



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
DECEMBER 3, 2019**

*Approved 12-10-19*

11:30 AM - 12:50 PM

PLN-120

Present: Dabirian, Gradilla, Graewingholt, Matz, Stohs, Stambough, Walsh, Walker, Wood

## I. CALL TO ORDER

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

## II. URGENT BUSINESS

New faculty will be coming in spring and Erica Bowers from the Faculty Development Center would like someone from the Executive Committee to talk them about the Academic Senate and collegial governance. The dates are: Tuesday, February 11th and Wednesday, February 12th between 1:50 pm - 2:15 pm.

- Sean Walker and Irene Matz volunteered.

## III. ANNOUNCEMENTS

No announcements.

## IV. TIMES APPROXIMATE

11:30 PM - 12:00 PM

**Topic: Provost and Vice President for Academic Affairs**

**Presenter: President Fram Virjee**

President Virjee and VP Forgues attended today's Exec meeting to get input from the Executive Committee on what they would like to see in the new Provost and Vice President for Academic Affairs.

## V. APPROVAL OF MINUTES

M/S/P (Walker/Graewingholt) Minutes were approved.

5.1 EC Minutes 11-12-19 (Draft)

## VI. CHAIR'S REPORT

No report.

## VII. PROVOST REPORT

### AA/AS Fall Retreat:

From the retreat, we said one of the products would be repository for all of the collaboration on the campus and it should rest in the Provost's purview. We haven't done anything with that and I am thinking how to go about this. We took the list that was gathered, but it is not instantaneously translatable to a repository, it's just a list of what people are doing.

I wanted to get a little input from you, what do you picture this being like? We have a webpage, what kind of information would you want about a collaboration?

(Walsh) Having some large categories and maybe having some collaborations fit under more than one category. You have something where you are actually a community partner verses something where we just place interns.

(Wood) Any funding, what is the source? What is the main purpose? Who are the partners? What is the impact on students? What is the involvement of students? I would envision a paragraph that includes whatever elements are defined, a description. The contact person and website if there is one.

### **AA/AS Spring Retreat:**

Q: Do we have a theme, date, or thoughts about the retreat?

A: (Stohs) We decided not to do a regular retreat. We decided instead of having a retreat with Senate members, deans and administrators. We will finalize what that looks like in January.

(Provost) One of the things that is very important right now is campus climate, anti-bias, and anti-discrimination, so I think we should consider that as a topic.

### **UPS Documents:**

- We have some UPS documents that needs some straightening out, one of them is course match. For four years we have been trying to get some courses ATI Compliant, so I have decided that we would not fund those courses and take the money and pay a staff person in FDC to help make the course ATI Compliant.
- People are upset about the retirement of courses. Since I have been the Associate VP of Academic Programs we started warning people we were going to retire courses that had not been taught in many years. The issue is they are in our catalog and it's a very small chance, but there are some students that wait for a course.

UPS 411.100 - Curriculum Guidelines and Procedures: Courses, Section IX.D say: *Any course that has not been offered in four years shall be retired from the university curriculum and the university catalog by the Office of Academic Programs. A course is considered to have been offered if it meets through census date. Notification of potential course retirements shall be given to the academic unit sponsoring the course at the conclusion of the third year. Exemptions from this rule may be granted by the Associate Vice President of Academic Programs.*

We have been lenient for a couple of years, but these courses are going. Some of the courses are in Ethnic Studies and right now would not be a good time to get rid of those courses. They have a search for a faculty member and we are trying to be reasonable because they will not be able to offer the four courses by spring. We are saying if they can offer the courses by next spring they will not be retired. People are saying the UPS needs to be changed, so I wanted to bring it to you because that is not my decision to change the UPS document.

- UPS 260.102 - Sabbatical Leaves:

Q: (Provost) Did you do anything to change the document?

A: (Walker) We are working on it.

- UPS 210.002 - Tenure and Promotion Personnel Standards

There are two issues:

1. The will be new department standards coming to me in the spring. We have to understand do we believe that going up for full professor should have the same or greater requirements as going up for tenured or can it be lower?
2. The documents says: *FAR shall notify departments and colleges (the Department Chair or Program Coordinator and the College Dean) when the Department Personnel Standards are out of compliance*

The questions is should they do it or should the College Personnel Standards Review Committee be the ones to do it?

## **VIII. STAFF REPORT**

There are a few AS Committees that are not using the Dropbox folders that have been set up and they are not including the Senate staff in their emails, so we are not receiving committee materials. So please announce at your next committee meetings that Mara Cabrera needs be included on the emails to ensure we receive meeting materials for historical purpose. Also if you receive an email with meeting materials and do not see Mara's name please forward her the email.

