

# CETYS UNIVERSITY

## ACADEMIC SENATE - MINUTES OF MEETINGS - 2010

### MEETING OF ACADEMIC SENATE

**DATE: FRIDAY MARCH 5<sup>TH</sup> 2010 AT 12:00 PM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, JORGE SOSA**

**AGENDA: (1) Report on work meetings with the President; (2) Comments and observations from Elected Senators; (3) Agreements.**

#### **1. Report on work meetings with the President.**

Jorge Sosa provides a summary of the work meetings that have been held with the President during January and February 2011:

- The focus of the meetings was the Academic Senate, its future and role in this new stage for CETYS, in light of the 2020 Vision and institutional projects, as well as the WASC recommendations, which have been now officially communicated by the WASC Commission to the Presidency in a meeting held on February 18<sup>th</sup>, in which the Senate is a Major Recommendation for this next phase in the accreditation process.
- Topics such as the structure and scope of the Academic Senate, its functions and purpose, as well as the way in which the Senate will integrate itself to the current and established structures in CETYS to be able to effectively contribute to institutional governance.

Based upon all this, as well as the observations made by the Elected Senators and the feedback that was received by experts, modifications are being suggested to the Normative Guidelines that have been put on the table since last year, and these have also been discussed with the Presidency. Some significant changes that are being suggested are:

- a) Slight modification to the way the purpose and functions are stated.
- b) Bi-monthly meetings.
- c) The Senate's structure is divided into three parts: Elected Senators that represent faculty, the Presidency and VPAA, and members of the CETYS community (students, faculty, administrators) that participate in the Senate via Committees. The figure of the "ex-officio Senator" (academic administrator that has a chair in the senate) per se is eliminated, and in the new structure they may participate as a part of the Senate. This structure allows for a more direct contact with the Presidency.
- d) Only the Elected Senators as well as the Presidency and Vice-Presidency have the right to vote.
- e) Six Committees are defined: Curriculum and Co-curriculum, Faculty Development, Academic Organization and Institutional Policies, Student Life, where each Committee is presided by an Elected Senator and is comprised by members of the CETYS community (students, faculty, administrators) that are called upon or volunteer to participate.

## **2. Comments and observations from Elected Senators.**

The following comments were made by the group:

- It is agreed upon that the development of the Academic Senate should be in line with the institutional plans and projects defined in the Strategic Planning and Vision towards 2020.
- The formalization of the figure of the Academic Senate is important, with regard to the statute and the formal designation of the Senate's members.
- With regards to the Senate's purposes and functions, there is also agreement within the group. The focus should be Academic and institutional.
- With regards to the structure and operation of the Academic Senate, it is a pending task that should be defined in conjunction with the Presidency. The focus of the structure, should not just be a reflection of the formal structures, but an inclusive structure that represents the CETYS Community in its various areas, and the high school should be included.
- Topics that are of high priority for the Senate's discussions are, among others: Faculty Development and Academic Programs (Curricular and Co-curricular).
- The topics the Senate addresses should be clearly defined, such as "Faculty Development", "Curriculum", "Academic Planning and Organization".

### **Agreements.**

- The elected senators will analyze the proposals for modifications and make additional observations if required.
- A meeting will be established between the elected senators and the Presidency for follow-up.

No additional topics were discussed.

**The meeting ended at 1:00 PM**

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## **MEETING OF ACADEMIC SENATE**

**DATE: THURSDAY MARCH 18<sup>TH</sup> 2010 AT 12:00 PM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: DR. FERNANDO LEÓN, PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, JORGE SOSA**

**AGENDA: (1) Reading and approval of Minutes of the March 5<sup>th</sup> Meeting; (2) WASC observations/recommendations regarding the Academic Senate and Governance at CETYS; (3) President's Vision regarding the Academic Senate and next stages; (4) Comments from the group; (5) Agreements.**

### **1. READING AND APPROVAL OF MINUTES OF THE MARCH 5<sup>TH</sup> MEETING.**

The minutes for the March 5<sup>th</sup> meeting was read and the minutes were approved.

### **2. WASC observations/recommendations regarding the Academic Senate and Governance at CETYS.**

A report on the primary observations and recommendations made by the WASC Team regarding the Academic Senate and governance at CETYS, with the following highlights:

- Faculty participation and involvement in institutional planning and academic decisions, as well as program review and curricular development is expected to be more systematic and evidence of this should be presented.
- The Academic Senate is a means to achieve the above and it is expected in the next visit that the institution provide evidence of the Senate's development.

