



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
NOVEMBER 18, 2014**

Approved 12-9-14

11:30 AM - 1:00 PM

Academic Senate Office **PLN-120**

Present: Bonney, Dabirian, Fontaine, Guerin, Jarvis, Sargeant, Walicki, Walk, Walker

Guests: Cook, Cruz, Gentles

I. CALL TO ORDER

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

II. URGENT BUSINESS

None.

III. ANNOUNCEMENTS

3.1 CSU Call for Nominations for Faculty Trustee – Process to Begin – Materials Due in the Chancellor’s Office Friday, 1-16-15.

Comments were received from EC members regarding the deadline for materials due in the A.S. office. Date will be changed on the draft memo from mid-December to January 12, 2015, in order to send required materials to the CO by Friday, 1-16-15. Chair Walker read from UPS 100.001 AS Bylaws that a signed petition is required with 10% (or 50) F-T teaching faculty signatures in order to run for the Faculty Trustee position.

IV. TIMES CERTAIN

11:45 – 11:55 AM

TOPIC: HRDI SURVEY

Presenters: Lori Gentles, Vice President – Human Resources, Diversity and Inclusion

VP-HRDI Gentles was welcomed. She explained the purpose of the 7-category survey to be sent to key stakeholder groups will be for the purpose of feedback regarding services provided by HRDI – what is working well, what needs improvement. The HRDI goal is to give high-quality, excellent service.

There was limited discussion from EC members; however, VP Gentles encouraged future emails to give feedback. It was suggested the HRDI survey should also include faculty input.

12:10 – 12:30 PM

TOPIC: SURVEY RESULTS – STUDY OF PERCEPTIONS OF CSUF STAKEHOLDERS

**Presenters: Jeffrey Cook, Associate Vice President/Chief Communications Officer
CSUF Strategic Communications**

Chair Walker welcomed Jeff Cook to discuss with EC members the results of a market survey conducted summer 2013 through mid-spring 2014 as part of Goal 4 of the Campus Strategic Plan – to increase revenue through fundraising, entrepreneurial activities, grants, and contracts. Sharing survey results and data snapshots across the campus and outside communities has been ongoing to help increase awareness of perception/insights gained. Ongoing communication will be extremely important as conversations and information about Cal State Fullerton is shared and efforts are made to guide the institution toward its aspirational market position. The themes of this desired market position are outlined on a new website: reachhigher.fullerton.edu.

V. APPROVAL OF MINUTES

5.1 EC Minutes (Draft) 11-4-14
M/S/P (Bonney/Dabirian) Minutes were approved as submitted.

VI. CHAIR’S REPORT (Walk)

6.1 There needs to be work done to comply with the new CBA release time issue. Each campus is charged with determining their respective process for funding monies from the Chancellor’s Office -- \$1.3M total, which amounts to approximately \$68K for Cal State Fullerton, between 15-18 courses. The contract will not make this an easy task!

- 6.2 Kick-off meetings of ad hoc research committee and subcommittee:
 1) to determine if a research standing committee is needed with a primary function.
 2) intellectual property subcommittee
 These issues will also be on the ASCSU Chair's meeting agenda in December.
- 6.3 A University Enrollment Management Task Force is being formed.
- 6.4 Reminder...there is a timeline urgency to get feedback from the campus community regarding ASD 14-142 Proposed University Policy on Revision and Review of UPS Documents. This is a FIRST READING item on the A.S. agenda 11-20-14.

VII. PROVOST REPORT 12:45 PM (Cruz)

Provost Cruz joined the meeting to give updates as follows:

- Application numbers are down by 17% for Fall 2015, which compares to 2011 levels. Applications are lower across the CSU.
- An Enrollment Management Committee is being formed for CSUF that will include a faculty member.
- Institutional Research/Analytical Studies: Deputy Provost McMahan has overseen this area and will continue until a faculty member can be appointed as interim. A search for this associate vice president position should begin spring 2015.
- Search for AVP for Research, Creative Activities & Technology Transfer: An announcement should be forthcoming following consideration of three candidates for this position to begin early spring semester.

VIII. STAFF REPORT (Miller written report)

When the A.S. agenda is sent out for one of the meetings in December, the plan is to remind the campus community the Academic Senate has moved from MH-143 to Pollak Library 120 (on 10-20-14). An invitation will be extended to drop by the office. It will not be a formal *open house*.

