



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
FEBRUARY 3, 2015**

Approved 2-17-15

11:30 AM - 1:00 PM

A.S. Office – PLN-120

Present: Bonney, Dabirian Fontaine, Guerin Jarvis, Sargeant, Walk, Walker
Absent: Walicki
Guests: Cruz, Gentles, McMahan

I. CALL TO ORDER

Chair Walker called the meeting to order at 11:33 AM.

II. URGENT BUSINESS

Vice Chair Bonney advised EC members that Dr. Koch would like to meet with EC and Academic Programs to discuss possible pathways for general education courses to be offered to students through the Helmsley Grant. A future meeting date will be set for discussions following review of appropriate CSU and CSUF policy.

Grant Information through Helmsley Charitable Trust: The award will fund CSU STEM Collaboratives to provide immersive educational STEM experiences beginning the summer before college and continuing through the first year at the CSU.

III. ANNOUNCEMENTS

IV. TIME CERTAIN

11:45 AM DIVERSITY ACTION PLAN and CAMPUS CLIMATE SURVEY DATA

Topic:

**Discussants: Lori Gentles, Vice President, Human Resources, Diversity & Inclusion
Shari McMahan, Deputy Provost**

Chair Walker welcomed VP Gentles and Deputy Provost McMahan who gave an update on the process and results to date on the above topics that align with the Campus Strategic Plan Goal #3 – RECRUIT AND RETAIN A HIGH-QUALITY AND DIVERSE FACULTY AND STAFF.

CSUF aims to become a model of faculty and staff inclusivity, diversity and engagement in order to better serve our diverse student population. To this end we will develop a Diversity Action Plan to cultivate an environment that honors differences in various forms – race, ethnicity, gender, age, (dis)ability, sexual orientation, religious or political beliefs and status within the University. We will also develop effective processes and procedures to support recruitment, hiring, and retention, and increase professional and leadership development opportunities available across career stages.

OBJECTIVES:

- Assess the campus climate and utilize results to identify and implement retention and engagement strategies.
- Implement effective and systematic faculty and staff recruitment and retention programs.
- Align CSUF faculty demographics with national pools of appropriately qualified applicants.
- Provide additional training programs and increase opportunities for professional development available to post-tenure faculty and staff to promote career advancement.

STRATEGIES:

1. Create and implement a Diversity Action Plan to improve recruitment and retention and to foster an inclusive environment.
2. Enhance professional and leadership development opportunities to better support retention and engagement throughout all career stages

VP Gentles reported on work of the three sub-groups who regularly meet to identify major themes, categorize results, and work on strategies from the climate survey data as well as moving forward on the Diversity Action Plan. In this 2nd year of our 5 year SP, presentations from the work of sub-groups on the survey data and information will be shared with constituents. The collaborative and ongoing work of these committees made up of administrators, faculty and staff are committed to moving toward a university that knows what it wants and how to achieve results through understanding needs, communication of ideas, and modeling desired behavior.

EC members asked for hiring and growth data and metrics that were promised for Goal #3. VP Gentles stated these would be addressed in the Academic Master Plan from the Provost's office.

V. APPROVAL OF MINUTES

M/S/P (Jarvis/Bonney) EC draft minutes of 1-27-10 were approved as submitted.

VI. CHAIR'S REPORT

- Reminded EC members the Executive Committee/President's Cabinet semester's retreat is scheduled on campus tomorrow afternoon, 2-5-15. EC should suggest topics for next year's retreat.

VII. PROVOST REPORT (Cruz)

Provost Cruz discussed the following:

Faculty Hiring: The commitment to hire 150 faculty over the next two years is on track. 68 searches were requested by departments and all were authorized. Of 68, 56 searches were actually posted, which are now in various stages of the hiring process: 12 are in screening applications phase; 24 in interview stage, 20 in offer stage; 14 offers have been extended; 7 actually closed; 7 still being negotiated. It is important to note that the Provost's Office and HRDI response rate to faculty hiring needs (offers) has improved dramatically this year.