It is pointed out that the Academic Senate is a figure that is still in a definition stage and that faculty participation occurs in various ways, where the Academic Senate may be one of many spaces and figures in which faculty involvement may be evidenced, however it is not the only one.

### **3. President's Vision regarding the Academic Senate and next stages.**

Dr. Fernando León stresses the importance of the Senate's presence in institutional activities and decisions, which is why it is pertinent that the structure of the Senate be aligned with the Vision and Strategic Planning towards 2020, which is one of the topics that the Senate will be consulted on in the following months.

### **4. Comments from the group.**

The following comments were made by the group:

- Work has been done between the President of the Academic Senate and Dr. Leon during the months of January and February, which has consisted in analyzing the original structure of the Senate and the future of the Senate focused on the institutional strategic planning being done, as well as the WASC recommendations, and the institution's characteristics and composition.
- The Senate is currently in a definition and development stage that should be worked closely with the Presidency.
- The Senate is participating, via its elected members, in the institutional Strategic Planning process and the definition of the CETYS of the future.

- It is important to gather feedback and opinions from faculty with regards to the Institutional Strategic Planning process so the faculty's opinions are represented, as well as those made by the elected senators regarding this topic.
- Not only faculty, but also the CETYS Community should be informed regarding the aforementioned topics.

**5. Agreements.**

- A series of communiqués to faculty via the elected senators will be done to inform faculty of the Senate's activities and the work being done with the Presidency.

No additional topics were discussed.

**The meeting ended at 1:00 PM**

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## **MEETING OF ACADEMIC SENATE**

**DATE: WEDNESDAY APRIL 20<sup>TH</sup> 2010 AT 12:00 PM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: DR. FERNANDO LEÓN, PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, JORGE SOSA, JORGE ROCHA, ÁNGEL MONTAÑEZ**

**AGENDA: (1) Reading and approval of Minutes of the March 18<sup>th</sup> Meeting; (2) Presentation of 2020 Strategic Plan Draft; (3) Comments from the group; (4) Agreements.**

### **1. Reading and approval of minutes of the March 18<sup>th</sup> meeting.**

The minutes for the March 18<sup>th</sup> meeting was read and the minutes were approved.

### **2. Presentation of 2020 Strategic Plan Draft.**

Dr. Leon presents the draft of the 2020 Strategic Plan, concepts and implications, with the support of the Presidency and his staff, as well as various groups. The material that was presented was distributed to the group by Dr. Rocha previous to the meeting.

Some highlights are:

- Meetings to present the 2020 Strategic Plan are being held with various publics, where the Senate is one of them.
- A differentiated educational offering is being sought.
- CETYS 2020 is distinguished more and more as an institution of quality that goes beyond its local region, where various components (Colleges, Campuses, Schools, etc.) play an important role.
- National and international accreditations should be sought and obtained.
- Colleges are defined as a group of faculty members around a particular discipline, however the forming of “silos” is discouraged.
- Each College will have a Center of Excellence, which encompass activities and other Centers with the College as the leader, without excluding other areas. The focus of the Centers is academic a non-for profit.
- For faculty, a mix of teaching, research and publication types of activities are sought.
- Teaching is reconfirmed as the primary activity, with a scheme that allows for support for other activities.

### **3. Comments from the group.**

The following comments and inquiries were made by the group:

- Is the model stated in the 2020 Strategic Plan achievable with regards to faculty?
- How is curricular review integrated into the Plan?
- How will the Centers of Excellence be administered financially?
- The importance of faculty development is stressed to be able to support the Plan and this is one of the major implications of the Plan.
- “Silos” have been formed and these do not contribute to what the institution seeks to accomplish.

- What will happen to the Editorial Program? How is it expected to evolve and what type of support will it be given?
- It is important for all faculty members of the CETYS Community to be informed about institutional strategic planning and in this the Academic Senate may contribute, gathering comments and proposals, as well as points of inquiry.

#### **4. Agreements.**

- The material presented in this meeting will be addressed in the various faculty meetings to gather comments and proposals, as well as points of inquiry, and these, as well as those generated by the senate members will be channeled to the Presidency and his staff to be used as feedback elements for the strategic planning process.

No additional topics were discussed.

