



**ACADEMIC SENATE
MINUTES
JANUARY 23, 2020**

ASD 20-09

Approved 2-6-20

11:30 AM - 12:50 PM

PLN-130

Present: Badal, Baker, Barros, Bedell, Biesiada, Brown, Bruce, Brusckke, Casem, Childers, Clark, Dabirian, David, Filowitz, Forsgren, Gnanlet, Gradilla, Graewingholt, Holland, Jarvis, Jefferies, Jenkins, Kanel, McLain, Mead, Meyer, Nair, P. Oliver, R. Oliver, Patton, Peissig, Preston, Reneau, Thomas, Valdez, Virjee, Walicki, Walker, Walsh, Woo, Wynants

Absent: Ceisel, Fidalgo, Matz, Powers, Shoar, Stambough, Stohs, Wood

I. CALL TO ORDER

Vice-Chair Gradilla called the meeting to order at 11:30 AM.

A moment of silence was observed.

In Memoriam

- Harvey P. Grody, Professor Emeritus of Political Science [died 11-10-19]
- Roger Dittmann, Professor Emeritus of Physics [died 12-5-19, age 86]
- Brenda Hensley Spencer, Professor Emeritus of Elementary and Bilingual Education [died 1-4-20, age 75]
- Joseph Nevadomsky, Professor Emeritus of Anthropology [died 1-15-20]

II. URGENT BUSINESS

(Kanel) Is there anyway somebody can check into getting financial aid settled so students can register on time? I have been getting many students saying they had holds or they couldn't register because they didn't have financial aid. Now the first week of school they all have their financial aid and they all want to find classes and that is an extremely difficult thing to do, to find classes to squeeze them in and the fit what they need. Would anybody happen to know what we can do because I am worried about this coming April, because they are going to need that financial aid to register for fall? I don't know if financial aid knows this, so hopefully something can be done.

III. ANNOUNCEMENTS

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| ➤ | Designing Effective Writing Assignments and Responding Efficiently to Student Writing (flyer in Dropbox folder) | Friday, February 7 th , 10:00 am - 2:00 pm. PLS-240 link to the registration page: Designing Effective Writing Prompts |
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IV. APPROVAL OF MINUTES

M/S/P (Casem/Bedell) Motion to approve ASD 20-03 Academic Senate Minutes 12-5-19. Minutes approved.

4.1 ASD 20-03 Academic Senate Minutes 12-5-19 (Draft)

V. CONSENT CALENDAR

M/S/P (Kanel/Walicki) Consent Calendar approved.

- 5.1 ASD 20-04 Revisions to UPS 300.040 - Academic Standards for Postbaccalaureate Students
- 5.2 ASD 20-05 New Program Proposals - Fall 2019

5.3 NOMINEES TO COMMITTEES

NOMINEES TO MISCELLANEOUS COMMITTEES

ACADEMIC APPEALS BOARD

Nominee: Daniel Rueckert (HUM)
Merri Lynn Casem (NSM); Penny Weismuller (HHD)

VI. CHAIR'S REPORT – written report distributed on 1-22-20.

[1-page report](#)

VII. PROVOST REPORT – written report distributed on 1-22-20.

[1-page report](#)

Additional Provost Report:

We will hear on February 13th about our WASC reaccreditation, President Virjee, Su Swarat and I are going to Berkeley to hear the results. Our self-study is posted on our WASC website. The review team's complete letter and their recommendations and commendations are also posted. We will let you know what happens at the reaccreditation meeting. We know we will be working on together on the recommendations.

VIII. STATEWIDE ACADEMIC SENATE REPORT

No report.

IX. ASI REPORT – written report distributed on 1-23-20.

[1-page report](#)

(Jenkins) I would like to relinquish the mic to our ASI President Aaron Aguilar.

- Aaron Aguilar expanded on the ASI Report regarding the incidents surrounding the resignation of ASI Vice President, Mansi Kalra.

X. CFA REPORT – written report distributed on 1-22-20.

[2-page report](#)

XI. UNFINISHED BUSINESS

11.1 ASD 19-115 Revisions to UPS 220.000 Policies, Procedures, and Guidelines for the Administration of Student Opinion Question

M/S/ (Walker/Barros) Motion to approve ASD 19-115 Revisions to UPS 220.000 Policies, Procedures, and Guidelines for the Administration of Student Opinion Question.

