October 15, 2013

To: Division Officers:
Jennifer Hughes (History), Vice Chair
Piotr Gorecki (History), Secretary/Parliamentarian
Bahram Mobasher (Physics & Astronomy), Senior Assembly Representative
Ilhem Messaoudi Powers (SOM), Junior Assembly Representative

Standing Committee Chairs:
James Baldwin (Nematology), Physical Resources Planning (PRP)
Kenneth Barish (Physics), Planning and Budget (P&B)
Lynda Bell (History), Graduate Council (GC)
Ward Beyermann (Physics & Astronomy), Educational Policy (CEP)
Kathryn DeFea (Biomed), Undergraduate Admissions (UAC)
Erica Edwards (English), CHASS Executive Committee
George Haggerty (English), Academic Personnel (CAP)
Mariam Lam (Comparative Literature & Foreign Languages), Committees (COC)
Barry Mishra (SOBA), SOBA Executive Committee
Eugene Nothnagel (Botany & Plant Sciences), Preparatory Education (PRP)
Michael Vanderwood (GSOE), GSOE Executive Committee
Akula Venkatram (Mechanical Engineering), BCOE Executive Committee
Ameae Walker (School of Medicine), SOM Executive Committee
Georgia Warnke (Political Science), Faculty Welfare (FW)
Gillian Wilson (Physics & Astronomy), CNAS Executive Committee
Zhenbiao Yang (Botany & Plant Sciences), Diversity & Equal Opportunity (CODEO)

Fr: Jose Wudka, Chair
Riverside Division

RE: Executive Council Agenda ~ October 21, 2013

This is to confirm the meeting of the Executive Council on Monday, October 21, 2013 at 1:00 p.m. to 3:00 p.m. in the University Office Building Room 220.
## Agenda

<table>
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<th>Item</th>
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<td>1.</td>
<td>Approval of the Agenda for October 21, 2013</td>
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### Consent Calendar

| 1.  | Approve Draft Minutes of October 7, 2013 |
| 2.  | Receipt of Conflict of Interest Statements: |
|     | Academic Freedom |
|     | Academic Personnel |
|     | Courses |
|     | Faculty Welfare |
|     | Privilege & Tenure |
|     | Rules & Jurisdiction |
|     | CHASS Executive Committee |
|     | CNAS Executive Committee |

### Action

| 1:00 – 1:10 |
| 2.  | Conflict of Interest Statement – Executive Council | p. 11 |
|     | Discuss and adopt for 2013-2014 |

### Information / Discussion

| 1:10 – 1:55 |
| 3.  | Division Chair Announcements |

| 1:55 – 2:05 |
| 4.  | Proposed change in the College of Humanities, Arts and Social Sciences Bylaw - HS2.8.3 | pp. 12 – 14 |

| 2:05 – 2:15 |
| 5.  | Proposed change in the Bylaws of the School of Business Administration | pp. 15 – 16 |

| 2:15 – 2:30 |
| 6.  | Priority Enrollment Policy Riverside Division of the Academic Senate | pp.17 – 18 |

| 2:30 – 3:00 |
| 7.  | Professor Dan Jeske, re: Discussion of a student attendance |
EXECUTIVE COUNCIL MEETING
MINUTES
OCTOBER 7, 2013

Present:
Division Officers:
Piotr Gorecki, Secretary/Parliamentarian   Jose Wudka, Division Chair
Jennifer Hughes, Vice Chair

Standing Committee Chairs:
Lynda Bell, Graduate Council
Kathryn DeFea, Undergraduate Admissions
George Haggerty, Academic Personnel
Barry Mishra, SOBA Exec Committee
Michael Vanderwood, GSOE Exec Committee
Ameae Walker, SOM Exec Committee
Gillian Wilson, CNAS Exec Committee

Absent:
James Baldwin, Physical Resource Planning
Bahram Mobasher, Sr Assembly Rep

ANNOUCEMENTS BY THE CHAIR:
President Janet Napolitano Visit to Riverside Campus:
Chair Wudka announced that President Napolitano will visit the Riverside campus in early November, with a tentative schedule which allows for a 45 min session with Executive Council followed by a 45-60 min open faculty forum. In order to prepare for the visit, the Senate has been asked to submit a one page document outlining the scope of the Executive Council discussion, and a 5 page document presenting the campus and the Senate in particular. Chair Wudka will draft both documents and solicit input from Executive Council in advance of forwarding to the Chancellor.