**The meeting ended at 1:00 PM**

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## **MEETING OF ACADEMIC SENATE**

**DATE: FRIDAY MAY 20<sup>TH</sup> 2010 AT 12:00 PM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, JORGE SOSA**

**AGENDA: (1) Reading and approval of Minutes of the April 20<sup>th</sup> Meeting; (2) Report on activities the Senate will be participating in; (3) Comments from the group; (4) Agreements.**

### **1. Reading and approval of minutes of the April 20<sup>th</sup> meeting.**

The minutes for the April 20<sup>th</sup> meeting was read and the minutes were approved.

### **2. Report on activities the Senate will be participating in.**

Jorge Sosa informs the senate members with regards to the activities the Senate will be involved in during the upcoming months:

- A multidisciplinary search Committee has been formed to coordinate the procedure for the selection and proposal of the next VPAA for CETYS University. The Committee has a chair for the Academic Senate, which in this case will be occupied by the President of the Academic Senate. This Committee will soon publish a call for CVs and information regarding the selection process.
- The Senate will also collaborate with the College of Social Sciences and Humanities in the definition of the selection process of the Dean of the School of Psychology.
- A report was given regarding the Internationalization Self-Study done as a part of CETYS participation in the ACE Internationalization Laboratory. This report was presented to the Presidency, the Deans and faculty, as well, and these publics as well as the Senate are welcome to provide feedback.

### **3. Comments from the group.**

The following comments and inquiries were made by the group:

- Patricia Valdés comments on the fact that there are still no official documents declaring each of the senate members as such.
- Patricia Valdés and Miguel Guzmán will present an integrated proposal regarding the Normative Guidelines and functions description for the Senate, based upon information gathered so far and additional information and feedback that has been received.
- The fact that student participation in the Senate has not yet been defined was pointed out.
- It is important for the Senate to know the academic activities and research projects being done in the institution.
- Meetings will be held on Wednesdays at 11 AM or 12 PM, and this will be informed to the College Deans to provide support regarding class schedules, so these do not conflict with senate meetings for the senate members.

**5. Agreements.**

- Proposals regarding additional topics to be addressed during the semester will be gathered and discussed in the next meeting.

No additional topics were discussed.

**The meeting ended at 1:00 PM**

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**EXTRAORDINARY MEETING OF ACADEMIC SENATE**

**DATE: FRIDAY JUNE 25<sup>TH</sup> 2010 AT 4:00 PM**

**PLACE: THOMSON CONFERENCE ROOM IN THE MEXICALI CAMPUS**

**PARTICIPANTS: DR. STEVE OLSWANG, HÉCTOR VELARDE, JORGE SOSA**

**AGENDA: (1) Presentation of the Academic Senate; (2) Observations/recommendations from Dr. Steve Olswang regarding Academic Governance; (3) Agreements.**

**1. Presentation of the Academic Senate.**

The background as well as activities and projects so far for the Academic Senate were presented as a summary to invited guest Dr. Steve Olswang from City University, to receive feedback as an external expert on the topic of Academic Governance, so this may serve as input to the definition process for the Academic Senate.

**2. Observations/recommendations from Dr. Steve Olswang regarding Academic Governance.**

Dr. Steve Olswang made the following comments:

- It is very important in higher education institutions that there be a series of figures that share academic responsibilities and decisions that are relevant to the institution's existence. Among these groups, there should be figures where faculty, as well as other members of the university may participate and have an active voice.
- CETYS University should be recognized for the creation of an Academic Senate, even though these types of figures are not common in Mexican private institutions.
- The figure per se, may be called by many names, where for example in City University, it is actually an "Academic Council", that unites faculty and other figures around various topics and serves as a counterpoint and council to the Presidency in topics that are relevant to the institution.
- Work should continue with the Presidency to define a model that harmonizes with the structures and plans of the institution and serves to promote these, as well as the strategic planning, with active participation of faculty and other publics.

**3. Agreements.**

- Dr. Olswang will provide a series of documents relating to Academic Governance as well as their support structures, and examples from City University, so these can serve as a basis for the ongoing definition works relating to the Academic Senate.
- The documents will be distributed to the senate members to work on these when summer vacation ends.

No additional topics were discussed.

**The meeting ended at 5:00 PM**

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## **MEETING OF ACADEMIC SENATE**

**DATE: WEDNESDAY JULY 21<sup>ST</sup> 2010 AT 12:00 PM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, JORGE SOSA**

**AGENDA: (1) Reading and approval of Minutes of the May 20<sup>th</sup> Meeting; (2) Report on meeting with Dr. Steve Olswang and participation in graduation ceremonies of the three Campuses; (3) Review of the New Faculty Evaluation System; (4) Update on VPAA selection process; (5) Comments from the group; (6) Agreements.**

### **1. Reading and approval of minutes of the May 20<sup>th</sup> meeting.**

The minutes for the May 20<sup>th</sup> meeting was read and the minutes were approved.

