



ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
JANUARY 26, 2016

Approved 2-16-16

Draft

11:30 AM - 12:50 PM

PLN-120

Present: Bonney, Casem, Dabirian, Guerin, Meyer, Oliver, Sargeant, Stambough, Stang, Stohs, Walker

I. CALL TO ORDER

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

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

- The announcement on the Moot Court is in the CSUF News, they have a lot of high rating for writing briefs in the nation. A lot of students did really well.
- There's an email that was sent out about the First Year College Experience being changed.

IV. TIMES APPROXIMATE

12:00 PM

Topic: Academic Programs Update

Presenter: AVP Nwosu, Alison Wrynn, and Brent Foster

AVP Nwosu said they will be giving an update on three areas: Curriculum (undergraduate level), Student Success (grad/undergrad level), and Quality Assurance (grad/undergrad level).

Alison Wrynn gave an update on Curriculog:

- Will be doing some training in first 2 weeks February.
- Will have beginner and advance training.
- Will be providing a document for staff. Will provide view access to one staff member in each department/college.

Anything that is not fully approved by this Friday will not make it into the catalog. Will shut down in late June or July to redo the forms to make it smoother for next year, and reopen in August.

Q: For the catalog, do you have to worry about online courses?

A: No, if a course is allowed to be offered online we do not list in the catalog, it is housed within CMS.

Suggestion:

Might be a good idea to have recommendation for variable topics for things like graduate seminars, that way they don't end up being late for the next semester.

- Alison is working on collecting the courses for course retirement per the UPS, and will finalize the report and will share with Exec before sharing with the campus.
- Because of Curriculog, there will be a new format for the announcement for new courses.

AVP Nwosu gave update on Student Success:

- They have worked with various colleges to put together an informational brochure on Student Success Centers and Teams and will be sharing the information with students across the campus this semester.
- On February 10<sup>th</sup> there will be an open house for the Graduate Student Success Center from 4:00 pm - 6:00 pm in the Library.

Brent Foster gave update on the First Year College Experience:

- First thing we did was change the name from Freshman Programs to First Year College Experience. We wanted to not only help freshmen, but transfer students as well.

- We have a University 100 redesign. The course has been rewritten with very clear goals, objectives, and outcomes. It has a more significant and rigorous syllabus that will be offered to the University faculty 100 as the platform, by which they are supposed to be teaching. We have adopted a new book by Sean Covey, "The 7 Habits of Highly Effective College Students" into the course.
- We are planning to continue to work with colleges that want to create their own First Year College Experience offering. Some colleges are excited and want to develop their own course offerings.
- The final piece, which is on the horizon, is to expand this out of just University 100 into the transfer world. Offering for transfer students who are first year students on our campus.

Q: Will Academic Advisement Center be playing a big role or will this shift over mostly to the First Year College Experience?

A: Yes, they will continue to play a role in this.

Q: There is intent to use University 100, especially for undeclared students, in terms of major exploration. Are you going to be working with the colleges to develop those materials?

A: Yes, including working with the Assistant Deans as well.

Suggestion: to include the Associate Dean.

Q: Has any budget discussion happened in terms of supporting these courses?

A: There are discussions going on in terms of budget. We don't have finality at this point. We are exploring multiply options and scenarios.

Suggestions:

- If you want faculty to develop those things, to come up with a call and assigned time
- Our budgeting is a year behind where we actually exist, so even if we do this and generate a lot of FTE, it won't help anybody pay for it until the next year. So if Academic Affairs can think of a way to front load it, it might make it more feasible.
- Be cognoscente of the Executive Order and the 120 limit for certain colleges.

Q: Who are the instructors of the Freshman Experience? Who appoints them?

A: 20 faculty, appointment made through the office of Academic Programs, but the director is the one who acts as the department chair to do the contracts and applications.

Q: In departments with many high unit majors, how will this fit in? And are there any considerations whether or not a class that may be required in the future, can be part of the GE practice?

A: We are exploring various options.

#### WASC Review:

- Since 2014 WASC put in place a new process that requires universities to submit annually an annual report. The next report is due in May 2016. What the annual report entails is the university's Student Achievement Data; we provide that information in terms of completion and retention numbers. We are also required to provide information on the university's financial picture.
- We were visited in 2012 and WASC has put in place a mid-cycle review. We are now at the midpoint of the last review and they require institution at the midpoint of their 10 year review to submit a mid-cycle review. We are working on the mid-cycle review, which is also due in May, the same time the annual report is due.
- The mid-cycle review comprises of the things mentioned in the annual report in addition to the Student Learning Outcomes, which means data on assessment. They have institutional effectiveness indicators, and they are asking each campus that is due for their mid-cycle to provide information.
- They are asking us to only provide information on assessment of Student Learning Outcomes at three levels:
  1. At the Institutional Level: Do you have the institutional goals? Are you assessing them? What are they?
  2. Do you have GE learning outcomes? How are you assessing those?
  3. Do you have program level outcomes? How are you assessing those?

