

CETYS UNIVERSITY

ACADEMIC SENATE

MEETING OF ACADEMIC SENATE

DATE: TUESDAY APRIL 3RD 2009 AT 5:00 PM

PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS

PARTICIPANTS: DRA. PATRICIA VALDÉS, DR. MIGUEL GUZMÁN, DR. HÉCTOR VELARDE, DR. JORGE ORTEGA, MAT. ALFREDO RODRÍGUEZ, ING. JORGE SOSA, ING. HÉCTOR VARGAS, DR. MARCO CARRILLO, LIC. LAURA CARRILLO

AGENDA: (1) Welcome message from Dr. Marco Carrillo; (2) Basic functions of the Academic Senate; (3) Election of the Chair for the Academic Senate; (4) General Aspects.

(1) WELCOME MESSAGE FROM DR. MARCO CARRILLO.

Dr. Marco Carrillo congratulates all the elected Senators and comments that, even though the process was speedy, the elections were done in an environment of transparency with the participation of the Student Affairs Offices, with the Academic Authorities not participating in the process, having the role of observers. He added that the Academic Senate is a transcendental event in the history of the Institution. He declares that the Academic Senate will be integrated by members from the Institution's Administration, which will be the College Directors, the Director of Academic Planning and Effectiveness and the Vice-presidency of Academic Affairs. Finally, he indicates that one of the first decisions for the elected senators, is to name the Chair of the Senate, to comply with the WASC accreditation process.

(2) BASIC FUNCTIONS OF THE ACADEMIC SENATE.

The indication of the naming of the Chair of the Academic generated comments from the elected senators with regards to the speediness of the process and the implications of this. Héctor Vargas commented that this was just a mere formality, and added, in response to the question "What will be the functions and responsibilities of the Academic Senate?", that the Academic Senate is stated as a formal means, by which the Higher Education Faculty, will have more participation in the decision making of academic affairs of CETYS: Curriculum Design and Review, Academic Planning, Organization of the Academy and Academic Work of the Faculty. He adds that the Academic Senate is created due to a recommendation by the WASC Evaluation Team. He finishes his comments indicating that the Academic Senate is also viewed as a group that establishes suggestions and recommendations to the Presidency of CETYS, without limiting these to the academic aspects, but also touching on normative, strategic planning and budgeting aspects. The quality and effectiveness of the Academic Senate is usually evaluated with regards to its influence on the Presidency.

Next, the elected senators commented with regard to their responsibilities to the groups they represent, and that they should be responsible for defining the time in which the Chair should be elected, as well as the credibility or lack thereof that an incipient Senate may have, if things are rushed, the need to give form and structure to the Senate as it starts operating, as well as the creation of knowledge and sensibility in the Council regarding the advantages of having a mechanism of this nature in the Institution. All coincided in the fact that

the Senate represents an excellent opportunity for faculty to have a better and larger participation with regards to decision making in the Institution.

Lastly it was agreed to proceed in the naming of the Chair for the Senate, for which various nominations were made. In this manner, the requirement with regards to the WASC Accreditation Process was met.

(3) ELECTION OF THE CHAIR FOR THE ACADEMIC SENATE.

The elected senators nominated to be Chair of the Senate were: Patricia Valdes, Jorge Sosa, Miguel Guzmán and Alfredo Rodríguez. Of these four, two declined the nomination: Patricia Valdés and Alfredo Rodríguez, which left two: Jorge Sosa and Miguel Guzmán. Voting was done and a tie resulted, which was resolved using the criteria of most votes in percentage achieved in the elections for the Academic Senate. Only the 6 elected senators participated in the election of the Chair for the Academic Senate. Applying the criteria mentioned before to resolve the tie, Jorge Sosa López was elected as the Chair for the Academic Senate.

(4) GENERAL ASPECTS.

NONE.

The meeting ended at 6:00 PM.

