

Minutes of the General Meeting of the Academic Senate October 9, 2003

1. The meeting was called to order by Chairperson Penny Washbourn at 3:00 p.m. October 9, 2003. Roll was called and the following Senators were present: Chair Penny Washbourn, Vice-Chair Jim Sauerberg, Past-Chair Charles Hamaker, Theo Carlile, Richard Courtney, Wayne Harter, James Hawley, Rye Huber, Yung Jae Lee, Sam Lind, Patrizia Longo, Claude Rheal-Malary, Susan Marston, Keith Ogawa, James Temple, Mindy Thomas, and Parliamentarian Michael Barram. Absent was Robert Gorsch. Also present were: Ron Ahnen, Dave Bowen, Dean Judd Case, Colette Fleuridas, Jessica Kintner, Kaetlyn Lad, Pete Mitchell, Frank Murray, Anna Novakov, Mary Parish, Lucretia Peebles, Joan Peterson, M. Rosario, Chris Sindt, Provost/AVP Sally Stampf, Ted Tsukahara, Ed Tywoniak, Roy Wensley, and Mike Zoll.

REPORTS

2. Chairperson's Report - Chair Washbourn reported that a WASC team will be visiting the campus on Thursday, November 20, 2003. Chair Washbourn said that Provost/AVP Stampf indicated that WASC was very impressed by the self-study report. The chair of the six member WASC team is Frank Lazarus, Provost of the University of San Diego. The team will focus on seven areas: how is the organization structure serving the mission of the college, Extended Education's on-line distance education programs, governance (charges to committees and their decision making authority), the Trustees and their role, finances, how the mission has been internalized within the three traditions of the college (interviews will be conducted regarding the levels of awareness of the three traditions to those on campus), and student affairs and the new organizational structure.

Chair Washbourn reported briefly on the status of each of the followings items of business: The Budget Committee will soon begin its work. Chair Washbourn and the co-Chair of the Faculty Welfare Committee will serve on the Budget Committee.

The new Bishop Vigneron will visit SMC on November 17. Time has been set aside in the Soda Center at 4:15 p.m. to discuss his article, *The New Evangelization and the Teaching of Philosophy*, followed by a reception.

The Academic Administrators Evaluation Committee (AAEC) has completed its work on the President's evaluation. Evaluations have recently been distributed for Dean Judd Case, School of Science and Dean Roy Allen, School of Economics and Business Administration.

The Senate and EPB are planning to host study circles on the theme of shared governance. In the planning stage is a visit by Santa Clara University in the spring regarding their shared governance model.

Chair Washbourn is looking at the possibility of allowing the Senate the authority to approve revisions to certain sections of the *Handbook*, she feels there are sections that do not need Trustee approval.

Michael Beseda will report at the November general meeting on enrollment and the improvement in the standings in the U.S. News and World Report.

3. Report on activities of the Senate Self-Assessment Committee - Senator Ogawa said the role of the subcommittee is to evaluate the role and effectiveness of the Senate. Senator Ogawa reported that there will be four focus groups consisting of members of R&T, Senate and Faculty Welfare, for a total of 32 faculty members (four past presidents, eight past members and 20 nonmembers). The goals of the focus groups will be to develop a series of questions by which to survey the faculty at large, as well as the administration. The focus groups will continue throughout the academic year.

4. Campus Planning Committee - Kaetlyn Lad reported that the committee is chaired by Barry VanderKelen. The committee consists of six task groups: efficiency of space, WASC impact of a recent report on campus space, parking, summer activities on campus, continued implementation of the five-year maintenance plan developed last year, and classroom environmental issues. Faculty input is needed for the classroom environmental issues task force, issues such as classroom use on weekends or noise interference in the classrooms. There were several complaints of noise from lawn mowing during class time, and weekend and summer neglect of maintenance in the classrooms.