PROPOSED BYLAW CHANGE
Merging of the Committee on Library & Scholarly Communications with the Committee on Academic Computing & Information Technology
Action: In order to appoint members effective immediately, a motion was made to approve bylaw 8.9 in lieu of submitting for approval at the next Division meeting (which is longer than 30 days away). After discussion, the motion passed with 17 voting yes (one by mail), none voting against and no abstentions.

The meeting was adjourned at 4:00 pm.

Respectfully submitted,
Cindy Palmer, Executive Director
Office of the Academic Senate
October 8, 2013

TO: Jose Wudka, Chair
Riverside Division of the Academic Senate

FROM: Kathleen Montgomery, Chair
Committee on Academic Freedom

The Committee on Academic Freedom has readopted the Conflict of Interest statement originally adopted in 1994-95, which is as follows:

If a member of the Academic Freedom Committee believes that a conflict of interest exists for him/herself or for another person on the committee, that member should call the possible conflict to the attention of the chair. The chair will convene the committee, except for the individual with the possible conflict, and those present will decide by majority vote if a conflict exists. If the decision is affirmative, the individual with the conflict will leave the room during discussion of the conflicted matter and will not vote on that matter.

If the chair is the individual in question, he/she will appoint an acting chair to consider the matter. The committee may ask the person in question to testify, but the person would not be present at other parts of the discussion or at the vote.
September 23, 2013

To: Jose Wudka  
   Chair, Riverside Division Academic Senate

From: George Haggerty  
      Chair, Committee on Academic Personnel

Re: Conflict of Interest Statement for 2013-2014

In accordance with Division Bylaw 8.2.5, the Academic Senate Committee on Academic Personnel has adopted the following conflict-of-interest statement for 2013-2014 by a vote of +10-0-0.

There is an expectation that Committee members will neither participate nor vote in departmental meetings when formal discussions and votes are held for merit, promotion, quinquennial or appraisal actions. Individual exceptions to this understanding will be reviewed by the Committee, and exception statements will be filed with a copy of this statement and maintained in the Academic Senate Office. In these exceptions, the Committee member will not participate in related discussions or votes taken by the Committee on Academic Personnel.

In addition, Committee members will notify the Chair of the Committee whenever they believe a conflict-of-interest exists regarding their own participation or the participation of any other Committee member in any action under consideration by the Committee. If the matter concerns the Chair of the Committee, members will notify the Chair of the Academic Senate.

Faculty members who are members of departmental search committees, or those voting on appointments in their home departments, will not participate in related discussions or votes taken by the Committee on Academic Personnel.

The Vice Chair of the Committee on Academic Personnel will assume the duties of the Committee Chair for the review of personnel files from the Chair’s home department.

A standing committee (Shadow CAP) of six members will exist to review personnel actions that involve current CAP members or their spouses/partners. This committee will consist of faculty who have previously served on CAP. The membership will be appointed by the Committee on Committees.

