



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 14, 2021**

Approved 10-5-21

11:30 AM - 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

➤ Promotion Deadline

We received email request from constituents regarding the possibility of extending the deadline to apply for promotion to full professor, because several people missed the deadline.

- There were notices sent out with the deadline information, therefore no action will be taken by the Senate on this matter.

➤ Faculty Affairs Committee is working on UPS 210.000 and we are debating some strategies to get some buy in ahead of time before we offer the document to the Senate. We felt it could potentially be a strategy to reach out to some of the most vocal members in the Senate ahead of time, before we even vote on the document in FAC, to get some input and see how people are feeling about it.

- That goes really well with something we chatted about, almost like restarting the Senate culture of what the Senate meeting will be. Over the summer we bounced around the idea of having committee reports on a cycle. Not like a full first reading, but maybe the committee liaison or Senator on the committee would let the Senate know what document was coming up on the committee agenda to get initial input from the Senate to take back to the committee. It would be more of an informal discussion of the document.

Suggestions:

- Create a one-page template to use, like a committee report, which outlines only the sections the committee is seeking input on. This will help structure the conversation, since it is not a document for editing on the Senate floor.
 - Add the committee report to the Dropbox folder.
 - Make sure the document has the contact person name from the committee on it to ensure they receive the feedback.
- ### ➤ A subcommittee in IT will work on the online UPS, then it will go to UCC. Once UCC reviews the document, it will come back to Exec to forward to the Senate for approval. The goal is to get the document completed by November so we can get it to the President to sign.
- You can do a committee report to the Senate October for input and feedback.
- ### ➤ The timeline for vaccination for students is coming up, September 30th and our plan was to have a progressive disciplinary action to get students to comply with the vaccination standard. We have a new process that we are looking at, we are running it through the Chancellor's office. The goal is how do we get them to comply? Dropping students would be very hard to do on September 30th, so we are taking that off the table right now, except for conduct. A message will be going out to all the students tomorrow and the first step is we will block them from the portal. When they log into their portal there will be a message instructing them to upload their vaccination record. They will have the option, to upload their vaccination record or upload their exemption. At the same time, fully online students will get a pass this semester. If for some reason, they need to come to campus, they will either have to do the Covid test or upload their vaccination record.

There is an issue we are addressing, because some faculty members who are making students in their online classes come to campus to take test. We just talked with the Provost, Cabinet, and all the Deans and we are giving notifications to those faculty members informing them that per the Chancellor's office policy, if the class is online, they have to keep it fully online. They can use Proctorio or other methods of monitoring the test, but we do not want them to come to campus to for a test.

If the students don't touch their portal, they still have access to Canvas through their mobile device. After the September 30th compliance date, they will not be able to log into any method. The only thing they will be able to do is text, we will communicate with them via text to inform them that they are not in compliance. The minute they upload the necessary document their account will immediately be unlocked. We are only asking them to upload the first dose of their vaccination.

Q: Is this going to impact a student on Canvas? As an instructor, I don't want to lose them on record.

A: We are disabling their account, we are not deleting any accounts. They are actually still able to receive emails on the back end.

Also, there will be a message going out to faculty from the Provost instructing them to not make special accommodations for students, to have them go through the process that is being set up for the health and safety of the university.

Q: What about courses that meet outside of campus? Can there be a note on the faculty roster, stating the student is not compliant?

A: Due to the HIPPA law, we cannot do that.

III. ANNOUNCEMENTS

No announcements.

IV. TIME APPROXIMATE

12:30 PM - 12:50 PM

Subject: Searches

Presenter: Bobbie Porter

Bobbie Porter and David Forgues joined the meeting to discuss searches.

- (Stambough) We had a conversation about how do we shape it and what is the best ways to expand the pool of people that end up getting on the search committees and having the right mix of people who are experienced and the people who are going to bring in a totally different perspective?
- (Forgues) We get the same folks that volunteer, so I'm excited about engaging in a conversation about how we can maybe do it differently. How we can be of service and help in that process.
- (Porter) David and I have been talking about this for quite some time. We are looking holistically, not just at this at this particular process, but at our processes across the board in terms of how we bring folks on board to join our work force. We have been doing work specific to tenure-track searches, we have even done work around lecturers. This summer we switched over and looking closer at how we bring on our MPPs and staff, in terms of how we prepare individuals to serve on search committees.

