

M. Abed, M. Auwal, H. Jacinto, R. Land, P. McAllister, H. K. Moo-Young, A. Russo-Neustadt, V. Villa, B. Yorker

ABSENT

K. Baaske, D. Dewey, M. Falvey, M. Nitzani, G. Peterson

EXCUSED ABSENCE

N. Hunt convened the meeting at 1:36 p.m.

1. 1.1 The Chair's Announcements:

ANNOUNCEMENTS

1.1.1 I am pleased to announce that the following faculty members have been elected to serve on the University Sabbatical Leave Committee: Robert Dechaine, Arts and Letters; Anthony Hernandez, Education; Helen Boussalis, Engineering, Computer Science, and Technology; Valentine Villa, Health and Human Services; Gaithri Fernando, Natural and Social Sciences; and Holly Yu, Library.

1.1.2 Following is the response from Vice President Ross to the question raised by Senator Land at the Senate meeting on October 11, 2011:

Question:

As background: October 7th, 2011, a memorandum from the registrar announced that because the campus was at 108% of its enrollment target for the Fall quarter, paper adds would not be accepted as they normally are during the days before census. Announced in advance, chairs and other faculty could have adjusted their schedules to make sure they could meet the needs of students while managing limited instructional resources.

The question is: Why is exceeding target enrollment for one quarter such a problem that it justifies abrupt interference with normal faculty activities?

Response:

I trust that it is not considered "normal faculty activity" to add students beyond the official add deadline. The preceding notwithstanding, the intent of the memorandum to Deans and Associate Deans was to serve as a reminder of University policy that "The last day of the quarter on which a student may, with the approval of the instructor, add classes is the same day of the third week as the day of the week on which classes began." The fact that the campus was at 108% of target was for the addressees of the memorandum.

Thank you for the opportunity to respond and I trust this addresses Senator Land's question.

1.1.3 Following is the response from Provost Vaidya to the question raised by Senator Classen at the Senate meeting on November 8, 2011:

Question:

Since departments have the "right and responsibility to review and approve curriculum changes for graduate programs" and according to the established policy in the Faculty Handbook, "*the primary responsibility for development of curriculum remains with the faculty*," why is a change being asked for that is unrelated to the program modification? And why would a program modification open up the **entire program** to critical review?

Response:

The Office of Graduate Studies and Research and the Office of Undergraduate Studies are involved in the official consultation process for new curriculum proposals and for proposals to modify the curriculum of existing

ANNOUNCEMENTS (*Continued*)

programs. The involvement of these two offices in the consultation process is outlined in the *Curriculum Handbook*. The Associate Dean of Graduate Studies and Research assesses all curriculum proposals related to graduate programs and courses taken by graduate students in adherence to provisions of Title 5, for general issues such as accuracy and clarity, and for issues related to equity for all students in a course or program. When the Associate Dean sees an issue within a curricular document that raises a question related to Title 5, accuracy, clarity, or equity, s/he has the responsibility and an obligation to raise an objection to the proposal. The objection will then be addressed as described in the *Curriculum Handbook*. A final decision on the objection will be rendered through the faculty approved and faculty led curriculum review process.

- 1.1.4 Following is the response from Provost Vaidya to the question raised by Senator Baker-Cristales at the Senate meeting November 29, 2011:

Question:

I sit on the Educational Policy Committee for the College of NSS and we had been told last year that if each department saved funds that they would be able to carry them over to this year. Of \$750,000 saved for this year only half of this money, \$345,000, well, less than half went to the college. So my question to the President and the Provost is where the remainder of that money went and what is it being used for?

Response:

The President established three requirements for colleges, not departments, to be able to carry forward funds from the previous year. Those requirements were:

The college meet its enrollment target for the year
The college meet its Student-Faculty Ratio for the year
The college meet its average class size target for the year

The College of Natural and Social Sciences did meet its enrollment target for the year, but it did not meet targets for Student-Faculty Ratio or average class size. Thus, it received less than 100% of the requested carry-forward of \$711,891. The College met one of the three requirements and yet received \$355,945.