### **2. Report on meeting with Dr. Steve Olswang and participation in graduation ceremonies of the three Campuses.**

A report is given on the meeting held with Dr. Steve Olswang, where feedback and information was received regarding the Academic Senate, its functions and structures.

Also, a report was given on the participation for the first time of the Academic Senate in the graduation ceremonies of the three Campuses, having a chair in the presidium, held by the President of the Academic Senate.

### **3. Review of the New Faculty Evaluation System.**

The Academic Senate will participate in a review of the new Faculty Evaluation System (SEPES). This participation is generated by a request made by the Senate last year to review the new system that coincides now with a request made by the Academic Planning and Effectiveness Department for the Senate to do the review. The objective is for the Senate to provide feedback on the work done so far on the system.

### **4. Update on VPAA selection process.**

Jorge Sosa reports regarding the VPAA selection process:

- a) A Committee led by Ángel Montañez has been formed with representation of the three Campuses and Colleges.
- b) The Senate has a chair in this Committee held by the Presidency of the Academic Senate, and is also the Secretary of the Committee.
- c) An evaluation process for the candidates has been defined and the group of candidates that will be interviewed is being defined. Interviews will be done during the month of July.
- d) Once the evaluation is completed, a list of finalists will be given to the President.

### **5. Comments from the group.**

The following comments and inquiries were made by the group:

- The documents provided by Dr. Steve Olswang should be distributed to the group.

- A proposal for the integration of a Committee for the review of the new Faculty Evaluation System (SEPES) and that this Committee be representative of the Colleges and Campus. Suggested members for the Committee (in addition to the elected senators): Margarita Rubio, Arturo Villavicencio and Isaac Azuz from Ensenada, as well as Roberto Salas from Tijuana.

#### **6. Agreements.**

- The documents provided by Dr. Steve Olswang will be distributed to the group for review.
- A meeting of the Committee for the Review of the new Faculty Evaluation System (SEPES), will be called for Tuesday June 27<sup>th</sup>, where Héctor Vargas will be asked to provide and present pertinent information regarding the system to begin the review and provide feedback.

No additional topics were discussed.

**The meeting ended at 1:00 PM**

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## **MEETING OF ACADEMIC SENATE**

**DATE: TUESDAY JULY 27<sup>TH</sup> 2010 AT 10:00 AM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, JORGE SOSA, MARGARITA RUBIO, ISAAC AZUZ, ROBERTO SALAS, HÉCTOR VARGAS**

**AGENDA: (1) Reading and approval of Minutes of the July 21<sup>ST</sup> Meeting; (2) Presentation of Committee for the review of the new Faculty Evaluation System (SEPES); (3) Presentation of the new Faculty Evaluation System (SEPES) by the Academic Planning and Effectiveness Director; (4) Comments from group; (5) Agreements.**

### **1. Reading and approval of minutes of the July 21<sup>st</sup> meeting.**

The minutes for the July 21<sup>ST</sup> meeting was read and the minutes were approved.

### **2. Presentation of Committee for the review of the new Faculty Evaluation System (SEPES).**

The Committee is introduced, giving a brief background on the integration of the Committee.

Arturo Villavicencio from Ensenada will not participate in the Committee due to health reasons.

The objective of the Committee is stated, which is to review the work done so far on the new Faculty Evaluation System (SEPES) and provide feedback.

### **3. Presentation of the new Faculty Evaluation System (SEPES) by the Academic Planning and Effectiveness Director.**

Héctor Vargas presents the work done so far on the new Faculty Evaluation System (SEPES), making reference to three documents that were distributed previous to the meeting:

- (a) Presentation of the PRIASEPES project.
- (b) Handbook for the construction of the SEPES and the related instruments.
- (c) The Expert's Guide (Raúl Arreola).

