



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
FEBRUARY 22, 2022**

Approved 3-8-22

11:30 PM - 12:50 PM

LH-702

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

- The process notification for events on campus. This morning there was a notification of a situation in Dan Black, a pipe burst, but last Thursday there was a fire alarm in McCarthy Hall and there was no notification. So, there is a real disparity on when notices go out. McCarthy hall has more students in classrooms that would need to know not to enter the building. We were sending text messages to faculty to inform them, and one faculty member said they received the campus notification of the situation after the fact, after the building had received the all clear.
 - This has been brought up as an item to discuss with Cabinet and it will be discussed on Thursday. It seems like when we have a new leadership it sometimes changes the way that communication works and we want to make sure it does not. In the past, the President and the Cabinet would know of situations, but they weren't even notified. So, it was a failed communication across the board.

Suggestion:

Bring it up to VP Coley and inform him it was brought up in Exec and we want to make sure there is proper communication.

- When we brought up the question about the study abroad/EIP stuff to the Provost last week, maybe I didn't ask the question quite right, but she immediately talked about the chain of command. We understand the economics of the thing, but it's having a big impact of student experiences and their travel abroad. Maybe we should bring all the people in one room to talk about what is the thing we need to do and advocate as a coherent unit of faculty who offer and support these study abroad programs.
 - What I heard from the Provost was that she empowered the Deans, so people need to talk with their Deans.

Q: So, when people talk with their Dean, what do they get?

A: You have to have thirteen or more and if you get thirteen you are paid less. Twenty is your minimum for your regular salary and it scales down.

- The Deans can't adjust our pay, so we have to have faculty who are willing to teach a class of fifteen at seventy-five percent pay. The fifteen student class in our college is not going to count against our average, so we have every incentive to cancel that class and that's going to impede on our graduate students.

Q: Does EIP fall under the umbrella of Academic Affairs?

A: Yes, it does.

- So, then the Provost should be able to say how it runs.

Suggestions:

- If all we are concerned about is the study away, study abroad, maybe we should get a task force it to look at this and have someone from EIP on the task force.
- Maybe we can have the committee propose something as a stop-gap for this summer.

- In the College of Business, they are making the faculty give their online class exams in the classroom. Students and faculty have complained about this. What has come out of the Deans office is this was the Provost's decision, which is not the truth. Someone in the Deans office went into scheduling and switched the online classes to online class with required class meetings.

Q: What Senate committee should address this issue?

A: That is a CFA issue, direct faculty to Chris Brown or whomever at CFA would handle it.

- The Business School Senate passed a policy to do this, so they are using their policy and telling faculty that all fully online classes, the exams must be in classrooms.
- Last semester when we discussed providing a workshop with direction for university committee chairs the Dean of Communications had offered to do the training, because she has experience in this. She reached out to see if this would still be of interest, but my guess is this wouldn't be of interest again until the fall, which would be a different Exec.
 - I think the training should come from someone other than a dean.
 - Ed Fink, who is our parliamentarian would be an excellent person. He's been chair and an interim dean, so he could conduct that kind of training for the chairs.
- I wanted to get a solid idea of what are we going to do with the Faculty Research Policy Committee's RSCA Survey? What is the next step?
 - The next step is to have Nikolas come to an Academic Senate meeting to do a presentation on it and get feedback on the report identifying some action items.

III. ANNOUNCEMENTS

- (Dabirian) The faculty, staff, and student basketball game will take place at halftime on March 3rd. The Pachyderm Challenge will continue!

IV. APPROVAL OF MINUTES

- 4.1 EC Minutes 2-1-22 *forthcoming*
- 4.2 EC Minutes 2-8-22 *forthcoming*
- 4.3 EC Minutes 2-15-22 *forthcoming*

V. CHAIR'S REPORT

No report

VI. STAFF REPORT

No report.

