



**ACADEMIC SENATE
MINUTES
DECEMBER 12, 2013**

ASD 13-180

Approved 12-19-13

11:30 AM - 1:00 PM

Pollak Library North 130

Present: Armstrong, Balderas, Basil, Bedell, Bonney, Botsford, Brusckke, Chavis, Cruz, Dabirian, Evanow, Filowitz, Fitch, Fontaine, García, Gradilla, Hassan, Jarvis, Jones, Kanel, Knutson Miller, Kwok, Lartey, Matz, Mead, Myck-Wayne, Navarro, Pasternack, Perez, Puri, Randall, Rhoten, Rodriguez, Stambough, Stang, Stein, Walicki, Walk, Walker, Watson, Weismuller, Yang

Absent: Buck, Carroll, Fidalgo, Guerin, Michalopoulos, Rhodes, Westgate

I. CALL TO ORDER

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

II. URGENT BUSINESS

III. ANNOUNCEMENTS

President Garcia thanked Senators for their service to CSUF and wished everyone a wonderful holiday season and very well deserved time with family and friends. As small boxes of candy were distributed from President Garcia on behalf of 38,000 students, she reminded Academic Senators and guests of the following items:

- Season's Greetings video card was sent to the campus community 12-11-13. Thanks to Strategic Communications for their role in putting together this holiday video.
- Holiday Open House will be held at the TSU from 2:00 – 4:00 PM on Friday, December 13th.

3.1 Catalog Language re Instructor Initiated Drops

Chair Walker read clarification language that has been proposed to print in the university catalog relating to online classes. It is parallel language to what is already set up regarding instructor-initiated drops for face-to-face classes:

"During the first week of an online or hybrid class, the student must communicate with the instructor or access the course by logging into TITANium (or the course learning management system if not TITANium); otherwise, the student may be administratively dropped from the course."

3.2 Chair Walker read the required announcement below – per UPS 106.000.

Per [UPS 106.000](#) Campus Selection Committee for Conferring the Honorary Degree – faculty members to serve on committee – fall 2013: Two former Academic Senate Chairs: Ed Trotter (COMM); John W. Bedell (HSS); Chair of Outstanding Professor Committee: Leah Brew (HHD)

3.3 Other Announcements

➤ (Chair Walker)

- Introduced and welcomed Mr. James A. Busalacchi who joined CSUF on 12-9-13, as new Director of Faculty and Staff Labor Relations within the Division of Human Resources, Diversity and Inclusion.
- Provost Cruz has been with CSUF one year.

➤ (Bedell) Recognized two Academic Senators:

- Senator Anil Puri's birthday.
- Senator Steve Stambough's 16th wedding anniversary [wife, Dr. Valerie O'Regan, Dept. of PAJ].

IV. TIMES CERTAIN

11:45 – 12:00 Noon

Topic: Center for Internships & Community Engagement

Discussant: Dawn Macy, Director - [CICE](#)

Chair Walker introduced Ms. Macy who was invited to share information with Senators to help overcome and change the status of *best-kept secret* on campus. The mission and purpose of the **C**enter for **I**nternships and **C**ommunity **E**ngagement is to promote and facilitate high-quality experiential learning, in and out of the classroom. The Center operates under CSUF Student Affairs Division and supports Goals [#1](#) and [#2](#) of the Campus Strategic Plan. Students are encouraged to develop the habit of intellectual inquiry, prepare for challenging professions, strengthen relationships to their communities, and contribute

productively to society. The PowerPoint presentation highlighted the following support to students, support for faculty, and services to community partners:

- CICE currently supports 34 departments for academic internships and all colleges for service-learning.
- Provides risk management and student tracking systems (EO 1064).
- Executed Learning Agreements with more than 2,400 companies/organizations.
- Supports students and faculty in identifying and developing appropriate placement sites for internships and service-learning courses and evaluates meeting learning objectives for course credit.
- Supports community partners in recruiting students to serve as interns or service-learners.
- Seeks external support to expand CSUF's community engagement profile. \$5M in grants since 2001.
- Support faculty by:
 - ✓ Award mini-grant monies for development of service-learning curriculum and partnerships.
 - ✓ Faculty development through travel, research, publication, and conference grants.
 - ✓ Faculty and community partners to explore joint projects.