(Stambough) Could we get the list of those committees? Sent the liaison an email for their committee(s) to assist in making sure the Senate office receives committee meeting materials.

## IX. COMMITTEE LIAISON REPORTS

### 9.1 ASI Board [Stohs], T, 11-12-19, 1:15 - 3:45 PM, TSU Legislative Chambers

No report submitted.

### 9.2 Internships & Service Learning Committee [Walsh], W, 11-13-19, 9:00 - 10:00 AM, PLS-360

- Minutes of September and October meetings approved.
- Presentation by Diana Robles-Nichols from Child and Adolescent Studies.
  - How students enroll
  - How the supervision works
  - How practicum is graded
  - Study away internships

She responded to questions on how sites are selected and reviewed the forms.

- Then, the committee wanted a report from Senate Exec on the issue of inequity across campus in how WTUs are determined for supervision courses. Walsh informed that FAC discussed the issue and referred it to HRDI and CFA since it is a system wide problem and the funding formulas are outdated.

### 9.3 University Advancement Committee [Graewingholt for Stambough], W, 11-13-19, 9:00 - 10:00 AM, CP-810

Presentation from Brooke Fessler Owens, Sr. Director of Annual Campaigns and Stewardship - Update

- Hey Titan! Cards – promotes updating alumni information in the portal so Advancement Office can better connect - sends them a bumper sticker and more share cards. Over 1,000 updates already.
- Titan Nation Day of Giving - March 12, 2020. Will be a campus wide effort with matching gifts/fundraising challenges. Similar to Breast Cancer Walks and other giving campaigns, ambassadors are created for specific causes that can help drive giving across campus. Appropriate for anything where there is a philanthropic fund, so top to bottom, department to college to specific causes/programs. Ties well with capital campaign.
- FY20 Relaunch of Titan Insiders Program. Recognizing donors of \$1k annually, includes tickets to events, lunch at the gastronomie, complimentary parking passes, lapel pins, concierge service, etc.
- UA offers consultations for fundraising campaigns (with three months lead time) must have CSFPF account. Helps determine messaging, purpose, size/scope, donors and budget. Mailing campaigns do not have a great ROI, typically about half goes to upfront costs (over \$1k to launch). UA helps determine type of outreach, best time, and best practices for the type of campaign. Provide appeal codes and vanity URLs.

Presentation by Justin Gerboc - Alumni Engagement Toolkit

- Office provides help online with promoting alumni events, communicating and facilitating alumni engagement, and keep tabs with the Alumni office to ensure they are recognized for their time and donations.
- Provides support coordinating alumni volunteers and booking alumni house for events.

### 9.4 Writing Proficiency Committee [Graewingholt for Matz], F, 11-15-19, 9:00 - 11:00 AM, PLS-360

- History 300B Writing Requirement Petition: As a general rule, the committee does not approve courses coming out of CSU Fullerton. Rejected the petition, but did refer them/point out that an outside course on their transcript does match an approving course from CSUN to meet this requirement. They will need to fill out a TDA exception through the History department so that this will not derail their graduation date.
- Business Course BUAD-301 Recertification: Sent back to department to get further clarification about the individual writing requirement portion of the syllabus. This proposal only includes assignment description and rubric for a group writing assignment. It was noted that some adjuncts have substituted the individual writing portion for a PowerPoint presentation, so this needs further clarification and a rubric submitted to be approved. It was also requested that language be added to syllabus regarding professors responding within a timely manner.

### 9.5 Faculty Affairs Committee [Walsh for Walker], F, 11-15-19, 10:00 AM - 12:00 PM, MH-141

- The committee is working on UPS 210.001 Recruitment and Appointment of Tenure Track Faculty.
- The first hour was wordsmithing revisions to the Diversity section which they renamed to: Commitment to Diversity and Inclusion. Then, the committee reordered sections to arrange the processes in temporal order. "Dean" was replaced as a universal, "appropriate administrator."

