

2003/2004 Academic Senate

MINUTES
February 23, 2004**I. The meeting was called to order at 2:05 p.m. and attendance was taken. Forty-one Senators were present.****Ex Officio:**

Present: Crowley, Nellen, McNeil,
Brent, Van Selst, Shokouh
Absent: Sabalius

CASA Representatives:

Present: None
Absent: Gonzales, Palakurthi, David

Administrative Representatives:

Present: Lee, Rascoe, Kassing
Absent: Goodman

COB Representatives:

Present: Campsey, El-Shaieb, Donoho

Deans:

Present: Breivik, Gorney-Moreno,
Andrew, Meyers

ED Represent:

Present: Lessow-Hurley, Katz

Students:

Present: None
Absent: Gadamsetty, Sherman,
Torres, Paat, Lam

ENG Representatives:

Present: Pour, Choo, Singh

Alumni Representative:

Absent: Guerra

H&A Representatives:

Present: Van Hooff, Desalvo, Heisch, Vanniarajan, Stork,
Hilliard

Emeritus Representative:

Present: Buzanski

SCI Representatives:

Present: Veregge, Bros, Kellum, Branz, Matthes

Honorary Senators (Non-Voting):

Present: Norton

SOS Representatives:

Present: Baba, Von Till, Ogaz

General Unit Representatives:

Present: Thames, Liu, Yi

SW Representative:

Present: Coach

II. Approval of Academic Senate Minutes –

The Senate minutes of December 8, 2003 were approved as is.

III. Communications**A. From the Chair of the Senate –**

Chair Nellen said, "The two vacant Senate seats in the College of the Humanities and the Arts have been filled." Chair Nellen then welcomed Judy Hilliard and Nancy Stork to the Senate. Chair Nellen said, "Information and nominating petitions for open Senate seats for 2004/2005 were emailed to faculty deans and directors last week, and this information is currently available on the web site. Nominating petitions are due in the Senate office on March 3, 2004." Chair Nellen announced, "There is also an open CSU Statewide Senate seat." Chair Nellen stated, "With this election, we will also be correcting two matters where we are out of compliance with our Senate Constitution--Article II, Section 1, which provides that at least two-thirds of total membership in the Senate shall be members holding office as faculty, and/or from the General Unit. Chair Nellen said, "To meet the two-thirds rule, we need to have 36 faculty Senators out of a total of 54 Senators. Somehow we dropped a Senator during the 90's, and another one last year. We are going to fix this with this election." Chair Nellen stated, "The other matter where we are out of compliance with our Constitution is that Article II, Section 3c says that one-third of the Senators should be elected each year." According to Chair Nellen, we do not have one-third of the Senators being elected this year. This was probably caused when Senators left mid-term and the new Senators received three-year appointments instead of the remaining term left on the original appointment. This election will get us back in line by staggering the terms again. Chair Nellen asked Senators to encourage colleagues to run for these open Senate seats. Chair Nellen stated, "We have open seats for the Colleges of Applied Sciences and the Arts, Education, Humanities and the Arts, Science, Social Science, and one CSU Statewide Senate seat."

Chair Nellen said that Senator Shokouh, the Associated Students President, has handed out a form to assist Senators in recruiting students in their classes for vacant committee seats. Chair Nellen said that, "Last Spring we passed S03-7 to make revisions to the SJSU policy on Academic Dishonesty, very notably we changed it to a policy on Academic Integrity, a more positive statement. I want to complement our new Judicial Affairs Officer, Debra Griffith, on releasing the first issue of the campus Academic Integrity newsletter."

Chair Nellen stated, "Over the winter break, the BAC and the Executive Committee worked on a revision to the University Budget policy. On February 2, 2004, the Executive Committee and BAC passed F04-1 establishing the Resource Planning Board (RTP). The RTP is designed to have members from the BAC and Senate involved in the budget discussions and decision-making to advise the President. The BAC won't be meeting in the Spring 2004, because we don't have much work to do, and because 10 of the 14 RTP members come from the BAC. The three faculty members that are on the BAC that aren't part of the RTP, will be included in revising the budget policy that will be brought to the Senate this spring."