Faculty are key in promoting service-learning and internships for their students. Departments valuing and supporting CICE continue to help grow this program. Presentation of CICE to departments can be given upon request.

Q/A session followed the presentation.

Student internship hours average 120 hours per semester; service-learning allowable hours per UPS 411.600 are up to 40 hours per semester.

A breakdown of data was requested for the 13,000 students giving 1.3M hours of courses in departments, such as academic internships, student teaching placement, practicums, service-learning, and nursing. Another request was made for data that would be helpful to departments for timing of student involvement in internships and service-learning; i.e. GPA, time-to-degree, transitions into careers, etc. Students with junior or senior status are majority allowed by departments.

Several Senators thanked Dawn Macy for her work with students and faculty through CICE.

12:15 PM

Subject: Planning, Resource, & Budget Committee Update, Fall 2013

Presenter: Dr. Paul De Land, PRBC Chair

Chair Walker welcomed Dr. De Land, who gave a brief overview of fall 2013 PRBC activities.

Committee Membership	Department	Constituency	Position
Bill Meyer	Theatre and Dance	ARTS	Faculty
Kari Knutson Miller *	Child & Adolescent St.	HHD	Faculty
Andrea Patterson	Liberal Studies	HUM	Faculty
Michael Shafae	Computer Science	ECS	Faculty
Lisa Kirtman	Elementary & Biling Educ	EDUC	Faculty
Mike DeMars	Library	L/A/C/E	Faculty
Bob Mead *	Economics	MCBE	Faculty
Nancy Fitch *	History	SOC SCI	Faculty
Jon Brusckhe*	Human Comm Studies	COMM	Faculty
Paul Deland, Chair	Mathematics	CNSM	Faculty
Mildred Garcia	President	ADMIN	President
Designee: Ann Camp	Chief of Staff	ADMIN	
José Cruz	Provost/VP Academic Affairs	ADMIN	Vice President
Berenecea Johnson Eanes	VP Student Affairs	ADMIN	Vice President
Stephen Garcia	Interim VP Admin & Finance/CFO	ADMIN	Vice President
Greg Saks	VP University Advancement	ADMIN	Vice President
Amir Dabirian *	VP Information Technology	ADMIN	Vice President
Lori Gentles	VP Human Resources, Diversity & Inclusion	ADMIN	Vice President
Amy Mattern	Asst Dean for Student Affairs	STAFF	Staff
Christa Johnson	NSM Dean's Office	STAFF	Staff
Harpreet Bath	Associated Students, Inc.	Student	Student
Jonathan Leggett	Associated Students, Inc.	Student	Student
Emily Bonney *	Liberal Studies	HUM	Exec Com Liaison

*=Senator

Committee met seven (7) times and reviewed 1) PRBC recommendations from May 2013; 2) Strategic Plan; 3) fundamentals of budgeting process. PRBC received President Garcia's presentation and memo regarding 2013-14 budget detailing funding from the PRBC May recommendations:

- Instructional & support facilities
- Assessment
- Faculty recruitment
- Diversification of revenue streams
- Advisement

Each of the seven division heads made 2-part presentations: 1) an organizational chart based on description of their units; 2) major concerns and direction of unit.

Two sub-committees were formed to rewrite PRBC bylaw within UPS 100.001 A.S. Bylaws and review and revise UPS 100.201 Planning and Budgeting Process [8-24-10] – to report back to A.S. spring 2014.