5. Faculty Representative to the Board of Trustees - Past-Chair Hamaker reported that he attended two sessions of the meeting of the Board of Trustees on October 2nd and 3rd: the Academic Affairs subcommittee and the general session. The subcommittees reported briefly on financial performance. There was an ongoing interest in the contribution from the adult and graduate programs. Two substantial changes were offered to the by-laws: one would raise the number of Trustees from 17 or 18 to 25, and the second would allow a non-Christian Brother to become President of Saint Mary's College. Provost/AVP Stampf said the by-law changes were presented and accepted by the Brothers at the General Assembly on Mission in 2002 and then taken to the Brothers District Chapter in 2002, where it was also accepted.

6. Provost/AVP Yearly Report on Senate Actions - Provost/AVP Stampf reported on the status of outstanding Senate Actions:

S-01/02-10CA - German Studies Minor:

Actions - Approved on 2-14-02 on the consent agenda, sent to the AVP on 2-15-02. The action has not been approved.

Provost/AVP Update - She continues to work with the Department of Modern Languages.

S-01/02-11 - Resolution to grant all meritorious sabbatical applications and implement a reserve fund for sabbaticals:

Actions - Approved on 2-28-02, sent to the AVP on 3-1-02. AVP responded 9-10-02 she will propose an increase in the number of funded sabbaticals from 10 to 18 and propose a restricted fund. On 2-27-03, AVP verbally reported to Senate that she did not propose the creation of a reserve fund to the budget committee as an increase in the number of sabbaticals is sufficient for future budget and planning purposes.

Provost/AVP Update - She has not and does not intend to bring this recommendation to the budget committee, unless the Senate send another resolution, and then she will consider it. 14 sabbaticals have been approved for next year, the following year there will be 17 spots, and the following year 18 spots. She said that it was the faculty's perception in prior discussions that the college could not handle having more than 18 tenure track faculty gone at any one time. Therefore, the reserve fund is not needed.

S-01/02-14 - Grievance Procedure revision:

Actions - Approved on 4-18-02, sent to the AVP on 5-8-02. On 9-10-02 the AVP accepted the action and said it would go before the *Handbook* committee.

Provost/AVP Update - She reported that the President and College Counsel did not accept this action. She and Ed Biglin were unable to effectively communicate within the time available last year why the integrity of the position of the President was not harmed by this action. She will take it back to the *Handbook* Committee as she completely supports it.

S-02/03-2 - Honor Code:

Actions - Accepted in principle by Senate 10-10-02, sent to AVP 10-11-02.

Provost/AVP Update - She has called appropriate people to discuss particular issues she has with the Honor Code. Most importantly, a step is missing from the process which would require the student to speak with the Dean of the School. She has asked the authors to consider revising the procedure to include this very important step. She has also asked Student Affairs, having students involved in hearing boards, to help inform her about the discipline portion of the procedure. She continues to work toward a final document.

S-02/03-3 - Resolution on the Relation between Teaching and Scholarship at SMC:

Actions - Approved 11-7-02, sent to AVP 11-14-02.

Provost/AVP Update - She supports and endorses the report. She has allocated \$30,000 in Filippi money to enhance faculty scholarship.

S-02/03-4 - Faculty Petition regarding SMC's Academic Standing:

Actions - Approved 11-7-02, sent to AVP 11-14-02. AVP Stamp and Michael Beseda reported at 3-27-03 Senate meeting.

Provost/AVP Update - She reported that she and Michael Beseda reported to the Senate about the U.S. News and World Report. She identified the two areas that she felt affected the rankings: average class size and full time faculty. Michael Beseda will report at the November Senate meeting.

S-02/03-11CA - Environmental Science Minor:
Actions - Approved 4-10-03, sent to AVP 5-20-03.

Provost/AVP Update - She accepted and it is in place.

S-02/03-12CA - Revised Student Evaluation Questionnaire:
Actions - Approved 4-10-03, sent to AVP 5-20-03.

Provost/AVP Update - She accepted. She has appointed a task force, chaired by Carole Swain, to look into the evaluation process. Exploring the possibility of using a national faculty evaluation form, embraced by a number of colleges.

S-02/03-13CA - Faculty Handbook language re: prorated benefits for tenured and tenure-track faculty teaching 4/7:
Actions - Approved 5-8-03, sent to AVP 5-20-03.

