



**ACADEMIC SENATE
MINUTES
FEBRUARY 7, 2019**

ASD 19-04

Approved 2-21-19

11:30 AM - 12:50 PM

PLN-130

Present: Badal, Basil, Brown, Brunelle, Brusckke, Casem, Ceisel, Chandler, Childers, Dabirian, David, Fidalgo, Fitch, Garcia, Hesgard, Holland, Jarvis, Kanel, Matz, McLain, Mead, Meyer, P. Oliver, R. Oliver, Patton, Peissig, Perez, Powers, Preston, Shahi, Shoar, Stohs, Teckchandani, Thomas, Tiwari, Torres, Virjee, Wagner, Walicki, Walk, Walker, Wood

Absent: Buck, Gradilla, Heiner, Rodriguez, Stambough, Valdez

I. CALL TO ORDER

Chair Stohs called the meeting to order at 11:30 am.

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

➤	Academic Senate Special Election to fill vacancy: <ul style="list-style-type: none"> • CSUF Academic Senate - HHD Constituency 	eVoting will take place: M, February 18 th , 7:00 AM ^{thru} R, February 21 st , 4:00 PM
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➤ (Matz) I would like the Senate to remember Ann Camp who was President Garcia's Chief of Staff, in a moment of silence.

IV. TIMES APPROXIMATE

11:45 AM

Topic: CSUF Commencement Planning for 2019 and Beyond

Presenter: VP Greg Saks, Todd Frandsen, Brooke Fessler Owens, and Andrea Kelligrew

Vice President Greg Saks, Todd Frandsen, Brooke Fessler Owens, and Andrea Kelligrew gave a commencement planning for 2019 and beyond presentation to the Academic Senate. Before the presentation VP Saks acknowledged the team who helped to develop this plan. VP Saks also thanked his staff that attended various commencement ceremonies and looked at regional as well as national trends to gather information that helped to develop this plan.

The presentation and specific details pertaining to commencement were discussed as each slide was presented for the following areas:

- Looking Back: Changes Over the Past Few Years
- Commencement History
- When Did The 2000's Model Show Signs of Needed Refresh
- 2017 Commencement Task Force
- 2017 Created the Following Issues
- 2018 Must Have From Campus
- 2018 Changes
- FY 2018 Challenges
- 2018 Grad Survey

- National Trends
- Looking Forward: Changes For A Sustainable and Scalable Commencement Model
- 2019 Model
- 2020 Model - Fulfilling Student Expectations
- 2020 Model - Campus Benefits
- 2020 Model Challenges
- 2020 Model - Mitigate Challenges
- Campuses with Weekday Ceremonies
- Projected Outcomes
- Marching Orders
- 2020 Model - Potential Enhancements
- Next Steps: Continuing the Conversation

Q&A:

Q: (Shoar) You had discussed with overtime, etc., what happens when you have a 5:00 pm ceremony?

A: (Kelligrew) Then we do off-shifting, which is much easier to do in the middle of the week. We would ask divisions to allow their staff to come in at 1:00 pm or 2:00 pm and they will be here into the evening.

- (Fessler Owens) We already did this for this year 2019 and 2018 for Friday the entire University Advancement group really off-shifted. We had some essential personnel in the office and everybody else worked the afternoon, so it is already working.
- (Brunelle) I remember when we used to have large ceremonies in the football stadium. One problem we have is that people, particularly older parents pass out frequently from the heat, so what we did have was people running up and down the isles with water and/or emergency treatment. When you bring a huge amount of people together as we were doing in the football stadium, there are some real dangers there. I would suggest considering rather than doing it during the work day, doing it after dark so that you reduce the emergency and/or death toll from heat exhaustion and dehydration. It could be cloudy and cool and it could also be over 100 degrees.
 - (Kelligrew) That is what happened in the stadium in 2017 because it was incredibly hot. Part of this is working with UPD, Environmental Health and Safety, and Risk Management to come up with solutions for that. We have to go to twice a day with the number of graduates we have in order to get everyone through. We implemented cooling stations last year, we will continue that, where we have a place for folks that are not doing well with the heat can be taken and there will be cool packs, water, and shade. We have a backup emergency heat plan and once we get so far out from commencement day and the prediction is we will be in the high 90's and high 100's, we provide water for everyone as they are coming in and we heighten the cooling station availability.
 - (Fessler Owens) You had mentioned the time, it is difficult to have that many people moving after dark, it becomes a challenge and a liability as well with so many people. The mass casualty event years they were where we have had the university ceremony that started and it took a half hour or so to get everyone to their ceremonies and then people sat through a two hour plus ceremony, so not a lot of food, drink, water, or shade for almost four hours. With the removal of the University ceremony and tightening up the time for the college department ceremonies, a lot of that will be taken off line.

Q: (Jarvis) As we are going to fewer sites, paying attention to the particulars of these sites becomes a little more important. We did not do processional, we did recessional and the number of our female students who wear heels despite us telling them they really should not be worn on grass. Are we going to do something on coverings for the grass or some kind of hard thing? Because we made these sort of game time decisions on processional or recessionals by how soft the grass was, and we can't predict whether it is going to be heavy dew or not the night before.

A: (Fessler Owens) Part of that is the hallowed ground that is titan stadium grass. We could put a covering on it, but it really ruins the grass, so that is something we have to work on with Athletics. We do tell them to wear wedges or flats.

- (Kelligrew) We have moved grad line up for Titan Stadium from that access road, so we will have the grads in Parking Lot A. We will have security break the pedestrian line for processional and bring them across, so hopefully that will help.

Q: (Stohs) I am wondering a little bit about which if either of these is a completely done deal? I am assuming that this coming summer is basically done and is planned and we have to go forward. You said you want to present this to other people, so is 2020 not yet a completely done deal? What if someone comes up with a really creative idea to change all of it, when could any minor or major changes be made to 2020?

A: (Fessler Owens) The Academic Calendar has already been set with commencement being Monday thru Thursday. I don't know what the procedure is, but everybody has been notified and will be using that as their commencement dates.

- (Saks) We would greatly appreciate any and all ideas that folks may have. The basic framework is in place, but within that framework we would enjoy any thoughts, comments, and ideas to make this as special as possible for our students.

➤ (Bruschke) I offer these comments as someone who has hosted events where I have solicited feedback and got everyone's feedback, come up with a solution that address all those and still had everyone quite unhappy at the final product just because sometimes addressing all the individual things could still leave loose ends. Here is what I worry about as I look at this, when you switch to the weekday you do make it hard for people to show up. I have heard the presentation twice and you said well that happens anyway. It's true we have some baseball and softball players and it's true we have some on active military duty, but just about everybody is going to have someone who can't get there in the middle of the week. It might be sort of a hallow victory to say you have unlimited tickets, but none of your family can come. So anything we can think about to address that would be helpful.

- (Kelligrew) It is true and like I said earlier, there is never going to be a solution where everyone who wants to come to be able to come, and if so many other sister universities were not doing it and doing it successfully.
- (Bruschke) We have a lot more first generation students and very particular types of students then they do at many of the universities we saw in that video, so I would like you to think about that.
- (Kelligrew) In the video sure, but in Los Angeles they have that too.

➤ (Bruschke) Also, the equity concern, when I talk to the students especially for our college, what they really don't like is sitting there for 2 ½ hours to listen to the names being read of a bunch of people they don't know. So if equity seems to mean everyone gets the biggest possible ceremony, if there is something we could creatively do to help with that. That is going to have a big impact especially in my college. We have reshuffled a lot of ways, but what we consistently hear from the students is shorter ceremony is better.

- (Kelligrew) Big doesn't mean long and as they talk to us, one of the things they talked about was they want it short and do not want to listen to a lot of talking heads and people they don't recognize. Because we are adding some elements of the university ceremony, we are not forcing everyone to have a keynote of someone they have never heard of, you guys will still have control over that scripting of who is speaking at your ceremony.
- (Bruschke) I like the contingency plans, but here is what I would like to avoid because it did happen to us I think in 2017. They are outside and its hot, everyone is sticking with that for the first 45 minutes or hour, by the time we get to the "G's" literally there was just a sea of white empty chairs. If all of our venues are outside, we are one hot day or one rain storm away from an issue. I don't have great solutions for you right now, I'm just saying that for us it sure looks like we are going back to the worse thing we could remember, not that we are moving forward.
- (Saks) We really appreciate that feedback and we have been thinking about that and we hear about that. In going to the two hour ceremonies, publicizing that is one thing. Looking at the tools we have potentially, from the video you saw, is to make the name reading as efficient as possible with cards that have the information and everybody is in order. Because we will be conferring degrees at the end, we are dedicated to making it very clear to everyone, the students and the grads, here is what is going to happen and it's going to be two hours or less and you will be getting your degree conferred at the end. From some of our colleagues at our sister universities this has helped in keeping people there until the very end. We agree we want to make it two hours or less for sure.
- (Fessler Owens) Last year we were able to do two hour ceremonies and every single one of the ceremonies was two hours or less, the average time was an hour and 35 - 40 minutes, so it can be done even with a larger ceremonies with tweaking of the script. To your first question, the weekdays will be tough, it will be a big change and we know that. We have already in December 2018 sent an email to all students, all faculty, and distribution lists about the 2020 Monday thru Thursday schedule. We will continue to do that to make sure that everybody has the appropriate time on their calendars. For students that is really different because they are really concerned about the one-time. Traditionally in the

early spring, late winter is when we tell everybody this is your ceremony date, time, location and they can give that to their families. We are going to be able to do that with this plan because it is so flexible and there is so much room we do not have to worry about who fits where as much. So in August on the first day they come to school they can come to the commencement website and see where they will be commencing that May, so that is a nine month lead time.

- (Kanel) I just had a thought about the complaining of them wearing heels and I think there should be a strong memo sent out to all graduating people and to their families. I would recommend you put them in Spanish as well letting them now because some people think that graduation is like a super formal big event. Culturally they might not understand how the rest of us see it who have been through it several times. So for them it's huge and they don't understand and probably need to be told don't wear heels you might sink into the mud and it will be uncomfortable for you. They may need to be told feel free to bring snacks because there is nothing to eat here on campus for you, please bring a bottle of water in your purse, and bring gum or mints. We should be more explicit on things that would aid people because they might think they are not allowed to do that.
 - (Kelligrew) That is a very good point. What we do in that regard is we start emailing the students in January and it gears up to more often, one every week closer to their commencement ceremony. We let them know repeatedly to dress comfortably, your polyester black robes are not breathable.
 - (Kanel) Let them know California is maybe subject to heat or rain, so prepare yourself for either of these. Don't dress up in such frilly uncomfortable outfits that you are going to be sitting in for two hours. We have to be more explicit. Do we not send letters anymore to people, or is it just email? I find my students don't read emails.
 - (Kelligrew) We found they weren't reading their mail either, and it's very costly to mail all of them. Another way we communicate with them is we attend GradFest and we hand out a flyer that says here are the do's and don'ts. We go over all of it, feed yourself, hydrate, wear sun screen, bring sun glasses, and don't dress that way, so we do as much as we can. Spanish is a fantastic idea and we would be happy to do it.

Q: (Kanel) Do you object if each department sends their own thing out to the graduates? Would that be going against University policy?

A: (Fessler Owens) I believe that the college coordinators are communicating with their students as well.

- (Kelligrew) They get copied on everything that goes out to the students and they often forward it to them again.

Q: (Perez) Back to the question of the ceremonies during the week. I noticed on the slide you did have comparable campuses that use that format in terms of their demographic and size like Long Beach and Northridge in particular. Is there any data or information nationwide or system-wide that shows, or has anyone asked, if it disproportionately affects particular groups of students?

A: (Kelligrew) I don't have that information. I often try to research statistical information and most people are focused on graduation and not commencement, like degree completion. I am traveling to Nako next week and we will have the new iconic group survey and hopefully I we will have better statistical information.

- (Saks) They have talked to those different campuses and there hasn't been any decrease to any particular population as a result of it. What they found also is that many students who are working nontraditional schedules, it really doesn't make a difference. They are working on Saturday and Sundays anyway and in some cases their families are as well so there didn't seem to be much of a difference in that regard. I really want to thank the person who brought up the Spanish idea, what a fantastic idea. The other thing on the communication side is I know these guys have been spending a lot of time trying to position ourselves as far as enhancing our social media presence knowing that is the primary way in which to reach our students in addition to text and other ways we feel might be effective.

Q: (Walicki) Could we have the ceremony on two weekends and not have the weekday? Is that a possibility?

A: (Fessler Owens) All the things are a possibility. If we had it on two weekends it would extend past the faculty contract. The other thing is that having the weekend, we would have campus really gearing up for that last week of finals and the facilities folks are working overtime that full weekend, they would work the full week in between, and then work another full weekend.

(Kelligrew) Once we go into the weekend we are looking at overtime. It is not just volunteers, its police, it's some of our vendors, and the budget can't continue to support that.

