

Minutes of the General Meeting Of the Academic Senate May 19, 2005

1. The meeting was called to order by Chairperson Jim Sauerberg at 3:00 p.m. on May 19, 2005. Roll was called and the following Senators were present: Chair Jim Sauerberg, Vice-Chair Jerry Brunetti, Past-Chair Penny Washbourn, Theo Carlile, Paul Giurlanda, Robert Gorsch, Craig Johnson, Sam Lind, Keith Ogawa, Joan Peterson, Nancy Pineda-Madrid, Tom Poundstone, James Temple, Mindy Thomas, Ed Tywoniak, and Parliamentarian Michael Barram. Absent were Michele Fixel and Joseph Flessa.

Also present were: Steve Bachofer, Norm Bedford, Michael Beseda, Ed Biglin, Br. Kenneth Cardwell, Rebecca Carroll, Dean Tom Carter, Lynyonne Cotton, Karen Cowman, Linda Judge, William Halpin, Allan Hansell, Krista Kell, Jessica Kintner, Eric Kolhede, Carol Lashof, Barbara McGraw, Dean Frank Murray, Ellen Rigsby, Jane Sangwine-Yager, Steve Schultz, Chris Sindt, Nancy Struthers, Vice-Provost Frances Sweeney, Ted Tsukahara, Suzanne Wise, and Dean Steve Woolpert.

2. Minutes of the May 5, 2005 executive meeting were approved as amended.

REPORTS

3. Chairperson's Report - Chair Sauerberg announced that the Senate Self-Assessment Subcommittee had posted the faculty survey on the internet. He encouraged faculty to complete the survey. He thanked Senators Lind, Ogawa and Professor Zarnoth for their work this year, as well as Senators Hawley, Huber, and Thomas for their contribution from the previous year. Chair Sauerberg said that Provost Stampf has indicated that there will be reconsideration of the committee structure at SMC. Vice-Chair Brunetti added that the CoC has requested an outside consultant to evaluate the current structure.

The Board of Trustees will meet on Friday, May 20th. CFO Pete Michell will present a revised Faculty Salary Policy, based largely on the policy that appears in the Faculty Handbook.

The SEED Task Force presented a description of a possible future for the School of Extended Education to Br. Ron Gallagher. The Task Force proposal will be presented to the Finance Committee of the Board by Provost Stampf, accompanied by Past-Chair Washbourn. He acknowledged the hard work of members of the Task Force, especially Penny Washbourn, Kathleen Taylor, Becky Proehl, and Robert Henderson. Chair Sauerberg will be sitting on the Academic Affairs Committee for Past-Chair Washbourn as she will be occupied with the SEED proposal presentation to the Finance Committee.

Chair Sauerberg reported that the Senate accepted the Language Studies Minor on the consent agenda at its executive meeting. The proposal had been approved by the UPC and the EPB.

Chair Sauerberg requested a change to the agenda, seconded by Past-Chair Washbourn, to add the Business Administration Major, which was approved unanimously by the EPB at their May 9th meeting. The motion was approved by hand vote and was added under New Business.

4. Search for the Director of Human Resources - Senator Tywoniak reported that the role of the faculty is consultative when it comes to major recommendations to the institution. The definition of consultative should be made clear in terms of faculty input. There is a definite need for greater clarification of the faculty role in the search process. Faculty serving on search committees would expect dialog, conversation, and ultimately, to make a recommendation.

Senator Tywoniak said the search for the HR Director was a good search, and the candidate offered the job is a fine candidate. Senator Tywoniak said he was concerned with the process. There was a lack of consultation with the committee after the interview process. Ultimately many on the search committee felt the need for greater clarification about the process.

5. Report on Fall Enrollments – Michael Beseda reported on the undergraduate student enrollment for Fall 2005. He explained that the fall of 2004 began with the news about the unrealized pledge and the resignation of the President. The SMC recruiters had many difficult questions to answer. Additional challenges for the admissions staff was the maternity leave of Dorothy Jones, Dean of Admissions, and the retirement of Billy Jones, Director of Financial Aid. Michael Beseda introduced Linda Judge as the recently appointed Director of Financial Aid.

