

THE MINUTES OF THE EXECUTIVE COMMITTEE  
OF THE ACADEMIC SENATE  
CALIFORNIA STATE UNIVERSITY, FRESNO  
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(EC-21)

April 23, 2007

Members Present: Mike Botwin, Jacinta Amaral, Michael Caldwell,  
Manuel Figueroa, Kathie Reid, Harald Schweizer,  
Russel Statham (student), Lynn Williams.

Members Absent: President Welty (excused), Jeronima Echeverria,  
(excused).

Visitors: S. Hayes, D. Nef.

The meeting was called to order at 3:10 p.m. by Chair Botwin in the  
University Center, Room #203.

1. Minutes. MSC to approve the Minutes of 4/16/07.
2. Agenda. MSC to approve the Agenda as distributed.
3. Communications and Announcements. (Anyone wishing  
a copy of the items distributed or discussed, please contact  
the Academic Senate Office).

Information Item

- A. A memorandum (4/20/07) from James S. Kus, Chair  
University Budget Committee, cc: to Michael Botwin, Chair,  
Academic Senate, re: Level C Budget Allocation Process, was  
received.

Action Item

- B. A memorandum (4/18/07) from Dr. Scott Sailor, Member  
Academic Policy and Planning Committee to Michael Botwin,  
Chair, Academic Senate, re: Policy on Course Syllabi and  
Grading (APM 241) and Policy and Procedures on  
Assignment of Grades (APM 242), was received.

Suggestion: today's Agenda as New Item #5.

- C. A Policy (4/18/07) from Michael Botwin, Chair, Assistive Technology Initiative, Instructional Materials Team to Kathie Reid, Vice Chair, Academic Senate, re: Policy on the Ordering of Accessible Instructional Materials, was received.

Suggestion: today's Agenda as New Item #4.

4. Policy on the Ordering of Accessible Instructional Materials, Michael Botwin, Chair, Academic Senate

Chair Botwin explained that a committee on campus has been working on this policy to comply with requirements set forth after a lawsuit at CSU Fullerton when instructional materials were not accessible to all students. The policy includes Selection Guidelines and Procedures for Ordering Instructional Materials.

MSC to approve the Policy on the Ordering of Accessible Instructional Materials as an interim policy.

The Executive Committee suggests that the policy be sent to the President Welty, Academic Policy & Planning Committee (AP&P), Student Affairs Committee, Undergraduate Curriculum Subcommittee, and Personnel Committee.

5. Policy on Course Syllabi and Grading (APM 241) and Policy and Procedures on Assignment of Grades (APM 242)

Dennis Nef summarized the major changes in the policies. Most changes involve the removal of information on Grading from APM 241 and moving them into APM 242.

Additionally, there are three additions to APM 241. The first is the addition of the following statements under Principle of the Policy: Course syllabi shall be distributed in a format that meets the accessibility requirements for students for disabilities. The course syllabus together with any amendments shall be kept on file in the department office for two years. These documents will constitute the official syllabus of the course.

The other two additions fall under Course Syllabi, and are both in item number 13, which will read: 13) statement referring to the University's policies regarding adding and dropping courses, the honor code including cheating and plagiarism, copyright, and computer usage; these may be satisfied by a statement that the

University policies are located in the Catalog and the Class Schedule.

MSC to recommend the proposed Policy on Course Syllabi and Grading (APM 241) be approved as an interim policy.

The Executive Committee suggests that the policy be sent to Student Affairs for further review.

MSC to recommend the proposed Policy and Procedures on Assignment of Grades (APM 242) be approved as an interim policy.

The Executive Committee suggests that the policy be sent to Student Affairs for further review.

6. Executive Session.

There was no need for an Executive Session.

MSC to adjourn at 3:50 p.m.

The next meeting of the Executive Committee will be announced and an Agenda will be distributed prior to the meeting.

Submitted by:

Kathie Reid  
Recording Secretary  
Academic Senate

Approved by:

Michael Botwin  
Chair  
Academic Senate