

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
ACADEMIC SENATE MINUTES  
March 12, 2013

ASM 12-15  
Approved April 16, 2013

L. Andre-Bechely, S. Bowman, C. Eggleston, L. Judson, H.K. Moo-Young, S. Nelson,  
D. Peterson

ABSENT

M. Germano, J. Hatfield

EXCUSED ABSENCE

Chair Baaske convened the meeting at 1:38 p.m.

The Chair's Announcements:

ANNOUNCEMENTS

1. 1.1 ECAR - For the first time ever, Cal State L.A. students will be asked to report their ownership and use of technology in a national survey by EDUCAUSE. A sample of freshman through juniors will be asked to participate via their e-mail. Please encourage your students to participate in this important survey. It will take about 15 minutes to complete and they will be eligible to win a \$50 or \$100 Amazon gift card.

The survey will only be available for a short window of time so please make announcements at your next lecture.

- 1.2 GET Focus Groups – The Academic Information Resources Subcommittee is hosting a series of three focus groups on GET and Moodle at the Center for Effective Teaching and Learning (Fine Arts 138) on the following dates:

Tuesday, March 19, 12:00 to 1:00 p.m. (GET)

Wednesday, March 20, 12:00 to 1:00 p.m. (Moodle)

Thursday, March 21, 2:00 to 3:00 p.m. (GET)

Any faculty who utilize GET or Moodle and would like to provide feedback are encouraged to attend one of these sessions. To RSVP check the CETL calendar.

2. Senator Ledesma announced her intent to raise the following questions:

INTENT TO RAISE QUESTIONS

*Question:*

We are all aware of the difficulties that freshman students are experiencing in registering for classes in Spring. It seems unfair to penalize students who are just launching their college careers for administrative processes that failed to anticipate need and resources. The inability to get classes may undermine student motivation and could negatively affect retention and progress towards graduation. Is there any way that CSULA can meet student need for classes by adding courses, despite the fact that the campus would exceed targets?

*Question:*

Students require access to the counseling and mental health support services that are provided by the Student Health Center. Staffing seems to be in flux, following the retirements of Ralph Dawson and Mary Diaz and the subsequent resignations of three CAPS counselors.

- What is the current staffing situation in CAPS?
- Is there a CAPS Director, and how many full-time or part-time counselors are available to respond to student needs?
- Can Senate be provided with a summary of staffing patterns since the retirements of Mary Diaz and Ralph Dawson?
- Do counselor-staff ratios remain below the prevailing standards for practice in community mental health settings and the CSU?
- What are the plans for increasing student access to CAPS services?

INTENT TO RAISE QUESTIONS  
(Continued)

*Question:*

The Spring Quarter final examination schedule indicates that classes that meet on Monday after 4:20 p.m. as well as meet any evening at 8:00 p.m. will have examinations scheduled on Saturday, June 15, between 4:30 – 7:00 p.m. This examination schedule may impinge on graduation celebrations and activities that students and families may plan. While I would like to ask: “what were you thinking when this schedule was established,” my question is: Will faculty be accorded flexibility to work out alternative assignments/due dates and scheduling final examinations for classes that are on the Saturday examination schedule? If so, can a statement regarding these accommodations be forwarded across campus?

Provost Vaidya responded: On first question, about freshman students - we are painfully aware and I would like to assure you that we are trying, the deans are working, to ensure that all freshman students get at least 12 units. That is why we have phased registration – to allow students to get classes. An e-mail went out today contacting students who have less than 12 units to try to help them to get to 12 units. We are trying to open up courses between phase 1 and phase 2 for those students who through no fault of their own don't have 12 units. We are looking at everything.

On the Health Center question, that will be sent to Vice President Ross.

On the third one, you can remind students that are graduating this year that the job market is much better this year than last year.

Acting Associate Dean Jones responded: This is background on the final exam schedule. The reason for that is that we have two Monday holidays in Spring and that prevents us from having this schedule start on a Monday. We have a Tuesday to Saturday schedule. This is not the first time we have done this. It is not ideal but there didn't seem to be any other possible solution to the problem.

APPROVAL OF THE MINUTES

3. It was m/s/p (Dumitrescu) to approve the minutes of the meeting of March 5, 2013 (ASM 12-14).

APPROVAL OF THE AGENDA

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

SENATE CHAIR'S REPORT

5. Chair Baaske presented his report and responded to questions.

PROPOSED POLICY: FINAL EXAMS,  
FACULTY HANDBOOK, CHAPTER IV  
(12-22) *First-Reading*

6. 6.1 It was m/s/ (Classen) to approve the recommendation (12-22).  
6.2 It was m/s/p (Peterson) to extend the time for questions for an additional five minutes.  
6.3 It was m/s/p (Warter-Perez) to extend the time for questions for an additional five minutes.

PROPOSED POLICY MODIFICATION:  
EVALUATION OF PERMANENT  
INSTRUCTIONAL FACULTY,  
FACULTY HANDBOOK, CHAPTER VI  
(12-23) *First-Reading*

7. It was m/s/ (Ulanoff) to approve the recommendation (12-23).

PROPOSED POLICY MODIFICATION:  
DELETION OF INFREQUENTLY  
OFFERED COURSES FROM THE  
CURRICULUM, FACULTY HANDBOOK,  
CHAPTER IV (12-20) *Second-Reading*  
*Forwarded to the President*

8. 8.1 It was m/s/ (Peterson) to amend line 28 of document 12-20 by deleting the word quarterly and inserting the word ANNUALLY.  
8.2 No objections were raised and the amendment was accepted.  
8.3 Senator Whitcomb suggested amending line 29 of document 12-20 by adding the

following words at the end of the sentence: AND REPORTING THE LISTED NUMBER OF COURSES THAT HAVE NOT BEEN OFFERED THE PREVIOUS FOUR YEARS, BY PROGRAM.

PROPOSED POLICY MODIFICATION: DELETION OF INFREQUENTLY OFFERED COURSES FROM THE CURRICULUM, FACULTY HANDBOOK, CHAPTER IV (*Continued*)

- 8.4 Senator Whitcomb's suggestion was not accepted as a friendly amendment.
- 8.5 It was m/s/ (Whitcomb) to amend lines 28-29 of document 12-20 by deleting the words produces annually a report showing total enrollments in all University courses over the previous four years and inserting the words SHALL PRODUCE AND DISSEMIATE ANNUALLY A REPORT THAT LISTS COURSES THAT HAVE NOT BEEN OFFERED FOR THE PREVIOUS FOUR YEARS, BY PROGRAM.
- 8.6 Senator Cleman suggested as a friendly amendment deleting the words produce and.
- 8.7 Senator Cleman's suggestion was accepted as a friendly amendment.
- 8.8 Senator Benedict suggested as a friendly amendment deleting the words annually a and inserting the words AN ANNUAL.
- 8.9 Senator Benedict's suggestion was accepted as a friendly amendment.
- 8.10 The Whitcomb motion was approved as amended.
- 8.11 It was m/s/p (Peterson) to amend document 12-20 by moving the amended sentence from lines 28-29 to line 15 and inserting it before the sentence beginning with the word "Courses."
- 8.12 The recommendation was APPROVED as amended (12-20). Copies of the document are available in the Senate Office.
9. It was m/s/ (King) to amend document 12-21 by deleting the language on lines 8-11 and inserting the following language:
- NO MORE THAN TWO WEEKS AFTER THE ANNUAL CSU SENATE ELECTION HAS BEEN HELD, EACH CSU SENATOR SHALL NOMINATE AN ALTERNATE FOR THE YEAR. PERSONS NOMINATED AS ALTERNATES MUST BE ELIGIBLE FOR ELECTION AS SENATORS. THE ALTERNATES MUST BE CONFIRMED BY THE ACADEMIC SENATE; IF A NOMINATION IS REJECTED BY THE SENATE, THE SENATOR MUST SUBMIT ANOTHER NAME.
- WHEN A SENATOR IS UNABLE TO ATTEND A CSU SENATE MEETING OR OTHER ACTIVITY, THE ALTERNATE SHOULD ATTEND INSTEAD. IF THE ALTERNATE IS NOT AVAILABLE, THE SENATOR MAY REQUEST ONE OF THE OTHER ALTERNATES TO SUBSTITUTE.
- IF A VACANCY ON THE CSU SENATE OCCURS DURING THE YEAR, THE ACADEMIC SENATE SHALL ELECT A NEW CSU SENATOR TO SERVE UNTIL THE NEXT REGULAR ANNUAL ELECTION HAS BEEN HELD, AT WHICH TIME A SENATOR SHALL BE ELECTED TO SERVE THE BALANCE OF THE TERM.
10. It was m/s/p (Cleman) to continue document 12-21 as a second-reading item and to adjourn at 3:07 p.m.

PROPOSED POLICY: ACADEMIC SENATE CSU SUBSTITUTES AND ALTERNATES, FACULTY HANDBOOK, CHAPTER II (12-21)  
*Second-Reading*

ADJOURNMENT