From approved 11-7-19 AS Minutes: ASD 19-119

M/S/ (Walker/Barros) ASD 19-115 Revisions to UPS 220.000 Policies, Procedures, and Guidelines for the Administration of Student Opinion Question [MAIN MOTION].

(Walker) Gave an overview of the suggested changes the Faculty Affairs Committee made to the document in relations to the report received from the Task Force Committee that was assigned to review UPS 220.000.

Q: (Patton) In Section 3.3 and Section 6.1 it refers to teaching associates, can you describe who they are, does that include unit 11 graduate assistants? Can we use our teaching assistants that we have that are hired hourly? Who can do this and what exactly does teaching associates refer too?

A: (Walker) If you have teaching associates who are being evaluated with SOQ's, either teaching associates or faculty should be handling those SOQ's.

Q: (Patton) So these are temp faculty?

A: (Walker) Any faculty as long it is not the faculty member or teaching associate who is teaching that class.

Q: (Patton) Does this policy allow us to use our graduate assistants who are unit 11 faculty to administer SOQ's? Part of our problem is we have a graduate program and most of our courses are at night, so it's really hard to get people to cover those.

A: (Walker) The idea was that people who were doing the instruction should be the ones doing the student opinion questionnaires. Graduate assistants probably should not, the only group that I think it would be appropriate for graduate assistants to administer SOQ's for would be teaching associates. I don't think it would be appropriate for graduate assistants to do SOQ's for either a tenure track faculty or a lecturer faculty.

Q: (Bruschke) In the previous document, if a department wanted to be online, there was a provision that said the whole department has to do it or individual faculty could do it. That provision is not in the new document, so does that mean now individual faculty could choose to do online and other faculty could choose not to within the same department?

A: (Walker) It's by departments.

Q: (Bruschke) So if we vote for this, can individual faculty members within a department choose it while others do not?

Q: (Bruschke) If we pass this today, this would take effect in thirteen weeks from now, this would be the policy that would apply to the SOQ's administered?

A: (Walker) That would be up to FAR and the Provost because we have already started this semester. So depending on whether it changed implementation, how they would do things, and whether it would be feasible. In reality, the biggest change is the instructions and clarifying who can and cannot administer the forms. Ed Collom's response was if it passes today, we could do it quickly, this semester.

(Mead) Line 76 - After the wording Faculty Affairs & Records, insert the acronym "FAR". *Considered friendly.*

Q: (Mead) On line 70 it reads, "Department chairs and the appropriate administrator(s) shall have access to SOQ data", are we permitting them access to that data before the end of the semester?

A: (Walker) They don't have access to it until it has been processed.

Q: (Nair) In Section 3.2 it states faculty shall not proctor the administration of their own SOQ. For SOQ's that are being completed in class but it's an online SOQ, is it ok for faculty to step out of the class while students work on the SOQ's? Will that still be considered proctoring or is it unsupervised?

A: (Walker) The proctor has to read the instructions and it should be a different faculty member than the faculty member being evaluated.

Q: (Kanel) I have a concern about workload. As a chair of the department am I allowed to set up a schedule of faculty who have to go to another faculty member's room at the time that they are required to? Am I allowed to set that up? If people don't volunteer am I allowed to make that a requirement for faculty to have to go proctor another person or does that go against CBA? And if I can't get people to volunteer and it's after hours and my staff is gone, do I pay them overtime or what would be my options?

A: (Walker) I know many departments that do build a schedule to do this, they ask people to sign up and they get it done. I would try volunteers before I tried compulsive making people do it and explaining that it is a very important part. The other way you solve that problem is if you have classes where you could never get, you just move the whole department to do it online, outside of class and you never have to worry about it.

Q: (Kanel) The CFA Representative is saying don't do it. Are you saying it's against polity to require them to do that?

A: (Brown) Yes it would be, they are not compensated.

Q: (Walsh) I have a question about CFA. If a faculty member is teaching a 10:00 class and someone else is teaching a 10:00 class, our practice is to have them switch and do the SOQ's, would that be ok?

A: (Brown) Yes

M/S/F (Wynants/Valdez) Motion to revise the language in Section 3.1 to read: All SOQ's will be administered online.

Back to main motion.

(Bedell) Motion to postpone discussion until the next Senate meeting.

XII. NEW BUSINESS

12.1 ASD 19-114 New UPS 200.XXX Grant-Related Specially-Funded Instructional Faculty Appointment

XIII. FIRST READING

13.1 ASD 19-120 Revisions to UPS 410.113 - Guidelines for the Structure of Joint Degree Programs

XIV. ADJOURNMENT

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