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Ing. Jorge Sosa López
President of the Academic Senate

CETYS UNIVERSITY

ACADEMIC SENATE

SUMMONS AND AGENDA FOR MEETING OF THE ACADEMIC SENATE OF CETYS UNIVERSITY

DATE AND TIME: Tuesday April 28th 2009 at 4:00 PM

PLACE: Videoconference meeting room of each campus.

SUMMONS FOR: Ing. Enrique Blancas, Dr. Marco Carrillo, Ing. Miguel Salinas, Lic. Federico Sada, Mtra. María del Carmen Echeverría, Dra. Patricia Valdés, Dr. Miguel Guzmán, Dr. Héctor Velarde, Dr. Jorge Ortega, Mat. Alfredo Rodríguez, Ing. Jorge Sosa López.

AGENDA:

1. **Reading and approval of Minutes of the April 3rd Meeting.**
2. **Naming of moderator for meeting.**
3. **Composition/Structure of Academic Senate:**
 - Explanation by the Vice-presidency of Academic Affairs of the composition/structure of the Academic Senate.
4. **Roles, functions and scope of the Academic Senate:**
 - Explanation by the Vice-presidency of Academic Affairs of the functions and scope of the Academic Senate, as well as the role of each of the parts that comprise the Senate.
5. **General Aspects:**
 - Comments, observations and points of view of the participants.

Sincerely,



A handwritten signature in black ink on a light yellow background. The signature is stylized and appears to read 'Jorge Sosa López'.

Ing. Jorge Sosa López
President of the Academic Senate

CETYS UNIVERSITY

ACADEMIC SENATE

MEETING OF ACADEMIC SENATE

DATE: TUESDAY APRIL 28TH 2009 AT 4:00 PM

PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS

PARTICIPANTS: DRA. PATRICIA VALDÉS, DR. MIGUEL GUZMÁN, DR. HÉCTOR VELARDE, DR. JORGE ORTEGA, MAT. ALFREDO RODRÍGUEZ, ING. JORGE SOSA, ING. MIGUEL SALINAS, MTRA. CARMEN ECHEVERRÍA, LIC. FEDERICO SADA, DR. MARCO CARRILLO

AGENDA: (1) Reading and approval of Minutes of the April 3rd Meeting; (2) Naming of moderator for meeting; (3) Composition/Structure of Academic Senate; (4) Roles, functions and scope of the Academic Senate; (5) General Aspects.

(1) READING AND APPROVAL OF MINUTES OF THE APRIL 3RD MEETING.

The minutes for the April 3rd meeting was read , the corresponding adjustments to it, which were mentioned via e-mail were verified, and the minutes was approved.

(2) NAMING OF MODERATOR FOR MEETING.

Alfredo Rodríguez was named moderator for the meeting.

(3) COMPOSITION/STRUCTURE OF ACADEMIC SENATE.

Dr. Marco Carrillo explains the structure of the Academic Senate, which is comprised by faculty representatives (elected senate), as well as college and administration representatives (designated senate).

Héctor Velarde comments that the original idea that many faculty had of the Academic Senate was that it would be comprised only by faculty.

Jorge Sosa López asks regarding the role of students in the Academic Senate.

Dr. Marco Carrillo explains that the student will be integrated into the Senate gradually, as time goes by an the Senate defines its roles, functions and scope.

(4) ROLES, FUNCTIONS AND SCOPE OF THE ACADEMIC SENATE.

Jorge Sosa López asks about the roles and functions of the Senate.

Dr. Marco Carrillo explains that the Senate will have topics and spaces defined according to the interest of its representatives, and very importantly not to forget the WASC accreditation process as a topic of discussion and analysis, as well as modifications to the curriculum, and in general, academic aspects that are of interest and importance to faculty, students and the Institution as a whole. He emphasizes that the Senate must not be seen as a "union" and that the topics are of an academic nature, to be discussed between its members and the President. Also, the Academic Senate must be permanent and not disappear; it must be consolidated and it must reflect progress as time passes.