Michael Beseda reported that as of May 14th SMC received a record number of deposits from freshmen for fall 2005, although there is a decline in the deposits for transfer students. Approximately 10% of those students who have made deposits will not enroll in the fall. The incoming class has a record high number of Presidential Scholars and Honors at Entrance students. He thanked the faculty for their participation in the Honors Overnight program. The personal contact by faculty aids in the enrollment of the visiting students. The average GPA and test scores remain the same as last year. The diversity of the incoming class is 50% Caucasian, and 50% students of color. One area of concern is a decline in African-American students. There is a slight increase in students from out of state. HP students are a slightly smaller class. Michael Beseda stated that because of the financial challenges of the institution, SMC staff are working to increase financial aid and to level out the discount rate at 21%. SMC has historically provided lower levels of Financial Aid than many competitor schools. Tuition was increased 8-1/2% this year.

Gender balance is 38% male and 62% female for the freshmen class. Schools closer to 50/50 tend to offer engineering. SMC also has issues with residence life and student life that make SMC less attractive to male students.

Jane Sangwine-Yager asked if the report by Br. Ron Gallagher that Br. Stanislaus Campbell, the Visitor of the District of San Francisco, has announced that the Christian Brothers have officially withdrawn sponsorship of the proposed De La Salle University in Placer County has affected the recruitment of students from the central valley. Michael Beseda responded that a “stinging” editorial appeared in the Sacramento newspaper, which brought up the issues about the pledge, the financial mismanagement of SMC, and the absurdity of the campus proposal. He does not think it will hurt SMC in this cycle because students have already responded.

The attrition was higher in the fall, but dropped off in the spring. Michael Beseda projected that the attrition rate for the year is the same as last year.

Chair Sauerberg announced that Michael Beseda will discuss the profile of the SMC student in the fall when he reports to the community at-large.

There was a question about the decline in transfer applications. Michael Beseda replied that the applications and acceptances of transfer students are down slightly. The UC system pressed the transfer admission agreements approximately two years ago. Some students may have applied to SMC, but are waiting to hear from a UC. In addition, SMC’s transfer market is very local and it has been two years since the campus safety issues received media attention, which may affect the transfer numbers for women.

Michael Beseda said that it would be good to see a growth in the number of applications. The Admissions office has increased its recruiting in many areas and they have been surprised that the applicant pool has not grown faster.

OLD BUSINESS

6. Core Curriculum Proposal - A MOTION was made by Senator Carlile and SECONDED by Past-Chair Washbourn to introduce the EPB Core Curriculum Proposal. Chair Sauerberg explained that the EPB Proposal as amended by the Senate is up for a vote of approval. Senator Carlile explained that she had several amendments to propose. A MOTION was made by Senator Carlile and SECONDED by Vice-Chair Brunetti to amend the first paragraph under the Nature of the Task Force’s Recommendation section of the Proposal as follows (new language bolded):

- The Task Force makes recommendations to joint Senate/EPB meetings at pre-established points in the process, namely following the completion of Steps One, Two, and Three, at which time the Senate/EPB vote, **via a roll call, up or down vote**, to approve the work and/or authorize the next step.

Senator Carlile explained that there will be two models presented, including the current model. In the event all new models were voted down, the College would continue with the current core curriculum model. Chair Sauerberg said the Senate/EPB will choose between the final Task Force proposals rather than renegotiating a different proposal. Senator Giurlanda questioned whether the Senate would try to amend one or both of the proposals presented, or try to combine portions of each. Vice-Chair Brunetti said the purpose of the proposed amendment is to preclude the Senate from making changes in the proposals that will be brought before them, based on the assumption that the Senate and EPB will have had ample opportunity throughout the process to have their impact on the models presented. The proposed amendment passed by hand vote with one abstention (Senator Pineda-Madrid).

