

# *California State University Channel Islands*

President's Council Meeting Note: Monday, October 27, 2008

The President's Council met on Monday, October 27, 2008 at 9:00 a.m. The meeting was held in the University Hall Training Room at California State University Channel Islands, One University Drive, Camarillo.

**In attendance:** Herb Aquino, Renny Christopher, Rosario Cuevas, Cindy Derrico, Therese Eyermann, Tania Garcia, Beth Hartung, Missy Jarnagin, Melody Mattingly, Alexandra Mitchell, Joanna Murphy, Dawn Neuman, Wendy Olsen, Anna Pavin, Lisa Power, John Reid, Melissa Remotti, Ginger Reyes, Martha Reyes, Richard Rush, Guy Spevak for Mike Middleton, Greg Sawyer, Jane Sweetland, Ashish Vaidya, and Eddie Washington.

**Guests in attendance:** Damon Blue, Debbie Gravelle, Debra Hoffman, Bill Kupfer, Tracie Matthews, Nelle Moffett, Valerie Patscheck, Toni Rice, Celina Zacarias

## **1. President's Report:**

President Rush shared with the Council that a major reason for the Council is to broadly discuss campus policies. He also shared that the Council is a venue for departments and programs throughout the campus to share what they are doing through the monthly Campus reports. President Rush urged Council members to broadly share policies and other updates discussed at the Council with the larger campus and community.

## **2. Campus Reading Celebration:**

Deborah Hoffman discussed the five year history and funding difficulties of the Campus Reading Celebration. Deborah discussed some of the problems facing the Celebration. The key issue is funding. There was no Foundation money this year. The committee did apply for IRA and ASI money. In addition, the committee appealed to the faculty for their assistance by integrating the authors' visits with their classes. Currently there is no funding for the 2009-2010 academic year for the Campus Reading Celebration. Deborah also mentioned that there will be an assessment of the overall program and that the committee would take a more thorough look at it after November.

Dr. Hartung suggested that the Campus Reading Celebration could be placed in one of our mission centers (e.g. Integrative Studies). Jane Sweetland asked if the committee had considered partnering with the community. Celina Zacharias suggested that the University possibly partner with the local libraries.

## **3. Be the U:**

Celina Zacharias mentioned the success of having all ten chambers in our community to attend the "Be the U" campus sponsored event. She explained that the funds generated from the "Be the U" campaign will assist the University. Celina asked if any members of CI belonged to community organizations; if so, to please contact her office so that she can make arrangements to present at their meeting.

Celina mentioned that if anyone had programs which required financial assistance to please contact her.

#### **4. Update on Union Policies:**

Dr. Renny Christopher stated that the CFA finally signed off on two policies

- a. Principle Investigator
- b. Intellectual Property

Dr. Christopher said that we had a few changes in the language of the policies and borrowed freely from SLO's document/policy. We added "extraordinary University support" to our policy. Renny explained that both policies have gone back to the Faculty Senate for their approval.

Renny also mentioned that the policy on Alcohol has now gone back to Eddie Washington in HR. Eddie is sending it out to all Unions for "meet and confer."

#### **5. Upcoming Policies for Review:**

Melissa Remotti informed the group that IRA is the next policy up for review.

She also stated that the President's Council would be dark for November.

#### **6. Policies for the 2009-2010 Catalog:**

Melissa Remotti informed the council that should there be a need to include an updated version of a policy in the 2009-2010 Catalog, they must be reviewed and approved by the Council at the December 8<sup>th</sup> meeting.

#### **7. Policies:**

### **RECOMMENDATION**

**a.** Toni Rice covered the Policy on Eligibility Requirements for Membership in Student Clubs and Organizations [3-year review]. She provided the Council with a brief summary of minor changes since the last reading. The only changes to the existing policy included an update from the C.O. as well as the title of the policy. This policy was approved unanimously by the Council.

**b.** Toni also presented the Policy on Communication with Students [3-year review]. No discussion. The policy was approved unanimously by the Council.

**c.** Toni presented the Policy on Judicial Affairs [3-year review]. She provided the Council with a summary of the changes since the last reading. She stated that Executive Order 970 supersedes E.O 628. This was the only change to the existing policy. The policy was approved unanimously by the Council.

**d.** The Policy on State University Grant Awarding was presented by Tracie Matthews. The policy was approved unanimously by the Council.

**e.** Policy on Financial Aid Satisfactory Progress was presented by Tracie Matthews. The policy was approved unanimously by the Council.

**f.** The Policy on Return on Title IV Funds was presented by Tracie Matthews. The policy was approved unanimously by the Council.

**g.** The Policy on Clearinghouse for Institutional Research [3-year review] was presented by Dr. Nell Moffett. Eddie Washington posed the question to Nell "what constitutes a survey? Does every survey which we conduct on campus fall under this policy?" Nell clarified that research involving animals or humans needs to go through the IRB (i.e. if we survey students, faculty or staff we should go through the IRB). Jane Sweetland stated that she understood the policy to

read that all surveys do not need to go to the IRB but they do need to go through Nell. It was decided that we would continue the discussion on the Clearinghouse and Data Collection for the next meeting.

**h.** The Policy on Coordination of Date Collection for Purpose of Institutional Research [3-year review] was also presented by Dr. Nell Moffett. The question was raised whether there were specific issues on Data Collection. There were additional discussions regarding surveys and departments vs. programs. Nell encouraged the Council members to contact her with any additional comments or feedback.

**i.** The Policy on Procurement [3-year review] was presented by Valerie Patscheck. The policy was unanimously approved by the Council.

**j.** Policy on Risk Management [3-year review] was presented by Bill Kupher. Bill stated that nothing has changed in the policy except for the correction of the typos. Bill mentioned that this policy is driven by Executive Order 715. President Rush re-stated that the reason why it is important that we review our policies every three years; is it keeps our policies alive and refreshed. The policy was unanimously approved by the Council.

**k.** The Policy on Official Transcripts [3-year review] presented by Ginger Reyes was unanimously approved by the Council

**l.** Policy on FERPA [3-year review] was presented by Damon Blue. Damon stated that since the policy past three years ago that the Housing and Residential Education custodian has been added along with changes to campus building names and directory information. He also mentioned that we will also need to add Athletics. Formal hearing challenging education record. Reasonable amount of time (30 working days), advanced notice (15 days) and results to students in 15 days.

- definition of students for this policy (Jane Sweetland)
- comfortable with the language

President Rush said that we will hold this policy until our next meeting. It was suggested that Title 5 be further reviewed for the purpose of clarifying the policy.

## **DISCUSSION**

**m.** Policy on Intent to Enroll [3-year review]. First reading.

**n.** Policy on Application Roll-Over [3-year review]. First Reading. It was recommended that the types of hardships be stricken from the policy and the word documented be added to read: "In cases of documented hardship..."

**o.** Policy on Free Speech and Assembly [3-year review] was presented by Debbie Gravelle. Chief Reid suggested that this policy may not be enforceable by the police. President Rush mentioned a free speech issue that took place at San Francisco State University with Palestinian and Jewish Students. Provost Neuman asked if this policy pertains only to assembly. Eddie Washington asked if the policy is directed towards students. This policy should be reviewed further by various members of the campus community.

**p.** Policy on Alumni Groups was presented by Tania Garcia. Tania said that she would like to have a policy on record for the Alumni Groups. Ginger brought up the concern of Alumni assisting as recruiters. Tania will bring this policy back to the Council on Dec. 8.

Next Meeting December 8, 2008

Meeting was adjourned at 10:15am.

Respectfully Submitted,

Dr. Wm. Gregory Sawyer