



**ACADEMIC SENATE  
MINUTES  
APRIL 24, 2014**

ASD 14-87

*Approved 5-1-14*

11:30 AM - 1:00 PM

Pollak Library North 130

Present: Armstrong, Balderas, Basil, Bedell, Bonney, Bruschke, Buck, Carroll, Cruz, Dabirian, Evanow, Fidalgo, Filowitz, Fontaine, Hassan, Jarvis, Jones, Kanel, Matz, Mead, Myck-Wayne, Navarro, Pasternack, Perez, Randall, Rhodes, Rodriguez, Smith, Stein, Walk, Walker, Watson, Weismuller, Westgate, Yang

Absent: Botsford, Chavis, Fitch, García, Gradilla, Guerin, Knutson Miller, Lartey, Michalopoulos, Puri, Rhoten, Stambough, Stang, Walicki

## I. CALL TO ORDER

Chair Walker called the meeting to order at 11:30 AM.

## II. URGENT BUSINESS

## III. ANNOUNCEMENTS

- 3.1 (Kanel) Social Work Department is doing a Box City Resource Fair today. This evening, from 4:00 to midnight, a Box City will be set up in Titan Walk for students to live in boxes to replicate what homeless people might be going through. There will be a variety of activities such as a soup kitchen. Speakers, including Loretta Sanchez, will be part of the program. Candlelight vigil for domestic violence will be sponsored by Social Work and Human Services.
- 3.2 (Watson) Reiterated a previous announcement that Friday, 4-25-14, The American Democracy Project event held in Residence Life quad area outside the Gastronome. 600 Political Science 100 students will present research on the various challenges at both the federal and local level of government including homelessness. Come out to support students from 1:00-4:00. The forum is free and open to the public.
- 3.3 (Evanow) This is COMM Week with most events held at the TSU. All are invited to attend the many student-related programs featuring speakers from communications/entertainment/public relations industry. Senator Evanow recognized associate dean, Dr. Irene Matz, who has been appointed interim dean of the College of Communications following Dean Briggs' retirement. This was recently announced to the campus by Provost Cruz.
- 3.4 (Dabirian) Reported a follow-up on last week's announcement regarding the required password change for all campus employees. Progress has been made but there is a long way to go. Campaign will become more aggressive next week since everyone's password must be changed by May 15<sup>th</sup>.
- 3.5 (Myck-Wayne) This weekend is Cal State Fullerton's 7th Annual General Education/Special Education Conference to be held at Brea Embassy Suites on Friday evening, 4-25, and all day Saturday, 4-26-14. "Autism, Inclusion and Evidence-Based Practice" will feature experts in autism spectrum disorders.
- 3.6 VP HRDI Gentles invited everyone to visit the Open House today from 3:00-5:00 in CP 700. The Human Resources, Diversity & Inclusion staff have put together a fun, informative event. Stop by to meet the new leaders and staff in HRDI.
- 3.7 (Walker) Had the honor of helping to cut the ribbon 4-23-14 for the grand opening of Titan Dreamers Resource Center. Cal State Fullerton is the first campus in the CSU to provide a dedicated resource center to serve undocumented Titan students toward attaining a higher education degree.

## IV. APPROVAL OF MINUTES – Moved to next agenda.

- 5.1 ASD 14-40 Academic Senate Minutes 4-17-14 (Draft)

## V. CONSENT CALENDAR

M/S/P (Bonney/Matz) Consent Calendar was approved.

### 5.1 NOMINEES TO SEARCH COMMITTEE

**VPAF SEARCH: ASSOCIATE VICE PRESIDENT FOR BUSINESS & ADMINISTRATION SERVICES** [3 faculty/2 tenured]

A.S. Chair or Designee: Sean Walker

Nominees: Kathleen Preston (SOC SCI); Robert Mead (MCBE); Michael Shafae (ECS)

## VI. TIME APPROXIMATE

11:45 AM

**Subject: ASD 14-10 Proposed Division of Anthropology**

M/SP (Bedell/Kanel) Motion to approve this document and recommendations contained therein. This will be most advantageous for Cal State Fullerton students.

Associate Dean Avila spoke to the department's structure and evolution and moving the process forward. This is a return of autonomy and full standing to the division that will determine its own future. The three groups in the Anthropology Division [1) Archaeology; 2) Cultural Anthropology; 3) Evolutionary Anthropology] will determine the way forward developing curriculum and working with students in each area to advance anthropology programs.