University's Strategic Plan Initiative is the successor title of the formerly-named "**U**niversity **M**ission & **G**oals **I**nitiatives" [UGMIs]. This new title could be *energized* as PRBC discussions proceed regarding timing, budget, and themes for recommendations for 2014-15.

V. APPROVAL OF MINUTES

5.1 ASD 13-172 Academic Senate Minutes 11-21-13 (Draft)

M/S/P (Walicki/Kanel) ASD 13-172 A.S. draft minutes from 11-21-13 were approved with *friendly* amendments.

VI. CONSENT CALENDAR

Chair Walker explained that EO 1089 supersedes both UPS 240.000 and UPS 240.100. Chancellor White has asked that if local policies conflict with this executive order, local policies should be rescinded. In the future, the A.S. Website links for these respective policies will link directly to [Executive Order 1089](#).

M/S/P (Mead/Rhoten) Consent Calendar was unanimously approved.

6.1 ASD 13-174 Proposed Rescission – [UPS 240.000](#) Nondiscrimination Policy: A Commitment to Valuing Diversity [2-15-05] [Source: Exec Com] [Executive Order 1089](#)

6.2 ASD 13-175 Proposed Rescission – [UPS 240.100](#) Sexual Harassment Policy [2-15-05] [Source: Exec Com] [Executive Order 1089](#)

6.3 Nominees to Committees

NOMINEES TO AD HOC COMMITTEE

AD HOC COMMITTEE – DIVISION OF ANTHROPOLOGY [5 faculty]

Nominees: David Kelman (HUM); Stacy Mallicoat (HUM); Carl Wendt (SOC SCI); Kristi Kanel (HHD); Merri Lynn Casem (NSM)

VII. CHAIR'S REPORT

Chair Walker will have a combined written report for 12-19-13. He made brief comments: [University Policy Statements](#): see XII below.

Both university policy statements will have first readings today and comments from the campus community to receive broad-based perspectives to make a strong, useful, collaborative document.

Final A.S. meeting for fall 2013: 12-19-13.

Search Committees are being formed for Deans - College of Arts and College of HSS. Faculty names will be confirmed 12-19-13 for these search committees to begin work in spring 2014.

Department Chair Elections: [UPS 211.100](#) Appointment of Department Chairs and Vice-Chairs.

An arbitration decision has been handed down from CSU Fresno regarding enfranchising part-time faculty in department chair elections. If your department will be holding an election in the near future, please refer to the recent email distributed from VP HRDI Gentles, or talk with CFA President Hassan for procedural guidance.

VIII. PROVOST UPDATE (Provost Cruz)

Items shared in an overview:

- Accreditation. Over the past few months I have had the privilege of meeting with accreditors from the colleges of 1) Arts; 2) Health & Human Development; 3) Mihaylo College of Business & Economics. It is a point of pride to hear the great comments received about faculty, staff, and students, and the leadership in each of these colleges. Specific information from exit interviews cannot be shared; however, we can look forward to excellent final reports forthcoming spring 2014.
- Structuring investments/Funding streams. Past years of prudent financial management, CSUF established reserves throughout the University. Approximately \$2.1M from those reserves has been allocated to various areas. In addition to this, discussions with Council of Deans has resulted in establishment of a base package for all our new faculty. In addition to traditional support (moving expenses, IT support) all new faculty will continue to receive the following support, regardless of discipline:
 - ✓ a 3 3-unit course reduction during their first 1 ½ years.
 - ✓ \$1,500 for professional development during first year.
 - ✓ \$5,000 research and creative activity stipend during first year.
 - ✓ \$5,000 minimum for start-up – in addition to the stipend.
 - ✓ provide each type of position, at a minimum, the same level of start-up funding received during the last year.
 - ✓ Access to a 6-month 0% interest loan up to \$5,000.

- Innovation in areas of strategic importance: Approximately \$350,000 has been allocated to faculty who had good ideas on student success, bottle-necks and course redesign. Understanding the need to invest in and leverage infrastructure, Dr. Shari McMahan spoke with this group regarding a centers and institutes *Request for Proposals* (RFP) 26 proposals were received, 10 were fully funded for a total of \$100,000. We recognize the need to maintain momentum. Because of variations of funding available in federal agencies, many faculty members have long-standing grants coming to an end. We will provide *bridge funding* – some assigned time to *principal investigators* who will be able to write new proposals, reframe/retool proposals to send to different agencies.
- Importance of prospecting of new opportunities. Approximately 15 faculty members will have opportunity in spring to travel to Washington, D.C. to talk directly to program directors in various funding agencies. Sabbaticals. Sabbatical proposals are still being evaluated. CSUF has traditionally tried to exceed the minimum required by the CBA. This year the minimum number of awards required by the CBA is 45, and this is the number of awards we can fund with the existing baseline budget. I will work to identify additional funding to ensure we exceed this minimum number.

IX. STATEWIDE ACADEMIC SENATE REPORT No report.

X. ASI REPORT

(Navarro) ASI Lobby Corps is partnering with NPR to host “You’re the Expert” at CSUF. The date of March 13 or 15, 2014, will be announced ASAP. *You’re the Expert* is a live show, podcast, and new public radio program that uses comedy to make academic research more accessible and exciting. Through games, sketches, and hilariously misguided guesses, a panel of entertaining comedians will try to get to the bottom of what a distinguished professor in an obscure field does all day. Faculty should be aware they could be asked to be part of the program!

(Kwok) Recapped recent ASI activities. Last week’s ice-skating rink in the quad was fun. The TSU will be open 24-hours a day before and during finals week. The concept for a new bowling and billiards renovation has been adopted for the TSU underground. Senator Kwok announced ASI Board elections were held for spring semester, and his current position on the A.S. may be replaced. He thanked the body for welcoming him as an Academic Senator for fall 2013, and wished everyone happy holidays.

XI. CFA REPORT (Senator Hassan)

Bargaining is the uppermost topic to report. Bargaining commenced today through tomorrow (2-days). There are six sessions scheduled for January, two for February. Hopefully with the new chancellor and a favorable economy, bargaining will be a smoother process than in past years.

On our local level, [UPS 211.100](#) Appointment of Department Chairs and Vice-Chairs needs some clarification/revision. Although this document does not violate the Collective Bargaining Agreement, how it is implemented has caused some concerns to CFA. UPS 211.100 states

- B. Tenured and tenure-track faculty shall be allowed to vote and the following individuals may be allowed to vote if they are enfranchised by the tenured and tenure-track faculty:
- Temporary full-time faculty
 - Temporary part-time faculty
 - FERP faculty who are not teaching in that semester, or
 - Other persons who are a part of the department.

Last week’s Mathematics Department chair election process is very disturbing. They have about 20 tenured faculty, 6 full-time lecturers, and 65 part-time lecturers. They enfranchised part-time lecturers by giving them one vote. Each part-time faculty member’s vote counted as 1/65th of a vote. That is not in line with the arbitrator’s ruling regarding the grievance at Cal State Fresno. CFA has scheduled a meeting with the administration for Monday, 12-16-13, and CFA hopes that an interim policy can be adopted regarding how lecturers should be enfranchised to vote in a more meaningful way than how the Mathematics Dept. has done it.

XII. FIRST READINGS

Chair Walker proposed a procedure for the *First Reading* items 12.1 and 12.2. A diversity of large ideas and opinions are welcome in order to receive feedback on the respective documents within the limited time frame. Edits and formatting suggestions can be emailed to swalker@fullerton.edu. Each committee chair will be invited to speak to the committee’s document.