Sabbaticals: Information will be sent this week. 83 total applications were received; 77 semester, 6 A/Y. 45 *highly recommended*; 25 *recommended*; 7 *not recommended*. The baseline budget allocated funds for 45. Provost Cruz discussed the decision making process for funding: 51 total (45 semester, 6 academic year).

Academic Master Plan: PRBC gave recommendations for the Academic Master Plan. A draft of the plan will be discussed with PAB, and how to most effectively communicate and receive feedback with the campus community to collegially move forward on priorities.

VIII. STAFF REPORT (Miller)

- ✓ The 10 transmittals have been approved by President García. They have been distributed to the "DL" for transmittals. Seven UPS documents will be posted to the AS Website this week.

ASD #	Document	Title	AS Approved	Sent	Signed
14-170	Catalog	New Course Proposals for GE Program [Source: Acad Prog]	12/11/14 cc	12/22/14	1/29/15
14-174	Catalog	UPS 300.030 Academic Appeals - revised [Source: ASC]	12/11/14 cc	12/22/14	1/29/15
14-100	UPS	New UPS 4xx.xxx Support Courses [Source: UCC] (separated f/UPS 411.102)	12/18/14 NB	1/15/15	1/29/15
14-101	UPS	UPS 411.102 Curr Guidelines & Proc: Academic Jurisdiction (UCC) (Services Courses removed/made into new doc)	12/18/14 NB	1/15/15	1/29/15
14-146	UPS	UPS 410.100 Student-to-Student Tutorials [Source: UCC]	12/18/14 NB	1/15/15	1/29/15
14-164	UPS	UPS 330.163 Culminating Experience Guidelines for Master's Prog (Grad Ed)	12/18/14 NB	1/15/15	1/29/15
14-171	UPS	UPS 300.022 Assessment of Student Learning Outcomes @ CSUF (AEEC)	12/18/14 NB	1/15/15	1/29/15
14-175	UPS	NEW UPS 2xx.xxx Assigned Time for Exceptional Levels of Service to Students [per CBA, ART 20, Sec 20.37 (ends with CBA 3yr)]	12/18/14 NB	1/15/15	1/29/15
14-188	Catalog	Proposed New BA Degree w Major in Vietnamese (MLL/HSS) (AP/PRBC)	12/18/14 CC	1/15/15	1/29/15
14-189	Catalog	New Concentration in Aging in Mst of SW	12/18/14 CC	1/15/15	1/29/15

- ✓ The memo written jointly from the AS Chair and Elections Committee Chair will be sent to the constituencies regarding a change in apportionment for AS seats. Education constituency loses a seat and Arts constituency gains a seat for spring 2015. Discussion began at the 1-29-15 AS meeting regarding Bylaw changes to clarify constituency definitions for the election process.

IX. COMMITTEE LIAISON REPORTS

9.1 ASI Board of Directors [Walker] T, 2-3-15, 1:15-3:30 PM, TSU 208 Meetings conflicted – unable to attend.

9.2 Information Technology Committee [Walicki] F, 1-30-15, 10:00-11:00 AM, PLS-299

ITC members discussed the following:

- At the request of AS Chair Walker, members discussed a permanent meeting time for future monthly committee meetings, which will remain Fridays mornings, 10:00-11:00 AM.
- There was a presentation by John Carroll on Titanium and limits on access to previous years by faculty and students. There was agreement for a 3-year limit for faculty with student access upon request.
- ITC will revisit UPS 103.004 Computing Resources Use Policy [10-22-10] in March.
- VP-IT Dabirian gave a report on the following topics:
 - Refurbishment of the IT office.
 - Student Help Desk set up in PLN first floor. Plan is to be open 24/7 for student needs by Fall 2015.
 - Expanded wireless for CSUF community and guests.
 - Classroom updates.
 - Possible pilot program for student Drop Box.
 - Almost 10,000 using Office 365.

- 3,000 using Adobe Creative Cloud.
- Ongoing negotiations for SBSS to be available free to students fall semester (currently \$20).
- Math lab available for free.