Provost/AVP Update - She is working the Ann Kelly to get an estimate of the financial impact of this action.

S-02/03-14 - Faculty Handbook language re: Rank and Tenure Committee:
Actions - Approved 5-15-03, sent to AVP 5-20-03.

Provost/AVP Update - She accepted.

S-02/03-15 - Modification for Implementation of the Honor Code for Adult and Graduate Programs:
Actions - Approved 5-15-03, sent to AVP 5-20-03.

Provost/AVP Update - She completely supports this action.

S-02/03-16 - New Policy re: Double Counting of Course Requirements:
Actions - Approved 5-15-03, sent to AVP 5-20-03.

Provost/AVP Update - She accepted.

S-02/03-17 - Resolution re: Teaching Load for Lab Courses:
Actions - Approved 5-15-03, sent to AVP 5-20-03.

Provost/AVP Update - She rejected the action. The financial price tag would be between \$500,000-\$700,000. Members of the Faculty Welfare Committee have suggested that the

Provost request a business plan to finance this action from the Dean of the School of Science.

S-02/03-18 - Motion Supporting the Provost Model in Principle and form Task Force: Actions - Approved 5-15-03, sent to AVP 5-20-03.

Provost/AVP Update - A transition committee began meeting over the summer regarding the *Handbook*, reporting structure, rank and tenure issues, etc.

S-02/03-19 - Reassigned Time for Graduate Chairs and Directors: Actions - Approved 5-15-03, sent to AVP 5-20-03.

Provost/AVP Update - Accepted. She commented that the resolution does not really deal with reassigned time as the title indicates.

Senator Hawley addressed Provost/AVP Stamp's rejection of the sabbatical reserve fund, specifically asking how the total number of 18 was arrived at. She indicated that the number came forth from the Senate. Senators responded that the number 18, was only a working figure. Former Chair Roy Wensley said it was actually 20 in the original proposal based on 1/7 of eligible tenured faculty. It was suggested that without something in reserve, there could be lean years. Past-Chair Hamaker said that increasing the base number to 18 for budget planning does not guarantee that it will take care of itself. The number of tenured and tenure-track faculty is also increasing.

NEW BUSINESS

7. Motion to Recommend Reporting of Senate in New Governance Model - Chair Washbourn explained that the motion is a result of the change to the Provost Model. This resolution comes forth from a Senate subcommittee dealing with governance issues. The resolutions recommends that the Senate report directly to the Provost. It was **MOVED** by Senator Longo and **SECONDED** by Senator Courtney to approve.

Motion

1. The *Faculty Handbook* will be amended throughout 1.6.1.2 to replace "Academic Vice President" by "Provost".
2. Section 1.6.1.2.1.1(4) will have the phrase "Vice Provost for Undergraduate Academics" inserted before "Deans".
3. Section 1.6.1.2.9.1(1 and 2a) will have the phrase "Vice Provost for Undergraduate Academics," inserted after the word "Provost" (per 1.above).
4. Section 1.6.1.2.1.1(6b) will have the phrase "within 90 working days" replaced by "within 60 calendar days unless that period elapses while the Academic Senate is not in session. In the latter case, action is expected by the next Senate meeting."

Past-Chair Hamaker said the subcommittee agreed that the Provost should be receiving all reports of the Senate. The Senate is the chief body of the faculty and the Provost is the

chief academic officer. Numbers 2 and 3 above acknowledge a Vice Provost for Undergraduate Academics.

The Senate approved the motion by voice vote, with one abstention.

8. Provost and Vice Provost Job Description - Chair Washbourn introduced the job descriptions and stated that this is an opportunity for faculty feedback. It is not an item up for a vote of approval.

The Senate was concerned about the first line under "Essential Functions", "Works collaboratively and supportively to advance the President's vision of the College." Does this fit into the Provost model as seen by faculty? Senator Hawley said his vision of a provost as an academic officer in a shared governance situation is not captured by the words "collaboratively and supportively". Is the President's vision and the mission of the college one in the same? It appears to be an unsettling trend, too hierarchical rather than of any shared governance paradigm. There is also the problem of the relationship between the traditional undergraduate and the nontraditional and graduate programs. Do the adult and graduate programs exist for financial reasons? He proposed that when the job descriptions are formally considered, that they be considered separately.

