedure was distributed campus-wide in 1996 in the form of a Workplace Security Program, Workplace Security Handbook, and Interpersonal Factors for Preventing Conflict in the Workplace. Reporting and referral information is contained in these documents. All departments should have these documents in the department offices. Authority and responsibility for implementation of the program is assigned to the Director, Human Resource Management. Training is available upon request in the area of Workplace Violence. Contact the Public Safety Office if any departments are interested in the training.

ABSENT

EXCUSED ABSENCE

ANNOUNCEMENTS

ANNOUNCEMENTS (Continued)

- 1.1.4 I am pleased to report that the following faculty members have been elected to serve the University Sabbatical Leave Committee: Jennifer Faust, Arts and Letters; Mohammad Ala, Business and Economics; Mary Diaz, Division of Administration, Library and Student Affairs; Lori Kim, Education; Samuel Landsberger, Engineering, Computer Science and Technology; Cynthia Hughes, Health and Human Services; and Roberto Cantu, Natural and Social Sciences.
- 1.1.5 The Educational Policy Committee has selected Dr. Gaithri Fernando, Department of Psychology, to serve as the CSLA representative to the Academic Council on International Programs (ACIP) for a three-year term beginning July 1, 2003.
- 1.1.6 This year's Cal State LA Symposium on Research, Scholarship and Creative Activity, sponsored jointly by the Office of Research and Sponsored Programs and the Honor Society of Phi Kappa Phi, has been scheduled for Friday, February 28, 2003. This event is held annually to provide a local forum for our students to gain experience delivering a professional presentation. Ten local winners will be selected to represent Cal State LA in the statewide student research competition, which will be held at CSU Stanislaus on May 2-3, 2003. Deadline for submission of abstracts this year is February 3, 2003. There will be no extensions. Entry forms and sample abstracts are available on-line and in the Office of Research and Sponsored Programs. Contact Rowynn Spencer at ext. 3.5366.
- 1.1.7 This year's Social Science Research and International Council's 25th Annual Student Research Competition is being held at San Francisco State University on Friday, April 25th. There is no campus competition. Apply directly on-line at www.ssdba.calstatela.edu.
- 1.1.8 The Executive Committee is requested to meet at the front of the lecture hall immediately following today's Senate meeting.
- 1.1.9 We have been informed that there has been a water main break at the North end of campus, and that will affect the bathrooms. They are hoping that the water will be back on in about one and a half hours.

1.2 The Vice Chairs announcements

The Committee on Committees has appointed the following faculty members to serve on the President's Ad Hoc Advisory Committee on Honorary Degrees: Patricia Chin (Nursing), Shiz Herrera (Theatre Arts and Dance), Nancy McQueen (Biological Sciences), and Deborah Schaeffer (Library).

INTENT TO RAISE QUESTIONS

2. Senator Roden announced his intent to raise the following question:

Can we get a briefing on the status of various changes relative to scheduling, software and otherwise, that can be expected to affect faculty in coming quarters?
Can this briefing include the decision process being used and the methods utilized to assure faculty input into the process?

APPROVAL OF THE MINUTES

3. It was m/s/p (Garcia) to approve the minutes of the meeting of November 19, 2002 (ASM 02-6).

APPROVAL OF THE AGENDA

4. It was m/s/p (Hunt) to approve the agenda.

5. It was m/s/p (Taylor) to approve the Apportionment of Senators for 2003-2004.

APPORTIONMENT OF
SENATORS FOR 2003-2004
(02-6)

<u>College or Division</u>	<u>Number of Full-Time Faculty Fall 2002</u>	<u>Comparison Fall 2001</u>	<u>Percent</u>	<u>Number of Senators for 2003-04*</u>	<u>Comparison for 2002-03</u>
A&L	121	119	19.97%	7 (6.9895)	7 (7.1680)
B&E	72	76	11.88	4 (4.1580)	4 (4. 5780)
CCOE	94	84	15.51	5 (5.4285)	5 (5.0610)
ECS&T	52	44	8.58	3 (3.0030)	3 (2.6495)
HHS	79	74	13.04	4 (4.5640)	4 (4.4590)
NSS	170	165	28.05	10 (9.8525)	10 (9.9400)
DALSA	18	19	2.97	2 (1.0395)	2 (1.1445)
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	606	581	100.00%	35	35

*Percent X 35

NOTE: Data as of Fall Quarter, 2002, includes new faculty, retired faculty on duty and faculty on leave.

6. 6.1 It was m/s/ (Garcia) to approve the recommendation (02-7).
6.2 It was m/s/p (Taylor) to extend the time for the question period for ten minutes.
7. 7.1 It was m/s/ (Koch) to approve the recommendation (02-8).
7.2 It was m/s/ (Dewey) to extend the time for the question period for ten minutes.
8. It was m/s/p (Baaske) to adjourn at 2:20 p.m.

FACULTY DEVELOPMENT
FUNDING PROPOSAL
(02-7, -7.1) *First-Reading*

PROPOSED POLICY MODIFI-
CATION: ADMISSION OF
FOREIGN (VISA) STUDENTS,
FACULTY HANDBOOK,
CHAPTER V (02-8)
First-Reading

ADJOURNMENT