Jorge Ortega comments that the general understanding of the members of the Senate is that, even though this is a new process and with many things undefined, a vote of confidence will be given to the Senate and the idea is to move forward, however, it is important to define how the Senate will operate, its functions, and how the proposals it generates will be defined and followed through.

Federico Sada comments that faculty and students must be informed of the plans and projects the Institution is undertaking. The Senate must be a means to communicate these plans and projects to faculty and students and then gather proposals. The plans and strategic lines of CETYS are a guideline, and must be analyzed.

Miguel Guzmán comments that we are at a creative juncture, where there is no defined reference, due to the fact that this is the first time an Academic Senate has existed for CETYS. The Senate should be a permanent group that helps permeate information, so that proposals may be made in a collegiate manner. He comments regarding the fact that the Senate does not have representatives from all Campuses and that this should have been considered in the initial design.

Jorge Sosa López asks if there are any official documents, rules, normative elements etc., that may serve as a guideline to define the normative reference framework for the Academic Senate. Do specific guidelines exist from the Institution or does this definition fall completely in the hands of the Academic Senate? Who of the members has voice and vote, and who just has voice in the Academic Senate?

Dr. Marco Carrillo comments that all have voice and vote, except students, who only have voice, and, although there is some documentation, the Senate is free to define its normative elements.

Patricia Valdés comments that this should not become an elite group that reviews projects and proposals but never communicates the information. The definition of how the information will flow is important.

Alfredo Rodríguez suggest defining a link in the CETYS web page that has information regarding the Senate and that the first order of discussion could be the strategic lines, also the current program review process, and the faculty training projects, such as the "CETYS Faculty Certification" program, of which there is little information.

Carmen Echeverría comments that the functions of the Senate should be relating to defining the order of the various processes in which the information must be permeated and know, and comments also that the preparation for the WASC visit in October must be considered.

Jorge Sosa López comments that there have been many comments and suggestions so far, and suggests that the focus and tasks of the Academic Senate in the short/middle term should be:

1. Analysis of documentation to define the structure and normative reference framework for the Senate.
2. Definition of work dynamic for the Senate, with a focus on: a) knowing and comprehending institutional projects, processes and policies (for example WASC, strategic lines, etc.); b) facilitate discussions regarding these topics in which the Senate as well as faculty and students participate; c) generate proposals regarding these topics, based upon the discussion.

Héctor Velarde comments that it is also a responsibility of the faculty to be informed, and suggest the use of Blackboard as a tool for the work dynamic of the Academic Senate.

Federico Sada comments that also VoCETYS and other means should be used.

Jorge Sosa López comments that Blackboard may be used for document gathering and the internal workings of the Senate and the other means like the webpage and VoCETYS may be used as resources to permeate information regarding the Senate. He asks: what is the purpose of having the Director of Academic Effectiveness as a member of the Senate?

Dr. Marco Carrillo answers that the reason is due to the fact that this area integrates academic elements, projects and proposals to aid the Vice-presidency and the Presidency in decision making, and therefore its input is important and also the input of the Senate to this area is important.

Miguel Salinas comments that the students should be integrated in the future and not at this point.

Jorge Sosa López approves the comment from Miguel Salinas and suggests, as closing remarks, the following three agreements for follow up: 1) begin work on a draft for the normative reference framework, 2) begin work on an annual agenda for the Senate and work dynamic, 3) definition of means for organizing and communicating the work of the Senate (Blackboard, VoCETYS, webpage, etc).

(5) GENERAL ASPECTS.

NONE.

The meeting ended at 6:00 PM.

A handwritten signature in black ink on a light yellow background. The signature is stylized and appears to read "Jorge Sosa López".

Ing. Jorge Sosa López
President of the Academic Senate

CETYS UNIVERSITY

ACADEMIC SENATE

SUMMONS AND AGENDA FOR MEETING OF THE ACADEMIC SENATE OF CETYS UNIVERSITY

DATE AND TIME: Tuesday June 16th 2009 at 9:00 AM

PLACE: Videoconference meeting room of each campus.

SUMMONS FOR: Ing. Enrique Blancas, Dr. Marco Carrillo, Ing. Miguel Salinas, Lic. Federico Sada, Mtra. María del Carmen Echeverría, Dra. Patricia Valdés, Dr. Miguel Guzmán, Dr. Héctor Velarde, Dr. Jorge Ortega, Mat. Alfredo Rodríguez, Ing. Jorge Sosa López.

AGENDA:

1. **Reading and approval of Minutes of the April 28th Meeting.**
2. **Naming of moderator for meeting.**
3. **Composition/Structure and Normative Reference Framework of Academic Senate:**
 - Analysis and discussion of documents relating to structure/composition and normative aspects of Academic Senates in other institutions.
 - Analysis of draft proposal for normative reference framework for the Academic Senate of CETYS.
4. **Agenda for the July-December 2009 period for the Academic Senate:**
 - Analysis of draft proposal for the agenda of the Academic Senate for the July-December 2009 period, which defines elements such as: periodicity of meetings as well as dates and time, work dynamic, topics to discuss, etc.
5. **Mechanisms for information organization and distribution:**
 - Discussion regarding what information should be organized and distributed, to what publics, when, where, and how.
6. **General Aspects:**
 - Comments, observations and points of view of the participants.

Sincerely,

A handwritten signature in black ink on a light yellow background. The signature is stylized and appears to read 'Jorge Sosa López'.

Ing. Jorge Sosa López
President of the Academic Senate

CETYS UNIVERSITY

ACADEMIC SENATE

MEETING OF ACADEMIC SENATE

DATE: TUESDAY JUNE 16TH 2009 AT 9:00 AM

PLACE: VIDEOCONFERENCE MEETING ROOM OF EACH CAMPUS

PARTICIPANTS: DRA. PATRICIA VALDÉS, DR. MIGUEL GUZMÁN, DR. HÉCTOR VELARDE, DR. JORGE ORTEGA, MAT. ALFREDO RODRÍGUEZ, ING. JORGE SOSA, MTRA. CARMEN ECHEVERRÍA, LIC. FEDERICO SADA, ING. HÉCTOR VARGAS, DR. MARCO CARRILLO

AGENDA: (1) Reading and approval of Minutes of the April 28th Meeting; (2) Naming of moderator for meeting; (3) Composition/Structure and Normative Reference Framework of Academic Senate; (4) Agenda for the July-December 2009 period for the Academic Senate; (5) Mechanisms for information organization and distribution; (6) General Aspects.

(1) READING AND APPROVAL OF MINUTES OF THE APRIL 28TH MEETING.

The minutes for the April 28th meeting was read and the minutes was approved.

(2) NAMING OF MODERATOR FOR MEETING.

Jorge Sosa López was named moderator for the meeting.

(3) COMPOSITION/STRUCTURE AND NORMATIVE REFERENCE FRAMEWORK OF ACADEMIC SENATE.