- Second hour was focused on arranging the section on Position Announcement in order of how it typically happens in departments and rejecting the suggestions of Diversity Inclusion Committee's suggestion that the entire department participate in training PRIOR to department selection committee working on the job announcement.
- 9.6 Academic Standards Committee [Wood], F, 11-15-19, 1:00 - 2:00 PM, PLS-360  
No report submitted.
- 9.7 General Education Committee [Wood], F, 11-15-19, 2:00 - 4:00 PM, MH-141  
No report submitted.
- 9.8 Library Committee [Matz], M, 11-18-19, 11:00 AM - 12:00 PM, PLS-299
- Instruction Student Peer Program under Parramore and Cornforth won an FC teaching award last week. Five students were trained for peer mentoring.
  - Library Space Task Force has begun meeting.
  - COPH 6th PLS move preparation is moving forward. Abatement is finishing. Construction will mostly happen in the spring 2020 or possibly delayed until summer 2020. Library Administration is working on a fundraising document for both big and small donation opportunities. The University Archives needs to raise several million for their 6th floor PLS renovations.
  - CURZON 360 Report Task Force Report
    - Survey group met for the first time on Friday, 11/15. The group focused on the purpose and scope of the survey. The survey will be sent out in March with results reported in April in preparation for subscription negotiations in May. The survey will be subdivided according to the area of focus.
  - A resolution for "Support of ORCID" (open researcher and contributor ID) endorsement statement was created. It was recommended to send to Senate Exec and Provost Oliver with final destination to the Academic Senate.
  - Open syllabus policy – consideration and possible referral
    - Lively discussion of the pros and cons
  - Elsevier FAQs (council of Library Deans) review and possible action
  - ASCSU update
    - Ethnic studies
    - Chancellor White
      - Uncivil behavior
    - ASCSU FA is putting together a Task Force to author a system wide Open Access Model Policy. Members will include AVC Raman, an OGC attorney, 2-3 FA committee members, Bilby and one CSU Librarian
- 9.9 Extended Education Committee [Matz], M, 11-18-19, 3:00 - 4:00 PM, T Hall 1424  
Committee Chair Jochen Burgtorf welcomed the members for the first meeting of the semester.
- Since it was the first meeting, there were introductions of the membership.
  - Discussion of EO 1099, Senate Bylaws, curriculum guidelines, UEE Goals and Scope, UEE Policy, and other guidelines.
  - Both the Summer 2019 session and Winter Session 2020 were discussed about enrollment and other issues.
  - Discussion began about the possibility of merging the International Education committee and Extended Education Committee. Appropriate documents have been forwarded to committee members to review before the December meeting for further discussion..
- 9.10 Diversity & Inclusion Committee [Gradilla], T, 11-19-19, 1:00 - 2:00 PM, PLS-260C  
No report submitted.

- 9.11 Assessment & Educational Effectiveness Committee [Walsh], W, 11-20-19, 1:00 - 2:15 PM, MH-141
- Minutes of September 18<sup>th</sup> approved
  - Update on WSCUC—The university is responding to any fact errors in the report before WSCUC makes report final. Overall, no surprises; the report is positive
  - AEEC next steps. The committee discussed ways to disseminate the UPS outlining academic freedom in assessment:
    - An article in Senate Forum
    - Digital media on campus
    - You tube videos
- 9.12 Campus Facilities & Beautification Committee [Dabirian], F, 11-22-19, 11:00 AM - 12:00 PM, LH-702  
No report submitted.
- 9.13 Student Academic Life Committee [Graewingholt], T, 12-3-19, 9:00 - 10:00 AM, PLS-256
- Project Rebound Presentation: Brady Heiner, Pd.D. & Romarilyn Ralston, M.L.A.
  - Projected growth of the program shows strong trajectory. Biggest needs are space on campus and in/outreach to faculty in support of Project Rebound students. Faculty development is needed in using human centered language in their classes and they are exploring ways to promote this campus-wide.
  - SALC will review UPS over break and begin edits first thing January.

## **X. NEW BUSINESS**

### 10.1 Program Discontinuance - Fall 2019

(Stohs) This document is on the AS agenda for the December 5<sup>th</sup> meeting as a Consent Calendar item.

### 10.2 GE Course Proposals - Fall 2019

(Stohs) This document is on the AS agenda for the December 5<sup>th</sup> meeting as a Consent Calendar item.

### 10.3 Assigned Time For Exceptional Service Committee (9 faculty)

(Stohs) We need to staff this committee for this year.

Q: (Walker) Do we have someone we can put on from prior years that can lead them?

#### **Suggestions:**

ARTS: Charles Tomlinson  
 CBE: Yuna Kim  
 NSM: Bill Hoese, John Hann  
 COMM: Ying-Chiao Tsao  
 ECS: Sudarshan Kurwadkar  
 EDUC: Cynthia Gautreau  
 HSS: Sarah Hill  
 HHD: Kristi Kanel  
 LAC: Cotton Coslett

### 10.4 Revisions to UPS 300.040 - Academic Standards for Post baccalaureate Students

### 10.5 Revisions to UPS 400.010 - Independent Study

### 10.6 ORCID Endorsement Statement

## **XI. ADJOURNMENT**

M/S/P (Walsh/Matz) Meeting adjourned at 12:55 pm.