VOTE (by Voice) ASD 14-10 was *unanimously* approved. Chair Walker recognized the attending anthropology colleagues who were given applause.

## VII. CHAIR'S REPORT

Chair Walker highlighted the following information that will be sent to the campus community this afternoon.

**Please remember to vote in next week's Academic Senate Election!**

### A Short Note on Civility – UPS 100.006

An excerpt from our University Policy on Civility:

“we believe that civility is a cornerstone of our university mission and values, and we reaffirm our commitment to civility on the campus--both inside and outside the classroom. We will both individually and collectively strive to treat each other with dignity, respect, and care in all of our interactions.”

Issues of civility have plagued deliberative bodies since their inception. How we speak about and treat each other speaks volumes about the kind of Academic Senate we'd like to have and ultimately what kind of University Community we build. To quote Dr. P. M. Forni, co-founder of the Civility Project and current director of the Civility Initiative at Johns Hopkins: “Don't discount the power of your words. The thought that they might cause unnecessary hurt or discomfort should inform every conversation.”

Robert's Rules addresses a number of issues associated with decorum and allowable actions during meetings. The primary purpose of these is to maintain civility and move business along in an orderly fashion. One of the most important is to refrain from attacking a member's motives. In fact Robert's Rules states quite clearly

“a member can condemn the nature or likely consequences of the proposed measure in strong terms, but he must avoid personalities and under no circumstances can he attack or question the motives of another member. The measure not the member is the subject of debate.”

This means that our focus is on ideas not on the person. Should something like this happen Robert's Rules instructs the chair to intervene immediately.

I'd like to remind everyone that the Academic Senate has representatives from across the campus community and our electorate includes faculty, staff and administration. I would respectfully ask that when speaking here, we think of the university community as the membership in the room and formulate our remarks accordingly.

### Policy Update

The Academic Senate has had a productive year. We have successfully revised 13 University Policy Statements this year, and 12 of these have been signed by the President (we're waiting to transmit the 13<sup>th</sup>!). I am grateful to everyone in the university community who has contributed and to the President who has been approving documents very quickly.

The following documents are on the current or will be on the next AS agenda.

- 1) UPS 411.101 – Policy on Courses: Numbering, Standard Codes, and Controlled Entry
- 2) UPS 330.230 – Audio Recording and Transcription of Class Content by Students
- 3) UPS 320.102 – International Education Policy
- 4) UPS 291.000 – Distinguished Faculty Member Guidelines
- 5) UPS 410.100 – Student to Student Tutorials
- 6) UPS 330.124 – Leaves of Absence for Graduate and Credential Students
- 7) UPS 330.163 – Culminating experiences guidelines for Masters programs
- 8) UPS 100.001 – AS Bylaws Graduate Education Committee Functions
- 9) UPS 100.001 – AS Bylaws – Planning, Resource, and Budget Committee Functions
- 10) UPS 100.201 – Planning and Budgeting Process

- 11) UPS 211.100 – Appointment of Department Chairs and Vice Chairs
- 12) New University Policy Statement – Challenge Exams

As you can tell, the standing and general committees have been very busy. I am grateful for their hard work. The Faculty Affairs Committee has sent UPS 210.000, 210.007 and 210.050 to the Academic Senate Executive Committee, and these revised documents will both provide a clear evaluation and recruitment process for Temporary Faculty and correct some contract related issues in UPS 210.000. Senate Executive Committee hopes to have these on the May 1 Academic Senate Agenda.

### **Search Committee Updates**

We are in the process of staffing two search committees:

- 1) Dean, College of Communications
- 2) Associate Vice President for Business and Administrative Services

I'd like to remind you to please attend the open forums for the candidates for various positions who will be visiting CSUF over the next several weeks.

### **Supporting Colleagues & Cal State Fullerton**

Many of you probably remember Dr. Jerry Gannon, Professor of Mathematics. Jerry served on the Academic Senate and on the Executive Committee for many years. Jerry has retired, and Dr. Armando Martinez-Cruz has begun a scholarship in his honor. You are invited to donate to the Gannon Scholarship Fund by sending a check (payable) to:

CSUF Philanthropic Foundation. Address: 2600 Nutwood Ave., Suite 850, Fullerton, CA 92834.

Please write in the Memo portion of your check: Gannon Scholarship Fund in Math.