CAP recognizes its responsibility to maintain the utmost confidentiality and fairness in its deliberations. Accordingly, it is the duty of members of CAP to refrain from discussion of any personnel actions with anyone outside CAP either before or after CAP considers a file.
October 14, 2013

To: Jose Wudka, Chair
    Riverside Division

Fr: Richard Smith, Chair
    Committee on Courses

Re: Conflict of Interest Statement for 2013-2014

The Committee on Courses approved the following statement at their meeting on October 14, 2013:

If an issue comes before the Committee on Courses that emanates from the department or program of a committee member, he/she will provide information, but will not vote on the issue.
October 4, 2013

To: Jose Wudka, Chair
Riverside Division of the Academic Senate

From: Georgia Warnke, Chair
Committee on Faculty Welfare

Re: Conflict of Interest Statement – 2013-2014

At its meeting on October 3, the Committee on Faculty Welfare reviewed and reaffirmed its existing Conflict of Interest statement for adoption during the 2013-2014 term as follows:

The following policy has been adopted for situations where the personal affiliation of a committee member with departments, programs, or individuals bringing business before the Committee on Faculty Welfare might be interpreted as a source of bias in committee deliberations. Members of the Committee on Faculty Welfare are asked to identify when they may have a potential conflict of interest on any items before any discussion. The Committee member may be asked to provide information, where appropriate, on the business under consideration, but will be excluded from participating in any motions or votes in regard to the business under consideration. The Committee on Faculty Welfare Chair may ask the committee member to leave the room during the period of any substantive discussions, motions, or votes. This exclusion will be noted in any report issued by the Committee on Faculty Welfare.
October 14, 2013

To: Jose Wudka, Chair
    Riverside Division of the Academic Senate

From: Helen Henry, Chair
    Committee on Privilege and Tenure

Re: 13-14 Conflict of Interest Statement

In accordance with Bylaw 8.2.5 of the Riverside Division of the Academic Senate, the Committee on Privilege and Tenure places on file for 2012-13 the procedures it will follow in order to mitigate possible conflicts of interest:

1. Bylaws 335.D.1, 336.D.1, and 337.B.1 of the Academic Senate establish that, in formal hearings, no Committee member (either of Privilege and Tenure itself or of a Hearing Committee appointed by it) may participate in the hearing of a case brought by a member of his or her department or equivalent unit.

2. By standing practice, the Committee on Privilege and Tenure has always extended this principle to apply also to its "Prehearing Procedures," as defined in Bylaw 335.B, and will follow such practice during the current academic year.

3. Further, in accordance with the mandate of Divisional Bylaw 8.2.5, the Committee will expect each of its members to call to the attention of the Chair any "personal affiliation" with a party to any case brought before the Committee, if that Committee member has reason to believe that the relationship "might be interpreted as a source of bias in committee deliberations." Such a member may voluntarily abstain from participation in the case or may request that a decision as to participation or abstention be determined by a majority vote of the remaining members of the Committee.
October 1, 2013

To: Jose Wudka, Chair
   Riverside Division Academic Senate

From: Ziv Ran, Chair
       Committee on Rules and Jurisdiction

RE: CONFLICT OF INTEREST STATEMENT FOR 2013-2014

In accordance with Bylaw 8.2.5, the Committee on Rules and Jurisdiction re-adopted the following statement for handling potential conflicts of interest in the 2013-2014 academic year:

In cases where a committee member's affiliation with a department or program, or with an individual bringing business before the committee might be interpreted as a potential conflict of interest, that committee member will identify himself/herself and the potential nature of the conflict. The other members of the committee will decide if a potential conflict does indeed exist. If so, the committee member may subsequently be asked to provide information on the business under consideration but will be excluded from participating in any consideration of said business. The committee member may be excluded from participation in substantive discussions, communications and deliberations concerning the matter, the making of motions, and/or voting.
October 2, 2013

SUBJECT: 2013/14 Conflict of Interest Statement

JOSE WUDKA, CHAIR
Academic Senate

The Executive Committee of the College of Humanities, Arts, and Social Sciences met on October 2, 2013 and discussed the issue of Conflict of Interest. The Committee decided that if a member of the Executive Committee sees a conflict arise, he/she will bring it to the attention of the Committee, and the Committee will deal with it at that time.