Thank you, Steve, for sharing with me how historically the Academic Senate has gone about identifying individuals to serve on these high-profile searches. David and I have been discussing ways that we can better support Academic Senate in that effort and even what we can do on the administrative side in terms of what the appropriate administrator could do.

- (Forgues) One of the things we can do is to help identify some of those folks. I'm interested always in the expertise that folks bring to the search committee process.

There was discussion of possible ways of expanding the pool of volunteers to bring in more voices and expertise on the search committees.

V. APPROVAL OF MINUTES

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

5.1 EC Minutes 9-7-21 (Draft)

VI. CHAIR'S REPORT

- We have learned through ASCSU that not only will AB928 get passed, which will change a lot of GE things, but the system has shifted from a neutral position to a full out endorsement of it as well.

The Provost joined the meeting to discuss spring modalities for teaching:

The schedule for spring needs to be set or at least in draft by September 24th. There has been a process in each of the colleges and from what I can see it has been a good process. In the last couple weeks, I have been trying to figure out what are other campuses doing, especially the ones I think generally are well managed and have similar situations to us. When I look at Long Beach, Northridge, and LA, they are coming back largely in person and they are not doing a big exception like we have done over the past semesters. The difference between us and them is we have very few courses approved for online and hybrid teaching. When Su Swarat looked at it this year it was at eight percent.

Some folks were really good and diligent during the pandemic and they put course forward for approval. We saw 24 courses, new on the books this spring that can be taught online and hybrid. When we are at eight percent and that's all we have, and we have 24 more courses, what could we do that would give us a little more flexibility, but doesn't do something dramatic?

Talking with the deans yesterday, there are about 60 courses on the list that are currently in the pipeline for approval. My thought is, what if for spring we said if a course is on this list, which means it's in the pipeline, we would allow it to be taught online just in spring? We wouldn't be opening the door for anyone who wants to teach a class online to just teach online, it has to be on the list and it has to be a course that the dean in consultation with the chair agrees is valuable for our students for the flexibility.

Q: (Matz) What percent will this take us to, presuming that we approve these 60 courses? What percent will we be at as a university?

A: (Provost) We would not be allowing these courses to be taught. What we would be saying is if a course is on this list, it is eligible, and out of those eligible courses, if the dean and the chair to agree. When I was talking with the deans, I was thinking about 20 percent of these courses would be ones the dean and chair would want to move forward. I don't think there is a scenario where we would go over 12 percent.

- (Walsh) Seems like a reasonable plan.
- (Provost) It takes us up a little more along the range of Long Beach, where they have 15 percent of their courses approved. It gives us a little more breathing room. The bigger fish to fry, how do we help courses that are the right courses actually get approved for fall so we don't have to come back around and try to rescue courses?

Q: (Dabirian) These are all asynchronous hybrid courses on the list, not virtual courses, right?

A: (Provost) None of these are virtual.

- (Gradilla) If this could also be shared with the Leadership Re-entry Leadership Team, because I feel there is the right amount of people on campus. So, if this could be part of some sort of strategic understanding of why the spring will look the way it is.
- (Walsh) I feel the same except for the elevators. I wish we could have a rule of no shouting or loud talking in elevators.
 - (Dabirian) I will take this back to the Re-entry Leadership Team. Maybe we can put a sign on the elevators.
- (Dabirian) I think we should have a motion from the Senate passing this unanimously if everyone agrees. And the Provost can send a note stating the Executive Committee unanimously approves.

Q: (Stambough) The Senate doesn't meet until next Thursday; will that work timewise?

A: (Provost) Yes, and we can have our conversations. The deans can talk with the chairs about the courses they are interested in and tell them know it's pending next Thursday.

- (Stambough) Framing on this would be about flexibility. We also have to make it clear in the resolution this is intentional curricular decisions based on the needs of the department, it's not the individual faculty who does not want to come to campus anymore.

VII. STAFF REPORT

- There is a distribution list set up in outlook for the Executive Committee (DL_Senate_Exec), please use that list when sending out emails to ensure everyone on Exec receives documents or information you send out.