A MOTION was offered by Senator Carlile and SECONDED by Past-Chair Washbourn to add the following paragraph to the Resources and Labor Intensive Nature of the Work section of the Proposal as follows:

The Chair of the Task Force, along with the Chairs of the Academic Senate and the Educational Policies Board, will work with the Vice Provost to obtain appropriate course release and/or summer stipends to support the Task Force members in their work.

Senator Carlile added that the course release information will need to be available very soon in order to recruit candidates for the Task Force. Vice-Chair Brunetti said that it is the responsibility of the Chairs of the Academic Senate and the EPB to make sure the resources are adequate. The amendment was approved unanimously by hand vote.

Senator Carlile made a MOTION, which was SECONDED by Senator Lind, to amend the Resources and Labor Intensive Nature of the Work section of the Proposal by adding the following as a third paragraph:

The administration, via the Vice Provost and Dean for Academic Development, will make available appropriate funds for travel (to other schools and/or conferences), operational expenses (office supplies, books, fliers, refreshments at public meetings, etc.), as well as a reasonable amount of administrative assistance.

The motion was approved unanimously by hand vote.

Chair Sauerberg introduced the amended Core Curriculum/General Education Review Proposal for discussion. Senator Giurlanda expressed gratitude to Senator Carlile for her work in presenting the amendments. Senator Carlile acknowledged the contribution of Senator Pineda-Madrid and Dean Frank Murray. Vice-Chair Brunetti also thanked the members of the Educational Policies Board for their tremendous effort in putting together the proposal. A roll call vote was taken on the amended proposal:

Jim Sauerberg	Yes	Keith Ogawa	Yes
Jerry Brunetti	Yes	Joan Peterson	Yes

Penny Washbourn	Yes	Nancy Pineda-Madrid	Yes
Theo Carlile	Yes	Tom Poundstone	Yes
Paul Giurlanda	Yes	James Temple	Yes
Robert Gorsch	Yes	Mindy Thomas	Yes
Craig Johnson	Yes	Ed Tywoniak	Yes
Sam Lind	Yes		

The proposal was unanimously approved by a vote of 15-0-0.

NEW BUSINESS

7. R&T Committee Procedures - Chair Sauerberg introduced the proposal recommending that the R&T Committee be enlarged from seven regular members to nine regular members and that the two alternate positions be eliminated. Further, the proposal recommended that Ted Tsukahara, duly elected alternate member for 2003-2006, be made an at-large member for the duration of his term and that Br. Charles Hilken, recently and duly elected alternate member, be made an at-large member with a term from 2005-2007. A MOTION was made by Vice-Chair Brunetti and SECONDED by Past-Chair Washbourn to accept.

Vice-Chair Brunetti said the R&T alternate members work as full committee members, except for the vote. They deserve recognition for their work and he supported the proposal. Vice-Chair Brunetti explained that the purpose for the proposed Handbook language for Section 1.7.3.6 *Election Procedures: Faculty Positions Other Than Chair*, number 5, is being added to allow the R&T Committee to maintain continuity through the election process. The CoC will oversee the membership of the committee so that three members will be elected each year. Chair Sauerberg added that this language would not involve changing the term of an existing R&T Committee member, but only to alter terms prior to an election when necessary.

Jessica Kintner was concerned that it is possible to receive a “no” or “yes” decision based on four votes at a particular R&T meeting, but at another meeting it would take five votes based on whether there are seven or nine members present. Ted Tsukahara said it is a question for the faculty as to what they want as a quorum rule for the operation of the committee. Vice-Chair Brunetti said if there is a different standard depending on which Tuesday a person’s case comes up for a vote, it seems problematic. Senator Carlile suggested that the language could be changed to require that five votes be required for a decision.