VII. COMMITTEE LIAISON REPORTS

- 7.1 Assessment & Educational Effectiveness Committee [Casem], W, 2-16-22, 1:00 - 2:15 PM, Zoom
 - Quorum was met
 - Su Swarat shared updates from OAIE
 - The Assessment Liaisons have completed their review of reports from A20/21 and will be sharing soon
 - The University-wide Assessment report is forthcoming
 - Annual University Assessment Forum will be held on April 8th
 - COACHE and NSSE surveys will be run this spring
 - WASC interim report focusing on the Grad program is due early 2023
 - Changes will be proposed for the PPR specific to programs that are accredited to ensure that all information required by the campus is collected
 - The remainder of the meeting involved a discussion of the committee's goals related to
 1. A push for minimum standards of support at the department/program level for assessment. It is unclear how well assessment activities are supported at that level. Should PBRC consider factoring financial support for assessment activities into their recommendation. Support could come in the form of Campus assign time or other resources (e.g. external standardized tests).

2. Standardization of measurement rigor
 3. Education/professional development in assessment
- 7.2 Writing Proficiency Committee [Walsh], F, 2-18-22, 9:00 - 11:00 AM, Zoom
- Announcements:
 - No student petitions
 - Discussed the need to change Curriculog language which confuses applicants. Long discussion about how to ask for what committee wants
 - Once enough people arrived for a quorum, approved minutes of 12.17.21
 - Considered and acted on following course proposals
 - COMM335 - tabled
 - COMM351- tabled
 - COMM362 - return with small requests
 - COMM377 - approved
 - COMM 436 - approved
 - COMM 438T - return with requests for clarification
 - COMM 462 - approved
 - COMM 471 - approved
- 7.3 Academic Standards Committee [Casem], F, 2-18-22, 1:00 - 2:00 PM, MH-141
- Quorum was present.
 - The committee picked up where it had left off on revising UPS 300.030. The committee has made excellent progress and we hope to have a completed document ready for Senate this semester. Chair Kopp discussed other tasks the committee will be addressing in future.
- 7.4 Faculty Affairs Committee [Barros], F, 2-18-22, 10:00 AM - 12:00 PM, PLS-256/Zoom
- The committee met on February 18. There was quorum. Most members attended via ZOOM and the others attended in person.
 - The committee discussed plans to review UPS 210.001 - Recruitment and Appointment of Tenure-Track Faculty. A subcommittee will be identified and the group will review the policy.
 - The committee then discussed the revisions D&I proposed for UPS210.002 - Tenure and Promotion Personnel Standards. There are a few pending decisions that will likely occur via email and then Christine Scher will review for spelling/grammar/formatting and forward to Senate Exec.
- 7.5 Planning, Resource & Budget Committee [Stambough], F, 2-18-22, 1:00 - 2:30 PM, PLN-130
- PRBC met with a quorum. We received updates and requests from RACE, the FDC, and DSS. RACE asked for a method of additional support for faculty engaged in equity work in addition to the Exceptional Service Award funds and to think about an award process that is not cumbersome and create more work for those seeking relief from already excessive work. They also made a pitch for more resources for mental health services for faculty and students and for more zero cost courses for students. FDC gave an annual update which documented expansion of services and growth of usage in particular in areas surrounding the pandemic related challenges and changes in modalities. There was also a request for the budget to be baselined. DSS presented their annual report including documentation of increased work and usage of DSS and a request for additional staff resources to match growth in demand.

Additional report:

- (Barros) The chairs of Faculty Affairs Committee (FAC) and Diversity & Inclusion Committee (D&I) have been meeting over UPS 210.002 and there is a little bit of frustration in terms of the chain of commands on how the policy moves.

The issue started when we were in a FAC meeting a while back and a member of FAC, who is also a member of D&I mentioned that D&I was working on UPS 210.002. It was surprising to FAC because UPS 210.002 was approved on June 3, 2021. The chair of FAC reached out the chair of D&I to discuss how to align the workload and the chair of D&I mentioned that the version they were working on was not the one that was approved on June 3, 2021. So, at some point, people lost track of where the document was and now that D&I has finished working on the UPS document, they have to transfer their edits into the current version of UPS 210.002 that was approved June 3rd, which is a lot of work for the people involved.