12.1 Time allocated – 10 minutes

ASD 13-171 Revised UPS 300.022 Assessment on Student Learning at California State University, Fullerton [Source: AEEC] [UPS 300.022](#) [8-16-00]

Dr. Jochen Burgtorf, chair of Assessment and Educational Effectiveness Committee, spoke to revisions made by the new committee of AEEC, which were passed unanimously. This brief document is the

policy that will govern all assessment procedures. The document name and focus is “Assessment of Student Learning”. Dr. Burgtorf quickly went through definition and principles outlined and stated the committee’s willingness to receive all suggestions/feedback/improvements to be considered for incorporation and possible revision by AEEC. An additional ending line could be considered: “All assessment of student learning at Cal State Fullerton shall be conducted in the spirit of this policy.”

The many comments will be transcribed from this meeting and given to AEEC for consideration. There is also an online forum set up by A.S. Chair Walker to receive comments on this document from the campus community, which will also be compiled and forwarded to Chair Burgtorf and AEEC.

12.2 Time allocated – 10 minutes

ASD 13-167 Proposed New UPS 210.070 Evaluation of Temporary Faculty [Source: FAC]

Dr. Laura Lohman, chair of Faculty Affairs Committee, addressed the body on behalf of FAC. The cover memo spoke to the committee’s unanimously approved 12-page proposed UPS 210.070. Dr. Lohman clarified and highlighted specific sections before comments were solicited.

The many comments and concerns will be transcribed from this meeting and given to FAC for consideration. There is also an online forum set up by A.S. Chair Walker to receive comments on this document from full-time faculty, part-time faculty, department chairs, and college deans which will also be compiled and forwarded to Chair Lohman and FAC.

XIII. NEW BUSINESS

13.1 ASD 13-157 Revised UPS 300.023 Grade Changes [6-17-05] [Source: ASC]

M/S/P (Kanel/Filowitz) Motion to approve revised UPS 300.023.

(Mead) Line 53 *friendly* amendment: add “(or designee)” after department chair. Line will read: *If the department chair (or designee) is not available or is unable to sign the form ...*”

(Rhoten) [Rhoten/Rhodes co-authored amendments] Lines 24-32 in #2: *friendly* amendments to address academic appeals and work already completed. #2 with incorporated revisions shall read as follows:

2. A change of grade initiated by the instructor may occur only in cases of : clerical/administrative error; instructor reevaluation of the original course assignments of a student and discovers an error in the original evaluation; or a decision from the Academic Appeals Board; or the need to change an RP (report in progress) grade to a final grade for a thesis, project, or similar course when the work has been completed; or the need to change an “RD” (report delayed) administrative grading symbol. A clerical/administrative error typically stems from a problem in processing or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work or reconsideration beyond the specified course requirements. The symbol “RP” is used in connection with thesis, project, or similar courses that extend beyond one academic term, and the symbol “RD” is used where a delay in the reporting of a final grade is due to circumstances beyond the control of the student (see UPS 300.020).

(Pasternack) Line 33 *friendly* amendment: strike within and add no later than 60 calendar days.... Line 33 sentence to read: “...directed to the instructor no later than 60 calendar days of the first day of classes of the ...”

VOTE (by voice) ASD 13-157 UPS 300.023 was approved unanimously as amended.

Items 13.2 – 13.3 will be forwarded to next A.S. agenda 12-19-13

13.2 ASD 13-164 Revised UPS 411.102 Curriculum Guidelines and Procedures: Academic Jurisdiction [6-17-08] [Source: UCC]

13.3 ASD 13-165 Revised UPS 411.104 Policy on Online Instruction [5-17-12] [Source: UCC]

XIV. ADJOURNMENT

M/S/P (Fitch/Stein) Meeting was adjourned at 1:00 PM.

**CALENDAR of remaining meetings: Thursdays, 11:30 – 1:00, PLN-130
ACADEMIC SENATE 2013-2014**

FALL 2013	SPRING 2014
December 19	January 23 cancelled
	February 6 if needed
	February 13
	February 27
	March 6
	March 27
	April 17
	April 24 if need
	May 1
	May 8
	May 15 Marathon/Electoral