CALIFORNIA STATE UNIVERSITY, FULLERTON

ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES APRIL 17, 2018	*Approved 5-1-18*

11:30 AM - 12:50 PM   **PLN-120**

Present: Bonney, Brunelle, Bruschke, Dabirian, Myck-Wayne, Oliver, Patton, Stambough
Absent: Gradilla, Shahi, Stohs

I. CALL TO ORDER

Chair Stambough called the meeting to order at 11:30 am.

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

➢ (Dabirian) We had a Strategic Planning meeting that went well. Jolene Koester came in and met with the Steering Committee and took all the comments and help the committee members get involved with the writing process. IT will have the second draft up on their website next month, but it will not be announced to the campus until the beginning of fall. The timeline to have it finished is October or November.

➢ (Brushke) On April 27th there is going to be a symposium on Homelessness in Orange County. It is co-hosted by the Center for Public Policy and the College of Communication, but has the involvement of a number of faculty across the campus. The United Way is going to be there and we are going to focus on trying to build some consensus around long term solutions now that the immediate issues in the river bed and the Civic Center have been addressed.

➢ (Dabirian) We brought this up at the IT Committee meeting, we need a date so we can test our disaster recovery, and they all agreed. We tried to do it in January, but I shut it down because there are so many classes that overlap and if something goes wrong, taking a day off has an impact on our instructions. So I brought it up to the IT Committee and different areas and the date that we came up with is May 26th because instruction is over.   Grades are due on May 25th and instructions does not start back until Tuesday, May 29th, so that is the only gap in case something doesn't work out. If anybody has an issue with that date, let me know.

IV. TIMES APPROXIMATE

> **11:45 AM - 12:00 PM**
> **Topic:**   **Career Services/Report from Ed Trust**
> **Presenter: Clint-Michael Reneau**

Clint-Michael Reneau gave an overview of Career Services.

We conducted a landscape scan of career services on this campus and it was shared with you and we want to get feedback on if we are going to reengineer how careers happen on this campus, how we envision what takes place in terms of serving student and aligning career services on this campus, how does that look. We know these centers have to be agile, they have to be connection oriented, they have to be data driven, and they have to be growth minded.

Currently what we are looking at is we have multiple teams with separate data from colleges of Student Affairs, with few university-wide reports that come out of this and we know that we have to rethink and reimagine this. We need to capture how we are utilizing our technology pieces and think about how we are using scale and size in who is offering career advising and career support. The other piece is looking at how we capture data in this campus, we are not capturing it in a way that moves us forward progressively or helps tells our story.

Question:

Q: (Oliver): In the career services, it normally deals with undergraduate students, what do you do for graduate and credential students?

A: We service all students' undergraduate, graduate, and alumni students. The alumni piece is set up per campus, each CSU campus within their preview talk about how they service alum, we service them one year out. If you go on our website there is an annual report section, the annual report captures in percentages how many students we are servicing in relation to undergraduate, freshman, and alumni students both demographically and also in which colleges. For the credential students there are a couple of things that are preventing the access to career services. One we are working with Central IT, hopefully at the end of April we will pick up that project again. Our moving force that we had is our Time Connections Database, within that moving force it alerts students what we are doing. Currently students have to go and find us and to sign in to be part of that network, we are trying to reverse that. In working with Dean Kirtman, that is one of the areas we have discussed with her as to why the numbers are relatively low for post baccalaureate students, but as far as capturing them we are doing a good job.

Suggestions:

➢ (Brunelle) There should be one person in every department, a liaison, who meets on a regular basis with the college career specialist to essentially give feedback to the department and organize at the department level, student participation, and whatever the college career specialist can do for the college. The liaison would organize things that would be department specific.

➢ (Bruschke) Something integrated like the department using its support staff and the college support staff works with the career support staff to hold an event for our graduating seniors to get them all in the room at the same time to get them connected to career services or faculty who might be able to point them in different directions, I think will be well received by all.