Erica Edwards, Chair
Executive Committee, CHASS
Date: October 1, 2013

TO: J. Wudka
    Chair, Riverside Division

FROM: Gillian Wilson
    Chair, Executive Committee
    College of Natural and Agricultural Sciences

RE: Conflict of Interest

At its first meeting of Fall Quarter 2013, the Executive Committee of the College of Natural and Agricultural Sciences decided that if a member of the Committee perceives that a conflict of interest is present, he or she will bring it to the attention of the Committee. The Committee will then decide how the conflict of interest, if it is agreed that one exists, will be handled.

The committee added a provision that, during the hearing of any student petitions, the student representative to the Committee will be excused from the meeting.

GW:sm
October 21, 2013

The Executive Council at its meeting on October 21, 2013, adopted the following conflict-of-interest statement:

If a member of the Executive Council believes that a conflict of interest exists for him/herself or for another person on the committee, that member should call the possible conflict to the attention of the chair. The chair will convene the committee except for the individuals with the possible conflict, and those present will decide by majority vote if a conflict exists. If the decision is affirmative, the individual with the conflict will leave the room during discussion of the conflicted matter and will not vote on that matter.

Jose Wudka, Chair
To be adopted:

PRESENT:  

HSR2.8.3  A minor shall consist of no fewer than 16 and no more than 28 units of organized upper division course work. (Am 22 May 86) (Am 25 May 00) No overlap may occur among courses used to satisfy upper-division course requirements for a major and a minor. (Am 27 May 99).

PROPOSED:  

HSR2.8.3  A minor shall consist of no fewer than 16 and no more than 28 units of organized upper division course work. (Am 22 May 86) (Am 25 May 00) No overlap may occur among courses used to satisfy upper-division course requirements for a major and a minor. (Am 27 May 99). A minor may use up to one upper-division course in the major discipline for minors requiring 16 units and up to two upper-division courses in the major discipline for minors requiring 20 units or more provided that the courses are not also applied to the major.

JUSTIFICATION:  

The number of CHASS interdisciplinary minors has almost doubled since HSR2.8.3 was amended in 1999. The number of students pursuing these minors has also increased. Course variety and availability, however, have not increased, making it sometimes quite difficult for students to pursue interdisciplinary minors within the restrictions imposed by HSR2.8.3 as presently written. The proposed change would provide students more flexibility and allow for the completion of interdisciplinary minors in a timelier manner. By allowing two courses from the major discipline that are not being used in the major to be applied to the interdisciplinary minor, the proposed change acknowledges the nature
of interdisciplinarity while also preserving the integrity of both major and minor programs.

APPROVALS:

Approved by the CHASS Executive Committee: March 27, 2013

Approved by the CHASS Faculty: April 10, 2013

Approved by the Committee on Educational Policy: May 31, 2013

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate: June 14, 2013

Received by the Executive Council: October 21, 2013
June 3, 2013

TO: JOSE WUDKA, CHAIR
RIVERSIDE DIVISION

FR: WARD BEYERMANN, CHAIR
COMMITTEE ON EDUCATIONAL POLICY

RE: PROPOSED CHANGE IN CHASS REGULATION HSR2.8.3

The Committee on Educational Policy approved the proposed change in HSR2.8.3 regarding minors on May 31, 2013.
To Be Adopted

Proposed Changes to the SoBA Bylaws

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<th>Present</th>
<th>Proposed</th>
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<td><strong>SOBA4.2</strong> The School of Business Administration academic programs shall be guided by two Standing Committees: the Undergraduate and the Master level committees. (En 5 May 77) (Am Feb. 15, 2011) (Am Feb 19 2013)</td>
<td><strong>SOBA4.2</strong> The School of Business Administration academic programs shall be guided by two Standing Committees: the Undergraduate and the Master level committees. <strong>The duty of the academic program committees is to oversee the relevant curricula. This includes developing, monitoring, evaluating and revising the substance and delivery of the curricula of degree programs and to assess the impact of the curricula on learning. The academic program committees guide the design and implementation of the School of Business’ Assurance of Learning program as defined by AACSB</strong></td>
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<td><strong>SOBA4.2.1</strong> The members of the School of Business Administration academic programs committees will be appointed by the Executive Committee and shall have representation in all academic areas as defined in 4.1.1. The Dean of the School of Business Administration will be an ex officio member of the committees. (En 5 May 77) (Am Feb. 15, 2011) (Am Feb 19 2013)</td>
<td><strong>SOBA 4.2.1</strong> The members of the School of Business Administration academic programs committees will be appointed by the Executive Committee and shall have representation in all academic areas as defined in 4.1.1. The Dean of the School of Business Administration will be an ex officio member of the committees. <strong>In addition, the Executive Committee can appoint other non-voting members to the committees as needed</strong></td>
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Justification:

SOBA4.2 – The duties of the School’s academic programs committees (the Undergraduate and the Master level committees) were not previously defined. The proposed change define the duties and in particular will help us with the AACSB accreditation but demonstrating that the Assurance of Learning program at SoBA is institutionalized and would be carried out in a systematic and ongoing fashion.

SOBA 4.2.1 – The proposed change would provide the flexibility to the executive committee to appoint other (non-voting) members to the School’s academic programs
committees as needed. Examples for potential members are the directors of the programs (MPAc, MFin, etc) and/or students representatives.

Approvals

Effective: upon approval

Approved by the SoBA Executive Council: May 23, 2013

The Committee on Rules and Jurisdiction finds the wording consistent with the code of the Academic Senate: June 14, 2013

Received by Executive Council:
To be reported:

Priority Enrollment Policy Riverside Division of the Academic Senate

In the past, certain groups of students have been granted and continue to maintain priority registration for classes. The purpose of this policy is to clarify three aspects of this issue: identify which body has final authority in deciding who gets priority enrollment, establish the criterion by which priority enrollment is decided and to describe the procedure that an interested party would follow in requesting priority enrollment. This policy only applies to the Fall, Winter, and Spring quarters. The policy for summer secession is determined by the Vice Provost for Undergraduate Education (VPUE), who has responsibility for that operation, or his/her designate because it uses a different enrollment model (first-come first serve, pay-as-you-go) and caters to a different type of student population. We would encourage the VPUE to solicit advice on this matter from the Summer Session Steering Committee.

Since the educational process is the Academic Senate’s primary responsibly and this process can be affected by priority enrollment, the Academic Senates must have final authority in deciding which groups are granted this privilege. Because of its role in educational matters, the Committee on Educational Policy (CEP) is tasked with this responsibility.

Since requests for priority enrollment have been rare in the past and often have unique circumstances, each request will be decided on a case-by-case base. However, in making its decision, CEP will consider the following three criteria.

1. Federal or state mandates that require accommodations and provisions.
2. Special circumstances that require significant blocks of time for other programs involving institutional representation that may interfere with class schedules.
3. Recruitment incentives that assist the university in attracting and retaining top students.

These criteria are based on past practices and what has been adopted at other campuses. It should be noted that a key factor in the decision is the principle of equal and fair access for all. As a consequence, the bar for granting priority enrollment to a specific group is set high, and it is the responsibility of the interested party to provide strong and a well-documented justification with their request.

There may be individual cases where special circumstances dictate a need for priority enrollment. For example, a significant medical or financial hardship could be mitigated with more flexibility in the course schedule. These cases will be decided by the Associate Dean for Student Affairs in the college/school of the affected student because a quick response is often required and a single individual, not a group, is involved. The
period where priority enrollment is granted to an individual will be strictly limited to a time during which the circumstance is in effect.

The procedure for requesting priority enrollment is as follows. A written request will be submitted to the Registrars’ office with complete documentation for the justification. The VCSA or his/her designate will review the request along with the Associate Deans for Student Affairs in each College or School, and provide a response. After this review, the request, along with the VCSA’s response, will be sent to CEP for a final determination.

Approved by the Committee on Educational Policy       May 23, 2013
Approved by the Vice Provost for Undergraduate Education  May 29, 2013

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:       June 14, 2013

Received by Executive Council: