



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
NOVEMBER 8, 2022**

Approved 11-15-22

11:30 AM - 12:50 PM

LH-702

Present: Barros, Casem, Dabirian, Jarvis Kanel, Milligan, Self, Shepard, Stambough, Walsh, Wood

I. CALL TO ORDER

Chair Walsh called the meeting to order at 11:35 am.

II. URGENT BUSINESS

We are having ongoing homeless issues; they are going into conference rooms and spaces.

III. ANNOUNCEMENTS

- (Walsh) Joao has been promoted to be the interim associate dean in HDD.

IV. TIME CERTAIN

11:40 AM - 11:55 AM

Discussion Item: UPS 211.100 - Appointment of Department Chairs and Vice-Chairs

- Jason Shepard recused himself from the meeting for this discussion.
- The Executive Committee went into Executive Session.

12:15 PM - 12:30 PM

Topic: Commencement

Presenter: Mike Steele

Mike Steele joined the Exec meeting and discussed the four topics below regarding commencement:

1. Framework of Commencement Leadership Team (CLT) and my perspective:

- Representative from every division on campus.
- Decisions and proposals pass through CLT before they are implemented.
- President has a voice on CLT.
- Key decision makers.
- 4 CLT working groups
 - a) programs & ceremony (Mike leads this group)
 - b) IT
 - c) Comm/students
 - d) logistics

2. What I have learned:

- Big Shift for the University; some colleges have had different strategies to recognize graduates, where smaller ceremonies were preferred.
- People, different colleges asked different person to be part of commencement. Attendance from faculty/staff/management at the ceremonies differed.
- While communications were streamlined as much as possible, different groups involved in planning commencement sent various messages to members of the university community which caused confusion.
- Student Fee for Commencement has not been updated in 20 years. This fee is used to help fund the commencement ceremony exercises. Since the funding has not increased, this places a large constraint

on planning ceremony logistics, including staffing.

3. How we could improve:

- Communications: How do we communicate? Who wants to know? How do they know? We have opportunities for improvement here.
- Culture of college is a bit different. How each college celebrates students and accomplishments is a bit different as seen by the speaker remarks and ceremony preferences.
- Faculty participation/engagement also varies by college and, overall, it seemed somewhat low.

4. What's currently underway:

- Exploring an updating staffing model for next year's ceremonies.
- New communications working group, we sought to improve and streamline communications. The chairs of this group are from Strat Comm and the Registrar.
- The college ceremony and programs group needed more support. This year, we have Yvonne Moar (previously in NSM) who assumed a new role as an MPP with Events. In this role, Yvonne will provide college coordinators with more support, including sharing templates and guides.
- Role clarification, a goal this year to have college commencement coordinators understand their role in commencement and to lead commencement discussions within each college.

Q: (Casem) Where does faculty fit into your leadership team?

A: (Steele) Right now, the way CLT has been designed, we are able to have faculty input as far as the programs working group ceremony. The way it's structured right now, is the faculty would share their concerns, questions, comments, and feedback with the representative for the programs working group ceremony for the college.

Q: (Walsh) How would faculty know that?

A: (Steele) I would ask the college to be able to address that. This year, I want them to have a better sense of what their role is for the college representative on that working group.

- (Wood) You raised the question of wanting to get faculty more engaged, so I want to speak to that. A couple years back, I heard on the Senate Floor that a small focus group of seven people reported that students weren't interested in seeing faculty at commencement, what they wanted was the President, Vice-President, or Provost. Then the Pandemic happened, we came back, and everything changed dramatically. I come from a department where faculty were heavily engaged and put on a good ceremony, and now they feel like they have been told to report to their seat on the lawn and that's that. And faculty are not happy with that, because they cared a lot about it. If you want to get faculty engaged, the thing that was skipped over was involving faculty in the planning. If faculty feel like they are part of the planning, they will be more excited about it. But having the feeling they are being assigned to report, so that we can say they were there, that's not a good feeling.
- (Stambough) At a minimum, for all those different working groups, there should be faculty member on there. I think direction to the colleges and to the deans, should be whenever they put together their working groups in every college, there needs to be at least a faculty member on that working group as well. That should be the way the rules are set-up.
- (Kanel) Students and their parents, who are the primary attendees at the graduation are connected to their department and faculty.
- (Jarvis) They want to see somebody famous they recognize or somebody their children in the audience would recognize. Reading off the names of the faculty in attendance, the students like cheering when they hear the faculty. So, if you want faculty to show up, that's a little of a psychic reward for the faculty to show up when they hear 9,000 people cheering for them.
- (Milligan) My experience with graduation is students always saying to me, I want you to meet my parents. At the graduation, its chaos, I have not been able to ever find a student after graduation to meet their parents.
- (Walsh) They want a picture with the faculty member in their regalia and their mom and dad.
- (Wood) I know that things have to change, there are concerns about cost, efficiency, safety, and fundraising opportunities; given all that, it would be good to find ways within those parameters to make it include faculty in the celebration, not an assignment to show up. We were told there were no time for student speeches. I think we can limit them, but it's a great opportunity for teaching and leadership. It's an opportunity that I would hate to see thrown away.
- (Walsh) I'm surprised about the student fee not changing in 20 years. I'm on the Student Fee Committee, that is not one of the fees they are looking at this year.

- (Dabirian) Last year it was really nice to see a student and a parent come up at the same time, they met together at the end, and they had an opportunity to take a picture with faculty member. We got such a great response from the parent and the students.
 - (Jarvis) If you put the students in pre-order, you can do it with the system.
 - (Dabirian) Or they can come in with the parents, and if the faculty is there they can take the picture at the beginning before they go in.
- (Walsh) Maybe it would be helpful to reinforce with the Deans that their selection on their college committee needs to be faculty focused. That might be a missing piece.

Q: (Casem) Is the support for faculty regalia gone?

A: (Steele) From what I understand, there is a reduction, but faculty can use money from their startup fees.

V. APPROVAL OF MINUTES

M/S/P (Barros/Stambough) Motion to approve the October 18th & October 25th minutes. Minutes approved.

5.1 EC Minutes 10-18-22

5.2 EC Minutes 10-25-22

5.3 EC Minutes 11-1-22 - *forthcoming*

VI. CHAIR'S REPORT

No report.

VII. PROVOST AWARD – 12:30 PM

No report.

VIII. STAFF REPORT

- We received 37 applications for the Assigned Time for Exceptional Levels of Service to Students Award.
- We received 9 applications for the Outstanding Lecturer Award.
- The Outstanding Professor committee meets on November 15th to review UPS 290.000, UPS 293.000, and UPS 295.000.

IX. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Walsh], T. 11-1-22, 1:15 - 3:45 PM, TSU Legislative Chambers

No report.

8.2 Diversity & Inclusion Committee [Casem], T, 11-1-22, 1:00 - 2:00 PM, PLS-360

- The Diversity and Inclusion committee met with quorum.
- An update was provided regarding the vandalism that occurred in the dorms. The individual responsible has been identified and held accountable.
- Progress was made in the discussion of the response to feedback on revisions to UPS 100.XXX.
- The committee is working on revisions to UPS 211.000 and 211.100. I informed them that UPS 211.100 was on the consent calendar for this Thursday.
- The committee is planning on working on UPS 300.030 and 300.021. I mentioned that Academic Standards was already working on revisions to UPS 300.030.
- Work is continuing on the Resolution to express disfavor with funding of UPD.
- Discussion on the request from UCC for a statement about diversity to be included on syllabi.

8.3 International Education Committee [Barros], W, 11-2-22, 11:00 AM - 12:00 PM, THall 1424

- The committee met virtually on November 2 in a hybrid mode. Four members attended in person, the remains members attend via ZOOM. There was quorum. There was some confusion about which ZOOM link to use. The committee plans to meet in hybrid format next month.
- John Hickok updated the members about his Sabbatical project.