➢ (Stambough) If part of this is to publicize or try coordinate some of the resources and to reach the students at critical times, one possibility is a video module or PowerPoint module that faculty could put on their Titanium to show or do a presentation on. Every department probably has some first class that almost all their majors take first and they can reach their freshmen or sophomores early on and say these are the things you need to think about, most will have either formal or informal capstone. That might be a way to reach as many students as possible directly and drive them in a more informed way to the services you have. It would be more effective, which is sometimes more important than being more efficient.

➢ (Patton) Start their resume as a freshman. We have been thinking about doing it within a concentration or a major. We should think of writing their resume a as four-year process.

V. APPROVAL OF MINUTES

5.1   EC Minutes (Draft) 4-3-18 - *forthcoming*
5.2   EC Minutes (Draft) 4-10-18 - *forthcoming*

VI. CHAIR'S REPORT

➢ Regarding the Strategic Plan, I thought it was good that both Jolene Koester and President Virjee said we don't need to feel the pressure to have something finalized and approved by the end of the semester. I think based on the meeting we had yesterday we will be relatively close, probably by the end of the semester, to have something else that people can take a look at and think about over the summer, then we will come back in fall for final approval and the last round of feedback.

➢ The Statewide Senate Chairs meeting with Alison Wrynn was interesting. I think the memo telling everybody they could not add Subcategory Z, even though part of the FAQ beforehand encouraged people to add subcategories, would have went out Monday or Tuesday if not for the stuff that happened late last week.

➢ We will have the Fiscal State of the University Report and the PRBC report on May 3rd.

VII. PROVOST REPORT - 12:30 PM

I just finished reading the GE Task Force Report and it was very interesting, it has a lot of meat, ideas, and possibilities in the report.

(Stambough) There will have a short presentation at the AS meeting on April 19th to allow people to ask questions. One of the questions that has been asked is was what we wanted to do with the report and the Task Force?

Q: (Knutson Miller) Are you thinking that the Task Force for some iteration would continue?

A: (Burnelle) There is so much in this Task Force Report and given that we don't know and there are rumblings that we may get another my certification, my concern is the regular GE Committee is going to be inundated with recertification and I don't see how they are going to think though and strategize for these things. I talked with my department chair and some people in my department about this and particularly given the impact of all this on us, our vote was very heavily to continue the Task Force.

Q: (Knutson Miller) Would it be the same group that continues or would it be a new group?

A: (Bonney) Typically we reconstitute the task force, a task force lives for one year. Maybe some of the same people would want to continue, but maybe some others.

- (Stambough) Just in talking with them and I have sat in on a few of the meetings, I think probably unless they are on leave, my hunch is probably all of them would want to come back.
- (Knutson Miller) Would they be thinking about chunks of it or a like a three-year or five-year plan?
- (Brunelle) I think that is the next step, they have to deal with the issue of implementation of it based on the feedback they get from the Senate and elsewhere.

Suggestions:

- (Stambough) During one of the summer Senate Exec meetings getting new members up to speed and come up with a handful of very particular task that we would really like the GE Task Force to look at next year.
- (Patton) Since there will be some maneuvering, continue with the freeze to all new changes to GE.
- (Stambough) We will receive the Task Force Report. We will talk about the report and recommend the Task Force continues for another year. We will write up some charges we think they need to focus on for the following year.

Q: (Stambough) As I mentioned at the meeting we had a week ago, we have a policy UPS 210.200, that needs to be rescinded. Can we get some people to work on it to rescind?

A: (Knutson Miller) Yes. It would be good to share and communicate what the policy is and if it is rescinded, make it because it is outlined here.

VIII. STAFF REPORT

The Senate office staff are getting ready for next week's All-University Elections.

IX. COMMITTEE LIAISON REPORTS

9.1 ASI Board [Stambough], T, 4-10-18, 1:15 - 3:45 PM, TSU Legislative Chambers

No report submitted.

9.2 Internships & Service Learning Committee [Bruschke], W, 4-11-18, 9:00 - 10:00 AM, MH-141

We heard a 45-minute presentation from Jennifer Yee, which described service-learning. Attempted unsuccessfully to elect a new chair, but anticipate that we will do so at the final meeting of the year.