9.3 Student Academic Life Committee [Guerin] T, 2-3-15, 9:00-10:00 AM, MH-141
Chair Joe Albert Garcia led the meeting without a quorum. SALC members were given a report on NSO by Deanna Merino-Contino.

Some of the issues discussed included: (1) adjusting the dates for NSO so that students can make appropriate selections as they register for their first semester (such as math). Many students new to campus get into the wrong courses and are administratively dropped after the semester starts; (2) over half of transfer students do the online NSO; (3) large number of undeclared majors; (4) content of NSO, such as academic integrity.

In light of this discussion it would be a good idea for SALC to review UPS 300.002 Academic Advising Policy [8-18-14]. Review of the TDA will be an agenda item at the 3-3-15 SALC meeting. Campus progress on HIPs will be an agenda item at the meeting of 4-7-14.

X. UNFINISHED BUSINESS

10.1 Update Status re ASD 14-181 UPS 411.400 Teacher Preparation [11-15-68] Prior to “Ryan Act” – Request Review/Feedback

Receipt of requested information is still pending.

10.2 ASD 15-02 UPS 100.001 AS Bylaws – Constituency Issues discussed at AS meeting 1-29-15
Discussion began at the 1-29-15 AS meeting. Senators requested information and various scenarios for possible changes to the Bylaws. Chair Walker is working on Bylaw revisions to share at the 2-12-15 AS meeting for further conversation. Bylaw clarification is needed on the elections process.

XI. NEW BUSINESS

11.1 Community College Baccalaureate Degrees

AVPAA Nwosu and Director of Undergraduate Programs Wrynn are working on a draft memo to the Chancellor’s Office using comments and input from deans, department chairs, and faculty regarding course and degree overlap. A joint meeting of campus stakeholders was held on 2/2/15 to discuss content of the memo.

11.2 Search Committee: AVP – HRDI [faculty to serve]

Chair Walker announced this search has been put on hold. HRDI plans to assess if there is a need to fill this position.

11.3 Statements-of-Opinion, Spring 2015

Chair Walker asked that each EC member prepare at least one S-O-O to discuss at next week’s meeting.

11.4 General Committees – Terms Ending – “Senate Nominee” needed for each constituency [terms ending]

Faculty Personnel Committee: - 3 3-year term: EDUC; HHD; MCBE

Professional Leaves Committee - 4 3-year term: ARTS; COMM; HHD; LIBRARY

Faculty Research Committee - 5 2-year term: ECS; EDUC; HUM; SS; LIBRARY

A list of eligible, available professors from each constituency will be prepared for next week.

11.5 ASD 14-194 UPS 100.605 Policy on Administrative Restructuring of Academic Programs [7-11-11]
[Source: PRBC]

Item will be added to New Business on AS agenda 2-12-15. It will also remain on EC agenda.

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- 11.6 ASD 15-06 UPS 450.000 Goals, Scope, and Policy Regulation for Extended Education [12-3-04]
[Source: EEC]
EC members agreed these seven (7) EEC documents (11.6 thru 11.12) will be added to the 2-12-15 AS agenda, but will also remain on the 2-10-15 EC agenda under Unfinished Business for discussion.
- 11.7 ASD 15-07 UPS 450.100 Policy on ~~Extension Program~~ Extended Education [12-3-04] [Source: EEC]
- 11.8 ASD 15-08 UPS 450.200 Policy on Special Sessions [6-18-03] [Source: EEC]
- 11.9 ASD 15-09 UPS 450.400 Open University Enrollment Policy [6-14-05] [Source: EEC]
- 11.10 ASD 15-10 UPS 450.500 Policy for Implementation and Awarding of the Continuing Education Unit [6-18-03]
Name Change to Incorporate UPS 450.501 [Source: EEC]
- 11.11 ASD 15-11 UPS 501 Non-Academic Credit/CEU/Certificate Programs [6-24-05] [Source: EEC] –
Recommend Rescission
- 11.12 ASD 15-12 UPS 410.115 Academic Credit Certificate Programs [6-24-05] [Source: EEC] – No change
recommended
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XII. ADJOURNMENT

Meeting adjourned at 1:10 PM.