



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
DECEMBER 1, 2020**

Approved 1-26-21

11:30 AM - 12:50 PM

ZOOM Meeting

Present: Dabirian, Gradilla, Kanel, Matz, Stohs, Walker, Walsh, Wood

Absent: Stambough

I. CALL TO ORDER

Vice-chair Walsh called the meeting to order at 11:30 AM.

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

- (Walker) There has been a rash of break-ins and vandalism in McCarthy Hall and Dan Black Hall over the weekend. I'm pretty sure we have had some other things happen in different areas on campus. I don't think there is anything to be done but to be vigilant.

Q: (Matz) Could you put a price on approximately how much was taken?

A: (Walker) I am afraid to do that because I don't have a good handle on what was broken and what was taken. We know parts of it because it was evident that somebody took a computer, but it may not be apparent that somebody took some other piece of equipment in a drawer. So, I would like to have a better idea of what's gone and what might be broken before making any statements.

Q: (Matz) How did they get in?

A: (Walker) There are two entry points that we have to worry about. The first is the outside doors to McCarthy Hall and Dan Black Hall because many of the exterior doors don't stay locked; when you open them and let them close, they don't close completely. They probably got into both buildings through a door that was unlocked or not completely closed. The areas they go into in both buildings were either not locked, and we have common areas that people use where the doors are not locked. And then in other places, they either go in because the common area had another door, and they pushed that door open to get into a second area. McCarthy Hall was primarily breaking glass and windows to get into places. It was only the basement, first floor, and the sixth floor.

- (Kanel) During her time here today, I would like the Provost to provide more for the \$4,747 for replacements for the part-time bucket. I think the chairs are miserable because of this, and we have been for years. It's ridiculous because nobody makes \$4,747 in our part-time bucket, and it just makes everything depleted, it is academic, and it is crucial. It's ridiculous the departments aren't given the money to pay part-timers. I know other campuses are doing it. I know we are poorly funded, but I would like us to look at that.
 - (Walsh) Everybody feels that pain; I suspect nothing will happen until her audit of what it costs to do instruction is complete.

Q: (Stohs) Steve was going to talk to the Provost regarding when the spring semester will start? Is there going to be a break? Do we have any information?

A: (Walsh) We can ask the Provost when she joins the meeting.

(Wood) I am concerned about the withdrawal request and the lack of clarity we have about interpreting them in light of Covid and the pandemic. I want us to agree about defining circumstances beyond your control in light of the pandemic and discussing. I think it would be good to prepare faculty with that information in advance of the requests because once you start approving, you get stuck with the framework, so you are staying fair. We have to do it ahead of time, so we consistently approach a whole semester because we also run into trouble if one department does it one way and another department does it another way.

IV. APPROVAL OF MINUTES

- 4.1 EC Minutes 10-20-20 - *forthcoming*
- 4.2 EC Minutes 10-27-20 - *forthcoming*
- 4.3 EC Minutes 11-3-20 - *forthcoming*
- 4.4 EC Minutes 11-10-20 - *forthcoming*

V. CHAIR'S REPORT

No report.

VI. PROVOST REPORT

I usually have a long list of things to talk about, but today I am here to ask how things are or what you want to discuss. What should I be considering?

- (Walsh) We have a topic we want to put front and center, even though it is probably premature before the audit is done, and that is the reimbursement of \$4,747 from the part-time pool. Whenever we have a course release or when somebody's out, that's how much money we are allocated, and it doesn't cover the part-time salaries at all, so that becomes an issue.

Q: (Provost) Can you give me an example of how it would work typically, what you would get, and what the cost of actually hiring somebody would be?

A: (Walsh) Let's say I have a course release because someone got a grant, and I hire a part-time person. In my department, the average salary is in the mid \$6,000 range for an adjunct, but what we get back from the college is \$4,747, and it doesn't cover nearly the cost of the lowest-paid adjunct.

Q: (Provost) Is that number the same across colleges?

A: (Wood) Yes.

- (Wood) The issue is not when you have a grant and get a buyout; if you are doing service for the university and a release connected to it, the department receives penalized because it has to cover the difference. That creates a disincentive to departments for giving service because the budget will take a hit, which complicates our relationships with each other and our service.
- (Kanel) And it is not just that if somebody wants to teach in another department or do a lead for another department, as chair, it's almost like no. Can they promise they will reimburse me at the rate I have to pay a part-timer to teach your class? And of course, the other department doesn't have the money to do that. You are making faculty demoralized for not letting them teach in another department because I am more concerned about having my part-time bucket intact, or I am going to get chewed out from up above. The chairs are in this chronic state of anxiety, intention, worrying if they will be above water in their part-time bucket. We have to pay some of our part-timers \$6,800 because some of these are specialty courses when full-time faculty serve for interim positions or help out another department. You want to say yes to them, so they are happy, but you are worried about your budget, and it sets up a problem. The faculty gets mad at the chair because you are not going to let me do what I want to do, and it's a significant stress on chairs, and we are trying to protect our chairs. Our dean reimburses at a higher rate when it is within the college, but I found a chair reimbursed less from the Provost office.
- (Wood) It will probably impact Ethnic Studies, cross-listing, reimbursement rate potentially, and intramural grants. Departments lose money for the more intramural grants funded; the more departments are behind.

Q: (Provost) If you have a grant and you are bought out of instruction for the grant, this is the rate that you reimburse? So, you take a loss?

A: (Wood) If it's an intramural grant, yes.

(Provost) I shall ask questions and find out why this way it is, and if it must always be this way or not.

- (Wood) I feel like we will have a problem next semester in terms of withdrawals, and I say this because I think we have a problem this semester with withdrawals. I have had a flood of students in my department using the withdrawal process differently and leaning on the pandemic as a rationale for withdrawing when they have very high grades, but they are not A's, maybe a B. I hear about all kinds of excuses with all sorts of strange new and different forms of documentation, my concerns are additional messages that have gone out at other times. Once you start as a chair approving withdrawals and reviewing them, saying yes or no, you are kind of locked in for the whole semester, and you have to stay consistent. I think students have gotten this message that if they lean on the pandemic, they can get out of classes very, very late, which creates many problems. Whatever we do, let's have a conversation about it and get a general

approach in time so that we are all on the same page before requests start coming in for next semester.

Q: (Provost) Who are the people you think to get everyone on the same page?

A: (Wood) I am not sure about that. I think chairs are the ones who are making these decisions. It could come through deans or Senate.

- (Kanel) In Academic Standards, we are the committee that handles withdrawals. We have set the policy of why you could make a withdrawal. It has to be extraordinary circumstances beyond your control when it is this late in the semester. But I think because of the pandemic, we just let everybody withdraw that had to do with pandemic related last semester. Now we have the medical team set up, this is a new thing that started last semester, where you need a doctor's note, and it has to be pandemic. Anyone who says they have Covid would be a medical withdrawal anyway, so faculty should not be signing off when somebody says I have Covid, who should go to the medical team.
- (Wood) However, they are reporting family members. I have to cover for this family member. I have to do this at work.
 - (Kanel) That should be medical. If a family member has it, the way we set it up on Academic Standards, if a family member is ill in general, that is still a medical withdrawal. The medical team would need to see the documentation that the family member is sick. Many of those withdrawals that are family-related medical issues should be diverted to the medical withdrawal system and not have the chairs. This was set up because faculty didn't feel qualified to make medical decisions about things like that. We set it up for psychological issues or any other health issues. That's why it goes to the medical team, consisting of psychologists and medical doctors, and nurses.
- (Wood) Also, the income that is tied to the pandemic so is another set of explanations.
 - (Kanel) That is another issue that would be appropriate, that's an extraordinary circumstance beyond their control, and that should be authorized. That is when a faculty could make that decision, but all those other things are supposed to go to the medical team, and they are slipping through because we let them slip through last semester.

(Provost) I will bring this up with Kristen and Erica so the chairs can talk about it. I will also take it to Karyn Scissum Gunn and Elizabeth Boretz.

Q: (Stohs) We have been hearing from other campuses that the spring semester will start a week late, or they are thinking about not having a spring break. An email we received yesterday was consistent with what the Chancellor's office said. We are wondering whether Cal State Fullerton has any information about this?

A: (Provost) I talked to Steve this morning, and I sent him an email that I'm sure he will share with you. I checked with Alison Wrynn, and she confirmed that Chancellor White sat down with the presidents and had a conversation last week where he thought it might be a good idea if people started a little later. According to everything I know, the guidance we currently have planned for spring is aligned with Orange County Health and Safety Guidelines. The Chancellor's office is not telling us to do something different. The Library has decided to close, and they are working on alternative spacing for outdoors for the rest of the semester. Athletics has some questions they are asking. And of course, if faculty decide they want to teach virtually if they are doing something in person and that is true for spring too, they are welcomed to do that, and some faculty are doing that, and that should be supported. Nothing is coming from the outside right now, telling us we must make a change.

Q: (Stohs) Is there any word about summer or next fall?

A: (Provost) Summer, I am assuming at this point is remote, but we haven't called summer virtual. Fall, we are scheduling a virtual forum just before the end of this semester or the beginning of next semester. All the colleges are working out right now, so the chairs don't go crazy, and people can plan, if we take all the classes over 50. We assume they are virtual. We work with our campus instructional footprint, looking at all the classrooms we have going back to the different tiers, what classes we want to offer in person in the fall using social distancing as a perimeter. We are staying in a liberal interpretation of what we approached last fall because we have to make decisions by February. I imagine we will do that exercise, and sometime in April or May some of us will be back at work, trying to figure out how to answer to the public why we are not back in person now that the "X" vaccine is at "X" percent. But I think we should stay the course and have a sensible planning process that is safe for fall until we have evidence otherwise.

VII. STAFF REPORT

The special election for the vacant seats in ARTS and Social Science on Faculty Personnel Committee starts on Monday, December

VIII. COMMITTEE LIAISON REPORTS

8.1 Faculty Development Center Board, [Walsh], F, 11-13-20, 9:30 - 11:00 AM, Zoom

- The first item of business discussed how to support faculty whose research is stalled due to COVID 19. Sarah Grant reported that creating small learning communities (SLC) for faculty with similar interests might allow collaboration; if one person has data collected but needs help with coding or analysis, the SLC might help "crowdsource" the project.
- Another idea was to encourage faculty to shift research interest to something that could be done during the pandemic.
- Erica Bowers gave her report
 - Mentoring project is ongoing with 12 mentors and 20 mentees. Mentors got \$1000 and are required to attend three professional development workshops and mentor three faculty. It continues from last spring and will invite another cohort of both for this coming spring
 - Monthly meetings with new tenure track faculty are ongoing.
 - She reviewed upcoming Winter Session workshops.

8.2 Academic Standards Committee [Kanel], F, 11-13-20, 1:00 - 2:00 PM, Zoom

Academic Standards Committee met today with a quorum. Following are the main points:

CR/NC policy for Spring 2020: the consensus that it worked well. GPAs were higher than usual, and students benefitted across all demographics, with no gaps.

How to proceed in Fall 2020: In regards to Provost's recommendation to allow declaring CR/NC by December 11, 2020, which is an extension beyond the census date: committee discussion included that:

1. Considering the low number of CR/NC classes offered, it seems like a bit of an overreaction and won't affect many students.
2. Some majors believe it shouldn't be allowed for courses in departments as it doesn't allow for the rigor needed in classes related to transferring skills to employment in the community.
3. Better to have limitations; it shouldn't be after finals. Somewhere in the middle should have a consistent date.
4. Should have clear messaging so as not to confuse students.
5. Students need to know the implications of CR/NC. Only university electives are useful for this policy.
6. Do we want to change the ups on grading practices and the registration guide/catalog? Should it be the same as the Withdrawal deadline? Is it worth it for just a few students that would choose this option and risk unintended consequences?
7. The committee recommends keeping policy throughout next spring and will look into this policy for future semesters. I will look into it later after pandemic times. A bit premature to set a new policy until school returns to normal.
8. Perhaps there will be other options in the future (e.g., Strong advising, so students register for the right courses, faculty putting forth an effort to guide students, resources utilization when suffering psychological issues due to pandemic, help faculty encourage students).
9. Ask the Provost to send a message to faculty to be flexible with students, and retake a look at encouraging the 15 units, and NOT have that be the norm.
10. Academic affairs working with student affairs to get the right advisement, not one size fits all, focus on departmental advisement.
11. Perhaps reaching out to professors of the classes to see what might be best for them, changing to CR/NC or a withdrawal?

Motion made to keep the date for declaring CR/NC for spring 2021 for the last day of the semester, and the committee approved it.

8.3 Planning, Resource & Budget Committee [Matz for Walker], F, 11-13-20, 1:00 - 2:30 PM, Zoom
Chair Maria Estela Zarate called the meeting to order; declared a forum and approval of minutes.

Guest speaker: Dr. Zavala

Access and Transitions

- Presentation and outline of the admissions process with Outreach and Recruitment
- Fall 2021 applications for full-time frosh are up
- The seven programs were discussed
- All students use Cal State Apply for application

The second speaker was Chair Weili Lu from the Finance Department, College of Business

- Minor in finance
- Two required courses & 4 electives from 7 different fields
- The minor was approved

8.4 Library Committee [Matz], M, 11-16-20, 11:00 AM - 12:00 PM, Zoom

- Dean Bonney report
 - Lockers installed
 - Finished construction
 - Faculty Chair for Library – ongoing
 - A special collection position will be filled in January
 - Crowdfunding
 - A white paper is written on diversity in the Library
- New business
 - Open Access (OA) Policy update

8.5 Extended Education Committee [Stohs], M, 11-16-20, 3:00 - 4:00 PM, Zoom

- Passed a certificate change.
- Set up sub-committee (4 people, two faculty, two from EIP) to address item #1 below; members in minutes; they will try to get a draft started by December meeting.
 - Review the Extended Education Certificate programs for the involvement with the sponsoring academic unit for the certificates, including the department/unit faculty involvement and the financial arrangements between Ext Ed and the sponsoring units.
- I brought up the issue (below; but basically, summer pay) – discussed for about 30 minutes – will continue at next 1-3 meetings – Chris provided beneficial background.
 - Review financial issues of Extended Education related to Summer and Inter-session pay and class size. Provide feedback to the Senate and Extended Education about any potential changes to faculty pay rates based on class size.

8.6 Diversity & Inclusion Committee [Gradilla], T, 11-17-20, 1:00 - 2:00 PM, Zoom

- The following working groups within D&I reported back on the following:
 - SOQ and Probationary Extensions (Amer and Hyun)
 - Report to Senate (Chelsea and Parvin)
 - Revised UPS 210.001 (Aitana)
 - New UPS on Diversity, Equity, and Inclusion (Sub-committee: Becky, Joy, Aitana)
 - Information – Follow up
- Special update:
 - CSUF Land Acknowledgement Statement (Carolina and Michelle)
The committee addressed the current stoppage on this. The diversity committee wants progress on Native issues. Still, we see we are being hampered in a "chicken and egg" dilemma since D&I agrees with the original AS resolution that calls for Native faculty and administrators' hiring. We recommend that exec revisit the ASI resolution and discuss or find ways of moving forward.

- Other matters will be addressed in the following meetings next semester or by the end of the semester.
 - Ethnic Studies Requirement Implementation at CSUF (John and Janica)
 - Data on Retention of BIPOC Faculty
 - New Sub-committees needed
 - UPS 210.002 (Aitana, Amr, John)
 - Campus Support for BIPOC Faculty (Caro and Michelle)
 - Feedback to the Culturally Responsive HIP Committee (Aitana and Alexandro)

8.7 Internships & Service Learning Committee [Walsh]. W, 11-18-20, 9:00 - 10:00 AM, Zoom

- John Haan called the meeting to order and mentioned that there would not be a quorum as a few people had emailed that they could not attend and, the new student member is having internet issues. He announced that this is Doug Stude's last meeting as his retirement is effective next week.
- Dawn Macy announced that the CO's new tool to identify service-learning courses in schedules is in effect for spring and requires faculty to complete a brief survey, which will let the CO institute a code for schedules. Several members mentioned that this tool would not help students since the categories will be determined well after students register. CICE is working with Academic Affairs for a solution.
- Robert Pierce answered questions on service-learning.
- There was a general discussion about the disincentives for offering service-learning: extra work on faculty with no compensation and few points for it in most RTP evaluations. The committee explored ideas on how to create incentives. In the past, CICE offered grants of \$6000 to allow a course buyout for service-learning instructors. This year, however, H&SS requires \$15,000 per buyout. This reduced support from CICE to only one faculty.

8.8 University Advancement Committee [Matz]. W, 11-18-20, 9:00 - 10:00 AM, Zoom

- Kathleen Powers and I spoke about Nancy Fitch and our loss
- Greg Saks spoke about
 - "It Takes a Titan"
 - Legacy planning
 - Day of Giving, Tuesday, December 1, 2020
- Mike Mahi reviewed Social Media
- Justin Gerboc discussed Alumni Engagement
- There will be no December meeting as voted on at the last meeting

8.9 Assessment & Educational Effectiveness Committee [Walsh]. W, 11-18-20, 1:00 - 2:15 PM, Zoom

- The chair mentioned that she thought it would be a good idea to do a survey—if not of faculty (committee rejected this last month)—of Department Chairs to query what is working with assessment, what is not, and what resources faculty need for assessment.
- Su Swarat and Dean Kirtman spoke against the idea. The chair then mentioned that Steve and I had sent her a copy of the committee's purpose, which she read and interpreted as the committee's mission to determine if the assessment worked.
- Again, Dean Kirtman raised a question about the interpretation of the purpose. After much discussion, the chair asked if the committee should be "ad hoc" since there was no work. The committee decided to read the annual assessment report and reconvene in December with members reading the report. With that background, the plan is to identify best practices and avenues to promote those.
- Su Swarat mentioned that if the committee could also address the educational effectiveness of assessment and pointed out that the Periodic Program Reviews (PPR) is another tool that the committee could review.

8.10 Campus Facilities & Beautification Committee [Dabirian], F, 11-20-20, 11:00 AM - 12:00 PM, Zoom

No report submitted.

8.11 Writing Proficiency Committee [Matz], F, 11-20-20, 9:00 AM - 11:00 AM, Zoom

- Course Certifications
 - Several courses were read for certification approval
 - BIOL/CHEM 498 – sent back for clarification
 - HUSR 385 – approved
 - NURS 305 & 322 – approved
 - Student petitions, approved with more information
- Discussion anti-racism and writing
 - A hearty discussion on UPS 320.020
 - Several departments are discussing the policy and outcomes
- Meeting on 12/18 will continue the discussion and feedback from other departments and colleges

8.12 Faculty Affairs Committee [Walsh for Kanel], F, 11-20-20, 10:00 AM - 12:00 PM, Zoom

- Peter De Lijser and Joao Barros assigned the committee members to breakout rooms for three subcommittees to review:
 - UPS 210.000
 - UPS 210.002
 - UPS 210.070
- Joao anticipates a future meeting with D&I to review 210.020.
- UPS 210.070:

Substituting for Kristi, I was assigned to 210.070. We discussed compliance with the CBA—especially page 10, section 7A regarding observations added to the WPAF. Greg Brown noted tensions with the classroom observations for online courses and the CBA; in particular, some chairs maintain access to TITANIUM/CANVAS the entire semester, which is a violation.

We discussed the need to adhere to the five (5) day notice to lecturers and collaboration on which class would be observed. However, the subcommittee's sentiment felt there needs to be more access to more than one "class day," especially in asynchronous mode. When we reported back, Ed Collom suggested that some of our concerns are better incorporated and should be inserted into 210.080 (classroom observation UPS).
- UPS 210.000:

Peter reported that progress is slow, but he is working with Joao Barros and Ed Collom to develop a table displaying the conditions that make a "Probationary Period" because it includes the first year and those with service credit for whom outcomes are different. They are attempting to make it easier to read. The sticking point remains on the role of the chair.
- UPS 210.002:

The subcommittee agreed that promotion to full needs to be equal to standards for promotion to associate. They discussed how to shade the differences for different paths where some are more heavily scholarship and teaching, and others are more service/teaching.

After the breakouts were reported to the whole committee, Joao suggested that the subcommittee meet on December 4 for two hours and then determine whether they needed the second December meeting to complete their work.

8.13 Student Academic Life Committee [Stohs], T, 12-1-20, 9:00 - 10:00 AM, Zoom

- Starting (again) revising UPS 200.000 – Student Rights and Responsibilities. Hope to get to Exec by late March.

IX. NEW BUSINESS

9.1 Board of Trustee/CO Action on Ethnic Studies

(Walsh) I read the report sent out, and I was puzzled it showed no input from Cal State Fullerton. I know we did things. We submitted things.

- (Matz) Yes, that is a mystery because we know it went into the Chancellor's office. Steve said he was going to look into it.
- (Stohs) Last year we had a lot of input, but I don't think they are counting that. Whether there was input this year, I'm not sure. They cannot be relying on campus resolutions because 18 campuses had resolutions from the Senates, and they didn't mention those at all.

Q: (Walsh) How would that not be input?

A: (Stohs) They must be doing that separately.

Q: (Walsh) I thought our Ethnic Studies Department submitted a report that went to the Chancellor's office.

A: (Matz) We meet on Friday, and that will be our first question to them, and we will bring it back to you.

Q: (Walsh) Do we have any action to take on the Ethnic Studies, other than preparing for the next meeting next week?

Q: (Kanel) Does our campus have a policy yet on how we will proceed next fall with Ethnic Studies?

A: (Walsh) We have UPS 411.021 and UPS 411.022, and those layout what the process is.

- Q: (Kanel) Is it going into the fall 2021 catalog? That has to be done by December 23, and people have to start scheduling classes for fall in February, so I am concerned about that.
- A: (Walsh) Not only that, but Ethnic Studies will have to submit GE Course Change Forms to Academic Programs by the beginning of February. I hope they have been alerted that otherwise, those courses are not going to be in Category F GE.
- Q: (Kanel) What's going to happen?
- A: (Walsh) There won't be any ability to take a fall class in Area F unless the Ethnic Studies Faculty gets their courses certified, the UPS's get approved, and the catalog will be lagging.
 - (Walker) Academic Programs looks at that, they can get that sorted quickly.
 - (Stohs) I would imagine many of our courses are ready to go, and one negative is we don't have the official Executive Order.
- Q: (Kanel) Do we know about the exempt status of high unit majors? Do we have any more knowledge about how that is going to be handled?
- A: (Stohs) I'm pretty sure what will happen is it will stay at the lower level GE, and it won't affect the high unit majors.

9.2 Revision to UPS 100.001 Academic Senate Bylaws (High Impact Practice Committee) - *forthcoming*

9.3 Land Acknowledgement

(Walsh) I appreciated the presentation Steve shared from San Marcos, and I thought it laid out the minimum and maximum of what we ought to be aiming for.

- (Gradilla) I think it is a baby step, and this is not the land acknowledgment that will be in existence in 2040. We have to start branding it as inaugural, this is developmental, and this is where we are beginning. We can't go from zero to the American Indian Movement, and we can't do an erratic shift. People have to understand we are doing this in baby steps. We don't want to make mistakes, we want to get it right, and we want to make sure this, not something that is so off the mark, does more harm than good.
 - (Wood) I agree with you, but when people hear baby steps, what they hear is compromise or weakness. I think the framing is essential, and I would frame it to build the foundation, lay the groundwork for the future, and acknowledge the role of all the stakeholders that would be part of that future. This is not up to the Senate to solve, but the Senate is helping to lay the foundation and prepare the groundwork, so this group of stakeholders can be as effective as possible in the future.

- (Walsh) It's probably important before it goes to the Senate Floor to have conversations with those who had strong opinions about it in the past, so they are on board.

The Executive Committee discussed what the Senate's purview is in the land acknowledgment and agreed that a clear outline of what needs to be conveyed to the various stakeholders.

9.4 Spring Retreat/Workshop

X. ADJOURNMENT

M/S/P (Provost Thomas/Walker) Meeting ended at 12:55 PM.