Senator Carlile agreed with Senator Hawley,. She said she would like to see a structure more collaborative with the entire school, she would like a document that would tell someone else what type of an institution we have.

Vice-Chair Sauerberg added that his understanding of the advantage of the Provost system, is that the Provost would be the chief academic officer, but that is stated as the central function of the Vice Provost. The word "President" was mentioned ten (10) times in the Provost description and the word "faculty" was only mentioned four (4) times. The sense is that the document describes the President's Provost rather the faculty's Provost.

Colette Fleuridas and Joan Peterson questioned who is responsible for graduate chairs and program directors if there is only one Vice Provost for Undergraduate Academics? The first line of the Vice Provost summary states, "The Vice Provost of traditional undergraduate academics will manage and direct the activities of the Deans of the Undergraduate College." Will the deans as a body, which have been traditionally both undergraduate and graduate, cease to exist? The faculty in the graduate programs are uncomfortable because they do not understand what this change means for them.

Past-Chair Hamaker suggested that the first and third bullet items under "Essential Functions" be removed and replaced by, "With the President and other senior leaders, promotes the Lasallian, Catholic, Liberal Arts mission of the College" which is listed toward the bottom of page 2.

Provost/AVP Stampf said there are a clear set of responsibilities that a senior administrator has in overseeing the coordination of all the pieces of the undergraduate college; e.g., class scheduling, allocation of the number of classes, hiring, or a request by

the President for more collaboration between Enrollment Services and Student Affairs. When it comes to the adult and graduate programs there is a great difference, even amongst the deans and members of the nontraditional programs, there isn't a clear idea of the best type of administrator. Is there enough in common where there should be one administrator, or are they so different that the Dean should have a very different kind of a role? There are many issues to be considered. Provost/AVP Stamp said she will continue to oversee the nontraditional programs.

Chair Washbourn said the challenge for the Senate is to amend the *Faculty Handbook* based on what exists now, with the question of whether the structure will add an additional Vice Provost left for the future.

Senator Lee asked if the job description implements the original motivation of the provost model, is it better for the College?

Vice-Chair Sauerberg said the advantage of the Provost, by elevating the Academic Vice President, is to allow academics to guide the institution. Is that still the viewpoint? He suggested making the first sentence in the summary, "The Provost is the chief academic officer of the College."

Provost/AVP Stamp replied that she thinks the Provost is the chief academic officer, the chief enrollment services officer, and the chief Student Affairs officer. The most important aspect of the language in the job description is supporting that the person in the role of Provost, be an academic person, and that the person is acting with oversight in academic affairs/student affairs/enrollment services to support the academic mission of the college and to coordinate the activities that lead to programs that support the academic mission of the college. The Qualifications section was added to ensure that the candidate would have an academic background.

Chair Washbourn said what is missing in the job description is the relationship between the formal faculty bodies. They need to be added as a critical role both in relation to the provosts role with rank and tenure and with recommendations from the Senate. The job description represents the administrative side of the function, rather than representing a process that is consultative with the faculty.

It was suggested that a point of clarification is needed, the document should reflect the academic focus of the position. The Vice Provost position omits a list of qualifications, parallel language is needed.

Senator Hawley suggested to strike the first bullet point entirely. He proposed the addition of a Preamble: "The Provost is the chief academic officer of the College and as such works collaboratively with the entire academic college community including the Board of Trustees, the President, the faculty, and staff in student support positions."

Senator Hawley further suggested that the word "undergraduate" be dropped from the Vice Provost title. Since there has been no decision made to adopt a Vice Provost for

graduate and adult programs there is no need for the distinction. Provost/AVP Stampf seemed open to the suggestion.

9. Introduction of new Administrators - Provost/AVP Stampf introduced the following:

Mike Zoll, Vice Provost for Student Affairs
Andrea Campos, Development
Barry VanderKelen, Vice President for Advancement
Pete Michell Vice President for Finance

10. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Cathe Michalosky
Academic Senate Secretary