



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
FEBRUARY 25, 2020**

Approved 3-10-20

11:30 AM - 12:50 PM

PLN-120

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

Absent: Walsh

I. CALL TO ORDER

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

II. URGENT BUSINESS

- I have been asked to sit in on a meeting with the associate dean, chair of the department and a faculty member. The faculty member had submitted a proposal to the General Education Committee (GE) and it was declined and they were instructed to talk to a committee member. They talked with a committee member and was told it was nothing wrong with the proposal so they resubmitted it, without any changes, and it was approved.

The micro issue is the GE procedures for formatting proposals and the macro issue is the difference between policies and procedures and how procedures are governed. The department chair wanted to know, because we are the Senate Executive Committee, should we be responsible for putting together procedures after a policy is implemented? The only one we have policy and procedures for is UPS 210.000. My question is how do I address this as representing the Senate Executive Committee?

Q: What is the problem?

A: The faculty member felt that procedure was not outlined appropriately for someone to follow.

Q: Did this get rejected because the committee said no?

A: Yes. They were told to talk to a committee member to put it together more appropriately and they did. The committee person said nothing was wrong with it, so the faculty member resubmitted it and it went through.

Q: The same committee?

A: Yes, the same committee and same proposal with no changes.

I would first want to determine what actually happened. It doesn't sound like anything I have seen. When a proposal is rejected, which is not very common, what happens most frequently is someone doesn't fill out the form or they don't provide enough materials. They don't provide a bibliography, so nobody knows what they are reading in the class, so they can't evaluate it. So if they haven't submitted the things that are necessary to do the review, rather than just reject it, they will try to hold it and usually an email goes out. Could you go and look at the GE minutes?

Q: Does the Senate want to get into defining procedures within committees? Personally I feel that would be a total nightmare.

A: Committees do have rules.

Q: Was it a procedural error?

A: From what I can tell by reading the email, the faculty member submitted the proposal, it was rejected and they resubmitted the same one later with no changes after talking to a committee member.

- You can't submit twice in the same year, there is a deadline.

Q: Was the course approved and in the catalog when it was submitted the first time? If it wasn't in the catalog, Academic Programs would have said you cannot submit it to GE yet.

- If the second time it had been approved as a course, the same proposal that was rejected on a technicality would get approved.
- The GE committee just recently removed the technical road block.
- Another possible explanation is the proposal didn't change, but the syllabus did.

- Because of AB 5, the CSU System is interpreting that very narrowly to mean that if you hire someone that is a plumber or painter and that is their trade, they can come and work. But if you are hiring anyone who is doing anything that fits with the mission of the university, they you have to hire them as employees. So when they try to bring an expert to come and give a talk, there is no way to pay them, they have to hire them as employees. That seems like a great idea, but it is creating a lot of grief. For other faculty who are within the CSU System, it adds to their overload.

- I did two PPR's two years ago and Northridge and Dominquez Hills already do this.

Q: So what do they do?

A: You have to hire them as a special consultant to pay them, that's the only way to do it. It would depend on what you are asking the person to do because both consultants and casual workers can't do units. Ask your budget person, she might have an explanation.

Suggestion:

Either you or Chair Stohs should send an email to VP Forgues asking if this is a new thing we need to be aware of and if it is something we need to make the departments aware of. Ask VP Forgues what the new process is?

III. ANNOUNCEMENTS

3.1 Learning Management Systems (LMS) Evaluation Task Force Report - (Dabirian)

- LMS Evaluation & Recommendations Presentation

(Dabirian) We are moving to Canvas per the recommendations of the LMS Task Force. If you get a chance go through the presentation and the report they have the background information.

The new system will be up effective April or May of this year. The goal is to move 15,000 courses from the old system to the new one. We may do it in two batches, we might do a batch up to May and a batch for the spring semester, so we could get the spring semester converted. We are going to send an email to all faculty by March 16th listing the courses we have for the last two years that will be brought over by default and ask them to identify what, if any, course(s) they would like to change. There will be a form to fill out to identify which course(s) to migrate. We will go back two semesters, fall 2019, spring and summer 2020. If you don't do anything as a faculty member and do not respond, we will randomly bring over only one course when there are duplicates in the same semester.

IT will have training session both online and in person beginning April 15th throughout the summer and next semester. We have purchased 24/7, 365 faculty, student support Tier 1 which will allow them to call Canvas directly if they have a design question. The support service is effective until June 2021. All the features we have in Titanium will be available in Canvas.

Q: The migration plan will be up by next week and we will send a message to everybody and all the details will be out. Would you like me to do a presentation with Q & A at a Senate meeting?

A: (Matz) I think that would be a good idea. When you send out the information, let faculty know they are welcomed to go attend the Senate meeting and listen to what you have to say.

- (Stohs) We will probably have time at the next senate meeting.
- (Stambough) In addition, send a note to department chairs to make an announcement at department meetings.

Q: (Wood) Will we be able to take two classes and merge them together?

A: (Dabirian) Yes.