You can also easily give to many different programs by going to <http://giving.fullerton.edu>. These include donations to the accounts that fund The Carol Barnes Award, The L. Donald Shields Award, Faculty Leadership in Collegial Governance Award, and the Faculty Fund.

The Academic Senate Faculty Fund supports our efforts to reach out to our colleagues and their families during difficult times. Please notify the academic senate office when you become aware of a colleague who is ill, has had a death in the immediate family, or has passed away.

Chair Walker asked reports be brief given the long agenda for today's meeting.

### **VIII. PROVOST UPDATE (Cruz)**

No report was given.

### **IX. STATEWIDE ACADEMIC SENATE REPORT (Pasternack)**

A written report will be sent to A.S. Chair Walker.

### **X. ASI REPORT (Smith)**

No report was given.

### **XI. CFA REPORT (Hassan)**

Senator Hassan met with the Provost to discuss various issues. A point of information given was to clarify his remark from last meeting's CFA Report – "labor relations are at an all-time low" was based on the time from when Senator Hassan was involved with CFA labor relations starting in 2007.

### **XII. NEW BUSINESS**

- 12.1 ASD 14-70 UPS 411.101 Policy on Courses: Numbering, Standards Codes, and Controlled Entry [7-7-06] [Source: UCC]

Chair Walker reminded the body this item was pulled from the Consent Calendar of A.S. Agenda 4-17-14 to the first item of New Business. Time ran out on 4-17-14 before reaching New Business items.

M/S/P (Jarvis/Watson) Motion to approve document ASD 14-70, UPS 411.101.

VOTE (by Voice) ASD 14-70 was approved without dissent (1 abstention-Rhodes).

- 12.2 ASD 13-176 UPS 330.230 Audio Recording and Transcription of Class Content by Students [5-11-12] [Source: ITC/EC]

M/S/P (Fidalgo/Dabirian) Motion to approve ASD 13-176. Revisions were made for currency, embracing availability of various types of social media and technology. Document was reviewed by Disability Support Services, Information Technology Committee, and Executive Committee.

(Pasternack) Line 25 (accepted changes version): *friendly* amendment to add asterisk in front of first word: " \* This document is provided as a sample agreement only."

A technical *legal* question was asked that needs follow-up regarding which federal law trumps one over the other. **Chair Walker will follow-up and report back.**

- 1) Compliance with federal regulatory law of Healthcare Insurance Portability and Accountability Act (HIPPA) - protecting the privacy and confidentiality of patients' medical health records;
- 2) The American with Disabilities Act (ADA) helps protect people with disabilities from being discriminated against.

(Mead) Line 8 (accepted changes version): *friendly* amendment to move comma from before the word "to: to after. Sentence to read "Recording of class content includes, but is not exclusive to, audio recording, photography, video, scanning, screen capture, and the like."

VOTE (by Voice) ASD 13-176 UPS 330.230 was approved as amended without dissent (1 abstention - Kanel).

12.3 ASD 14-27 Revised UPS 320.102 International Education Policy [Source: IEC]

M/S/P (Rhodes/Yang) Motion to approve ASD 14-27 UPS 320.102. Senator Rhodes spoke to revisions.

- 1) correcting names of offices and titles
- 2) compliance with new Executive Orders
- 3) correcting an error when revisions were made using an old version of UPS 320.102. This merges all the revisions from two most recently approved documents.

VOTE (by Voice): ASD 14-27 UPS 320.102 was unanimously approved.

M/S/P (Rhodes/Weismuller) Motion to return approved ASD 14-27 document to International Education Committee for further review and revisions of UPS 320.102 International Education Policy

1. to bring into complete compliance with all current Executive Orders.
2. to streamline document.

Senator Rhodes spoke to the rationale for this motion. Any risk management issues can be addressed by ensuring complete accuracy/compliance with numbering of Executive Orders within document. The document can be simplified by directing Office of International Programs to write a set of procedures so UPS 320.102 won't have to be revised with each change of procedure. Revised document will be returned from International Education Committee to A.S. for approval in the future.

VOTE (by Voice) Motion was approved to return UPS 320.102 with new effective date (ASD 14-27 signed by the President) back to IEC for further review and revision.