### **4. Comments from group.**

The following comments were made by the group:

- The Committee will generate a response documents that contains, at least, observations, areas of opportunity and recommendations regarding the system, and the following work methodology is put forth as a proposal:
  - a) An initial meeting to establish observations, areas of opportunity and recommendations based upon the analysis of the documents that were provided to generate a first draft of the response.
  - b) The draft is distributed for review and adjustments are made to generate the final document which will be delivered to the Academic Planning and Effectiveness Department as well as the President.
- The group identifies various aspects regarding the current Faculty Evaluation System:
  - There are asymmetries in the processes between the Campuses.
  - The lack of agility in the distribution of the results and their pertinence for decision making.
  - How can faculty achieve success with the system?

- How do support systems need to be restructured or redefined to make these processes more efficient?
- The work done in various groups for the 2020 Strategic Plan regarding faculty profiles and classification, have direct relation to design of the evaluation processes.

#### **5. Agreements.**

- A format will be designed and distributed to document the analysis made by each member of the Committee, which will identify observations, areas of opportunity and recommendations, relating to three topics (making a particular emphasis on the third):
  - 1) Evaluation system (global).
  - 2) Evaluation Handbook.
  - 3) Evaluation Instruments.
  - 4) Environment that surround the system.
- The Committee will work via e-mail. Each member will complete the formats and send them to the rest of the group and all formats will be integrated for comments in the next meeting on August 5<sup>th</sup> 2010

No additional topics were discussed.

**The meeting ended at 11:00 AM**

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**MEETING OF ACADEMIC SENATE**

**DATE: THURSDAY AUGUST 5<sup>TH</sup> 2010 AT 12:00 PM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, JORGE SOSA, MARGARITA RUBIO, ISAAC AZUZ, ROBERTO SALAS, HÉCTOR VARGAS**

**AGENDA: (1) Reading and approval of Minutes of the July 27<sup>th</sup> Meeting; (2) Follow-up on Committee for the review of the new Faculty Evaluation System (SEPES); (3) Agreements.**

**1. Reading and approval of minutes of the July 27<sup>th</sup> meeting.**

The minutes for the July 27<sup>th</sup> meeting was read and the minutes were approved.

**2. Follow-up on Committee for the review of the new Faculty Evaluation System (SEPES).**

Each member of the Committee comments on the analysis of the information presented relating to the new Faculty Evaluation System (SEPES). These comments were delivered by each member in the established formats and distributed to the group.

Points of concordance are identified, as well as points that are unclear, and a proposal is made to generate a document with these inquiries and send it to the Academic Planning and Effectiveness Department for response.

**3. Agreements.**

- The points for inquiry that were identified by the Committee will be sent to Héctor Vargas on August 9th requesting a response. Based upon the analysis of the response, the next draft of the review document will be generated.

No additional topics were discussed.

**The meeting ended at 1:00 PM**

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## **MEETING OF ACADEMIC SENATE**

**DATE: WEDNESDAY AUGUST 18<sup>TH</sup> 2010 AT 11:00 AM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: PATRICIA VALDÉS, MIGUEL GUZMÁN, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, JORGE SOSA, MARGARITA RUBIO, ISAAC AZUZ, ROBERTO SALAS, HÉCTOR VARGAS**

**AGENDA: (1) Reading and approval of Minutes of the August 5<sup>th</sup> Meeting; (2) Follow-up on Committee for the review of the new Faculty Evaluation System (SEPES); (3) Updates on VPAA selection process; (4) Agreements.**

### **1. Reading and approval of minutes of the August 5<sup>th</sup> meeting.**

The minutes for the August 5<sup>th</sup> meeting was read and the minutes were approved.

### **2. Follow-up on Committee for the review of the new Faculty Evaluation System (SEPES).**

Comments were made with regards to the response made by Héctor Vargas regarding the points of inquiry.

Comments are made on the draft of the review document that was distributed previous to the meeting, and elements for inclusion, based upon the new information are noted.

### **3. Updates on VPAA selection process.**

Jorge Sosa comments on the updates regarding the VPAA selection process:

- a) The interview and evaluation stage for the finalists has concluded.
- b) A report with the evaluation of the three candidates will be delivered to the President.
- c) With the delivery of the report, the activities and responsibilities of the Committee end and the final selection of the VPAA is in the hands of the President.

### **4. Agreements.**

- The final draft of the review document of the Committee for the review of the new Faculty Evaluation System (SEPES), which integrates all comments and observations made so far, will be distributed to the members of the Committee with the following commitments from the group:
  - a) Read the full document and analyze it with regards to elements and writing.
  - b) Indicate points that should be added, either as observations or recommendations in the corresponding section, writing these in a way that will require the least amount of adjustments (thinking of the new paragraphs as being a part of the final draft)
  - c) Identify points that should be corrected due to factual errors.
  - d) Indicate elements that should be corrected due to writing.
- The Committee will work via e-mail and work towards a deadline for finishing the document for delivery between the 3rd and 6th of September.
- The final document will be delivered and a response is expected, however a confrontational dynamic will not be encouraged, and therefore the work of the Committee will end with the delivery of the final review document.