(Gradilla) When it comes straight from IT, people just kind of glance over it. Maybe it should look like a letter type email with you and FDC both signing off on it.

- (Dabirian) I was thinking about having Erica Bowers send it out.

(Dabirian) Canvas will also have built into it the option to transfer your grades to PeopleSoft.

Q: (Walker) How will it work with multi-section classes when they collapse things down?

A: (Dabirian) I will double check, they are actually testing them now.

IV. APPROVAL OF MINUTES

4.1 EC Minutes 2-18-20 (Draft) - *forthcoming*

V. CHAIR'S REPORT

- The Provost will be sending all four of the Ethnic Studies Feedbacks at the same time. I will send her our response that went out with my chairs report to send in with the others.
 - (Stambough) Something came up during the Academic Affairs zoom meeting, the Bill has not passed. I would imagine even if the Bill does not pass Legislature, there would be some action on it, but it may be a little more comprehensive.
- Exec has never resolved the question if we need to provide individual feedback or one general opinion. I will make sure we have some way to provide the feedback.
 - (Walker) In the past, the Provost would meet with the chair and get the sense of the Executive Committee.
 - (Stambough) After we meet with all the candidates, you can ask for a meeting with Mark Filowitz to provide him our feedback.
- We do want to do a Native Land Resolution. I emailed Alexandro to resurrect the first draft of the Native Land Resolution and we will incorporate some of the language the Chancellor's office has approved.
- I have a question on getting the SOQ's. When you have to get your SOQ's to import into you Interfolio, you have to go in and download each one individually from Titan Online and put them all together. If you have five years to do for a range elevation, you are talking about a lot of stuff. It seems to me since they are all electronically, there ought to be a way someone could create a program to take the SOQ's and the grade distributions for each individual faculty member when they need them, download them and put into one pdf document.
 - (Walker) It's a lot of stuff, it's once every five years and it's really not that bad. You can download them all and turn them into one file and then upload them into your Interfolio.
 - (Stohs) Some people are good technically, but many people who do it once every five years, may take hours to get it right. A simple program could be written to do it quickly.
 - (Dabirian) We could zip it.
 - (Walker) I don't think you can upload a zip file into Interfolio.
 - (Dabirian) From the zip file, you would download them all then go to create a pdf and drag them into the right order.
 - (Wood) There is something that would be helpful in this situation, calling out the summary reports and just doing the course reports would be tremendously helpful to the DPC and DRPC's. Having things come out in a reasonable order that is by date, course number, and section number, that kind of sorting would make it easier.

Q: (Matz) Can you do what Mark is suggesting?

A: (Dabirian) We have no control in Interfolio, but the portal that gives you the SOQ's in pdf's, we could sort them in a better way to do a mass download. We could do some improvements.

- (Walker) The biggest thing we could do to make people's lives easier is to not use the raw data files, use the statistical summary and comments. But the problem is the policy ask for the raw data, we would have to remove that statement from the UPS document.
- (Walker) We can ask the Faculty Affairs Committee if they are in agreement with the Executive Committee making the changes to UPS 210.000 and UPS 210.070 to removing the language of having raw data. If they are ok with the changes, we will revise the documents and put on an AS agenda for Senate approval.

- We have only have six AS meetings left this semester and one of them is “if needed,” so we need to think about what might be coming to the Senate. Does anyone know of major items coming from your committees? If possible, we need to get the documents as early as possible so we don't end leaving documents off at the Marathon meeting.
 - (Walker) FAC is working on the recruitment document and the sabbatical document. They have also been working on UPS 210.000.
- I sent out an email about range elevation for lecturers. The issue is whether colleges are consistent across the campus. We will discuss this later.

VI. STAFF REPORT

No report.

VII. COMMITTEE LIAISON REPORTS

- 7.1 ASI Board [Stohs], T, 2-18-20, 1:15 - 3:45 PM, TSU Legislative Chambers
No report submitted.
- 7.2 Diversity & Inclusion Committee [Gradilla], T, 2-18-20, 1:00 - 2:00 PM, PLS-260C
No report submitted.

VIII. UNFINISHED BUSINESS

- 8.1 General Committee Senate Nominees
We still have the following vacancies:
- Professional Leaves Committee: L/A/C
 - Faculty Personnel Committee: ARTS, COMM, and HHD
 - Faculty Research Committee: ARTS and HHD
- 8.2 AA/AS Spring Retreat

IX. NEW BUSINESS

- 10.1 Revisions to UPS 300.004 - Policy on Syllabi (Course Outlines)
(Stohs) Does anyone have any comments on this document?
Since there are no comments, this document will be added to the March 12th AS Agenda as a new business item.
- 10.2 Revisions to UPS 411.201 - General Education: Breadth Objectives and Course Development
(Stohs) Does anyone have any comments on this document?
Since there are no comments, this document will be added to the March 12th AS Agenda as a new business item.
- 10.3 ATI Audit Report
(Dabirian) They are making modifications to the audit report, I will give you details once I have them.

X. ADJOURNMENT

M/S/P (Dabirian/Wood) Meeting adjourned at 12:50 pm.