



# **ACADEMIC SENATE ANNUAL REPORT 2021 – 2022**

# ACADEMIC SENATE ANNUAL REPORT 2021-2022

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**I. STANDING COMMITTEES**

**A. Academic Standards Committee – report submitted by Merri Lynn Casem**

**Committee Membership**

Academic Standards Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Katherine	Reed	kareed	School of Music	ARTS	2022
Pablo	Costa	pcosta	Kinesiology	HHD	2022
Sung Hee	Lee	sunghee	Special Education	EDUC	2022
Nicholas	Henning	nhenning	Secondary Education	EDUC	2022
Yu	Bai	ybai	Computer Engineering	ECS	2022
Daniel	Rueckert	drueckert	MLL	HUM	2022
Zac	Johnson	zjohnson	Human Comm Studies	CCOM	2023
Greg	Childers*	gchilders	Physics	NSM	2023
Philip	Kopp	pkopp	PAJ	SOC SCI	2023
Gang	Peng	gpeng	ISDS	CBE	2023
Robert	Tomaszewski	rtomaszewski	Library - Administration	L/A/C	2023
Robert	Bodeen		University Registrar	Ex Officio	non-voting
Kira	Dawson	asvicepresident@fullerton.edu		Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Merri Lynn	Casem	mcasem	Biological Science	NSM	Ex Liaison

**Committee Actions**

The primary focus of the ACS this year was on the revision of UPS 300.030 Academic Appeals. The UPS deals with the policy and process for student appeals based on allegations of academic dishonesty or arbitrary and capricious grading. A first reading of the revised document was conducted at the Academic Senate meeting on April 14, 2022. Feedback from that meeting, as well as feedback from Student Conduct, was shared with the committee. Other stakeholders should be given an opportunity to respond to the proposed changes including the Title IX office, Student Academic Life Committee, and the Associate Deans. The contribution of ASI representative Kira Dawson was greatly appreciated and valued by the committee.

The committee responded to an urgent request to consider a revision to UPS 300.016 – Withdrawal Policy, to reduce the barrier for students requesting a non-medical withdrawal by allowing for informal documentation of cause. That revision has been forwarded to the Academic Senate and will hopefully be considered at the final meeting of the year.

Agenda items that we were unable to address this year included:

- Considering policy about the use of Discord or other platforms that lend themselves to academic dishonesty
- Evaluation of UPS 300.031 - Academic Appeals Board (this UPS may have been recently reviewed by the Student Academic Life Committee)
- Evaluation of UPS 300.018 – Withdrawal Unauthorized – Issuance of WU Grade

**Suggested Actions for Next Year**

- Share suggested revisions to UPS 300.030 more widely for feedback
- Revisit revision of UPS 300.030 to consider feedback from first reading and other stakeholders before bringing the document back to Senate for approval
- Consider a more thorough review of UPS 300.016 Withdrawal Policy. Does the requirement for documentation of “serious and compelling” reasons for withdrawal make sense after census?
- Evaluate and consider revisions to UPS 300.018 and 300.031

## B. Assessment & Educational Effectiveness Committee – report submitted by Ioakim Boutakidis

### Committee Membership

Assessment & Educational Effectiveness Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Kenneth	Van Bik	kvanbik	English, Comp Lit, and Ling	HUM	2022
Nilay	Patel	npatel	Biological Science	NSM	2022
Ioakim	Boutakidis	iboutakidis	Child & Adoles Studies	HHD	2022
Jennifer	Trevitt	jtrevitt	Psychology	SOC SCI	2022
Sinjini	Mitra	smitra	ISDS	CBE	2023
Rosalinda	Larios	rolarios	Special Education	EDUC	2023
Doina	Bein	dbein	Computer Science	ECS	2023
Jon	Bruschke*	jbruschke	Human Comm Studies	CCOM	2023
Eric	Karkhoff	ekarkhoff	Library - Administration	L/A/C	2023
Kathryn	Wilson	katwilson	Theatre and Dance	ARTS	2023
Carolyn	Thomas	cethomas	Provost/VPAA	Ex Officio	non-voting
Tonantzin	Oseguera	toseguera	VP Student Affairs	Ex Officio	non-voting
Yessica	De La Torre	yedelatorre	Assessment & Student Fee Programs, Coordinator		
Mark	Filowitz	mfilowitz	AVP-Academic Prog	Ex Officio	non-voting
Amir	Dabirian	adabirian	VP IT	Ex Officio	non-voting
Willie	Peng	wpeng	IT		
Su	Swarat	sswarat	Dir of Assessment and Educational Effectiveness	Ex Officio	non-voting
Pending			Institutional Research & Analytical Studies	Ex Officio	non-voting
Lisa	Kirtman	lkirtman	Dean EDUC	Dean (by Provost)	non-voting
Sheryl	Fontaine	sfontaine	Dean HSS	Dean (by Provost)	non-voting
Student				Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Meri Lynn	Casem	mcasem	Biological Science	NSM	ExLiaison

### Committee Actions

The Assessment and Educational Effectiveness Committee (AEEC) articulated several goals for the coming academic year during its first meeting on September 15<sup>th</sup>, 2021. Specifically, the committee determined that an inventory of campus-wide student learning measures should be collected, that the association between Student Learning Outcomes (SLOs) and other learning/student success metrics should be assessed, that the AEEC should advocate for more uniform and/or increased standards of support for department and program level assessment, and that the AEEC should attempt to determine and/or advocate for some standard of measurement rigor to be characteristic of the tools used in programmatic assessment across the campus. After further discussion during the subsequent meeting on 10/20/21, it was agreed that this list of goals should be narrowed down to Goal 1) Determine and advocate for minimum standards of University support for dept/program level assessment teams, and Goal 2) Advocate for some standard measurement of rigor for measures used in programmatic assessment activities, with a specific focus on

measure reliability. The committee agreed that these two goals were appropriate targets given our charge under UPS 100.001, C.8.b (2)(c) & (d).

Regarding Goal 1, our first step was to determine what the current levels of support were for program/department-based assessment leads. The AEEC distributed a short survey to assessment leads across the campus with the help of the Office of Assessment and Institutional Effectiveness and the college-based Assessment Liaisons that operate under the supervision of that office. Assessment leads from 30 departments (representing 5 colleges) responded to the survey. Data indicated that a majority of annual assessment activities were conducted by either a single individual or a standing committee, with nearly 70% indicating that no additional support (e.g. stipend, release time) was provided for this service. There was no strong consensus in the AEEC regarding next steps beyond some support for determining the cost to the University for offering a 3 unit/AY release to an assessment lead for this service and that if the cost of this could be accurately determined, to present this information to the PRBC

Regarding Goal 2, we tasked a smaller working group to gather and organize materials pertaining to reliability in assessment practices. We then deliberated how best to disseminate this information and encourage assessment leads across the campus to be mindful of the importance of reliability in assessment instruments. Attempts to schedule presentations and/or workshops in Pollak library were not fruitful, however we were able to conduct a reliability workshop/presentation during the annual Assessment Forum. The committee agreed that preparations must be made earlier in the Fall semester regarding booking opportunities with Pollak and the FDC.

### **Additional Business**

The other notable task accomplished by the AEEC during this term was revision of the Crosswalk PPR guidelines. AVP Su Swarat brought the matter to the committee asking for revision primarily focused on programs that were allowed to submit accreditation reports in lieu of the PPR, and if that was the case, how to align the two in order to fulfill the requirements of the PPR clarifying what additional information and in what format. A significant number of edits to the Crosswalk were made going beyond those initially requested, but the Committee felt those changes were important and unanimously approved.

### **Future Items**

The most pressing and immediate item to be completed for the start of the AY 22-23 term is to elect a committee chair. Unfortunately, no eligible candidate stepped forward at the conclusion of the Spring 22 semesters to be considered.

## C. Campus Facilities & Beautification Committee – report submitted by Cotton Coslett

### Committee Membership

Campus Facilities & Beautification Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Mateo	Tannatt	mtannatt	Art	ARTS	2022
Allyson	Fry-Petit*	afry	Chemistry and Biochemistry	NSM	2022
Pending				NSM	2022
Mo	Sami	msami	Public Health	HHD	2022
Cotton	Coslett	ccoslett	Library - Administration	L/A/C	2022
Ed	Knell	eknell	Anthropology	SOC SCI	2022
Fangfang	Du	fangfangdu	Finance	CBE	2023
Mugdha	Yeolekar	myeolekar	Religious Studies	HUM	2023
Joyce	Gomez-Najarro	kgomez-najarro	Literacy & Reading Education	EDUC	2023
Deepak	Sharma	dsharma	Civil & Environmental Eng	ECS	2023
Philip	Weir-Mayta	pweir-mayta	Comm Sciences and Disorders	CCOM	2023
Ali	Izadian	izadian	Assoc VP-Facilities Mgmt	Ex Officio	non-voting
Pending				Staff (by Pres)	Staff
Larry	Martin	larrymartin	Student Affairs	Staff (by Pres)	Staff
Cassandra	Hallett	asiccro@fullerton.edu		Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Amir	Dabirian	adabirian	VP for IT	ADMIN	Ex Liaison

### Committee Actions

The committee dedicated its meetings to enrich CSUF experience for students, faculty, staff, and visitors.

- a) The committee actively sought input from both committee members and the Academic Senate Executive Committee regarding campus facilities' safety, improvements, and maintenance. The input included, but was not limited to,
- i. Increasing outdoor spaces for students and classes
  - ii. Adding shade cloths and umbrellas to various outdoor spaces on campus.
  - iii. New landscaping
  - iv. Concerns about reducing stress/anxiety for students and faculty returning to campus
  - v. Diversifying campus artwork to reflect our CSUF community, as well as seeking to include local native artists to reflect the land on which we are fortunate to operate
  - vi. Maintaining proper and current signage through various stages of COVID.
  - vii. Potential archeological issues on campus when new construction begins
  - viii. Campus artwork in alumni engagement efforts
  - ix. McCarthy Hall renovations
  - x. Restroom equity in ECS Building
  - xi. Using UV light as a cleaning agent for COVID-19
  - xii. Classroom A/V upgrades
  - xiii. Window shutters in E-100
  - xiv. Responsible lifting of campus mask mandates
  - xv. Collaborating with campus diversity initiatives

- xvi. Signage on Folino Drive for pedestrian safety
- xvii. Safety and consistency of lecturer office spaces

**Future Items**

The committee will continue to work with the stakeholders to meet CSUF's goals and missions.

## D. Diversity and Inclusion Committee – report submitted by Rebecca Dolhinow

### Committee Membership

Diversity & Inclusion Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
April	Franklin	apfranklin	Marketing	CBE	2022
Benikia	Kressler	bkressler	Special Education	EDUC	2022
Hyun Sook	Kim	hyunskim	Theatre and Dance	ARTS	2022
John	Sanders	jwsanders	Mechanical Engineering	ECS	2022
Michelle	Ramos	mcramos	Child and Adolescent Studies	HHD	2022
Parvin	Shahrestani	pshahrestani	Biological Science	NSM	2023
Pending				NSM	SPRING 2022
Anthony	Davis	anthonydavis	Library - Administration	L/A/C	2023
Gregory	Yorba	gyorba	Library - Administration	L/A/C	FALL 2021
Brian	Lovato	blovato	PAJ	SOC SCI	2023
Rebecca	Dolhinow	rdolhinow	Women & Gender Studies	HUM	2023
Ricardo	Valencia*	rivalencia	Communications	CCOM	2023
Bobbie	Porter	boporter	AVP HRDI	Ex Officio	non-voting
Janica	Torres	asicido@fullerton.edu		Student	2022
Student					2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Alexandro	Gradilla	agradilla	Chicana/o Studies	SOC SCI	Ex Liaison

### Committee Actions

#### A. UPS Documents

##### a. UPS 210.002

i. The committee revisited this UPS after working on it last year. It also came to our attention that FAC had recently worked on the document. When done with our revisions D&I and FAC worked together to create a final version incorporating the D&I revisions to the new FAC document and sent it to Senate in April 2022.

##### b. UPS 100.006

i. The committee created an entirely new version of the “civility” UPS. In this new version we focus on community and inclusion over the problematic term “civility.” The new UPS was reviewed by Senate Exec and in our last meeting of the year we discussed how we would proceed with revisions next year.

##### c. UPS 260.102

i. At Senate Chair Stambaugh’s request, the committee began examining the sabbatical UPS. Bobbie Porter and committee chair Becky Dolhinow met with Chair Stambaugh and FAR representative Ed Collom to discuss sabbatical process in early February 2022.

ii. Bobbie Porter requested data on sabbatical to be sent to Porter’s office in HR for processing to keep anonymity. Request was made in early February 2022. We are still waiting for data.

##### d. UPS 211.00 & 211.100

i. The committee began reviewing the UPS on department chairs in the 21-22 year. FAC will also be reviewing these UPS and asked that we go over them first. In our last meeting we made it through a first draft of UPS 211.000.

##### e. 210.000



i. Fac requested that D&I review this UPS in the spring semester. We examined it as a group and decided it was too much to take on this year with all of the other UPS we still had on the table.

B. Non-UPS work

- a. Fielded university community concerns/questions about:
  - i. Professors' acknowledgement of religious holidays not on the academic calendar
  - ii. Removing the name Columbus Day from all university documents and replacing with Indigenous People's Day
- b. Voted to meet twice a month and had approved by Senate, met twice in April

C. Plan for 2022-2023 academic year

- a. Revisit UPS 100.006 when it is returned from Senate
- b. Work on UPS 210.000
- c. Work on UPS 260.102
- d. Finish work on UPS 211.000 and 211.100
- e. Start to work on Academic Dishonesty UPS 300.021 & 300.030 to follow up on changes SALC makes and for general review
- f. Any work requested by Senate chair

## E. Elections Committee

### Committee Membership

Elections Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Matthew	Jarvis	njarvis	PAJ	SOC SCI	2022
Mira	Farka	mfarka	Economics	CBE	2022
Kanika	Sood	kasood	Computer Science	ECS	2022
Javette	Hayes	jhayes	Human Comm Studies	CCOM	2023
Paul	Stapp	pstapp	Biological Science	NSM	2023
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Stephen	Stambough	sstambough	PAJ	SOC SCI	Ex Liaison

### Election Results

- a) [ASD 21-107 Special Election, Fall 2021](#)
- b) [ASD 21-126 2nd Special Election, Fall 2021](#)
- c) [ASD 22-29 Special Election, Spring 2022](#)
- d) [ASD 22-36 CSU Election, Spring 2022](#)
- e) [ASD 22-55 All-University Elections, Spring 2022](#)

## F. Extension and International Programs Committee – report submitted by Hakob Avetisyan

### Committee Membership

Extension and International Programs Committee (formerly Extended Education Committee)					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Nathan	Carr	ncarr	Modern Languages & Lit	HUM	2022
Denise	Stanley*	dstanley	Economics	CBE	2022
Daniel	Sutko	dsutko	Human Comm Studies	CCOM	2022
Hakob	Avetisyan	havetisyan	Civil & Environmental Eng	ECS	2022
John	Hickok	jhickok	Library - Administration	L/A/C	2022
Debra	Ambrosetti	dambrosetti	Secondary Education	EDUC	2023
Bill	Meyer*	wmeyer	Theatre and Dance	ARTS	2023
Maria Soledad	Ramirez	msramirez	Biological Science	NSM	2023
Toby	Rider	trider	Kinesiology	HHH	2023
Devon	Thacker Thomas	dethomas	Sociology	SOC SCI	2023
Rommel	Hidalgo	rhidalgo	VP - Administration	Ex Officio	non-voting
Joe	Shapiro		Interim AVP UEE/IPGE	Ex Officio	non-voting
Student				Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Amir	Dabirian	adabirian	VP for IT	ADMIN	Ex Liaison

### ACKNOWLEDGMENTS (ADMINISTRATION AND STAFF SUPPORT)

- Mara Cabrera
- Becky Jatczak
- Christina Kim
- Karen McKinley
- Jessica Solis-Bado
- Sandy Wong

### COMMITTEE MEETINGS (ALL INPERSON AND VIA ZOOM), MONDAYS, 3P-4P

- 09/13/2021
- 10/11/2021
- 11/15/2021
- 12/13/2021
- 02/07/2022
- 03/14/2022
- 04/11/2022
- 05/02/2022

### APPROVED NEW/MODIFIED POLICIES/PROCEDURES (SEE APPENDIX BELOW)

- Requirements for Extended Education Course Proposals and Syllabi (effective fall 2021) modified to strike out library requirement line (item #7 on the second page) from the syllabi for online and hybrid instruction courses.
- Proposed by John Hickok
- Approved by committee: 02/07/2022

### APPROVED PROPOSALS

- SEDU 7285 Korean Language Teachers' Annual Conference
- SECS 7289 Advanced Quality Engineering

- SECS 7290 Product Development Engineering
- SECS 7296 Biomanufacturing – Materials, Processes and Technologies
- Certificate in Lean Six Sigma Green Belt

## **APPENDIX**

### Requirements for Extended Education Course Proposals and Syllabi (effective fall 2021)

The following requirements shall apply to all new Extended Education CEU course proposals. These requirements shall not apply to CEU-bearing workshops lasting one day or less.

At a minimum, course proposals **must** include:

1. Course description
2. Number of course hours and CEUs
3. Outline of topics to be covered

At a minimum, syllabi presented to the University Extended Education Committee for review **must** contain the following:

1. Course information to include (a) course name, (b) course number, (c) course description, (d) learning outcomes or objectives, and (e) required course materials
2. A statement on academic integrity, or a link to the campus policy at <http://fdc.fullerton.edu/teaching/syllabus.php>

At a minimum, syllabi presented to the University Extended Education Committee for review **must** contain the following. However, if the instructor has not been identified at the time of submission, the headings for these sections **must** be included but the sections may be left blank until the course is about to be taught:

1. Office/contact hours (including items such as how quickly the instructor will respond to e-mail questions and online assignments, how often the instructor will be online, and alternate communication options)
2. Grading standards and criteria to include a statement indicating whether or not +/-grading will be used.
3. Grading policy to include (a) examination dates, (b) "make up" policy (if any), (c) required materials and equipment, (d) penalties for academic dishonesty (group/individual), and (e) attendance policy
4. Class assignments to include (a) papers (number, length, when due, etc.), (b) required projects (group/individual), and (c) a list of topics to be covered (with a daily or weekly schedule if feasible)
5. Extra credit options (if any). Such options shall be available to all students on an equitable basis.
6. Appropriate online behavior or "Netiquette"
7. Technical competencies expected or required of the students
8. Minimum computer hardware and software specifications, and course website access requirements
9. Whom to contact in case of technical problems

It is recommended that syllabi include:

1. For face-to-face sessions (if applicable), instructor classroom management procedures (if any). Instructors have the authority and discretion to set classroom expectations to foster

student learning. For example, instructors may specify expectations regarding classroom participation, entering/exiting class during the class period, student seating, the use of electronic communication devices (cell phones, pagers, etc.), laptop use, or other behaviors. If the instructor has not been identified at the time of submission, the heading for this section should be included but the section may be left blank until the course is about to be taught.

The following information **must** be included in syllabi for online and hybrid instruction courses. However, if the instructor has not been identified at the time of submission, the headings for this section **must** be included but the section, may be left blank until the course is about to be taught:

1. How participation in online activities will be assessed and graded (e.g., participation in chat sessions, frequency of web access, postings, camera activation requirements during synchronous sessions, etc.)
2. Whether and how the instructor will track student online activities, for example, by maintaining a copy/log of online discussions and chat session, etc.
3. Deadlines for posting and submission of assignments
4. Safeguards as to how student work will be authenticated
5. Alternative procedures for submitting work, in the event of technical problems
6. On-campus meeting requirements, if any
7. ~~The link to the library's policy page for online instruction students~~

## G. Faculty Affairs Committee – report submitted by Christine Scher

### Committee Membership

Faculty Affairs Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Kristi	Kanel	kkanel	Human Services	HHD	2022
Christine	Scher	cscher	Psychology	SOC SCI	2022
Jason	Shepard	jshepard	Communications	CCOM	2022
Maritza	Lozano	malozano	Educational Leadership	EDUC	2022
Ankita	Mohapatra	amohapatra	Computer Engineering	ECS	2022
Chethan	Srikant	csrikant	Management	CBE	2023
Dave	Mickey	dmickey	Theatre and Dance	ARTS	2023
Pending				ARTS	2023
Parvin	Shahrestani	pshahrestani	Biological Science	NSM	2023
Nicholas	Salzameda	nsalzameda	Chemistry and Biochemistry	NSM	SP 2022
Emily	Kuffner	ekuffner	Modern Lang and Lit	HUM	2023
Sarah	Parramore	sparramore	Library	L/A/C	2023
Kristin	Stang	kstang	Asst VP Faculty Support Services	Ex Officio	non-voting
Ed	Collom	edcollom	Director FAR	Ex Officio	non-voting
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Joao	Barros	jbarros	Kinesiology	HHD	Ex Liaison

**FAC has been very productive during Academic Year (AY) 2021-22. Highlights are listed below.**

- UPS 210.000 *Tenure and Promotion Personnel Procedures*. FAC revised this document with a focus on clarifying procedures throughout, approved it November 2021, and forwarded it to CSUF’s Diversity and Inclusion (D & I) committee for additional input. D & I plan to review this document during the 2022-23 AY.
- UPS 210.002 *Tenure and Promotion Personnel Standards*. FAC and D & I worked collaboratively over a four-month period to enhance incorporation of diversity, equity, and inclusion principles. The revised document was approved by Academic Senate (AS) May 2022.
- UPS 210.050 *Recruitment and Appointment of Temporary Faculty*. FAC revised this document, with edits focused on obtaining input from tenure-line faculty when hiring temporary faculty. This revision was forwarded April 2022 to Human Resources, Diversity, and Inclusion (HRDI) for HRDI compliance review before final approval by FAC and referral to D & I for additional input.
- UPS 211.000 *Responsibilities of Departments and Department Chairs* and 211.100 *Appointment of Department Chairs and Vice-Chairs*. FAC developed a set of questions to address the concern that there is no clear evaluation system that accounts for the unique contributions Chairs make. Consequently, Associate Professor Chairs may be at a disadvantage when seeking appointment to Professor. In April 2022, this question set was forwarded to AS to promote discussion of this concern.
- UPS 260.100 *Assigned Time for Exceptional Levels of Service to Students*. FAC was charged with reviewing this document for equitable distribution of awards. The resulting revision focused on 1) incorporating language of the recently-approved Collective Bargaining Agreement (CBA) and 2) altering the timeline for application

review and funding in order to facilitate individual, department, and college planning. The revised document was approved by AS April 2022.

- UPS 260.102 *Sabbatical Leaves*. FAC revised this document primarily to enhance consistency with the CBA. This revision was forwarded April 2022 to D & I for input.
- UPS 260.104 *Guidelines for Granting Difference in Pay Leaves*. FAC reviewed and revised this document for compliance with the CBA, consistency with UPS 260.102 *Sabbatical Leaves*, and clarity. This revised document was approved by AS April 2022.
- Department Personnel Standards for Contract Librarians. These standards were reviewed and approved by FAC December 2021. They were subsequently approved by administration for implementation Spring 2022.

### **Priorities for AY 2022-23**

FAC anticipates another very productive AY. Priorities include:

- 210.020 *Periodic Evaluation of Tenured Faculty*. FAC plans to review and revise this document for congruency with UPS 210.002, focusing on de-emphasis of Student Opinion Questionnaires as a measure of teaching performance.
- 230.020 *Policy on Office Hours*. FAC plans to review and revise this document for clarity, with focus on policy as it applies to alternative modalities of course content delivery (e.g., hybrid, asynchronous).
- Potential resolution to develop task force addressing workload issues. FAC will consider constructing a resolution to develop a task force addressing workload. A primary concern is potential conflict between workload as outlined in the CA State University's EP&R 76-36 *Faculty Workload: Policies and Procedures* and our campus' expectations for success in the retention, tenure, and promotion process.