IX. COMMITTEE LIAISON REPORTS

- 9.1 ASI Board of Directors [Walker] T, 11-11-14, 1:15-3:30 PM, TSU 208 Campus Closed for Veteran's Day.
 ASI Board of Directors [Walker] T, 11-18-14, 1:15-3:30 PM, TSU 208 No Report- Chair Walker attended PAB.
- 9.2 Academic Standards Committee [Walk] F, 11-14-14, 1:00-2:00 PM, MH-166
 Chair Filowitz summarized the context for proposed changes to UPS 300.030 Academic Appeals that would extend the deadline for students to issue appeals from 30 to 60 days. The change is designed to account for faculty delays in issuing grades. ASC members discussed the lack of a timeline for each step in the process. Chair Filowitz will amend the document to encourage students to act as soon as possible once grades are received. Senate Exec has insisted on more definitive word from the ASC on the concept of double counting. Mixed reviews and vigorous debate ensued. ASC encouraged Senate Exec to explore options in addition to polling Senate committees in seeking direction on the historical and complex issues throughout the colleges regarding both general education and double-counting.
- 9.3 Assessment & Educational Effectiveness Committee [Guerin] W, 11-12-14, 1:00-2:15 PM, MH-141
 Chair Rizkallah led a discussion regarding revisions of UPS 300.022 Assessment of Student Learning Outcomes at CSUF. AVPAA Nwosu will respond in writing regarding appropriate use of assessment, which is for improvement only.
 Another topic of discussion was WASC Core Competencies. GE Chair Childers report was shared. GE Committee is moving away from assessment of individual courses toward assessment of programs. The topic of assessment promotion on campus was moved to 12-17-14 meeting.
 AEEC is considering PPR revisions proposed by Academic Programs. A list of concerns will be continued at the 12-17-14 meeting.
 Dates for the spring Assessment Conference will be held March 19-20, 2015.
- 9.4 Curriculum Committee [Bonney for Fontaine] F, 11-7-14, 12:00-1:00 PM, MH-141
 UCC did not have a quorum since classes were cancelled as of 10:00 am due to a power outage for most of the main campus until 11:00 am. UCC members did have a brief discussion about the practicalities involved in standardizing the numbering of the student-to-student tutorial and the internship course. Alison Wrynn thinks it would not be a significant burden. The mood was generally favorable to this change. There also was a discussion about double-counting.
- 9.5 Extended Education Committee [Walk] M, 11-17-14, 3:00-4:00 PM, CP-950
 A report on Open University was presented to the group. Total number of units enrolled has been steady over the past two AYs. Questions related to the number of non-matriculated students in these numbers were asked. A report on summer session 2104 (which was self support, with exception of graduate programs that require summer attendance) was provided. \$2.7 million in financial aid was granted for the

period. Enrollment totals increased, presumably as a result. A review of draft modifications to the UPS 450 series policies (000, 100, 200, 400, and 500--501 were combined with 500 in the revision), as well as UPS 410.115 were shared with the group. These modifications were promoted by the need to update documents with current executive orders and audit results and to comport them with current UPS documents. All revisions were approved unanimously.