9.3 University Advancement Committee [Myck-Wayne], W, 4-11-18, 9:00 - 10:00 AM, CP-810

The following topics were discussed. The alumni engagement survey was finalized. This survey seeks to find out what departments are doing in terms of connecting with alumni.

Richard Laton, Chair, shared forms his department uses for Alumni of the year awards given out by their department. These forms will be uploaded to the UAC site as part of a tool-box for supporting faculty/alumni activities.

UPS 100.300 and 106.100 were discussed in terms of any changes that need to be made for updating. Discussion around UPS 106.100 centered around whether the Medallion was an honorary doctorate or visa-versa. There is a footnote on the bottom of the UPS about the Medallion being the equivalent of an honorary doctorate. The committee felt this was confusing. There were question s about how often the medallion is given. UPS 100.30 seemed fine, unless there was something from the CSU Trustees since 2008. We couldn't find any other documents that were more current.

The committee will not be meeting May 9. Richard Laton was elected chair of the UAC for next year.

The Executive Committee reviewed UPS 106.100 on April 17th and the changes suggested will be forwarded to the Academic Senate for approval.

9.4   Faculty Development Center Board [Shahi], F, 4-13-18, 9:30 - 11:00 AM, PLS-299

FDC met on Friday, April 13. The Committee reviewed and recommended changes to UPS 102.001 The Faculty Development Center (FDC). We are going to review 35 Faculty Enhancement and Instructional Development (FEID) proposals by May 3. The committee also were concern about absence of physical space for FDC.

9.5   Curriculum Committee [Patton], F, 4-13-18, 12:00 - 2:00 PM, MH-141

No report submitted.

9.6   Graduate Education Committee [Oliver], F, 4-13-18, 2:00 - 4:00 PM, H-219

The minutes of the March 9, 2018 meeting were approved.

Urgent Business
Review Proposed Changes to UPS 320.020 – The committee reviewed the section of EO 665 that applied to Graduate Writing Assessment and the revisions to UPS 320-020 University Writing Requirements. The committee offered the following suggestion to the University Committee on Writing Proficiency: delete the first sentence in sentence in Section III because it could create confusion.

Old Business
Working Session - State of Graduate Education at CSUF – discussion was postponed pending the further development of materials to be used for this item.

New Business

GEC Certification of EGCE 524: Seminar in Organizational Behavior – sent back to the faculty member submitting the syllabus with instruction to bring the material in to conformance with The Graduate Education Committee GLWR Guidelines.

Graduate Education Committee Chair Election for 2018-2019 – to be dealt with at the May meeting.

Proposed Name Change for the Gerontology Program – the name change was approved by the committee.

9.7   Planning, Resource, & Budget Committee [Stambough], F, 4-13-18, 1:00 - 2:30 PM, CP-1060

No report submitted.

9.8   Library Committee [Stohs], M, 4-16-18, 11:00 AM - 12:00 PM, PLS-256

Update on the CSUF Open Access Policy in the Academic Senate - need more discussions (probably over summer).

Library Dean's Update: Renovations are main topic for now and into the near future. Need to hear how many windows are needed; should know within a few weeks. Need to restore HVAC and renovate bathrooms on the two main floors (4 and 5); no money for floor 6; etc. Other miscellaneous work coming up for renovations. How will the library deal with fewer dollars next year? Search for new dean will begin in fall 2018. Two Associate Deans will be hired (one has been interim for 4 years; one new position) before end of May. Hope to search for one faculty librarian next year.

Election of 2018–2019 Library Committee chair: decided to wait till fall.

Information Literacy requirement and working with Gen Ed Committee for
WASC: idea is to have an ad hoc committee or working group from across campus to create a workable way for having all CSUF students fulfill an information literacy requirement.

X.   UNFINISHED BUSINESS

10.1   GE Task Force Report

XI. NEW BUSINESS

11.1 UPS 100.003 - Associated Students Inc. Board of Directors University Policy Statement
11.2 UPS 210.200 - Performance Review of Administrative Personnel
11.3 Committee Restructuring

XII. ADJOURNMENT

M/S/**P** (Dabirian/Brunelle) Meeting adjourned at 12:50 PM.