Jorge Sosa López comments on the follow up to the agreements made in the previous meeting, citing two documents that were sent to the group for analysis and to discuss in this meeting, which are: a) a draft proposal for the normative reference framework for the Academic Senate, and b) a draft proposal for the agenda and work dynamic for the July-December 2009 period for the Academic Senate. The first topic to discuss relates to the first document, which was drafted using reference documents from CETYS and also other institutions. These references may be found in the Blackboard course for the Academic Senate, which was launched in the previous weeks and is also one of the agreements made in the last meeting. He suggests that the dynamic for the review of the document be the reading of each article, followed by the discussion, comments, observations and modifications relating to the article, and using this methodology articles I, through VIII were reviewed, adjusted and reorganized. The definition of the roles and functions of the Academic Senate was reviewed and defined; the periodicity of the meetings was defined as monthly, with three types of meetings: ordinary (monthly), extraordinary (when required) and general assembly (once a year); the three primary officials of the Senate, were defined, which are the President (Jorge Sosa López), Vice-president (Miguel Guzmán) and Secretary (Vice-president of Academic Affairs, Dr. Marco Carrillo), as well as their primary functions; it was defined that all members will have voice and vote; there will be 6 elected senators from faculty and they will have the Presidency and Vice-Presidency of the Senate, and there will be 5 designated senators which will have the Secretary of the Academic Senate; there will be "Consult Groups" which are groups independent of the Senate that may be called upon or may address the Senate regarding specific topics, and examples of these are Academies, Student Bodies, etc.; the Senate may define Committees to address specific topics and projects, which will include members of the Senate and also may include external experts.

Dr. Marco Carrillo and Carmen Echeverría suggest that the Normative Reference Framework be reviewed by external law experts. Two experts are suggested for this: Alfredo Estrada from Tijuana Campus, and Ma. Luisa Walther from Mexicali Campus.

Federico Sada comments that he may find another expert.

Jorge Sosa López suggests a Committee be formed to continue work on the Normative Reference Framework, and this Committee will be formed by Miguel Guzmán, Jorge Ortega and Jorge Sosa López.

(4) AGENDA FOR THE JULY-DECEMBER 2009 PERIOD FOR THE ACADEMIC SENATE.

Jorge Sosa López suggests that, due to time limitations for the current meeting, this topic will be addressed fully in the next meeting, however, aspects such as the periodicity of the meetings for the senate, as well as the dates and times, and the general work dynamic, be discussed briefly. He explains the general work dynamic, detailed in the draft proposal, and since it has been defined that the Senate will have monthly meetings, asks for suggestions regarding the days and times in which the monthly meetings for the Senate may take place.

Héctor Vargas suggests Friday mornings, due to the fact that the videoconference meeting room has availability in those time slots.

Federico Sada suggests meeting from 11:00 AM to 1:00 PM on the second or third Friday of each month with a detailed and well defined agenda that allows for the efficient use of time.

Jorge Sosa López then asks the group for a vote regarding this suggestion and it is approved that the meetings will be held on the third Friday of every month from 11:00 AM and 1:00 PM, and asks the elected senate to inform their corresponding academic administrators to consider this in their work package and class scheduling for next semester, and also asks the present academic administrators to support this and help with the follow-through.

Miguel Guzmán asks if the meetings will be held in Mexicali.

Jorge Sosa López responds that the meetings will be held via videoconference so that the least amount of mobility need be done, however some meetings could be held in Tijuana and Ensenada and this should be considered further.

(5) MECHANISMS FOR INFORMATION ORGANIZATION AND DISTRIBUTION.

Jorge Sosa López comments that he has been required to provide information regarding the Senate for the Faculty Handbook, and also the webpage with information regarding the Senate is ready to be deployed. He suggests the information that has been defined in this meeting, particularly that of Articles 1 and 2 of Chapter I, and Article 3 of Chapter II, of the current draft proposal for the Normative Reference Framework of the Academic Senate, be used. The agreements for the meeting is that each member will continue review of the available documentation relating to the discussed topics, particularly the Normative Reference Framework, the current version of which will be distributed to each member and available on Blackboard, and that the discussion of these topics will continue in the next meeting of the Academic Senate scheduled for July 24th 2009.

(6) GENERAL ASPECTS.

Jorge Sosa López comments, in closing, of the image the Academic Senate should have and how it may be viewed by the Faculty, and puts into consideration that the Academic Senate should have a presence in the Commencement Ceremonies of the Institution, and that there should be a formal presentation of the Senate to the faculty and community. These topics should be discussed with the President.

The meeting ended at 12:00 PM.

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Ing. Jorge Sosa López
President of the Academic Senate