Senator Lind expressed concern with the math, changing the denominator could impact the candidate’s outcome. Ted Tsukahara said the section of the Handbook under discussion is designed to determine rules under which the R&T Committee can function;

it is not focused on the outcome of a recommendation coming from the Committee. A quorum number is how many people must be present so that business can be conducted. Once that is established, there are rules about voting, much like the Senate. The Senate does not have different rules for voting based on the number of members present. The R&T Committee works to get the work of the faculty done in a timely fashion and all due efforts are made by the members of the Committee to be present to do the work. A MOTION was made by Senator Carlile and SECONDED by Senator Peterson to amend the language in 2.6.2.3.e to require a minimum of five votes (see below). It was made clear that if a candidate receives four votes, the case must be taken up again with more members present.

- **A minimum of five votes, either positive or negative, are required to make a recommendation for the R&T Committee.** A simple majority of the regular members of the Committee present is required to make a recommendation for the Rank and Tenure Committee. Only positive or negative votes shall be cast. In case of a tie vote, further discussion and a new vote will occur at the next meeting in which **at least** seven regular members are present unless the Committee decides otherwise by unanimous consent. If a regular member believes that he/she would not be able to cast a vote, then he/she will step down from the Committee for that case and be replaced by an alternate.

A vote was taken on the amended language on 2.6.2.3.e. shown above, the motion was approved by a hand vote of 13-1-1.

Past-Chair Washbourn requested that the Senate ask the Board of Trustees to consider the new Handbook language at their October meeting in order for the procedures to be in effect for next year's R&T Committee. Chair Sauerberg said the Senate was informed that the Board of Trustees' approval is not required for this section of the Handbook.

Dean Woolpert said that some faculty object to being required to vote for a full compliment of nominees. They would prefer to vote for less. He suggested considering this procedure to see if it discourages participation.

Jessica Kintner asked about the proposed amendment to Section 2.6.2.3.a. She said the intent of the sentence is not clear if the language applies to the Chair and whether stepping out of the vote also means stepping out of the discussion. There was much confusion among those present whether those stepping down must "leave the room", or just be excused from voting. Some felt that a party stepping down from voting should also not participate in the discussion. The following language was agreed to.

- The Rank and Tenure Committee may conduct business with a quorum of **sevensix**, regular members, but it endeavors to conduct business only when all **nineseven** regular members are present. Any regular member who has a defined role (e.g., department chair or program director) in the recommendation for a candidate shall excuse him/herself from the voting. **If another member believes that he/she would not be able to cast a**

vote, then he/she will recuse himself/herself from the discussion and vote for that case.

A roll call vote was taken on modifying the R&T Committee to remove the alternates and add two full members as follows:

Jim Sauerberg	Yes	Keith Ogawa	Yes
Jerry Brunetti	Yes	Joan Peterson	Yes
Penny Washbourn	Yes	Nancy Pineda-Madrid	Yes
Theo Carlile	Yes	Tom Poundstone	Yes
Paul Giurlanda	Yes	James Temple	Yes
Robert Gorsch	Yes	Mindy Thomas	Yes
Craig Johnson	Yes	Ed Tywoniak	Yes
Sam Lind	Yes		

The motion passed unanimously, 15-0-0.

Chair Sauerberg offered the following motion: That Ted Tsukahara, duly elected alternate member for 2003-2006, be made an at-large member for the remainder of his term. That Br. Charles Hilken, recently and duly elected alternate member, be made an at-large member with a term of 2005-2007. It was **MOVED** by Senator Pineda-Madrid and **SECONDED** by Senator Temple to approve the motion.

Chair Sauerberg explained that the R&T Committee will have four new members and a new Chair next year. There is concern that if the new at-large members were to be elected, the continuity of the committee will be compromised. Ted Tsukahara has extensive experience on the R&T Committee. Br. Charles is newly elected, but there is a need to set up staggered positions on the committee.