No additional topics were discussed.

**The meeting ended at 12:00 PM**

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## **MEETING OF ACADEMIC SENATE**

**DATE: FRIDAY SEPTEMBER 10<sup>TH</sup> 2010 AT 8:30 AM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: DR. FERNANDO LEÓN GARCÍA, JORGE SOSA LÓPEZ, HÉCTOR VELARDE, PATRICIA VALDÉS, MIGUEL GUZMÁN, JORGE ORTEGA, ALFREDO RODRÍGUEZ.**

**AGENDA: (1) Reading and approval of Minutes of the August 18<sup>th</sup> Meeting; (2) Presentation of 2020 Strategic Plan; (3) Follow-up on Committee for the review of the new Faculty Evaluation System (SEPES); (4) Updates on Normative Guidelines and Structure; (5) Agreements.**

### **1. Reading and approval of minutes of the August 18<sup>th</sup> meeting.**

The minutes for the August 18<sup>th</sup> meeting was read and the minutes were approved.

### **2. Presentation of 2020 Strategic Plan.**

Dr. Fernando León presents the 2020 Strategic Plan in its final version, which was distributed to the group, previous to the meeting by Dr. Jorge Rocha.

A proposal is made for the comments from the group of elected senators to be sent to Dr. Jorge Rocha via e-mail, as well as the comments gathered by faculty.

### **3. Follow-up on Committee for the review of the new Faculty Evaluation System (SEPES).**

The final draft of the review document was delivered to the President and the Academic Planning and Effectiveness Department on September 6<sup>th</sup>.

A response is expected, however the responsibilities of the Committee and its members end with the delivery of the review document and it is agreed upon that a confrontational dynamic will not be encouraged.

### **4. Updates on Normative Guidelines and Structure.**

Comments made by the elected members regarding modifications to the Normative Guidelines and Structure of the Academic Senate have been distributed via e-mail, and these are based upon the documentation provided by Dr. Steve Olswang as well as the consultation made by faculty experts in the three Campuses.

Miguel Guzmán and Patricia Valdés will generate a new draft of the Normative Guidelines and Structure with the support of Jorge Sosa, to integrate the work done so far seeking to present this new document to the President in November.

### **5. Agreements.**

- The information from this meeting regarding the 2020 Strategic Plan will be presented to faculty in the various faculty meetings, so the Academic Senate serves as another means for channeling feedback, which, in conjunction with the feedback from the elected senators will be sent to the President and his staff.

- Work on the Normative Guidelines and Structure of the Senate will be done via e-mail, seeking to complete the draft by November to present it to the President and seeking also to have a working meeting with him regarding the proposal.

No additional topics were discussed.

**The meeting ended at 9:30 AM**

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## **MEETING OF ACADEMIC SENATE**

**DATE: WEDNESDAY SEPTEMBER 22<sup>ND</sup> 2010 AT 11:00 AM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: JORGE SOSA LÓPEZ, HÉCTOR VELARDE, PATRICIA VALDÉS, MIGUEL GUZMÁN, JORGE ORTEGA, ALFREDO RODRÍGUEZ.**

**AGENDA: (1) Reading and approval of Minutes of the September 10<sup>th</sup> Meeting; (2) Follow-up on Committee for the review of the new Faculty Evaluation System (SEPES); (3) Updates on VPAA selection process; (4) Agreements.**

### **1. Reading and approval of minutes of the September 10<sup>th</sup> meeting.**

The minutes for the September 10<sup>th</sup> meeting was read and the minutes were approved.

### **2. Follow-up on Committee for the review of the new Faculty Evaluation System (SEPES).**

The final review document generated by the Committee was delivered to the President and the Academic Planning and Effectiveness Department on September 6th and a response was sent by Hector Vargas on the 13th of September, with a copy to the President. The response indicated that, according to the review generated by the Committee there was no need to halt the progress of the new Faculty Evaluation System and that the Committee had not been agile or proactive. These tone of the response and those last comments were not well received by the senate members or the Committee that participated in the review.