## H. Faculty Development Center Board – report submitted by Kristy Forsgren

### Committee Membership

Faculty Development Center Board					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Gayle	Brisbane	gbrisbane	Communications	CCOM	2022
Zakyi	Ibrahim	zibrahim	Religious Studies	HUM	2022
Rob	Watson	rwatson	School of Music	ARTS	2022
Sarah	Grant	sagrant	Anthropology	SOC SCI	2022
Aja	McKee	amckee	Special Education	EDUC	2022
Min	Choi*	choimin	Management	CBE	2023
Shelli	Wynants*	swynants	Child & Adolescent Studies	HHD	2023
Michaela	Keating	mckeating	Library - Administration	L/A/C	2023
Rakeshkumar	Mahto	ramahto	Computer Engineering	ECS	2023
Kristy	Forsgren	kforsgren	Biological Science	NSM	2023
Erica	Bowers	ebowers	Director Faculty Dev. Ctr	Ex Officio	non-voting
Kristin	Stang	kstang	Asst VP Faculty Support Services	Ex Officio	non-voting
<del>Amir</del>	<del>Dabirian</del>	<del>adabirian</del>	<del>VP-IT</del>	Ex Officio	non-voting
Berhanu	Tadesse	btadesse	IT - Operations		
Elaine	Frey	efrey	Asst VP, Grad Studies	Ex Officio	non-voting
Student				Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Michael	Milligan	mmilligan	Finance	CBE	Ex Liaison

### Committee Actions

For AY 2021-22, the Faculty Development Center Board set four goals: 1) Continued work with FDC-sponsored programs including: Mentor Connex, Faculty Research Network (FRN; previously Virtual Research Network), Peer Observation Process for PD (POPPD; previously Peer Observation Protocol) to validate the protocol that was developed; 2) Create a focus group based on College of the Arts faculty survey of FDC needs; 3) Develop a small learning community for departments/colleges needing DEI support; and 4) Host a mid-career faculty event to support faculty post-tenure.

The FDC continued to offer a range of support. The number of Faculty Fellows who receive reassigned time or faculty additional pay is now at 7.

1. Gina Harmston: Faculty Fellow for Teaching and Learning/Mindfulness
2. Terri Patchen: Faculty Fellow for Scholarly and Creative Writing/Retention Efforts
3. Matt Englar-Carlson: Faculty Fellow for Diversity and Inclusion
4. Kathleen Preston: Faculty Fellow for Quantitative Research Support (co-sponsored by ORSP)
5. Lucia Alcalá: Faculty Fellow for Qualitative Research Support (co-sponsored by ORSP)
6. Kelly Ruppert: FDC Instructional Designer
7. Michele Barr: Lecturer in Residence

**1. Continued FDC-sponsored programs.** The FDC Board continued its work on several FDC sponsored programs. Examples that supported goal #1 included:



- Mentor Connex 2021 cohort completed their one-year of participation (program runs spring to fall). In January 2022, the FDC recruited 24 mentors that were matched to 27 mentees. Each mentee has two mentors for spring through fall 2022.
- The Virtual Research Networking Event (VRN) was rebranded to the Faculty Research Network (FRN). To date, 74 CSUF faculty have created a research profile on the FRN Canvas site to facilitate across-campus collaborations and promote alternative creative and scholarly activities. FRN began publishing a bimonthly newsletter. Two FRN events were planned for AY2021-22; the fall event (held November 5th) included 20 faculty. The spring event (held April 22, during Research Week) included 5 faculty.
- The FDC continued their work on Peer Observation Process for Professional Development (previously Peer Observation Protocol). The protocol was vetted with Labor/Compliance and FAR. It is currently in voluntary use. The Department of Biological Science is currently using the protocol.
- The Faculty Recognition for Service (Dec 9th) and Outstanding Professor (Feb 24th) events were held on campus during AY2021-22.
- FEID received 42 proposals. They were peer reviewed and 24/42 (57%) were funded.
- Robert and Louise Lee Collaborative Teaching (RLLCT) Award. This year there were enough funds in the RLLCT disbursement account to also open a call that is in conjunction with the FEID award. 5/9 (55%) of proposals were funded.
- New Faculty Orientation will include 27 new tenure track hires (one faculty is converting from visiting professor to assistant) for an in-person/on-campus event the week of Aug. 17. In addition, the FDC will return to an in-person Resource Fair with various constituencies across campus invited. New lecturers will be invited to attend either an inperson or an asynchronous orientation.

**2. College of the Arts (COTA) focus group.** The FDC Board made progress in discussion of how the FDC can better serve COTA faculty. We aim to provide support to faculty involved in creative projects. This stems from concern that COTA faculty and creative projects do not receive the same support as do research faculty and projects.

**3. Develop DEI learning community.** The FDC aimed to develop a small learning community for department/colleges in need of DEI support. However, as the campus provided EPM training the learning community was postponed until AY 2022-23. Next year, Dr. Alison Dover will return to the FDC as a Faculty Fellow and will offer a small-learning community, “Teaching for Social Justice” which will meet over the course of the Fall 22-Spring 23 academic year.

**4. Mid-Career Faculty Support.** The FDC Board’s goal was to support associate professors professionally and to provide information for decision-making for promotion to full professor. A two-day virtual mid-career retreat was held January 11 – 12 and included several topics of interest to mid-career faculty including: human resources perspectives on promotion to full professor and benefits, university service, and building community. The FDC has another event planned for January 2023. Two topics that have been suggested to be of interest to mid-career faculty include which will include full professor portfolio preparation, transition into administrative positions.

## **FUTURE ITEMS**

The FDC Board elected Kristy Forsgren to serve as chair for AY 2022-23.

Priorities for the next academic year may include:

1) continue to offer successful FDC programs (e.g., Mentor Connex, FRN, POPPD; 2) create a focus group based on Rob Watson's College of the Arts faculty survey of FDC needs; 3) expand DEI programming that may include topics of disability and accessibility; and 4) host additional mid-career faculty event to support faculty post-tenure.

## I. Faculty Research Policy Committee – report submitted by Nikolas Nikolaidis

### Committee Membership

Faculty Research Policy Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Elise	Assaf	eassaf	Communications	CCOM	2022
Deanna	Jung	dejung	School of Nursing	HHD	2022
Jessie	Peissig	jpeissig	Psychology	SOC SCI	2022
Jennifer	Yee	jyee	Asian American Studies	HUM	2022
Ilda	Cardenas	ildacardenas	Library - Administration	L/A/C	2022
Gavin	Tiemey	gtiemey	Secondary Education	EDUC	2023
Heather	Denyer	hdenyer	Theatre and Dance	ARTS	2023
Nikolas	Nikolaidis	nnikolaidis	Biological Science	NSM	2023
Richard	Parry*	rparry	Management	CBE	2023
Kiran	George	kgeorge	Computer Engineering	ECS	2023
Binod	Tiwari	btiwari	AVP Research and Special Projects	Ex Officio	non-voting
Yolanda	Uzzell	yuzzell	Manager, Research and Special Project		
Sydney	Dawes	sdawes	Director ASC (Sponsored Pgrms)	Ex Officio	non-voting
Michael	Coughlin	mcoughlin	University Risk Management Rep	Ex Officio	non-voting
Student					2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Rebecca	Sheehan	rsheehan	Cinema and Television Arts	CCOM	Ex Liaison

### Committee Actions

For AY 2021-22, the Faculty Research Policy Committee (FRPC) set out two goals: (I) Collect information, review, and disseminate the results of the survey on the top obstacles that faculty researchers face at CSUF in their scholarly and creative activity with a focus on extramural grant writing. (II) The FRPC also reviewed and revised the UPS 630.000 POLICY TO INVESTIGATE INSTANCES OF POSSIBLE RESEARCH MISCONDUCT.

(I) The committee worked on categorizing the results into two discreet categories of data (quantitative and qualitative). The committee disseminated a first set of quantitative results and is currently working on generating qualitative observations. In Fall 2022, we plan to integrate the two pieces of results to produce a holistic picture of the issues identified.

(II) Revision of the UPS 630.000 POLICY TO INVESTIGATE INSTANCES OF POSSIBLE RESEARCH MISCONDUCT

The committee reviewed the original policy and identified several issues with many pieces of important information missing. To follow federal policies and be compatible with policies in other institutions, the committee decided to completely rewrite the policy adding a lot of missing text, definitions, and responsibilities, as well as added language on the procedures that need to be followed.

### Future Items

The FRPC will continue working on the top obstacles that faculty researchers face at CSUF on obtaining extramural funding by analyzing the survey findings. Our aim is to identify the top issues and propose how to resolve these issues. The committee will also work on the 630.00 policy when we get feedback from the legal team and other entities (e.g., faculty union). Additionally, we will initiate work on UPS 620.000 and work on generating an export control policy and the Intellectual property policy for our campus.

## J. General Education Committee – report submitted by Greg Childers

### Committee Membership

General Education Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Rosie	Ordonez-Jasis	rordonez	Literacy and Reading Educ	EDUC	2022
Greg	Childers*	gchilders	Physics	NSM	2022
Jon	Bruschke*	jbruschke	Human Comm Studies	CCOM	2022
JR	Luker	jmluker	Theatre and Dance	ARTS	2022
Karyl	Ketchum	kketchum	Women and Gender Studies	HUM	2022
John	Gleaves	jgleaves	Kinesiology	HHD	2023
Sarah	Hill	shill	PAJ	SOC SCI	2023
Barbara	Miller	bmiller	Library - Administration	L/A/C	2023
Pratanu	Ghosh*	pghosh	Civil & Environmental Eng	ECS	2023
Lary	Howard	larryhoward	Economics	CBE	2023
Elizabeth	Boretz	eboretz	AVP Student Success/Dir-Acad Advising Svcs	Ex Officio	non-voting
Mark	Filowitz	mfilowitz	AVP-Academic Prog	Ex Officio	non-voting
James	Hussar				
Student				Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Eileen	Walsh	ewalsh	Sociology	SOC SCI	Ex Liaison

### Committee Actions

- The committee reviewed eight and approved six courses for GE.
- The committee completed a self-study for the GE PPR.
- The committee launched an assessment of the GE oral communications outcome.
- The committee discussed possible changes to Overlay Z following a Senate discussion but decided to take no action at this time.
- The committee approved a change to UPS 300.004 requested by UCC to permit GE course syllabi to provide a link to GE learning objectives maintained by Academic Programs in place of a list of those objectives. However, this change did not come up for consideration by the Senate.
- The committee approved a request from the Math department for a lower-division Area C waiver to accommodate a change in their programs following the terms of Senate Resolution ASD 21-11. The committee further determined that ASD 21-11 does not apply to any future program changes, and that future waiver requests will be considered individually.
- The committee approved a change to UPS 411.201 to clarify that all courses taught in languages other than English shall not focus solely on the acquisition of language skills.
- The committee drafted ASD 22-19, a resolution on the implementation of AB 928.
- At the request of the Honors Program Director search committee chair, the GE committee appointed a representative for the search committee.
- Greg Childers was reelected chair for 2022-2023.

### Future items

- The GE program will complete the PPR in 2022-2023.
- The GE committee will begin implementing changes required by the upcoming revision of the CSU GE Breadth Requirements (EO 1100) made in response to AB 928.
- Following implementation of AB 928, the committee should develop a sustainable model for GE Recertification.

## K. Graduate Education Committee – report submitted by Nancy Watkins

### Committee Membership

Graduate Education Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Ying (Roselyn)	Du	rdu	Communications	CCOM	2022
Kristy	Forsgren	kforsgren	Biological Science	NSM	2022
Nancy	Watkins	nwatkins	Ed Doctorate	EDUC	2022
Sam	Stone	sstone	PAJ	SOC SCI	2022
Robert	Sage	rsage	Library - Administration	L/A/C	2022
Pending				ARTS	2023
John (Kenneth)	Faller	jfaller	Computer Engineering	ECS	2023
JC	Westgate	jctestgate	English, Comp Lit, and Linguistics	HUM	2023
Yuying	Tsong*	yuying.tsong	Human Services	HHD	2023
Pawel	Kalczynski	pkalczynski	ISDS	CBE	2023
Mark	Filowitz	mfilowitz	AVP-Academic Prog	Ex Officio	non-voting
Elaine	Frey	efrey	Asst VP, Grad Studies	Ex Officio	non-voting
Student				Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Rebecca	Sheehan	rsheehan	Cinema and Television Arts	CCOM	Ex Liaison

### Committee Actions

The Graduate Education Committee began last fall with a focus on three agenda items: A) UPS review and revision, B) Updates to programs and practices that serve graduate students, and C) profiles of graduate students to highlight our programs and degrees. Below is a summary of committee accomplishments.

**UPS review and revision.** A significant accomplishment of the Graduate Education Committee was the review and revision of two UPS. UPS 270.103 and UPS 410.106 were revised by the committee and approved by the Academic Senate. The collective work to update these two UPS was the focus of committee work during fall 2021. In spring 2022, the committee sent both items to the Academic Senate where they were updated and approved.

**Updates to programs and practices that serve graduate students.** Partnering with Graduate Studies, the Graduate Education Committee worked on updating award programs for graduate students, reviewing graduate student success data, and relaying information to home departments and colleges about policies related to graduate education (ex. GVAR, GSSC).

**This is Grad Ed.** This is Grad Ed was a video series of graduate students representing a variety of graduate programs. Students shared their experiences at CSUF and their videos were shown at each Graduate Education Committee meeting to highlight the amazing work our students and faculty do. Graduate studies may use some of the videos in promotional campaigns.

## **Future Items**

The Graduate Education Committee intends to continue advocating for graduate students. We hope that all colleges/departments are represented by committee membership next year. Future items include highlighting faculty members in graduate education, accreditation activities, and continuing policy reviews and updates that serve graduate education.

## L. Information Technology Committee – report submitted by Charles Grieb

### Committee Membership

Information Technology Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Nimer	Alrushiedat	nalrushiedat	ISDS	CBE	2022
Colleen	Greene	cgreene	Library-Administration	L/A/C	2022
Gordon	Capp	gcapp	Social Work	HHD	2022
Loretta	Donovan	ldonovan	Elementary & Biling Educ	EDUC	2022
Patricia	Schneider-Zioga	pzioga	English, Comp Lit, and Ling	HUM	2022
Kathryn	Metcalf	kametcalf	Geological Sciences	NSM	2023
Pradeep	Nair*	pnair	Computer Engineering	ECS	2023
Charles	Grieb	cgrieb	Art	ARTS	2023
Emily	Erickson	eerickson	Communications	CCOM	2023
Eriko	Self*	eself	Psychology	SOC SCI	2023
<del>Franroze</del>	<del>Nirjee</del>	<del>fnirjee</del>	<del>President</del>	Ex Officio	non-voting
Amir	Dabirian*	adabirian	VP - IT		
<del>Carolyn</del>	<del>Thomas</del>	<del>cethomas</del>	<del>Provost/VPAA</del>	Ex Officio	non-voting
Elaine	Frey	efrey	Asst. VP, Graduate Studies		
<del>Ron</del>	<del>Coley</del>	<del>rcoley</del>	<del>VP Admin &amp; Finance/CFO</del>	Ex Officio	non-voting
Rachel	Lasser	rlasser	Admin & Finance - IT		
<del>Amir</del>	<del>Dabirian*</del>	<del>adabirian</del>	<del>VP - IT</del>	Ex Officio	non-voting
Willie	Peng	wpeng	IT		
<del>Tonantzin</del>	<del>Osseguera</del>	<del>tosseguera</del>	<del>Interim VP Student Affairs</del>	Ex Officio	non-voting
Liz	Zavala	ezavala-acevez	Career Center		
Sandeep	Chopra	schopra	Director IT, UEE	Ex Officio	non-voting
Erica	Bowers	ebowers	Director FDC	Ex Officio	non-voting
Shelli	Wynants*	swynants	Director Online Ed & Training	Ex Officio	non-voting
Cassandra	Hallett	asiccro@fullerton.edu		Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Amir	Dabirian	adabirian	VP - IT	ADMIN	Ex Liaison

### Committee Actions

For AY 2021-22, Information Technology Committee continued their role (a) acting as an **information technology advisory board** with monthly CITO updates and provided committee feedback, (b) Addressed the challenge of responding to the ongoing Pandemic and tech needed to maintain instructional delivery as well as the transition back to predominantly in-person classes (c) Contributed to a rewrite of **UPS 411.104, “Policy on Online Instruction”**, (d) Discussed Sharon Seidman’s ATI Study, (e) reviewed and recommended **UPS 103.004 “Computing Resources Use Policy”**, (f) discussed **UPS 103.005, “World Wide Web Policy”**. (g) discussed concerns of Academic Integrity in online courses, and (h) discussed an Intellectual Property/LMS Policy. The committee concluded the year with electing Prof. Chuck Grieb to serve as for the 2022-23 AY.

**A. Acting as Information Technology Advisory Board.** Issues of note which were discussed include the Chancellor’s Security Audit, Equity in technology—both access and opportunities, the ATI Study, Online Courses policies, Intellectual Property/LMS policy, the Website policy, the new Campus Portal, the new CEDA Center, CSUCCESS /Titan Ware, Academic Integrity in online courses, and the significant impact the Pandemic has had on the use of technology in the delivery of instruction. The committee will continue to act as an advisory board and monitor implementation of these and other academic

technology strategies.

**B. ATI Study.** Dr. Sharon Seidman presented her research findings on how CSUF handles support for providing accessibility, especially as it pertains to Academic Technology. The conclusions suggested a need to centralize and better coordinate the provided ATI resources. The Committee wrote a recommendation to the ATI Chair that the statement provided in AY 2020-21, which advocated for resources allocated to addressing the challenge of accessibility be authorized, be revisited and considered in light of these new findings.

**C. UPS 411.104, “Policy on Online Instruction”.** Discussion was concluded and a revised policy recommendation sent to the UCC.

**D. UPS 103.004 “Computing Resources Use Policy”.** Recommended to Senate Exec that the policy be maintained as written and with the request that the fonts be made consistent in the published version

**E. UPS 103.005, “World Wide Web Policy”.** In consultation with University Counsel, the committee recommended to the Web Governance Committee that the policy be rescinded and put the responsibility to manage the website content to IT. Also recommended is that IT establish procedures for handling the web but remove the policy from the UPS statements. Web Governance Committee will look at this policy again and come to Senate IT Committee with a recommendation in fall 2023.

### **Future Items**

Review UPS 103.005, discussion of a new LMS Policy, and the discussion of concern about Academic Integrity in Online courses are ongoing and a priority for the committee to conclude in 2022-23. The committee will continue its service as an information technology advisory board.



## M. International Education Committee – report submitted by April Bullock

### Committee Membership

International Education Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Charles	Lee	charleshlee	Mathematics	NSM	2022
Scott	Bolman	sbolman	Theatre and Dance	ARTS	2022
Natalie	Graham	ngraham	African American Studies	SOC SCI	2022
Mun	Yong	myong	Cinema and Television Arts	CCOM	2022
Sagil	James	sagiljames	Mechanical Engineering	ECS	2022
John	Hickok	jhickok	Library - Administration	L/A/C	2023
Rommel	Salvador*	rsalvador	Management	CBE	2023
Joe Albert	Garcia	kgarcia	Human Services	HHD	2023
Rebecca	Gutierrez Keeton	rgkeeton	Educational Leadership	EDUC	2023
April	Bullock	abullock	Liberal Studies	HUM	2023
Joe	Shapiro		Dean UEE	Ex Officio	non-voting
John	Beisner	jbeisner	Director of Risk Management	Ex Officio	non-voting
Student				Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Joao	Barros	jbarros	Kinesiology	HHD	Ex Liaison

### Committee Actions

The committee elected April Bullock to return as chair for the 2022-2023 term.

The committee continued its work on Virtual International Education and awarded one grant.

The committee also monitored the situation of international students on campus (both for COVID related issues and war), as well as the status of outbound programs for traditional study abroad.

The committee decided to work on learning more about the scope of traditional study abroad as well as other types of virtual and in person international experiences in each of the colleges, as well as learning how such programs are developed and maintained in the colleges. Our hope is that by learning more about what's being done currently we can find paths to provide support for faculty to create and sustain more international experiences into student life at CSUF.

## N. Internships and Service Learning Committee – report submitted by John Haan

### Committee Membership

Internships & Service Learning Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Karen	Callagher	kagallagher	Marketing	CBE	2022
Amber	Wilson	achitty	Communications	CCOM	2022
John	Patton	johnpatton	Anthropology	SOC SCI	2022
Pending				ARTS	2022
Rakeshkumar	Mahto	ramahto	Computer Engineering	ECS	2022
Pending				HUM	2023
Aja	McKee	amckee	Special Education	EDUC	2023
John	Haan	jhaan	Chemistry and Biochemistry	NSM	2023
Megan	Graewingholt*	mgraewingholt	Library - Administration	L/A/C	2023
Shana	Charles	scharles	Public Health	HHD	2023
Jingwen	Liu				AY 2021-22
Jennifer	Mojarro	jmojarro	Director - Career Center	Ex Officio	non-voting
Halee	Harrell	hharrell	Career Center		
Dawn	Macy	dmacy	Dir-Ctr Internships & CE	Ex Officio	non-voting
Student				Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Eileen	Walsh	ewalsh	Sociology	SOC SCI	Ex Liaison

### Accomplishments & Activities:

During the 2020-21 academic year the committee focused primarily on service learning:

1. Sent proposed changes to UPS 210.002 (Tenure and Promotion) to the Senate for consideration. The changes requested that HIPs such as internships and service learning are recognized in faculty RTP, as we are aware many departments do not recognize mentoring of interns and teaching with service learning as important components of the RTP process. Many of these proposed changes now appear in the revised UPS 210.002.
2. Sent proposed changes to UPS 411.600 (Service Learning) to the Senate for consideration. These changes are part of the CSU Chancellor's Office establishment of a new form that distinguishes community-engaged learning from service learning; this form is completed by faculty teaching such courses. These proposed changes were approved by the Senate.
3. Discussed service learning with Dawn Macy and Robert Pierce from CICE and also Dr. Jen Yee. We learned how service learning courses are implemented and sought to better understand the needs of faculty who teach with service learning.
4. Discussed the goal of the Senate chair to expand this committee to address more HIPs than just internships and service learning. We recognize this as an important need on campus, and we await consideration from the constitution committee

### Future Outlook:

During the 2022-23 academic year, the committee will:

1. Focus on internships
  - a. Participate in a formal presentation and discussion with CICE
  - b. Review UPS 411.601 (Policy on Academic Internships)
  - c. Discuss faculty workload consideration for supervision of students enrolled in internship courses.

## O. Planning, Resource, and Budget Committee – report submitted by Stacy Mallicoat

### Committee Membership

Planning, Resource, and Budget Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Stacy	Mallicoat	smallicoat	Politics, Admin & Justice	SOC SCI	2022
Jon	Bruschke*	jbruschke	Human Comm Studies	CCOM	2022
Peter	de Lijser	pdelijser	Chemistry & Biochemistry	NSM	2022
Eric	Rodriguez	erodriguez	Marketing	CBE	2022
Bill	Meyer*	wmeyer	Theatre and Dance	ARTS	2023
Mikyong	Kim-Goh	mkingoh	Social Work	HHD	2023
Craig	McConnell	cmcconnell	Liberal Studies	HUM	2024
Jidong	Huang	jhuang	Electrical Engineering	ECS	2024
Minerva	Chavez	mchavez	Secondary Education	EDUC	2024
Anthony	Davis	anthonydavis	Library - Administration	LIBRARY	2024
Franroze	Virjee	fvirjee	President	ADMIN	Ex-O Voting
Danielle	Garcia	daniellegarcia	President's Office		non-voting
Linh	Tran	litran	President's Office		non-voting
Carolyn	Thomas	ccthomas	Provost/VPAA	ADMIN	Ex-O Voting
Tonantzin	Oseguera	toseguera	VP Student Affairs	ADMIN	Ex-O Voting
Ron	Coley	rcoley	VP-Admin & Finance/CFO	ADMIN	Ex-O Voting
Greg	Saks	gsaks	VP-UA	ADMIN	Ex-O Voting
Amir	Dabirian	adabirian	VP - IT	ADMIN	Ex-O Voting
David	Forgues	dforgues	VP-HR	ADMIN	Ex-O Voting
Emeline	Yong	eyong	Student Affairs, MCBE	STAFF	2022
Nelson	Nagai	nnagai	Contracts & Procurement	STAFF	2023
Joshua	Mitchell	aspresident@fullerton.edu		Student	2022
Cassandra	Hallett	asiccro@fullerton.edu		Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Stephen	Stambough	sstambough	PAJ	SOC SCI	Ex Liaison

### Committee Actions

I am pleased to submit for your consideration the Planning, Resource, and Budget Committee's (PRBC) recommendations on planning, strategic priorities, and budgetary matters for FY 2022-2023. The recommendations presented herein reflect the committee's discussions regarding changes in the strategic context in which the University operates, the budget outlook for the next fiscal year, and the strategic and operational priorities identified throughout the year. I hope you find the committee's recommendations helpful as you work with the members of your cabinet on the finalization of the budget for the next academic year.

### FY 2022-2023 Budget Outlook

Based on the Governor's Preliminary Budget, the CSU system anticipates receiving for FY 2022-2023 a baseline General Fund increase of \$211.1 million to support operational costs (equal to a 5% increase) and a 1% enrollment growth (\$81 million). CSUF's share of these is \$7.6 million for operational costs (of the \$103 million that has been allocated to date in the Preliminary Budget) and \$14.7 million for new enrollment. The budget also includes an increase of \$12 million ongoing General Fund to support foster youth students. These increases are tied to a multi-year compact aimed at improving time-to-degree rates, closing equity gaps for first generation and underrepresented students, reducing total costs of

attendance, and aligning curriculum with workforce needs in the areas of STEM, education, and social work. While these baseline fund increases are good news, the preliminary budget allocations are significantly lower than the request made by the CSU. As such, we recognize that there may be limited funds available to address the strategic priorities addressed in this memo.

In prior budget cycles, the campus benefited from one-time money to help bridge the gap between tuition revenues and state funding allocations. However, we have seen how these funds in recent years have been targeted towards specific purposes, which allows for less flexibility. This budget provides \$100 million for deferred maintenance expenses. While our campus share of these funds (\$7 million projected) will be far lower than our current needs, we appreciate the recognition by the Governor regarding the urgency of these issues. However, such designations also limit our flexibility as well, since many of our efforts on campus are often funded with one-time money.

Another challenge will be the possible revenue shortage as a result of reduced enrollment outcomes. In Spring 2022, the campus fell short of our enrollment targets. This amounted to 600 fewer FTES in the Spring, equal to a \$3.9 million loss in revenue loss. Not only did the campus experience a lower headcount (37,365 in Spring 2022, compared to 39,556 in Spring 2021), but the average unit load fell from 12.07 to 11.81. This translates into a loss of faculty, low enrolled classes, and late cancellation of classes, all of which can delay time to degree.

### **Budget Priority Recommendations**

The PRBC commends the administration and particularly President Virjee for vigilant and effective advocacy to address statewide SFR/FTE funding ratios. Based on the FY 2022-23 preliminary budget allocation, CSUF will rank 23rd based on state allocation, and 20th in state allocation + tuition. Slow but material progress appears to have been made and we look forward to more equitable per-campus funding at a statewide level moving forward. The PRBC continues to advocate for equity for per-campus SFR funding levels. Given the forthcoming changes in leadership in the Chancellor's Office, this committee strongly recommends that we continue our advocacy efforts to improve our funding status amongst other CSUs.

The most significant development of the past two years has been responding to COVID-19 challenges. Many on campus made heroic efforts to keep courses active and quality high, but it came with a toll in terms of sharply increased workloads, deterioration of work/life separation, and the development and implementation of new processes and procedures on an unprecedented scale. In particular it should be acknowledged that faculty modality conversions were time consuming and in many cases, overwhelming. Campus-wide burnout and stress is evident; morale has been strained. These pressures should be acknowledged and addressed moving forward with additional allocation of resources.

After addressing mandatory costs and mission critical mandates, the committee has identified the following priorities for new or additional support. We have organized our

recommendations into three priority tiers, and within each tier have identified each priority into short-term and long-term areas. All three tiers are critical to the mission of the university, however we acknowledge that our allocation of resources is limited. We do encourage Divisions to also review these priorities to assess how we can address these issues in the coming years. Short-term priorities require immediate attention and long-term priorities may require immediate planning, but should be addressed in an ongoing manner.

### **First Tier Priorities**

The highest ranked item was **deferred maintenance needs across campus**. Campus physical infrastructure should be prioritized; we note in particular that elevator access appears to be an issue in many campus buildings and has potential ADA implications. In addition, the campus maintains many performance and exhibit spaces, classrooms, labs, studios, and specialized equipment and machinery that require attention. Immediate needs should be met and there should be a multi-year plan for addressing these issues in coming years.

**Restoring baseline funding** to Divisions and programs that suffered cuts during the pandemic was the second highest-ranked need. The enrollment surge of AY 2020-21 was replaced with an enrollment plunge for AY2021-22; gaps have been filled temporarily with HEERF and other one-time sources. It is important to return these groups to their prepandemic budgets to ensure stability. In addition, the campus should address any potential shortfalls resulting from compensation increases above and beyond CSU funding levels.

Almost all divisions identified a need to **hire more staff**; a reasonable approach is to link staffing targets to student enrollment growth or perhaps tenure-track and MPP line growth. The number of staff needed is, for obvious reasons, linked to the number of students who need to be served. We would encourage the divisions to identify staffing targets and address areas of acute need, share those with responsible budgeting authorities, and fill the gaps as soon as possible. In particular, student feedback strongly suggests that more *CAPS* staff need to be hired. Mental health has been a priority for ASI; PRBC identifies it as a priority as well. The campus is encouraged to meet the nationwide benchmark of 1 counselor for every 1,500 students. The *library* and *DSS* also have demonstrated needs. The current staffing in the Library is inadequate to meet the needs of operational hours. Current staffing decisions have come at the expense of maintaining journal subscriptions, which hurts student and faculty research. The campus has only a single *confidential advocate* for all sexual harassment and assault issues that might arise; this is a dangerously inadequate circumstance. An area of conjunction between the top priorities are situations where one-time funding has been used for staff hiring; these positions should be made permanent where appropriate and funded at a baseline level.

Equally important is the **retention of our current staff**. As an ongoing issue, the strategic plan identifies that we should establish benchmarks for faculty and staff retention and encourages the pursuit of an “inclusive campus culture.” Providing support for all genders and neurodivergent campus members is central to those goals and staffing of *CAPS*, *DSS*, and for confidential advocates will materially advance these goals. As an ongoing, longterm

project, the PRBC encourages the development of benchmarks and a budget calibrated to realize the goals of the Strategic Plan. We encourage campus leadership to explore opportunities for competitive and equitable salaries to help support the mission of staff recruitment and retention.

Hiring and retention priorities can be advanced with no meaningful cost through **more flexibility in telecommuting policies**. This was a common theme in almost all divisions, including Academic Affairs. Cal. State Fullerton appears to be behind industry standards and given our resource limitations needs to do all it can to be competitive in worker quality of life. We recommend all divisions review their approaches and expand telecommuting opportunities where possible. This item is urgent and should be adopted by the fall of 2022. The past two years have demonstrated that telecommuting can even enhance productivity and morale, and has shown that logistical issues can be managed. The PRBC encourages a system that trusts employees and managers to do excellent work and believes specific, division-wide restrictions should be very rare.

Finally, the campus should pursue **baseline funding for state-support centers** that are currently supported by one-time funds or that simply lack adequate support. Programs such as University Honors and the Faculty Development Center are areas that will be stronger with permanent funding. Centers in Student Affairs like Title IX and Gender Equity, and Disability Support Services accommodations would greatly benefit students if awarded baseline funding. The Women's Center is another crucial area where inclusivity and campus culture can be enriched; it can be invigorated with stable and permanent funding. The PRBC encourages campus leadership to explore ways to house the Women's Center program in Academic Affairs in connection with the Women and Gender Studies department.

## **Second Tier Priorities**

The **recruitment and retention of a diverse faculty** was identified as a key priority within the second tier. This encourages investment in the Strategic Plan goal of "Increase the number of tenured or tenure-track faculty, with concentrated attention to those from historically underrepresented groups, and report annually." We encourage the campus to continue to expand and provide funding for additional tenure-track faculty. In addition, we note that roughly two-thirds of the faculty are lecturers, and the power of diversity is in the ideas and experiences of those leading classes and discussions. Students benefit from faculty of color regardless of faculty rank, and the largest and most immediate gains are in the lecturer ranks. To this effort, we argue that recruitment and retention should be a faculty-wide goal. The Guiding Principles for Social Justice defines "equitable" as including "access, opportunity, and advancement" and as such should not focus only on the most privileged positions.

Funding assigned time for **faculty-led advisement** was also noted as a second-tier priority. Adequate advisement is an ongoing issue and nobody understands the curricula more than faculty, and faculty are key in ensuring student retention and graduation in this area. Failure to utilize faculty expertise in this area misses the opportunity to leverage a key asset, and

we encourage campus-level planning and support for department-level major advisement. Support for **graduate education** is also key for student success. The Strategic Plan asks the campus to “Implement a graduate studies task force to identify and articulate benchmarks and recommendations for graduate education.” We encourage planning at this level to include conversations about equitable funding models for Post-Bac and Graduate level programs. Graduate assistantships and fee waivers should be provided to make graduate programs more competitive. Not only would this be a low-cost item for the campus, but results in a significant benefit for students and programs and takes advantage of currently under-utilized intellectual resources.

The **annual number of sabbaticals** should be augmented. This is a highly-ranked priority of this PRBC and has historical precedent on the campus. It is a key component of faculty recruitment and retention as elaborated in the Strategic Plan. It is an opportunity for rejuvenation and innovation, and highly competitive processes have lowered morale and discouraged faculty and their projects. The PRBC encourages adding more funds for additional sabbaticals beyond the minimum number required by the CBA. The selection process should be examined and efforts made to make sabbaticals available evenly for faculty members of all disciplines.

### **Third Tier Priorities**

Funding for **assessment** should be provided on an ongoing basis. Although the Office of Assessment and Educational Effectiveness has highly professional staff and can offer assistance, there is no support for department- (or unit-) level data collection or analysis nor are there any resources for the implementation of assessment findings. It is not realistic to expect departments to engage in widespread data collection and analysis, nor to be able to implement changes based on findings, if no resources are available. Simply put, there is not a free and easy way to link data to student learning outcomes that is more meaningful than the thousands of hours spent on grading, and without additional support assessment will take on the character of a *pro forma* compliance process. With funding it might truly enable the 6-step process to be an important part of curricular planning.

The campus should provide assigned time for **faculty working on high-impact, equityfocused** activities. The Guiding Principles for Social Justice lays out an aggressive agenda that the PRBC fully endorses; we note that faculty time is limited and ambitious goals require time and resource commitments. The Principles seek “real, sustainable, systemic change at all levels of our campus community” and systemic change includes budget systems. A theme the committee heard was that even applying for resources was a form of cultural taxation. Campus leadership should seek to centralize means for faculty to access resources for the crucial equity work they are engaged in. Individual programs seek funding across a number of programs, including Instructionally Related Activities funds, grant opportunities, EATC applications, CCF requests, sabbatical applications, etc. This dispersal of responsibility for support makes it difficult for programs to receive adequate and sustained support where appropriate. Funding for High Impact Practices should be streamlined and clarified in ways that reduce application and reporting burdens (a portion of funds might be assigned directly by Deans or equivalent offices), and multi-year or baseline awards should

be considered. Without ongoing resource support, the danger of cultural taxation might frustrate our equity goals amongst our faculty who are best positioned to make a meaningful difference. Finally, there is some tension between a program being high-impact and scalable; some clarification would help. While this is listed as a “third tier” priority in terms of ranking against other issues, we cannot underscore enough its importance in terms of attention and funding.

We note both items in the third tier outranked several other possible priorities not included in this memo.

### **Process and Planning Recommendations**

In addition to priorities for funding, the PRBC discussed and discovered a number of process-planning improvements that would advance university goals, the strategic plan, and serve our roadmap for advancing Social Justice. In short, the PRBC believes these changes will help us make better use of the resources we have. Three items deserve special attention and the rest are contained in an Appendix.

First, we should seek a transition from 1-year budgetary cycles to multi-year planning. Making decisions on an annual basis frustrates effective operations independently of resource scarcity or availability. While the state-level budget process largely remains on annual cycles, this year’s proposed budget and the multi-year compact offer opportunities to think about how and where we could start to align our budget to the multi-year enrollment and strategic plan. We encourage the Division of Administration and Finance to work with campus partners to expand our opportunities and infrastructure/conversations to reflect multi-year goals. Our memo and its recommendations help to support these efforts through the identification of short term and long term goals. The PRBC recommends adopting multiyear planning as soon as possible.

Second, as the campus implements strategic enrollment and college-based admissions, it is crucial that enrollment planning is linked with SFRs, targets, and actual costs. Since all these parts work together any substantial change to enrollment processes should intentionally and transparently incorporate all elements in a way that stakeholders can understand and use. Existing shortcomings to the budget process should be addressed as part of the plan. *An ideal system would give colleges and departments their target semesters in advance when courses are scheduled, guarantee a budget to meet that target, review and adjust SFR funding rates to meet actual needs, and adjust enrollment and admissions to maximize the ability of the units to meet their targets.* Such a plan should be developed with input from all stakeholders and be clearly presented and readily available. Specific recommendations toward this end are included in the Appendix.

Finally, the PRBC recommends a strategic approach for establishing online programming that incorporates student demand and pedagogical appropriateness. We must move beyond asking what percentage of classes are or should be online, and more carefully assess student needs. The campus should explore the possibility of offering most sections in multiple modalities, allowing greater flexibility in modality shifts after registration begins,



streamline processes to adopt degree programs and pathways, and create some analysis of the overall budget impacts and a transparent accounting of savings and redistribution of those funds. We recommend a task force on this issue charged with developing an implementable plan. This plan should be completed as soon as possible since the campus is already in danger of falling behind the online opportunities offered by competing campuses. This priority is consistent with the “design for digital” guiding principle outlined in the Strategic Plan.

## **CONCLUSION**

The PRBC believes that recent positive trends at the system-wide level, and in terms of per campus funding, make now a crucial time to establish priorities and improve processes. While our resource scarcity difficulties are far from over, it is possible to make meaningful progress towards our campus goals and be even better stewards of the resources that we have. Attention to these issues can improve the campus overall.

Cc: Carolyn Thomas, Provost and Vice President for Academic Affairs  
Steve Stambough, Academic Senate Chair  
Danielle Garcia, Chief of Staff  
Jon Brusckke, 2022-2023 PRBC Chair

## **APPENDIX: NON-COST PLANNING AND PROCESS RECOMMENDATIONS**

1. A key element of the recommendations this year is to make sure that the enrollment management/college-based-admissions regime intentionally and structurally integrates decisions and processes across all stakeholders. Transparency and integrated decisionmaking are necessary to the process but can become weak links without focus on integration as a separate, measurable, and important goal. In particular, we recommend:
  - a) At present enrollment swings beyond the control of departments nevertheless primarily impact department budgets, and target shortfalls are ultimately born by lecturers who lose employment. This discourages instructional excellence since it decouples employment from performance and is contrary to our Social Justice Guidelines, since lecturers are more likely to be faculty of color. Incorporating targets and entitlements in determining the number of sections – instead of an exclusive focus on enrollments – would enhance educational quality and equity.
  - b) SFRs must be carefully considered and revised when necessary. For example, if there is more student demand in low-SFR colleges, growth in those areas will require even larger cuts to other colleges. Just as CSUF has successfully helped system-wide funding to move toward more equitable cross-campus SFRs, the campus should carefully consider more equitable cross-college SFRs with appropriate attention to accreditation needs and safety regulations. We recommend a working group on this issue.
  - c) The assigned time reimbursement rate, although recently enhanced, still does not always cover actual costs. This makes accurate budgeting extremely difficult. True gains and losses associated with assigned time duties should be built into budgeting.
  - d) Strategic enrollment needs to involve more than just the number of students, but also

needs to consider the disciplinary needs of these students. It should not discourage the switching of majors. Admissions into high-unit majors exempted from General Education requirements will impact enrollments in other colleges.

e) Decisions on enrollments need to take into account impacts on General Education offerings, particularly within the “Core Competencies-Golden 4” and especially in light of AB 928. A robust General Education curriculum requires that departments invest in space, high-quality faculty, and course development for their GE offerings. Instability in enrollment frustrates all these goals.

2. Effort should be made to create a tighter link between development efforts and stateside baseline needs. While University Advancement appears to be quite successful and is expanding external funding, those funds are not widely reaching programs that have considerable needs. This creates a situation where acquiring external funds can expand additional programming but cannot address the core campus needs. The PRBC recommends a review of ways that development efforts can assist core funding shortfalls.

3. The PRBC recommends transparent and consistent budget reporting down to the department level. During the tenure of Provost Cruz budget reports detailed TADCP, CCF, PTF funding and OE&E totals for each department. This allowed a transparent tracking of cross-year trends and cross-department differences. Having all the information in a single and standard report facilitates idea-sharing and shared understanding of budget processes. At present it appears the information is available but needs consolidation.

4. The campus should review the lecturer appointment processes to promote career advancement. A past PRBC report completed by Laleh Graylee discovered that hiring fewer lecturers with higher entitlements could save a seven-figures cost in benefits. This would largely self-fund lecturer advancement and advance the social justice goals identified in item 1a above. Developing a consistent policy with a tracking process, deadlines, and a value placed on lecturer career advancement would be efficient, improve the quality of the student experience, and advance our social justice goals. Transparent budgeting processes would need to track the reallocation of benefits savings.

## P. Student Academic Life Committee – report submitted by Hannah Fraley

### Committee Membership

Student Academic Life Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Phoolendra	Mishra	pkmishra	Civil & Environmental Eng	ECS	2022
Hannah	Fraley	hfraley	School of Nursing	HHD	2022
Rebecca	Dolhinow	rdolhinow	Women and Gender Studies	HUM	2022
Ying-Chiao	Tsao	ytsao	Comm Sciences and Disorders	CCOM	2022
Jamie	Tucker	jamtucker	Theatre and Dance	ARTS	2022
Pending				CBE	2023
Laura	Keisler	lkeisler	Literacy and Reading Education	EDUC	2023
Alison	Miyamoto	almiyamoto	Biological Science	NSM	2023
Lucia	Alcala*	lualcala	Psychology	SOC SCI	2023
Jonathan	Comforth	jcomforth	Library - Administration	L/A/C	2023
Elizabeth	Boretz	eboretz	AVP Student Success/Dir-Acad Advising Svcs	Ex Officio	non-voting
<del>Tonantzin</del>	<del>Oseguera</del>	<del>toseguera</del>	<del>VP Student Affairs</del>	Ex Officio	non-voting
Kevin	Thomas	kethomas	Associate Director for CAPS	Ex Officio	non-voting
Amanda	Davidson	adavidson	Interim Director, Student Conduct	Ex Officio	non-voting
Student				Student	2022
Student				Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Michael	Milligan	mmilligan	Finance	CBE	Ex Liaison

### Committee Actions

During AY 2022-23 SALC was asked by Academic Senate to conduct a comprehensive assessment of student academic life pivoting back to campus during the ongoing COVID-19 pandemic. SALC decided to approach the assessment by hearing from university stakeholders, both students and key departments/groups. One of the ongoing challenges noticed early on in the academic year was with gaps in student representation on SALC and other campus committees due to the difficulties recruiting student volunteers due to the ongoing pandemic presenting barriers for students to commit their time. Thus, SALC, similar to other committees lacked the student volunteer representation and student perspectives crucial to shared governance.

During our assessment, SALC met with Phil Contz, Associate Director of Residential Engagement, Josh Mitchell, ASI President, and Lori Palmerton, Director of DSS. Additionally, the SALC Chair, Hannah Fraley, met with the Dr. Vincent Vigil, Dean of Students during February 2022 for feedback to report to SALC regarding ongoing challenges. Feedback from all guests at meetings shared similar insights regarding challenges posing students with return to campus during a pandemic. Lessons learned included an ongoing disconnect between students and the campus experience, challenges reaching students to engage them in campus life, concerns posed by students and faculty regarding the ongoing pandemic and fear/anxiety with in-person classes and activities, and challenges with online learning. Student need of mental health services was also noted and there was a significant increase in mental health services requests by students.

SALC met with Phil Contz, Residential Engagement during our October 2021 meeting. Mr. Contz reported on the last 18 months of the pandemic and ongoing. Lessons shared include during the shut-down, students staying on campus were impacted with social isolation only going to/from

housing with limited-to-no interaction with anyone else. Some students were impacted due to not wanting to go back home, many staying on campus needed to get away from home. Students expressed Zoom fatigue and less likely to engage because of these challenges. Residential Life mitigated these issues by using creative means to reach students and strategic programming efforts. Some examples include having tables set up in the dining hall with brochures containing Zoom activities. Mr. Contz reported that currently there is no flexibility to bring guests from off campus or ability to go into other buildings for student visits, which impacts social isolation further. Residential Life reported using CAPS for support through a housing liaison program. In the transition back to campus Fall of 2021, Mr. Contz shared that a total of 1,700 students (30% first year) were living on campus. Mr. Contz reported students struggling with a perception that they were coming back to “normal” and have experienced culture shock with return to campus. Some housing policies have since loosened, such as students able to have CSUF guests and enter other buildings which has increased morale. COVID anxiety persists due to fear of illness and issues of cyberbullying each other due to differences in COVID perceptions and behaviors. The Dean of Students office has been utilized by Residential Life to support these issues. Mr. Contz also reported that students are expressing anxiety due to potential exposures during in-person classes, especially getting exposure letters. Residential Life reported actively attempting to mitigate this by offering ongoing prevention education and transition back, particularly targeting Freshman and Sophomore students who missed typical high school during Junior and Senior years. Work efforts were also reported to target increasing a sense of community and belonging among students.

SALC met with Mr. Mitchell from ASI November 2022. Mr. Mitchell shared students are mostly happy with return to campus as online learning was a challenge, but still have challenges pivoting back to campus with different faculty teaching practices with online learning platforms. Students have high anxieties due to the ongoing pandemic and reluctant to participate in on campus activities, clubs, and events. These anxieties also were reported due to students not feeling plugged in and not knowing where to start. ASI also continues to struggle recruiting student volunteers to serve on ASI committees / groups. In particular, challenges were reported as greatest with the incoming Freshman and Sophomore students as these students had the last years of high school online at home and did not have the typical high school experience before going to college. To mitigate these issues and increase opportunities for students to get involved with the university, ASI continued offering virtual options for events to capture a wider net of students. ASI also increased their efforts to target Freshman and Sophomore students to increase campus engagement.

SALC members met with Lori Palmerton, Office of DSS during our December 2022 meeting. Ms. Palmerton shared with us that student with disabilities in particular have unique challenges that were increased due to the pandemic and may not be able to readily access campus and online learning as students without disabilities in a pivot back to campus during the pandemic. For example, students with disabilities may have special health challenges or mobility disabilities creating a barrier for them to access in-person classes that may increase their risk of COVID-19. These students may have experienced difficulty accessing learning material as faculty were abruptly teaching online versus in-person. Ms. Palmerton noted that students with hearing impairments in particular struggle to access online learning material and virtual classes.

During AY 2022-23, SALC also reviewed several policies. On August 16, 2021, Stephen Stambough, Chair of Academic Senate and Senate Executive Committee, requested that the SALC review UPS 230.100 “University Employees and Student Elections” as part of periodic review of UPS documents. The committee completed review and put forward recommendations which were approved by Academic Senate. In summary, the document stipulated university employees may not participate in student elections or encourage votes for any particular candidate, including not

releasing students from academic class time to vote. Further, the policy included directive that university faculty and staff may not use state supplies, equipment, or time to prepare material for use in student elections.

The SALC recommended revision that included omission of the statement, “Administration, faculty, and staff members shall not release students from attendance at any of the above University activities for the purpose of voting.” The SALC recommended omission of this statement as releasing students from class due to any reason should be at the purview of the faculty of record and between faculty and student.

SALC also reviewed UPS 300.002 “Academic Advising Policy” and put forth friendly recommendations for amendments to ensure language used was up-to-date, culturally sensitive, and accurate. Recommended amendments from SALC were sent for review and approved by Academic Senate. In summary, language was changed from “Academic Advisement” to “Academic Advising” to remain consistent with terminology used in practice. SALC also put forward recommendations to depart from gender binary terms and align wording with CSUF inclusive practices and values. Lastly, SALC recommended updating references to Academic “Probation” to Academic “Notice” to be consistent with CSUF adopted terms and avoid use of terms that are associated with criminal justice connotations.

SALC also identified policies for potential review, Academic Dishonesty Policy and Academic Appeals Policy. SALC invited Weston Prisbey from the Office of Student Conduct to inform us regarding challenges / barriers for students and faculty navigating the Academic Dishonesty process. SALC also invited the Chair of the Academic Appeals Board to inform the committee of challenges regarding the Academic Appeals Policy. Challenges learned include both students and faculty face barriers and challenges during navigation of the academic dishonesty process. Given students navigate through both the dishonesty process and appeals separately, undue anxiety and confusion can negatively impact students. SALC discussed the time faculty are given to make initial reports of academic dishonesty can cause significant anxiety and stress for students given the time for faculty to report can extend from one semester to the next. For instance, if an allegation happens during Spring semester the student dishonesty process may not begin until Fall of the following semester. SALC discussed the need for a webinar or more efforts to educate faculty to help them navigate the process if there is an academic dishonesty concern with a student. One barrier identified includes newly hired faculty previously had a training presentation from the Office of Student Conduct during new faculty orientation, however, the trainings have been cut from the agenda. While there are trainings offered through the university, faculty may not be aware of this resource. The Chair of the Academic Appeals Board met with SALC and gave insight into UPS 300.030 as both Academic Dishonesty and Appeals processes impact students and faculty. Insight shared included that the Appeals Board had similar concerns with the inequities students in particular can face. It was learned that the Appeals Board was already conducting a review of the Academic Appeals policy pending review of the Academic Senate. Thus, SALC agreed to review the Academic Dishonesty policy, UPS 300.021 and wait for the review and approval of revisions put forth by the Appeals Board of UPS 300.030. During our May 2022 meeting SALC began review of this policy and will continue review in our September 2022 meeting. Once recommendations for revisions are finalized by SALC we will put forth our recommendations to the Faculty Senate for review.

**Q. University Advancement Committee – report submitted by Tara Suwinyattichaiporn**

**Committee Membership**

University Advancement Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Ella	Ben Hagai	ebenhagai	Psychology	SOC SCI	2022
Natalie	Tran	natran	Ed Doctorate	EDUC	2022
Howard	Forman	hforman	Marketing	CBE	2022
Austin	Nation	anation	School of Nursing	HHD	2022
Keri	Prelitz	kprelitz	Library - Administration	L/A/C	2022
Pending				ARTS	2023
Tara	Suwinyattichaiporn	tsuwinyattichaiporn	Human Comm Studies	CCOM	2023
Jin Woo	Lee	jinlee	Mechanical Engineering	ECS	2023
Allyson	Fry-Petit*	afry	Chemistry and Biochemistry	NSM	2023
Satoko	Kakihara			HUM	2023
Greg	Saks	gsaks	VP Univ Advancement	Ex Officio	non-voting
Todd	Frandsen	tfrandsen	Central Development		
Binod	Tiwari	btiwari	AVP Research and Special Projects	Ex Officio	non-voting
Justin	Gerboc	jgerboc	Alumni Engagement	Ex Officio	non-voting
Student				Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Irene	Matz	imatz	Human Comm Studies	CCOM	Ex Liaison

**Committee Actions**

The first meeting of the University Advancement Committee (UAC) for AY 2021–2022 was convened by Academic Senate Executive Committee Liaison Irene Matz. Satoko Kakihara was elected chair, and Keri Prelitz volunteered to take notes for the year.

**Presentation and Discussion Topics**

At each meeting that took place (in September, October, and November in Fall; in February, March, and April in Spring), the University Advancement (UA) representatives on the committee (Greg Saks, Todd Frandsen, and Justin Gerboc) and their colleagues presented on topics related to UA, including the allocation and building off of the MacKenzie Scott donation of \$40 million and the many fundraising campaigns taking place throughout the academic year (including, but not limited to, the comprehensive “It Takes a Titan” Campaign, the CSUF Impact Crowdfunding Campaign, Giving Tuesday (in November), Day of Giving (in March), the Titan Promenade Tribute Campaign, and the Alumni House Project/Tile Campaign. Many of these efforts set records compared to previous years.

Justin Gerboc and colleagues also presented on alumni engagement activities and resources, including the planned elephant statue (discussed in November), a new volunteer platform for alumni (discussed in February), and GradFest (including class gifts) leading up to Commencement 2022 (which took place May 23–26).

The UAC also discussed UPS 100.300 (Policy and Procedures for Naming of Facilities, Properties, Colleges, Schools, and Academic Entities), which still requires guidance from the Chancellor’s Office. The committee also discussed the Social Media policy as a

potentially new UPS document, though that discussion continues as well.

### **B. Faculty Input**

The faculty representatives on the UAC learned much from the presentations by the UA members. Faculty discussed two points:

1) Faculty and their constitutions can benefit from having available a list and schedule of all planned UA activities for the year, with corresponding deadlines for proposals relevant to colleges and university community members. While the information is already available on the UA website, it helps to have a long view of what is coming up and when certain deadlines must be met for faculty/department participation.

2) Faculty can take a more active role in supporting the work of UA. Departments can be more proactive about announcing (and participating in) various campaigns among their colleagues and constituents. Departments and faculty can also promote events by and among alumni, faculty, emeriti, staff, students, etc. Opportunities such as First-Year Experience and Capstone courses, as well as mentorship programs, are key for building strong alumni sentiment. Greg Saks requested that faculty reach out to their college development officers and share with them about their work and research, which can be incorporated into strategic communication.

### **Future Items**

The committee plans to continue discussing some of the above points and to consider how best the UAC can contribute to the broader university community. The new chair for AY 2022–2023 will be elected at the first meeting of the Fall 2022 semester.

## R. University Curriculum Committee – report submitted by Fred Kinney

### Committee Membership

University Curriculum Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Devon	Thacker Thomas			SOC SCI	2022
Kristin	Kleinjans*	kkleinjans	Economics	CBE	2022
Joyce	Gomez-Najarro	jjgomez-najarro	Literacy and Reading Educ	EDUC	2022
Sean	Loyd	sloyd	Geological Sciences	NSM	2022
Phoolendra	Mishra	pkmishra	Civil & Enviro Engineering	ECS	2022
Fred	Kinney	fkinney	Theatre and Dance	ARTS	2023
Mark	Wu			<del>CCOM</del>	<del>2023</del>
Pending				CCOM	2023
Claudia	Pineda			HHD	2023
Kevin	Lambert	klambert	Liberal Studies	HUM	2023
Samuel	Barber*	sbarber	Library - Administration	L/A/C	2023
Mark	Filowitz	mfilowitz	AVP-Acad Prog	Ex Officio	non-voting
James	Hussar				
Student				Student	2022
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Alexandro	Gradilla	agradilla	Chicana/o Studies	SOC SCI	Ex Liaison

### Committee Actions

During the AY 2021/2022, the University Curriculum Committee (UCC) met with a quorum on the following days: 9/10/2021, 10/1/2021, 10/22/2021, 11/5/2021, 12/3/2021, 2/11/2022, 3/4/2022, 4/8/2022, 4/22/2022, and 5/6/2022.

*Writing of new and revisions to existing UPS*

One new UPS was created:

- UPS on the American Government Requirement (passed by Academic Senate on 5/13/2022)

Four UPS documents were revised, approved as revised with majority approval by the UCC, and submitted to the Senate Executive Committee for review:

- UPS 300.024 Majors and Minors: Declaration, Change, and Concurrent Degree Requirements (effective date: 2/11/2022)
- UPS 411.100 Curriculum Guidelines and Procedures: Courses (effective date: 2/11/2022; further revisions passed by Academic Senate on 5/13/2022)
- UPS 411.102 Curriculum Guidelines and Procedures: Academic Jurisdiction (passed by Academic Senate on 5/13/2022)
- UPS 411.104 Policy on Online Instruction (effective date: 4/4/2022; further revisions passed by Academic Senate on 5/13/2022)
  - The first of the proposed revisions (effective 4/4/2022) was the result of work by the UCC in the previous academic year, and used feedback received from the Information Technology Committee.



### *Approved Courses and Course Changes*

The University Curriculum Committee reviewed and approved one new course (HONR 301B) and reviewed and approved one new topic to be added to HONR304T.

### *Additional Actions*

- After further discussions, the UCC decided not to reconsider the policy on courses taught in languages other than English.
- After deliberations, the UCC voted against the request by the Information Technology Committee to allow for more than one section of online conversions of existing courses taught as “Special Courses” to be offered every semester.
- UCC Chair Kristin Kleinjans was reelected for the 2022/23 academic year.

### *Acknowledgements*

The UCC would like to express its deep gratitude to outgoing Ex Officio members Mark Filowitz and James Hussar as well as outgoing Exec Liaison Alexandro Gradillo for all the input and help that they provided to the UCC.

### **Items to consider in AY 2022/2023**

- Continue deliberations: UPS 300.004 Policy on Syllabi (Course Outlines)
- New: UPS 300.024 and UPS 410.103 (clarify requirements for concurrent degrees)

## S. University Writing Proficiency Committee – report submitted by Teeanna Rizkallah

### Committee Membership

Writing Proficiency Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Taylor	Cruz	tacruz	Sociology	SOC SCI	2022
Teeanna	Rizkallah	trizkallah	Marketing	CBE	2022
JR	Luker	jmluker	Theatre and Dance	ARTS	2022
Hunter	Hargraves	hhargraves	Cinema and Television Arts	CCOM	2022
Pending				CCOM	SP 2022
Catherine	Brennan	cbrennan	Biological Science	NSM	2022
Melanie	Sacco	msacco	Biological Science	NSM	2022
Sung Hee	Lee	sunghee	Special Education	EDUC	2023
Nancy	Watkins	nwatkins	Ed Doctorate	EDUC	SP 2022
Janna	Kim	jkim	Child & Adolescent Studies	HHD	2023
Michele	Wood*			HHD	FALL 2021
Pending				L/A/C	2023
Garrett	Struckhoff			ECS	2023
Pending				HUM	2023
Mark	Filowitz	mfilowitz	AVP-Academic Programs	Ex Officio	non-voting
Bonnie	Williams	bonniewilliams	Director of Writing Ctr	Ex Officio	non-voting
Leslie	Bruce	lbruce	Dir. Of Writing Across Disc	Ex Officio	non-voting
Elaine	Frey		Rep of Grad Ed Comm	Ex Officio	non-voting
Student				Student	2022
Mara	Cabrera	macabrera	Academic Senate Staff	A.S. Office	A.S. Staff
Eileen	Walsh	ewalsh	Sociology	SOC SCI	Ex Liaison

### COMMITTEE ACTIONS

The UWPC is tasked with reviewing courses to determine whether they satisfy CSUF's upper division writing requirement (UDWR). A student's UDWR requirement is met by completing two or more complementary writing courses, a single writing-intensive course, or one or more thesis courses.

The UWPC also reviews students' petitions when they have completed a writing course at another institution and want it to count toward their UDWR. Decisions are governed by UPS 320.020.

AY 2021-2022 marked the third year of the 8-year review cycle for recertifications. This year, the UWPC reviewed and approved 15 courses in COMM and 1 course in NSM to satisfy the UDWR as complementary, writing-intensive, or thesis courses. Minor adjustments were made Curriculog to streamline future reviews.

Discussion of centralization of institutional racism resources continued this year. The Writing Across the Curriculum page currently contains a list of general resources available to faculty; Bobbie Porter, Assistant Vice President for DEI, has also shown interest in a clearinghouse for such resources.

A small task force (Teeanna Rizkallah, Janna Kim, Nancy Walker, and Garrett Struckhoff) met with HSS Associate Dean Jessica Stern to organize the four-year schedule for HSS UDWR recertification. The schedule is below.

<b>Phase 1 (AY 23-24)</b>	<b>Phase 2 (AY 24-25)</b>	<b>Phase 3 (AY 25-26)</b>	<b>Phase 4 (AY 26-27)</b>
American Studies Anthropology History Modern Languages & Literatures Sociology	Geography Liberal Studies Religious Studies Women & Gender Studies	Philosophy Political Science Public Administration	Ethnic Studies Psychology Criminal Justice

Finally, three student petitions to waive or articulate credit for the UDWR were completed between Summer 2021 and Spring 2022.

**FUTURE ITEMS**

The UWPC will be reviewing courses submitted by the College of the Arts and College of Engineering and Computer Science for certification. The College of Humanities and social Sciences (Phase 1) will be notified that their courses will be up for certification AY 23-24. The committee will continue its discussions regarding institutional racism including centralization of university resources during AY 22-23. It also plans to develop a FAQ for colleges undergoing UDWR certification.

## II. GENERAL COMMITTEES

### A. Professional Leaves Committee – report submitted by Yuna Kim

The Professional Leave Committee (PLC), in association with Faculty Affairs and Records (FAR), is tasked with reading, reviewing and ranking sabbatical proposals submitted by CSUF faculty members.

#### Committee Membership

Professional Leaves Committee tenured faculty				
Committee Membership	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Yuna Kim, Chair	yukim	Marketing	CBE	2022
Timothy Green	tgreen	Elem and Biling Education	EDUC	2022
Bonnie Williams	bonniewilliams	English, Comp Lit, and Ling	HUM	2022
Esther Chen	echen	Biological Science	NSM	2023
Shawn Wang	xwang	Computer Science	ECS	2023
Kathleen Preston	kpreston	Psychology	SOC SCI	2023
<del>Robert Tomaszewski</del>	<del>rtomaszewski</del>	<del>Library Administration</del>	<del>LIBRARY</del>	<del>2023</del>
Pending			LIBRARY	2023
Rebecca Bodan	rbodan	School of Nursing	HHD	2024
Alvin Rangel-Alvarado	arangel-alvarado	Theatre and Dance	ARTS	2024
Emily Erickson	eerickson	Communications	CCOM	2024

#### MEETING DATES:

Fall 2021	
September 14 & 15	Sabbatical Workshops
September 17	Kick-off meeting
October 14	Calibration meeting
December 7	Final meeting/recommendations submitted

#### COMMITTEE ACTIONS:

The Faculty Affairs and Records office provided two workshops for potential applicants, with Professional Leaves Committee members in attendance to answer many of the questions raised by attendees. The committee met via Zoom three times in Fall 2021. Our kick-off meeting was held to learn the process and discuss the rating rubric from UPS 260.102. Next, we held a calibration meeting in which we discussed our ratings of several applications from past cycles (using only applications from past applicants who had agreed to share their applications with others). After all of the ratings were submitted, FAR ran the reports and the committee met for its final recommendations meeting. This is where we saw the applicants rated from high to low and determined where to draw the lines and create our final recommendations of Highly Recommended, Recommended, and Not Recommended.

#### Award Recommendations

Of the 116 applications, 110 requested a one-semester leave and 6 applicants requested a one-year leave.

Fifty-five (55) one-semester leave proposals and four (4) academic year leave proposals were **HIGHLY RECOMMENDED** for awards.

Fifty-one (51) one-semester leave proposals and one (1) academic year leave proposal were **RECOMMENDED** for awards.

Four (4) one-semester leave proposals and one (1) academic year leave proposal were **NOT RECOMMENDED** for awards.

### Funding

The Provost funded the 55 one-semester that were “Highly Recommended” as well as the top 5 academic year proposals. Applicants who were not funded received their overall rating, numerical ranking, as well as comments Professional Leaves Committee members recorded when evaluating the proposals.

### Change in Term (per FAR)

Several awardees submitted change in term requests due to the ongoing pandemic and/or work-related demands. For those awarded leaves in the upcoming 2022-2023AY, two individuals submitted a request to postpone their leave and two requested to extend their one-semester sabbatical to an academic year leave. Three faculty who were awarded in prior sabbatical cycles and scheduled to have sabbaticals in this 2021-2022 AY were granted further postponements.

### Follow-up Inquiries

After the award letters were distributed, a couple of faculty members contacted me as Chair as well as Nicole Calucag (FAR Administrative Analyst) to discuss their denials.

## B. Faculty Research Committee – report submitted by Zair Ibragimov

### Committee Membership

Faculty Research Committee				
tenured faculty				
Committee Membership	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Steven Chen	stchen	Marketing	CBE	2022
<b>Zair Ibragimov, Chair</b>	zibragimov	Mathematics	NSM	2022
<del>HyeKyeung Seung</del>	<del>hseung</del>	<del>Comm Sciences and Disorders</del>	<del>CCOM</del>	<del>2022</del>
Claudia Evans-Zepeda			CCOM	2022
Daniela Rubin	drubin	Kinesiology	HHD	2022
Dennis Siebenaler	dsiebenaler	School of Music	ARTS	2022
Maqsood Chaudhry	chaudhry	Electrical Engineering	ECS	2023
Jennifer Goldstein	jengoldstein	Educational Leadership	EDUC	2023
Lana Dalley	ldalley	English, Comp Lit, and Ling	HUM	2023
Carter Rakovski	crakovski	Sociology	SOC SCI	2023
Jie Tian	jtian	Library - Administration	LIBRARY	2023
Binod Tiwari	btiwari	AVP-Research & Sponsored Projects	ADMIN Ex-O	Ex Officio
Tariq Marji	tmarji	CSUF Auxiliary Services		Ex Officio
Student			Student	2022

### Committee Actions

For AY 2021/2022, the Faculty Research Committee (FRC) was tasked with implementing three intramural funding opportunities for faculty, including the Research, Scholarship, and Creative Activity (RSCA) twice and the Junior/Senior grants. For each of these programs, the committee reviewed and revised the call for proposals and the scoring rubric. After faculty had submitted proposals, the FRC reviewed all eligible proposals, scored them, and made recommendations for funding to the Office of Research and Sponsored Projects and to the Provost.

### Future Items

In AY 2022-2023, the FRC will complete the same tasks as were completed in AY 2021-2022.

### III. MISCELLANEOUS COMMITTEES

#### A. Academic Appeals Board – report submitted by Sandra Rhoten

##### Committee Membership

Academic Appeals Board				
Committee Membership	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Daniel Rueckert	drueckert	MLL	HUM, ASC	2022
Merri Lynn Casem	mcasem	Biological Science	NSM	2023
Richard Parry	rparry	Management	CBE	2023
Sandra Rhoten	srhoten	Ac Appeals Coordinator	Ex Officio	Ex Officio
Amaya Gregory	AmayaGregory@csu.fullerton.edu		Student	2022
Jacob (William) Fry	wjmfrj@csu.fullerton.edu		Student	2022

The Academic Appeals Board follows the guidelines in UPS 300.030 Academic Appeals, UPS 300.031 Academic Appeals Board and UPS 300.021 Academic Dishonesty.

##### Meeting Dates

Fall 2021	Spring 2022
September 24, 2021	February 25, 2022
October 22, 2021	March 25, 2022
November 5, 2021	April 29, 2022
December 10, 2021	May 13, 2022

##### Committee Actions

###### Summer Session 2021

UPS 30. 030 Academic Appeals, D. Special Situations: Graduating Seniors and Continuing Graduate/Post Baccalaureate Students

Academic Appeals received two appeals for students meeting the requirement for a Summer Meeting. One student provided incomplete information and withdrew the appeal after consultation with the Coordinator. The Board met on July 12, 2021, to hear one case of Academic Dishonesty and denied the appeal.

###### Fall Semester 2021

Sandra Rhoten, Associate Dean, Student Conduct, Emeritus was appointed as Coordinator for 2021-22. Chalea Forges, Chief of Operations, in the Office of the Vice President for Student Affairs Office, provided administrative support to the Board for Fall Semester 2021.

The Academic Appeals Board met four times to review forty-five appeals: academic

appeals from students who were alleged to have engaged in academic dishonesty or students who alleged that an instructor had assigned a course grade in a capricious or arbitrary manner.

The Board received four Academic Dishonesty appeals: two appeals were denied and two appeals were accepted. Appeals were received from three academic departments.

There were a record number (forty-one) Capricious or Arbitrary appeals. Eight of the appeals were denied, five were withdrawn and one was referred to an appropriate university process. The remaining twenty-seven appeals were from the same class and all appeals were accepted. The Board worked with the Chair and Associate Dean of the associated department to arrive at a response that was equitable for all affected students. Appeals were received from nine academic departments.

### Spring Semester 2022

Sandra Rhoten, Associate Dean, Student Conduct, Emeritus continued as Coordinator. Gavin Kane, Operations Analyst, Division of Student Affairs, provided administrative support to the Board for Spring Semester 2022.

During Spring Semester 2022 the Board met four times to review fifteen appeals. Two Academic Dishonesty appeals were reviewed with one appeal denied and one accepted. The Academic Appeals Board directed the instructor to recalculate the grade for the course without the penalty for dishonesty. The Board worked with the Chair and Associate Dean of the affected department to resolve concerns from the instructor. When the instructor indicated that they would not comply with the requested re-evaluation, in accordance with UPS 300.030 (Section A: Subsection 10 (b)), the Board Chair submitted a Change of Grade to replace the grade of 'F' with a grade of 'C-.' This action was taken with the unanimous support of the Academic Appeals Board. The instructor subsequently requested that Assoc. Dean Prisbrey (Assoc. Dean of Students and Director of Student Conduct) conduct a review of the actions of the Board. The Board was found to have properly followed the procedures outlined in UPS 300.030.

Thirteen Capricious or Arbitrary appeals were reviewed with all denied. Appeals were received from students in twelve academic departments.

All cases are determined by a preponderance of the evidence with a majority vote of the voting members. Most decisions were unanimous (one case was decided by a vote of four to one). The burden of proof for sustaining an Academic Dishonesty appeal is with the professor while the burden of proof for sustaining a finding of Capricious or Arbitrary grading is with the student.

Six additional appeals were received by the Coordinator and resolved through



consultation without an appeal. Such cases included: three appeals withdrawn by students, notification to three students that the deadline for appeal had expired (Spring 2021 course) and one referral of appeal to appropriate campus process.

The Coordinator referred two students to the DHR Administrator in the Department of Diversity, Inclusion & Equity Programs when their appeal included a charge of discrimination based on a protected class. One of the students decided to pursue an arbitrary and capricious appeal without pursuing a discrimination appeal. The other student's discrimination report was received too late for the Board to review. The appeal will be heard in the Fall 2022 Semester.

### Academic Appeals Board

The current experienced Board is outstanding. They are professional, analytical, insightful, thoughtful and compassionate in all of their deliberations. Students and faculty alike are devoted to rendering a well-reasoned, unbiased decision and are fully committed to the process. Dr. Casem is an excellent chair who encourages and values input while moving the process to a resolution. Our student members (Spring 2022 graduates) were exemplary and we will miss their wisdom and insight.

### Administrative Changes

In the Spring 2022 semester, we implemented several changes to the administrative process for submitting an appeal. We included an additional communication to chairs and associate deans requesting information about the appeal which increased the number of responses. In addition, we developed more clarifying communications for students, including confirming when sufficient materials were received and providing status updates for their appeals.

### **Academic Senate Actions**

Merri Lynn Casem and Daniel Rueckert served on the Academic Standards committee that provided recommended changes to UPS 300.030 Academic Appeals. Feedback on the revisions was obtained at a first reading of the document at the Academic Senate. The proposed revisions will be shared with the campus community for feedback ahead of bringing the document back to the Academic Senate.

### **Pending Items**

The Board will meet this summer to review an arbitrary and capricious appeal from a graduating senior. The Board will review an outstanding arbitrary and capricious appeal in the Fall 2022 Semester because the notice of the discrimination investigation report by DHR was received too late for review during the Spring 2022 Semester.

## **Suggestions for Future Items**

We have discussed moving the appeal submission process to a Qualtrics intake form, where students would input their personal information and official appeal. Doing so would allow for better organization for staff and quicker turnaround times on processing appeal materials. Qualtrics also allows for many additional capabilities such as scheduling email messages and using Skip Logic for differentiating between the two types of appeals students can submit (Arbitrary and Capricious and Academic Dishonesty) and outlining how the processes can differ. Exploring the use of Qualtrics could greatly decrease administrative barriers in the appeals process for students, staff, and faculty and will be explored further this summer.