



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
NOVEMBER 30, 2021**

Approved 12-7-21

12:00 PM - 12:50 PM

LH-702

Present: Barros, Casem, Gradilla, Matz, Milligan, Sheehan, Stambough, Walsh

Absent: Dabirian

I. CALL TO ORDER

Chair Stambough called the meeting to order at 12:00 PM.

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

No announcements.

IV. APPROVAL OF MINUTES

M/S/P (Casem/Matz) Motion to approve minutes. Minutes approved.

4.1 EC Minutes 11-9-21

4.2 EC Minutes 11-16-21

V. CHAIR'S REPORT

We have a relatively packed agenda for Thursday's Academic Senate meeting. We have a time approximate for the second reading items of the Constitution and Bylaws amendments. The second reading items are just debate, yes or no, and editorial changes. There are no amendments done at the second reading because all the feedback was given to the Constitution Committee.

This is about definition of a quorum, composition of the Constitution Committee, and the fix about the timing of the CSU election and our Exec election in May. If it's approved without dissent we send out a notice.

Assuming that ten percent of the entire electorate of the entire school doesn't object to it and put together a petition to object to it, then it becomes part of the Constitutional change, the Bylaw change is the same type of thing. I don't think any of these are controversial, so it should be relative quick.

At the end of the meeting we have the presentation of the COACHE Faculty Job Satisfaction Survey.

VI. PROVOST REPORT - 12:30 PM

The First Year Experience will be discontinued and the resources shifted to advising.

VII. STAFF REPORT

We need to work on names for the Search Committees.

VIII. COMMITTEE LIAISON REPORTS

8.1 Diversity & Inclusion Committee [Gradilla], T, 11-16-21, 1:00 - 2:00 PM, PLS-360/Zoom

No report submitted.

8.2 ASI Board [Stambough], T, 11-16-21, 1:15 - 3:45 PM, TSU Legislative Chambers

No report submitted.

8.3 Assessment & Educational Effectiveness Committee [Casem], W, 11-17-21, 1:00 - 2:15 PM, Zoom

- Quorum was present.
- At the previous meeting, the committee had identified three main themes to address in year:
 1. Determining authentic, cross-disciplinary minimum standards of reliability to aim for in assessment instruments
 2. Determining minimum resources needed to support assessment activities at the program/department level
 3. Working with the FDC and Pollak Library to create and deploy workshops/presentations on creating high quality assessment instruments

The committee members were assigned to breakout rooms based on their preferences regarding the themes. Members were tasked with identifying at least one tangible “next step” for each theme

Report out

Theme #1 – focus on critical thinking and oral presentation. Well-validated instruments exist. Can identify existing approved measures that meet standards. Discussion of need for practical support for assessment efforts.

Theme #2 – Do colleges have assessment committees and do the members of these committees have assign time? Seeking info from Assoc. Deans

Work with Su Swarat to develop survey of amount of time spent on assessment. Characterize the involvement of others. Determine what kinds of tasks are performed and what resources are required to perform those tasks.

Theme #3 – Finding out what workshops are already planned for assessment at FDC. Possibly make workshops available through LinkedIn etc. Coordinate with Su Swarat about best practices/role models.

8.4 Writing Proficiency Committee [Walsh], F, 11-19-21, 9:00 - 11:00 AM, Zoom

- Called to order 9:03 with nine members and three ex-officios present
- Minutes approved
- ComD 300 revisions
- Discussed the syllabus for 45 minutes and determined to approve it with suggestions (not required for improvement)
- CTVA 350 discussed for 25 minutes. Returned to instructors for clarification on several issues: is feedback given; weighted written assignments must add to 60% of grade, etc.
- CTVA 349T discussed for ten minutes. Approved as submitted
- Comm 301. Discussed and approved with suggestions to instructor
- Comm 334 discussed and approved

8.5 Faculty Affairs Committee [Barros], F, 11-19-21, 10:00 AM - 12:00 PM, PLS-299/Zoom

- There was quorum. About 2/3 of the members attended via ZOOM and the others attended in person.
- The committee voted and unanimously approved revisions to UPS 210.000. Christine Scher emailed the approved document to Rebecca Dolhinow (chair of the D&I committee) and Stephen Stambough (Academic Senate Chair). FAC then discussed the agenda for the rest of the semester. The agenda includes reviewing/approved Department Personnel Standards for Librarians, UPS 260.104, and an initial review of UPS 210.001 (sent to FAC by Rebecca Dolhinow on November 19). The agenda for Spring 2022 will include revisions to UPS210.002 and a resolution in support of the creation of a task force to discuss issues around “workload”.
- Immediately after the FAC meeting, Christine Scher, Ed Collom and I met with Rebecca Dolhinow to highlight the major changes to UPS 210.000 and discuss a possible joint meeting for FAC and DI to finalize the document.

8.6 Academic Standards Committee [Casem], F, 11-19-21, 1:00 - 2:00 PM, Zoom

- Quorum, including our new student member, was present.
- The committee continued its work on evaluating and revising the text of UPS 300.030 – Academic Appeals.

- The focus of the meeting was the process of appeal of allegations of academic dishonesty. The role of Chairs and Assoc. Deans was discussed.
- The idea of creating an ombudsman-like position with the respective Student Success Centers was discussed. This person could be a “Student Success Advocate” and would be charged with informing students of their rights to appeal and counseling them on how best to present their case. Assistant Deans could either take on this role or be responsible for training members of their team to provide this resource to students.
- The committee is considering changing the language in the UPS that refers to “hearings” to “conference”. At our next meeting we will continue to explore this idea and will consult with Presidential Directive 9 and EO 1098 to avoid any conflicts. The committee will be reaching out to Amanda Davidson to learn more about the policy that prohibits students from using an attorney during a hearing.

Additional report:

(Sheehan) The Faculty Research Policy Committee is working on revisions to UPS 630.00 (Policy to Investigate Instances of Possible Research Misconduct). I have recommended to the committee to take the first part of the revisions, which is basically the policy, and make that the UPS and then the second part of the revisions which are the procedures, and have Binod’s office find a place in the Office of Research and Sponsored Projects to house the procedures. Nickolas was on board with this before the break, but Richard Parry who has been sphere heading this sent an email out saying if this is the kind of situation that could end a professor’s career obviously we want this voted on and approved by the Academic Senate. So, the question that is up in the air on this committee is are the procedures something the Senate should be voting on?

- (Stambough) One way we can deal with it is respect what the committee did, whatever they report out. We can do it as a first reading item in January and have the Senate give feedback. In the Senate’s feedback, they can say if policy and procedures should be split.
- (Casem) We could have a UPS document that is very concise, with a reference to a document that would be changing over time.
- (Stambough) we could see a lot of the stuff that is in there rewritten into a report from the committee that the Senate would endorse or receive and we would have it on record this is effectively what we want the process to be, but Office of Research and Sponsored Projects will own the process.

IX. UNFINISHED BUSINESS

9.1 Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee, 2021-2022

Executive committee worked on names of faculty to ask to serve on the AS Standing Committees and Misc. Boards vacancies. An email will be sent out to faculty asking them to serve. Once we receive an acceptance, the faculty member’s name will be added to the consent calendar at the next Academic Senate meeting.

X. NEW BUSINESS

10.1 Summary of Academic Affairs Retreat Sessions

10.2 Revision to UPS 411.600 - Policy on Service Learning

Document will be added to the AS agenda as a consent calendar item.

XI. ADJOURNMENT

M/S/P (Matz/Milligan) Meeting ended at 12:55 pm.