A roll call vote was taken on the amended motion to convert the current R&T Committee alternates, Ted Tsukahara and Br. Charles Hilken, to the newly created at-large positions and also setting the terms of their positions:

Jim Sauerberg	Yes	Keith Ogawav	Yes
Jerry Brunetti	Yes	Joan Peterson	Yes
Penny Washbourn	Yes	Nancy Pineda-Madrid	Yes
Theo Carlile	Yes	Tom Poundstone	Yes
Paul Giurlanda	Yes	James Temple	Yes
Robert Gorsch	Yes	Mindy Thomas	Yes

Craig Johnson	Yes	Ed Tywoniak	Yes
Sam Lind	Yes		

The motion passed unanimously, 15-0-0.

8. Proposal from the Department of Business Administration - Chair Sauerberg explained that the EPB unanimously approved the proposal at the May 9th EPB meeting. The proposal would ordinarily come to the Senate executive meeting as a Consent Agenda item, however, the last executive meeting of the Senate was held on May 5th. Therefore, the item was added to the agenda as a New Business item for discussion.

The proposal requests that Ethical, Social and Political Issues in Business, or its alternative equivalent Business Economics and Catholic Social Ethics, be converted from elective status to a requirement for all Bus Ad majors by academic year 2005-06. In addition, the proposal requests that the required number of courses for business students be increased from 15 to 16 courses. A MOTION was made by Senator Lind and SECONDED by Senator Thomas to approve the proposal.

Eric Kolhede explained that with the conversion of Business Ethics to a required course, the Department wishes to continue offering two elective pools of Field A (focus) and Field B (context) with a single course chosen from each. This can only occur if the total number of required business administration courses is increased to 16. It is proposed that the Field B elective group consists of BA 180 (International Business) and BA 127 (Business Communication), both viable and valuable business context courses.

Chair Sauerberg explained that the EPB unanimously approved the proposal and it would normally only be considered by the Senate if the item has potentially significantly campus-wide consequences, or the item has significant resource or cost consequences that have not been addressed by the EPB. The UPC has already vetted the educational merit of the proposal.

Several Senators were concerned about whether the increase in the number of required courses will inhibit students from being able to minor in another area and how the increase in the number of required courses will affect other programs, given the large number of BusAd students.

Past-Chair Washbourn said she understood the concerns, but given that the College will embark on a discussion of the core curriculum, and the fact that other majors have more required courses, she supports the proposal. The broader issues about how many courses should be in the major is a worthwhile discussion, but the BusAd Department should not be penalized. Vice-Chair Brunetti agreed with the requirement of the Business Ethics course, and he respects the decision of the EPB.

Steve Bachofer spoke on behalf of the UPC. The UPC did struggle with an increase in the required courses. They did recognize that this was a recommendation made by the

Program Review Committee to infuse ethics into their program. The UPC was concerned about the lack of electives, but felt it was still, on merit, a beneficial step.

Vice Provost Sweeney said she has serious concerns about increasing the number of requirements for a major. She suggested that a recommendation be given to the Core Curriculum Task Force to review the minutes of the Senate and EPB about the questions that have come up in this area. What is the degree to which conversations about numbers of major and minor course requirements were part of the larger conversation of core curriculum and general education? Until the time when there is definitive resolution about the number of courses required in a major or minor it is not appropriate to deny this request. She said it must be part of the conversation of the core curriculum relative to learning outcomes for undergraduate students as to whether the outcomes are being met in the discipline or in the core curriculum.

Senator Tywoniak asked how this change will affect the upcoming business accreditation. Barbara McGraw answered that it will help because there is a strong emphasis that ethics be a part of the program.

Dean Murray explained that the decision to allow the conversion of Business Ethics from elective status to a requirement is under the jurisdiction of the department and the UPC. The EPB is only voting on the portion of the proposal to increase the number of graduation requirements.

The proposal was approved by a hand vote of 7-4-4.

9. Chair Sauerberg thanked the Senators for their participation and hard work this academic year and he turned the gavel over to incoming Chair Brunetti. Vice-Chair Brunetti expressed his heartfelt appreciation for Chair Sauerberg's leadership and accomplishments this year. He acknowledged that it has been a pleasure working with Past-Chair Washbourn and he will miss her participation on the Senate next year. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,
Cathe Michalosky
Academic Senate Secretary