- Dean Leahy list the activities completed since our last meeting. Her office has checked on CSUF students in South Korea and offered condolences to partner universities. Her office also reached to S. Korean students currently at CSUF to offer emotional/psych support. As part of her effort to rebuild CSUF international profile, her office has hosted an international delegation from S. Korea and one from Vietnam. Dean Leahy will travel to Vietnam to strengthen partnerships next week.
- The search for a Director for International Outreach is still ongoing. A first round of interviews did not identify strong candidates. A second round of interviews is planned and she plans to recruit at an upcoming conference. She is also planning to promote current staff to assistant director positions. She has also created a council for international student recruitment/support. The expectation is that the council will expand in the future.
- The committee then discussed the results of the perceived barriers to study abroad. Specifically, members shared the models for study abroad programs being used in their colleges. It appears that there is potential for inter college collaborations. We will hear from Dean Leahy's team next month.
- Updates to current International Education related UPSs will happen next month.

8.4 Information Technology Committee [Self], F, 11-4-22, 10:00 - 11:00 AM, LH-702

- The committee met on November 4. The quorum was met.
- Update from VP Dabirian; Google phone will be implemented later this year, with lots of opportunities for training
- Presentation on syllabus automation by Erica Bowers and Samuel Stone: it is desirable to adopt syllabus automation system for including all the required items and for accessibility
- Presentation on Concourse (syllabus automation system) by Judd Rattner (Concourse CEO) and Brian Hopewell (Concourse VP, Sales)
- Q&A after Concourse presentation

8.5 Faculty Affairs Committee [Kanel], F, 11-4-22, 10:00 AM - 12:00 PM, PLS-256

No report.

8.6 Curriculum Committee [Stambough], F, 11-4-22, 12:00 - 2:00 PM, Zoom

No report.

8.7 Planning, Resource & Budget Committee [Barros], F, 11-4-22, 1:00 - 2:30 PM, PLN-130

- The committee met on November 4. There was quorum. A few individuals attended in the gallery.
- The chair reminded the committee about budget timeline and highlighted that HRDI made it a little easier to compensate external reviewers during PPR process and that, as a result of productive shared governance, the FDC is now partially funded with baseline funds.
- There were no updates from working groups.
- President Virjee spoke about the budget memo and answered a few questions from committee members. The president highlighted that the university is in generally good fiscal position and demonstrated fiscal prudence in withholding some funds last year anticipating the salary raises this year. The president voiced concern about using one time funds and reserves for ongoing costs (i.e., compensation). The CSU system is under enrolled, and our campus is being asked to pick up some of the slack. In his view there are opportunities to improve retention and increase number of units students are enrolled in. The committee had little time to review and process the material, so questions were mostly clarifications. The president has made himself available to the committee for additional presentations or to meet committee members individually or in groups to discuss the budget memo.
- Dr. David Forgues presented on the activities of HRDI. He recognizes issue of staff turnover and has been working to address it. Last year HRDI processed the hiring of around 350 staff and MPP while prior to pandemic it processed around 150 per year. He listed a staff recruiter and position management analyst as critical needs for his division (which should help with the issue).
- After presentations, minutes were approved, the chair provided an overview of the upcoming tasks for the committee and reminded the committee our next meeting will occur in PLS-299.

8.8 General Education Committee [Stambough], F, 11-4-22, 2:00 - 4:00 PM, Zoom

No report.

8.9 Faculty Research Policy Committee [Wood], T, 11-8-22, 9:00 - 10:00 AM, MH-141

No report.

X. NEW BUSINESS

9.1 Revisions to UPS 640.000 - Rules for Acquisition of Archaeological, Ethnological, and Art Objects - *forthcoming*

9.2 Revisions to UPS 210.020 - Periodic Evaluation of Tenured Faculty

9.3 Revisions to UPS 230.020 - Policy on Office Hours

9.4 Policy on review of MPPs (Discussion item)

- (Walsh) Kristi circulated a copy of the CSU Maritime Campus policy on evaluation of MPP.

Suggestion:

Find our policy that was rescinded and forward that along with the CSU Maritime policy to the committee to review and come up with a policy.

Q: (Milligan) Who holds the Deans accountable?

A: (Walsh) the Provost.

Q: (Milligan) Who holds the Provost accountable?

A: (Walsh) The President.

9.5 GE Course Proposals - Fall 2022

XI. ADJOURNMENT

M/S/P (Dabirian/Stambough) Meeting adjourned at 12:55 pm.