- The Special Election for the Faculty Personnel Committee and vacant Senate seats will be held September 27th - 30th. We received the following petitions: 2 Admin, 1 Soc Sci, and 1 Educ.
 - (Matz) I think we need to rethink having committee meetings in MH-141. You have to go to MH-166 to get the key and then you have to return it after. I think it's that is a lot of back and forth for a one-hour meeting.
 - (Staff) The reason the key is in MH-166 is because Academic Programs moved from MH-133 to College Park and MH-166 was closer than someone having to come to the Senate office to pick-up/return the key.
 - (Dabirian) Can we ask Library for a conference room for Senate committee meetings?
 - (Matz) Dean Bonney suggested for the Library Committee to use a conference room in the Library building for their meetings.
 - (Stambough) There are some lingering concerns from the library faculty for non-library use of library space.
 - (Staff) We tried to put committee meetings in rooms that were available for the entire semester to prevent the meetings from changing locations throughout the semester. We have control over MH-141, it's easier to get our committee meetings on the calendar before anyone else can book the room. The other conference rooms, we can only book meeting at their availability. So, if they have conferences or events, they would take precedence over AS meetings.
 - (Dabirian) We could put a combination lock on the door and give the combination to the committee chair and liaison for easier access to the room.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board [Stambough], T, 9-7-21, 1:15 - 3:45 PM, Zoom
No report submitted.
- 8.2 Curriculum Committee [Gradilla], F, 9-10-21, 12:00 - 2:00 PM, MH-141/Zoom
- UCC made plans to address three main UPS docs:
 - Syllabi
 - Academic Jurisdiction
 - Online policy (post AA/AS retreat)
 - For the syllabi policy there was agreement that the two audiences for syllabi are students and DPCs/DRPCs. Disentangling course requirements (syllabus) from university academic policies and student support services needs to happen. Ideas focused on AP/FDC/SA/IT created modules to be easily imported into Canvas. It was recommended that AP help manage the GE complexity caused by catalog years and changing GE policies (modules). We would just need to name them in the updated policy.
 - For academic jurisdiction, we will be reviewing the document focusing on the guidelines section of UPS 411.102. We will focus on clarifying these guidelines and/or update Curriculog to make these are included in the new course proposal or new GE course proposal. AVP Filowitz urged us to make recommendations in the correct spaces such as "practices" fix versus "policies" fix. And the UCC chair and committee members will develop a memo to be sent to PRBC to help address some of the root financial problems (FTES not intellectual or quality issues) that feed jurisdiction issues.
 - The committee acknowledged that 19th and 20th century definitions of jurisdiction no longer work because so many fields, disciplines and colleges are now interdisciplinary. So, the UPS update may need to reflect that in a preamble.
- 8.3 Extension and International Programs Committee [Dabirian], M, 9-13-21, 3:00 - 4:00 PM, THall/Zoom
No report submitted.
- 8.4 University Advancement Committee [Matz], W, 9-8-21, 9:00 - 10:00 AM, CP810/Zoom
- It was a hybrid meeting where half of the members were virtual. It was voted that we would continue in the hybrid modality because for several members, this was their only meeting on campus and it was more convenient to participate virtually. Satoko Kakahara self-nominated to serve as committee chair and she was unopposed. The year's agenda was introduced and reviewed. The \$11M donation from the \$40M donated to the University will be used as matching gifts.

- The CSUF Impact Crowdfunding campaign was discussed, the various modes, options and the number of projects from various departments and Student Affairs. The Crowdfunding ends October 31st, but will be open in the spring for participation.
- VP Saks presented an organizational chart of the division noting the increase in assets from \$60mM to \$200 M and endowments from \$40M to \$130M.
- Alumni association representative discussed the volunteer opportunities available; they are encouraging a mentor program by alums for 1st generation students sponsored by "I Am First: and "Tuffy Grad Scholars".
- Issues for review are UPS 100.300 naming policy. The vice president said that they are waiting for the Chancellor's Office to complete their resolution on naming first.
 - The Social media policy is still pending.
 - Lastly, a UPS document on codification for advisory boards needs further guidance from Senate Exec. I will discuss this with Chair Stambough.