- 9.6 Faculty Affairs Committee [Sargeant] F, 11-7-14, 10:00-12:00, MH-141
Perhaps befuddled by the power outage this morning the FAC was unable to meet for lack of a quorum and a chair.
- 9.7 Faculty Development Center Board [Sargeant] F, 11-14-14, 9:00-11:00 AM, PLS-44F
FDCB members did an initial review of call for proposals for FEID grants. Members will offer written comments prior to the next meeting and the committee will continue review and finalize the call at that meeting on 12-12-14.
Proposal to briefly survey mid-career faculty regarding their needs for support.
Update from Deputy Provost McMahan regarding the FDC Director Search. Emphasized the importance of the position. Reported on the small pool and the decision to extend the search. She has contacted the candidates and met with the search committee to revise the position description to attract a broader pool of candidates. Discussion followed from committee members about the current structure of the position, including MPP vs. faculty line, only internal candidates vs. an open search (which would require changing the UPS). Discussed also the possibility of a move/consolidation of faculty support services to Library 2nd floor.
- 9.8 General Education Committee [Bonney] F, 11-14-14, 2:00-4:00 PM, MH-141
The GE committee approved the only course on the agenda, ANTH 383. The committee spent most of the time prior to a 3:00 adjournment discussing the proposed reframing of GE that came out of the Integrative Learning Institute, Summer 2014 and reviewed the proposed changes to UPS 411.201. This document would now not be used for assessment but function as a guide for faculty preparing new courses. The document as modified by the committee was approved unanimously.
- 9.9 Graduate Education Committee [Jarvis] F, 11-14-14, 2:00-4:00 PM, LH-702
Meeting was unable to get a quorum. There was discussion on the following topics without formal action:
- New course proposals.
 - Theses vs. projects at CSUF.
 - K. Powers updated the group on a new grant received by CSUF to bolster grad studies.
 - In this final year of EPOCHS grant there will be a focus with outcomes on graduate writing tutors/assistants to better inform how much of the new grant should go to supporting that vs other functions.
- 9.10 Information Technology Committee [Walicki] F, 11-7-14, 10:00-11:00 AM, PLS-299 Meeting Cancelled
- 9.11 International Education Committee [Dabirian] W, 11-5-14, 11:00-12:00, MH-141
Chair Kazoleas asked IEC members to review UPS 320.102 International Education Policy [5-9-14] for a discussion at the 12-3-14 meeting regarding possible revisions to simplify the policy yet remain in compliance with Executive Orders.
Members discussed the service delivery survey for international students. Results of the survey should guide understanding of the barriers regarding room and board, comprehensive academic advising, dissemination of information, and campus infrastructure; especially with the explosion of international student numbers, including those involved in the American Language Program (ALP).
- 9.12 Internships & Service Learning Committee [Dabirian] W, 11-12-14, 8:45-9:45 AM, MH-141
Dawn Macy gave a report from her faculty coordinator of Service Learning and Internships meeting where she and Su Swarat, Director of Assessment, talked about assessment of student learning. A lack of time, along with other barriers, in the areas of service learning and internships were also discussed. ISLC members considered advantages of campus faculty being invited to start using Center for Service Learning and Internship/Center for Community Engagement for their classes.
Jim Case gave an executive summary on the annual Job Location and Development Report. Liaison Dabirian will email the report when received. A campaign to promote service learning and internships will begin next week.
- 9.13 Planning, Resource, & Budget Committee [Bonney] F, 11-7-14, 1:00 – 2:30 PM, Meeting Cancelled
- 9.14 University Advancement Committee [Walk] W, 11-12-14, 9:00 -10:00 AM, CP-850
Jeff Cook presented a summary of the CSUF Stakeholder study. The strongest element for the university was "location," while "class sizes" was the weakest. Stakeholders describe us as a good local/regional

University and top in the CSU system. He compared perceptions of prospective students versus current students. Many don't know about our athletics programs, campus life and research activities. CSUF is seen as weaker than UC Irvine and Chapman but stronger than Pomona and Long Beach. The Aspirational Market Position of the University, designed to emphasize its distinctive strengths, has since been developed and was determined was summarized for the group.

Below items will be moved to next EC agenda 12-2-14.

X. UNFINISHED BUSINESS

- 10.1 Complete Faculty Committee Assignments for Standing Committees
 - 9.1.1 Academic Standards – L/A/C/E Fall 2014 [Fournier-Sabb]
 - 9.1.2 Student Academic Life – NSM Spring 2015 [Cadwalladerolsker-Sabb]Faculty names were not forthcoming to fill these positions.

XI. NEW BUSINESS

- 11.1 Proposed New UPS re GE: Programmatic Student Learning Goals and Learning Outcomes – Action Plan [Source: GE Com]
- 11.2 Exceptional Level of Service to Student Assigned Time Committee (Proposed CBA Article 20.37)
- 11.3 CSUF Writing – AA/AS Retreat 10-17-14 Follow-up – Creation of a Standing Committee
- 11.4 ASD 14-140 Faculty Affairs Committee Added Language to Functions in BL – To Add to Other Areas in UPS 100.001 AS Bylaws [see 10-2-14 AS Minutes]
- 11.5 EC Follow-up from 10-16-14 AS Minutes: 1) Campus Cleanliness; 2) Pathways to Success – Pilot Program in HSS
- 11.6 Academic Freedom Policy Discussion
- 11.7 CSU Graduation Initiatives 2025

XII. ADJOURNMENT

Meeting adjourned at 1:10 PM.