It was agreed that a confrontational dynamic would not be encouraged and the responsibilities of the Committee ended with the delivery of the review.

The review document generated by the Committee is a public document and is available for distribution to all faculty members of the institution.

### **3. Updates on VPAA selection process.**

Jorge Sosa reports that the President has decided to invite the two finalists from the VPAA selection process to CETYS University to be interviewed by various publics, during the month of October, seeking to gather feedback regarding the candidates, which is something without precedent in CETYS. The candidates will come to the Mexicali Campus, however, interaction with the other Campuses will be achieved via videoconferencing.

The Academic Senate will coordinate the meetings and interviews with faculty, once the schedule for the visits is defined.

### **4. Agreements.**

- The review of the new Faculty Evaluation System done by the Committee will be distributed and discussed with faculty.
- A communiqué will be issued to faculty informing them of the work done by the Committee.
- Coordinated efforts will be done for the interview meetings between faculty and the VPAA candidates in October.

No additional topics were discussed.

**The meeting ended at 12:00 PM**

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**EXTRAORDINARY MEETING OF ACADEMIC SENATE**

**DATE: THURSDAY OCTOBER 14<sup>TH</sup> 2010 AT 4:00 AM**

**PLACE: THOMSON CONFERENCE ROOM IN THE MEXICALI CAMPUS**

**PARTICIPANTS: JORGE SOSA LÓPEZ, HÉCTOR VELARDE, PATRICIA VALDÉS, JORGE ORTEGA, ALFREDO RODRÍGUEZ, CETYS UNIVERSITY FACULTY MEMBERS FROM UNDERGRADUATE, GRADUATE AND HIGH SCHOOL LEVELS, DR. GALARZA (VPAA CANDIDATE).**

**AGENDA: (1) Meeting objectives and presentation of Dr. Galarza (VPAA candidate); (2) Presentation from Dr. Galarza; (3) Evaluation by academics.**

**1. Meeting objectives and presentation of Dr. Galarza (VPAA candidate).**

Jorge Sosa López welcomes the group and Dr. Galarza, and comments on the objective of the meeting, which is for faculty to meet Dr. Galarza as one of the VPAA candidates, hear his comments and make questions to provide feedback to the President regarding the candidate.

**2. Presentation from Dr. Galarza;**

Dr. Galarza introduces himself and provides background regarding his academic experience and expectations regarding the VPAA position.

**3. Evaluation by academics.**

A Q&A session from faculty was done followed by a written evaluation from all faculty members present. The evaluations were delivered directly to the President's staff for processing.

No additional topics were discussed.

**The meeting ended at 5:00 PM**

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**EXTRAORDINARY MEETING OF ACADEMIC SENATE**

**DATE: THURSDAY OCTOBER 28<sup>TH</sup> 2010 AT 11:30 AM**

**PLACE: THOMSON CONFERENCE ROOM IN THE MEXICALI CAMPUS**

**PARTICIPANTS: JORGE SOSA LÓPEZ, HÉCTOR VELARDE, JORGE ORTEGA, ALFREDO RODRÍGUEZ, CETYS UNIVERSITY FACULTY MEMBERS FROM UNDERGRADUATE, GRADUATE AND HIGH SCHOOL LEVELS, DR. MULNIX (VPAA CANDIDATE).**

**AGENDA: (1) Meeting objectives and presentation of Dr. Mulnix (VPAA candidate); (2) Presentation from Dr. Mulnix; (3) Evaluation by academics.**

**1. Meeting objectives and presentation of Dr. Galarza (VPAA candidate).**

Jorge Sosa López welcomes the group and Dr. Mulnix, and comments on the objective of the meeting, which is for faculty to meet Dr. Mulnix as one of the VPAA candidates, hear her comments and make questions to provide feedback to the President regarding the candidate.

**2. Presentation from Dr. Galarza;**

Dr. Mulnix introduces herself and provides background regarding her academic experience and expectations regarding the VPAA position.

**3. Evaluation by academics.**

A Q&A session from faculty was done followed by a written evaluation from all faculty members present. The evaluations were delivered directly to the President's staff for processing.

No additional topics were discussed.