- (Walicki) In 2017 for our college they had a tent, but the tent did not have sides and the sun came in. If I'm only wearing the robe that's fine, but I'm wearing clothes underneath the robe so it was really bad. Last year we didn't have a tent at all, but it was cloudy, so it was fine. But if we could put sides on the tent and fans, that would be perfect.
 - (Kelligrew) With two venues could have sides to the tents?
 - (Owens) The other thing we talked about is at the line-up area, you are standing in the sun for an hour while you are getting your students lined up, we would like to cover that.

- (Fitch) My main concern with the weekdays is this reminds me of going back to the bad old days in which you absolutely dreaded coming to commencement because of the length of the ceremony and the endless listening to names that don't mean anything to you especially when they are outside of your college. This is a real concern. The big thing I am worried about is traffic at those particular times. I hope when you do all this you are working with Caltrans people or whoever is in charge of freeways. Adding 160,000 cars onto that traffic strikes me as a horrific problem.

(Fessler Owens) We are working with Caltrans, Parking & Transportation, our University and Fullerton Police. We do permits so we can control the number of cars that are on the campus. Although there will be more people attending commencement altogether at each ceremony, there will be less people on campus at one time, so that will help. We create a SIG Alert every single year. We notify everybody in the surrounding area by mail to let them know that we would be impeding their lives. It is an issue, it will be an ongoing issue, and we are dealing with that the best we can.

V. APPROVAL OF MINUTES

5.1 ASD 18-166 Academic Senate Minutes 1-24-19 (Draft)

M/S/P (Brunelle/Matz) Motion to approve ASD 18-166 Academic Senate Minutes 1-24-19. Minutes were passed unanimously.

VI. CONSENT CALENDAR

M/S/P (Dabirian/Tiwari) Motion to approve Consent Calendar. Motion passed unanimously.

5.1 NOMINEES TO COMMITTEES

ASSOCIATE VICE PRESIDENT, STRATEGIC COMMUNICATIONS

Nominees: Sunil Thomas (MCBE); Patricia Literte (HSS); **Pending**

NOMINEES TO STANDING COMMITTEES

ACADEMIC STANDARDS COMMITTEE (10 faculty)

Nominees: Greg Childers (NSM); Kristi Kanel (HHD)

Confirmed 8/30: Stephen O'Connor (SOC SCI); Zac Johnson (COMM); Arsenio Staer (MCBE); Lisa Draskovich-Long (ARTS); Sudarshan Kurwadkar (ECS); Erica Bowers (EDUC); Daniel Rueckert (HUM); Eric Karkhoff (L/A/C/E)

DIVERSITY & INCLUSION COMMITTEE (10 faculty)

Nominees: Ron Oliver (EDUC); **Pending** (HHD); **Pending** (HUM)

Confirmed 8/30: Jennifer Burnaford (NSM); Annie Petrossian (L/A/C/E); Chelsea Reynolds (COMM); Patricia Literte (SOC SCI); John Sanders (ECS); Gabriela Best (MCBE); Hyun Sook Kim (ARTS)

HONORS PROGRAMS ADVISORY BOARD (10 faculty)

Nominees: Michele Wood (HHD)

Confirmed 5/7: Ken Guo (MCBE); Craig McConnell (HUM); Scott Annin (NSM); Hunter Hargraves (COMM); Jonathan Cornforth (L/A/C/E); Malia Hoffman (EDUC); Patricia Perez (SOC SCI); Katherine Reed (ARTS); Phoolendra Mishra (ECS)

- (Stohs) Once Senate Executive Committee finds the third nominee for the AVP Strategic Communications Search Committee the name will be sent out to the senators via email to approve.
 - (Walker) Maybe a Senator would like to volunteer to serve.
 - (Stohs) Do we have any volunteers from the Senators?

- (Walker) I would like to nominate Senator Jarvis to serve on the AVP Strategic Communications Search Committee.
 - Senator Jarvis accepted to serve and it was unanimously approved by the Senators.

VII. CHAIR'S REPORT - written report distributed 2-1-19.

[2 page report](#)

VIII. PROVOST REPORT - written report distributed 2-5-19.

[2 page report](#)

IX. STATEWIDE ACADEMIC SENATE REPORT

No report

X. ASI REPORT - written report distributed 2-6-19.

[2 page report](#)

Additional Report:

(Hesgard) Remind your students ASI has scholarships that are available and the application deadline is March 6th.

XI. CFA REPORT

No report.

XII. NEW BUSINESS

XIII. ADJOURNMENT

M/S/P (Dabirian/Meyer) Meeting adjourned at 12:50 PM.