In talking with the chairs of both committees, we were thinking of ways this could be optimized where people will know what the goal lines are, so they can work towards them. Maybe once a committee decides they want to work on a particular policy, Exec approves a protentional pathway for the policy before people start working on it, so they know where it needs to go and who the players are in the process.

- (Gradilla) This was a UPS document that had went through co-committee work for over a year, so the handoff is what got messed up and the wrong version was given to D&I and that was what was put on the Senate floor. In the D&I Dropbox, there was three or four versions of the document, so it got messy and complicated.
- (Barros) We are a little concerned this same issue might happen again with UPS 210.001. UPS 210.001 was floated around and it was submitted to Senate Exec, but it is nowhere, no one knows where that policy is, so FAC has decided to claim it and work on it again and submit for Senate approval, just to take ownership and move the document forward.
- (Matz) I think what would be helpful is if we did a timestamp at the end of it, not with only the day, but the time.
- (Sheehan) I also think file management and the different platforms that are being used. Grad Ed uses Google drive and Dropbox, there are different versions on everything. While the chair is trying to run the meeting, we have a committee member who keeps interrupting her with advice on which platform she should be using, which is getting in the way of doing business. So, giving some sort of training in file management and having that consistent across our committees and everybody knowing what should be implemented, so this doesn't happen.
- (Staff) The problem is the Senate office has set up Dropbox folders for every Senate Committee, but some of the chairs of the committees refuse to use the dropbox folder because they want to use the platform they choose to use. When the community moved from Titanium to Dropbox, we established folders for every committee which would allow us to have control over the UPS documents as well as the ability to capture historical information. So, what happens now is when a committee chair uses another platform, we have to go to that platform and manually move the documents and meeting materials into the Dropbox folder in order to have historical purposes.
- (Dabirian) I agree with the Senate staff 100 percent. I think we need to mandate our committees to use the tools that Senate provides. Using Dropbox and the campus exchange calendaring needs to be enforced. I am happy to have one of my trainers develop a training on how to do file sharing and calendaring and using it with the Senate committees. We can do that at the beginning of each semester and send the training to the committee chairs.
- (Stambough) One problem we have is with the enforcement part.
 - (Dabirian) The liaison can enforce it. They will responsible to let the committee chair know they need to follow the instructions established to help us manage the documents or historical reasons. If the chair doesn't want to do it, they may have to get a secretary for the committee for the logistics of the process.
- (Barros) That would solve eighty percent of our problems, but there's the twenty percent of the chain of commands of which committee a document goes to next and how that is decided.
- (Stambough) If a document originates out of FAC and they want D&I to take a look at it, it would go back to FAC before it comes to Exec or to the Senate.
- (Gradilla) We could treat it like a cross-listing, we would follow that model of the one who's in charge of the UPS documents.
- (Matz) If we put out a flow chart, that would be helpful to all the committees, it would be a clear understanding of where document go to.

VIII. UNFINISHED BUSINESS

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

IX. NEW BUSINESS

- 9.1 Chancellor Resolution
- 9.2 New Course Proposals - Spring 2022
This will be added to the AS agenda as a Consent Calendar item.
- 9.3 Program Discontinuance - Spring 2022
This will be added to the AS agenda as a Consent Calendar item.

9.4 General Committee Senate Nominees

Executive committee begin working on names of faculty to ask to serve on the AS General Committee vacancies as the Senate Nominee. 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 March 24th Academic Senate meeting for Senate approval.

9.5 Statements of Opinion

Executive committee begin working a possible Statement of Opinion. It will go on the March 3rd AS agenda for a first reading.

9.6 Revisions to UPS 410.106 - Academic Standards for Graduate Degree Students – *forthcoming*

X. ADJOURNMENT

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