**The meeting ended at 12:30 PM**

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## **MEETING OF ACADEMIC SENATE**

**DATE: MONDAY NOVEMBER 29<sup>TH</sup> 2010 AT 12:00 PM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: DR. FERNANDO LEON, JORGE SOSA LÓPEZ, HÉCTOR VELARDE, PATRICIA VALDÉS, MIGUEL GUZMÁN, JORGE ORTEGA, ALFREDO RODRÍGUEZ.**

**AGENDA: (1) Reading and approval of Minutes of the September 22<sup>nd</sup> Meeting; (2) Introduction and summary of activities; (3) Updates on Normative Guidelines and Structure; (4) Agreements.**

### **1. Reading and approval of minutes of the September 22<sup>nd</sup> meeting.**

The minutes for the September 22<sup>nd</sup> meeting was read and the minutes were approved.

### **2. Introduction and summary of activities.**

Jorge Sosa provides a summary of the activities of the Academic Senate during October and November, such as:

- Coordination of support activities for interview meetings between faculty and the two VPAA candidates during the month of October (14<sup>th</sup> and 28<sup>th</sup>). Faculty interacted with the candidates and evaluated them, providing feedback to the Presidency for the selection process.
- Review of the Normative Guidelines and Structure of the Academic Senate, via e-mail, where all elected senate members participated, as well as faculty experts from the three Campuses, and Dr. Steve Olswang as an external expert who provided documents and feedback regarding the Senate's structure. The updated versions of the Normative Guidelines and Structure were delivered to the President on November 9<sup>th</sup>.

### **2. Updates on Normative Guidelines and Structure.**

The updated version of the Normative Guidelines and Structure was presented, with the following highlights:

- The new structure is more inclusive, seeking to represent not only the Colleges, but also the Campuses as well as the High School.
- Four permanent Committees are defined: Curriculum/Co-curriculum, Faculty Development, Institutional Policies, Student Affairs.
- Each Committee has a charter, as well as a work agenda for the cycle, and will be integrated by various members of the CETYS Community, including faculty, administrators and students, from all Campuses, Colleges and Schools, which extends the reach of the Academic Senate to include more members, in addition to the elected senators.

The Presidency does not make observations regarding the new structure, however puts forth the suggestion to change the name to something along the lines of "Academic Council" and asks the group to evaluate this proposal, seeking to deploy the new structure in 2011.

### **3. Agreements.**

- The proposal for the name change will be analyzed as well as the deployment strategy for next year. Discussion will be done via e-mail and the results will be sent to the Presidency for discussion in the next meeting on December 17<sup>th</sup>.

No additional topics were discussed.

**The meeting ended at 1:00 PM**

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## **MEETING OF ACADEMIC SENATE**

**DATE: FRIDAY DECEMBER 17<sup>TH</sup> 2010 AT 12:00 PM**

**PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS**

**PARTICIPANTS: DR. FERNANDO LEON, JORGE SOSA LÓPEZ, HÉCTOR VELARDE, PATRICIA VALDÉS, MIGUEL GUZMÁN, JORGE ORTEGA, ALFREDO RODRÍGUEZ.**

**AGENDA: (1) Reading and approval of Minutes of the November 29<sup>th</sup> Meeting; (2) Report on changes in organizational structure and implications for the Academic Senate; (3) Updates on Normative Guidelines and Structure; (4) Agreements.**

### **1. Reading and approval of minutes of the November 29<sup>th</sup> meeting.**

The minutes for the November 29<sup>th</sup> meeting was read and the minutes were approved.

### **2. Report on changes in organizational structure and implications for the Academic Senate.**

Jorge Sosa reports on the changes in the organizational structure of CETYS, which includes himself as the new Dean of the School of Engineering for the Mexicali Campus.

Due to this change, the President of the Academic Senate will now be Miguel Guzman (as current Vice-President), and Jorge Sosa will continue to support the Senate's activities and transition to the new Structure in 2011.

Also, two Senators have asked for leave (Héctor Velarde and Jorge Ortega) during 2011, due to their involvement in institutional projects.

### **3. Updates on Normative Guidelines and Structure.**

The Senate has worked via e-mail on the analysis of the name change of the Academic Senate to "Academic Council" as well as the deployment strategy for 2011.

It is agreed that the name will be changed and that the deployment of the new structure will occur during 2011, ideally in the second or third quarter, once the new VPAA takes office.

### **4. Agreements.**

It is agreed that the documentation regarding the Senate for the 2009-2011 cycle should be organized and updated on the web page and faculty should be informed.

During 2011, senate members Miguel Guzmán and Jorge Sosa will work with the Presidency and new VPAA to organize the documentation and deployment strategy for the new "Academic Council".

No additional topics were discussed.

**The meeting ended at 1:00 PM**

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