8.5 Faculty Development Center Board [Milligan], F, 9-10-21, 9:30 - 11:00 AM, PLS-256/Zoom

- There were 9 members; 4 in-person and 5 on Zoom.
- The board voted to hold the fall semester meeting on Zoom. The board will revisit how meeting will be held in the spring.
- Approval of the May 14, 2021 FDC Board Meeting minutes has been moved to the next FDC meeting, October 8, 2021.
- FDC Board's function and responsibilities were discussed. FDC Chair, Kristy Forsgren, felt that it was important for members, old and new, to know exactly what FDC's function and responsibilities are.
- Chair Forsgren gave the board 5 goals for FDC in AY 2021-2022:
 - 1) continued work with mentor connect, VRN, POP to validate the protocol that was developed;
 - 2) create a focus group based on Rob Watson's College of the Arts faculty survey of FDC needs;
 - 3) develop a small learning community for departments/colleges needing DEI support;
 - 4) look at newly revised UPS 210 to address service as being equally valuable as research; and
 - 5) host a mid-career faculty event to support faculty post-tenure.
- Dr. Bowers gave a PowerPoint presentation about the FDC. She reported on the services offered by the center. She talked about the staff and the support teams, as well as the past years accomplishments.

8.6 General Education Committee [Walsh], F, 9-10-21, 2:00 - 4:00 PM, MH-141/Zoom

New Business

- a. Greg reviewed the GE committee responsibilities noting that committee has not addressed recertification due to all the changes in GE the past few years
- b. There are three GE course change proposals reviews due to the Senate by Nov 15 for approval:
 - AFAM 103 for A.3,
 - HIST/LBST 325 for B.5,
 - WGST 320 for C.3, Z c. GE Assessment update (Su Swarat)
- c. Su Swarat described the process for GE Program Performance Review and asked whether we should assess oral communication or quantitative reasoning. Committee discussed and decided oral communication.
- d. Discussion on how to frame the Senate open discussion on Overlay Z, Sept 23. Greg and Karyl will draft the committee's position to retain Z as distinct from GE Category F.

8.7 Library Committee [Matz], M, 9-13-21, 11:00 AM - 12:00 PM, MH-141/Zoom

- Sinan Akciz self-nominated and was elected by the committee with no other nominations.
- Three members were in person and the remainder of the committee attempted to get online. We adjourned via email and those who were present since we were unable to connect in Zoom.
- The next meeting is October 11, 2021, and it was suggested to meet in the library meeting room for convenience and to avoid any technical concerns.
- Agenda for October 11th meeting will be to update members on Open Access.

8.8 Faculty Research Policy Committee [Sheehan], T, 9-14-21, 9:00 - 10:00 AM, MH-141/Zoom

The committee will be meeting over zoom for the remainder of the AY.

1. The meeting was called to order by Chair Nikolas Nikolaidis. Everyone introduced themselves and brought new committee members up to date on the committee's work from last year. This involved Jessie Peisig presenting the faculty research survey that the committee completed last year and was sent out to faculty in June 2021.
2. Committee decided to re-distribute survey to faculty by next month out of concerns for faculty who didn't respond because it was summer. Survey will be sent to deans and committee will re-group by Oct. 10th.
3. By next meeting committee will determine what the "big picture" from the data collected is.
4. Discussed and approved revisions to Center and Institute Guidelines and establishment documents to align with UPS 100.700
- https://www.dropbox.com/sh/xi7v61nespke0yj/AADqgiH61OdXettE5e_5k8Vma?dl=0
5. Discussed how to approach revisions to UPS 630.000 (Policy to Investigate Instances of Possible Research Misconduct). Committee aims to make this compliant with large grant institutions (NIH, NSA, etc.) and their most recent language, ensuring that our language especially definitions are up-to-date. Committee will review document by next meeting and reflect on it collectively. Nikolas and Yolanda will look up what institutions UPS needs to be compliant with and what minimum requirements for compliance look like.
6. <https://www.dropbox.com/sh/cadxgmj414mzo9y/AABXQIpgBoS4hE7Eu-KePIlta?dl=0>

IX. UNFINISHED BUSINESS

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

Exec continued working on filling 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 Program Discontinuance - Fall 2021

This document will be added to the AS agenda or Senate approval.

10.2 Search Planning

10.3 AA/AS Spring Retreat Planning - February 25, 2021

10.4 Composition of Diversity & Inclusion Committee

- (Stambough) The Constitution Committee met and they have the language for the ex-officio change to the Bylaws. It's a Bylaw change so we have to go through two readings, unless it comes up as business and we waive the first reading. We will add this to the AS meeting materials for the next meeting.

The Constitution Committee is also working on reducing the number of past Senate chairs serving on the committee from five to three. Some years getting five past chairs was relatively easy and some years it was almost impossible. Once that memo is done, we will add it to the AS agenda.

XI. ADJOURNMENT

M/S/P (Dabirian/Walsh) Meeting ended at 12:50 pm.