Given the fact that the Division of Academic Affairs has base budget requirements that are not funded, e.g., promotion increases, sabbaticals, etc., savings in any year are used to balance the Division's budget.

- 1.2 Professor Kennedy announced: I want to take this opportunity to announce that there is going to be a free event at the Luckman Fine Arts Complex. The Venezuelan Brass Ensemble is going to perform works that are going to be a part of their performance while they are here to perform with the Los Angeles Philharmonic as part of the *Mahler Project*. This is a free community concert. In the past it has not been well attended and they asked me if I could get more people to come to the concert so I am asking you if you could encourage your students to attend. It is on Wednesday, January 25th, at 7:00 p.m. at the Luckman. The students in Venezuela that have been taking part in the music education system there are much like many of our students, coming from a less wealthy environment. I think this performance would be encouraging to our students to see what their potential is in whatever field. Tickets can be reserved by calling the Luckman box office. The performance is next Wednesday, January 25th, at 7:00 p.m.

ANNOUNCEMENTS

1.3 Senator Moss announced: I would like to invite you all to the opening reception this coming Thursday, 4:00 to 7:00 p.m., for the students in the art department who are studying Design and Studio Arts. These are continuing graduate students in the MA and MFA program. Please come and have an informal walk through and see what they are working on. That's in the Fine Arts Gallery, first floor of the Fine Arts building. The exhibit is on through February 1st.

APPROVAL OF THE MINUTES

2. 2.1 It was m/s/ (Benedict) to approve the minutes of the meeting of November 29, 2011 (ASM 11-7).

2.2 No changes were requested and the Chair ruled the minutes were approved.

APPROVAL OF THE AGENDA

3. It was m/s/p (Benedict) to approve the agenda.

REPORT ON INSTITUTIONAL
ADVANCEMENT

Presented by Kyle Button, Vice President for Institutional Advancement

4. Vice President Button presented a report on Institutional Advancement. A question and answer period followed.

5. It was m/s/p (Classen) to approve the following apportionment of Senators for 2012-2013:

<u>College or Division</u>	<u>Number of Full-Time Faculty Fall 2011</u>	<u>Comparison for Fall 2010</u>	<u>Percent</u>	<u>Number of Senators for 2012-13*</u>	<u>Comparison for 2011-12</u>
A&L	127	123	22.36%	8 (7.8260)	8 (7.7000)
B&E	74	73	13.03	4 (4.5605)	4 (4.5710)
CCOE	75	73	13.20	4 (4.6200)	4 (4.5710)
ECST.	47	44	8.27	3 (2.8945)	3 (2.7545)
HHS	68	70	11.97	4 (4.3820)	4 (4.3820)
NSS	163	157	28.70	10 (10.0450)	10 (9.8315)
LSA	14	19	2.47	2 (0.8645)	2 (1.1900)
	<u>568</u>	<u>559</u>	<u>100 %</u>	<u>35</u>	<u>35</u>

*Percent X 35

NOTE: Data provided by the Assistant Vice President for Academic Affair – Academic Personnel as of Fall Quarter, 2011, includes new faculty, retired faculty on duty and faculty on leave.

PROPOSED POLICY: EVALUA-
TION OF TEMPORARY FACULTY,
FACULTY HANDBOOK, CHAP-
TER VI (11-5) *First-Reading*

6. It was m/s/ (Classen) to approve the recommendation (11-5).

PROPOSED POLICY MODIFICA-
TION: EVALUATION OF
TEMPORARY INSTRTUCTIONAL
FACULTYAND EVALUATION OF
PERMANENT INSTRUCTIONAL
FACULTY, FACULTY HAND-
BOOK, CHAPTER VI (11-6)
First Reading

7. It was m/s/ (Huld) to approve the recommendation (11-6).

8. It was m/s/p (Warter-Perez) to adjourn at 2:49 p.m.