Chair Nellen thanked Senators and the office staff for assisting with the Senate open house Wednesday, February 18, 2004.

Chair Nellen stated, "The Presidential Candidates, un-named as of now, will be on campus the week of April 12th. I assume it will be the same as last time where they hold open forums

from 10 a.m. until noon over the course of that week, so block out your schedules now."
Chair Nellen said that she "expects the exact schedule, and candidates to be announced on
March 28th or March 29th."

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recommending that the campus stay with this model. However, we do recommend that the campus continue to provide an annual financial management training session for all the chairs. We recommend that the deans, wherever possible, make some discretionary funds available to the chairs so that they can do some creative things with the people they work with."

Chair Jaehne stated, "Workload assignments were one of the most complicated areas we dealt with. The problem is that the percentage of the chair's time that is devoted to chair duties varies considerably across units of the same size. FTEA is typically allocated on campus based on a campus formula. This formula is not sophisticated enough to account adequately for how workload happens on the ground. The formula we have been using on campus has been based only on the FTEF. However, even our own data shows that a chair that supervises 10 FTEF could have 10 faculty, or 20 faculty depending on the ratio of tenure/tenure track and lecturers. Also, number of majors, number of programs, and accreditation responsibilities were not figured into this formula, yet each contributes significantly to workload issues. We spent a lot of time on developing a more complex formula and tested it against 2002. We thought we had it pretty well worked out and then found out in November that CSU Sacramento was already using such a complex formula. We tested their formula with our data and found what our own efforts had been suggesting, that SJSU underestimates FTEA especially in the larger departments. We have three recommendations. First, we should adopt the CSU Sacramento formula for use on campus and evaluate it periodically to be sure it continues to be accurate. Second, we should go beyond the current cap of 1.0 FTEA on this campus for the larger units. The final recommendation is that the campus study the problem of assigned time being used for chairs. If you pay somebody to do something with FTEF time it shows up in your audit of the efficiency of your instructional dollars. It affects the calculation of the FSR, because someone assigned FTEF time gets that calculated into how many students they are teaching, FTEA time does not. This skews the picture we get of the total administrative workload of the university. And, because FSR is a main factor in the budget calculation, it has potential to affect how the budget comes to campus. We recommend that the campus study this problem more thoroughly and take a considered position on it."

Chair Jaehne stated, "Finally, on training and development, you've probably already grasped that chairs are really administrative professionals. As administrative professionals they require the same kind of training that any other managers or administrative professionals would receive, but because of their faculty status, this point has been obscured. No faculty members were ever trained to be chairs as part of their academic training. They learn on the job, and the learning process can be quite steep. We believe in an institution of higher learning, this process should be able to be improved. This campus has already done better than most campuses in the system, not only in terms of the establishment of this task force as a proactive move, but also in terms of the recent activity of the Council of Chairs and Directors, and the Provost's support for a new one-year program called "Chair in Residence," which I am proud to occupy for the first year. We urge that the campus continue to support these efforts, and that the university consider giving the Council of Chairs formal status on a par with the Council of Deans. We have also suggested several resources such as a "Best Practices" manual, a listserv, and a web site. We also recommend support for chairs transitioning back to full faculty status. Perhaps in the form of a full dedicated line for sabbaticals or lottery funds for professional development as they retool back into their academic career."

Chair Jaehne said, "We believe that a central cause of chair frustration is the lack of understanding and appreciation from others on campus about what chairs actually do. This is complex because many do not understand the significant tension at the center of the chair assignment. Chairs have considerable responsibility in multiple areas, but they limited authority to accomplish these things. We do recommend some strategies to change this including campus-wide recognition for outstanding chair work. Perhaps some training sessions for faculty on the chair's role. In general terms, the university should work with the larger campus community to make the role and work of chairs transparent to the constituencies they serve. I will just conclude by praising the Academic Senate on this campus. We stand out among the campuses for the work we have already done. We urge the Senate to continue this good work by adopting and implementing our recommendations. We hope that our report will be useful for making some significant and long overdue changes in the institutional treatment of chairs and directors. Thank you and I would be happy to take questions now."

Questions:

Senator Singh said that some chairs still aren't that good even with training, and should be removed.