12.4 ASD 13-42 rev. 3-21-14 UPS 291.000 Distinguished Faculty Member Guidelines [2-18-05] [Source: FAC]

M/S/P (Bonney/Kanel) Motion to approve document coming from Faculty Affairs Committee with edits in response to President García's comments on transmittal document 8-16-13. It allows faculty to continue to have important input on the selection of the distinguished faculty member.

(Pasternack) Line 32 *friendly* amendment to add "VPAA" after Provost/VPAA.

(Armstrong) Line 4 motion to strike the word *annually*. Ruled by the body as *friendly*.

VOTE (by Voice) ASD 13-42 rev. 3-21-14 was unanimously approved as amended.

12.5 ASD 14-69 [UPS 410.100](#) Student-to-Student Tutorials [9-25-79] [Source: UCC]

M/S/P (Kanel/Bonney) Motion to approve ASD 14-69 Student-to-Student Tutorials.

Chair Walker gave background and brief history on UPS revision of this document by UCC. New version simplifies procedures and gives guidance to departments working with students enrolled in these courses.

(Pasternack) #3 Line 11 *friendly* amendment to replace preposition ~~on~~ to at following course numbers "296" and "496". Sentence to read: "...shall be numbered 296 at the lower-division level and 496 at the upper-division level."

VOTE (by Voice) ASD 14-69 UPS 410.100 was unanimously approved as amended.

**Resolution**

M/SP (Jarvis/Rhodes) Motion to adopt the following resolution:

**WHEREAS** the Academic Senate just passed UPS 410.100 denoting specific course numbers for Student-to Student Tutorials and

**WHEREAS** other UPS documents exist that have similar restrictions;

**RESOLVED** the Academic Senate requests that Academic Programs investigate the catalog for instances of courses that are out of compliance and

**BE IT FURTHER RESOLVED** that Office of Academic Programs take steps to bring these courses into compliance and

**BE IT FINALLY RESOLVED** that the office of Academic Programs will report the results of their evaluation and findings to the Academic Senate Executive Committee.

Noted information prior to vote to approve this resolution: No action should be taken until the extent of any problem(s) is determined in Academic Programs, Graduation Unit or TDA Unit.

VOTE (by Voice) Jarvis/Rhodes resolution was approved.

- 12.6 ASD 14-73 UPS 330.124 Leaves of Absences for Graduate and Credential Students [6-17-08]  
[Source: Grad Ed Com]

M/S/P (Weismuller/Fidalgo) Motion to approve this revised document approved by Graduate Education Committee. . These revisions were not substantive.

VOTE (by Voice) ASD 14-73 UPS 330.124 was approved unanimously.

- 12.7 ASD 14-74 UPS 330.163 Culminating Experience Guidelines for Master's Programs or Master's Level Degrees [7-7-06] [Source: Grad Ed Com]

M/S (Weismuller/Jarvis) Motion to approve revisions by Graduate Education Committee. Document was reviewed two years prior but was never forwarded from Grad Ed Committee. The office of Graduate Studies encouraged review of UPS 330.163.

M/S/P (Pasternack/Rhodes) Motion to amendment last line of II A, Lines 27-29, to read "The finished product must demonstrate originality and critical and independent thinking, appropriate to the thesis."

Debate was lengthy.

VOTE (by Voice) Pasternack/Rhodes motion carries with several nays and 3 abstentions.

M (Rhodes) Motion to add another sentence at the end of section II A following the approved Pasternack/Rhodes motion: "Departments shall develop specific criteria that define what a thesis in their discipline."

Motion died for lack of a second.

Back to main motion with further discussion and debate.

M/S (Bruschke/Rhodes) Motion to add another sentence at the end of section II A following the approved Pasternack/Rhodes motion: "Departments shall develop and maintain standards of rigor for a thesis appropriate to their field."

Debate on motion. Motion was withdrawn.

M/S/P (Weismuller/Mead) Motion to return to the Graduate Education Committee for review in 2014-15, Notes from this lengthy conversation will be included with returned ASD 14-74 UPS 30.163, which will not include any of the above amendments made on the floor.

The office of Graduate Studies is preparing a survey to be sent to graduate advisors. Based on the amount of discussion this document has engendered, it will benefit the Graduate Education Committee to collect information specifically receiving input from department graduate advisors going forward and revisit this next year.

VOTE (by Voice) Motion to return unedited revised document to Graduate Education Committee was approved unanimously.

### XIII. ADJOURNMENT

M/S/P (Cruz/Matz) Meeting adjourned at 12:52 PM.