You provide data along those three levels for programs that have gone through program performance review in the last two years. We have about 45 programs that we will be focusing on. We will be working with the assessment liaison from each of the colleges; we have a system in place that completes that inventory, then we will ask the deans of each college to look at it. Sue's office is working on this and our goal is to complete it by April 30<sup>th</sup> to meet the May deadline.

## **V. APPROVAL OF MINUTES**

5.1 EC Minutes (Draft) 12-15-15 M/S/P (Sargent/Stohs) minutes were passed unanimously.

## **VI. CHAIR'S REPORT (Bonney)**

Chair Bonney reported on topics below.

- There is an issue about the smoking ban not working. The problem is this is a Presidential Directive not something the Academic Senate did. The police do not wish to enforce it because it is not a statute and they have no authority.

Suggestions:

- Send this out to three of our standing committees (CF&B, ASC, and SALC) to get input as to how we can deal with this.
  - Pick a designated smoking area for the smokers.
  - Only send to SALC to make recommendations.
  - Have President García or VP Eanes come and talk to us about this issue.
  - If we can't enforce the policy, develop a different policy with identified smoking areas.
- Received an email from Roberta Rikli regarding the search for the AVP RCATT, they would like to have a couple of open forums in the month of February. She wants to know if the Academic Senate be willing to sponsor the open forums along with Academic Affairs.
  - Will be sending you an email with a spreadsheet for current committee vacancies. And would appreciate any suggestions you have.
  - There is an AB798 workshop at the Chancellors office on March 2<sup>nd</sup> and they need somebody from the Faculty/Academic Senate. Send me your suggestions.
  - The announcement for the posting for the Director of FAR is coming out. This will be different position than before; it will be more of a managerial position.
  - The AACU conference was one of the best AACU conferences.

## **VII. PROVOST REPORT**

No Provost report.

## **VIII. STAFF REPORT (Benjamin Report)**

No staff report.

## **IX. COMMITTEE LIAISON REPORTS**

9.1 Faculty Affairs Committee [Bonney] F, 12-18-15, 10:00 AM - 12:00 PM, LH-702

The committee discussed the new UPS document on Instructional materials and the revisions to UPS 210.007 and 210.500. The committee has concluded its work on both. Chair Kathy Dickson will circulate the revised drafts on Friday afternoon, and then forward them to the Executive Committee.

9.2 Campus Facilities & Beautification Committee [Stohs] F, 12-18-15, 11:00 AM - 12:00 PM, MH-141

- Quorum was reached! On the last Friday of the semester.
- Minutes of the last two meetings were approved.
- Daniela (Chair): main suggestion is to create an action plan for next semester as based upon discussions of first two meetings.
- ACTION PLAN: Try to organize efforts to increase awareness of safety issues on campus in relation to skateboarding, smoking, bicycling, hoverboarding, etc. Joe Ferrer (Parking & Transportation) agreed to have "posters" placed on campus at the beginning of the spring semester to remind everyone of the basic guidelines concerning skateboarding and bicycling. ENFORCEMENT of existing rules/guidelines seems to be most important; and student assistance may be crucial – student representative agreed to bring up these issues with ASI.
- Questions arise about purview of safety issues for this committee. It was agreed to invite members (again) of the relevant committees (boards, etc) to a meeting next semester. Other groups/individuals to have visit our committee would be the Bicycle Committee and John Beisner (Risk Mgmt).
- This committee will recommend to the AS that "informal" coffee (and wine) "hours," be set up on a trial basis several times during the spring 2016 semester – with the aim of creating a sense of whether a "Faculty Club" (Facility) can be instituted. The idea is that the AS (or Exec) would be the most natural source for initiating this effort.
- Joe Ferrer notified us that OC Sanitation and Fullerton Water will be working on major efforts around the perimeter of campus beginning in February 2016 and extending into 2017 – more information will be sent to the whole campus.

- 9.3 Campus Facilities & Beautification Committee [Stohs] F, 1-22-16, 11:00 AM - 12:00 PM, MH-141  
Meeting Cancelled
- 9.4 Academic Standards Committee [Sargeant] F, 1-22-16, 1:00 – 2:00 PM, MH-166  
Meeting Cancelled

## **IX. NEW BUSINESS**

- 10.1 Revision to UPS 100.000 Academic Senate Constitution
- 10.2 Revision to UPS 100.001 Academic Senate Bylaws

The order we will handle these two documents on the Senate floor is do the revisions to the Bylaws, to create the constituencies, then the revision to the Constitution.

- 10.3 AB 798 and the Open Educational Resources Adoption Incentive Program  
Suggestion was to ask Cynthia Gautreau.

- 10.4 UPS 210.007 and UPS 210.500 Appointment of Administrative Personnel [Source: FAC]
  - 1. UPS 210.007 and ups 210.500 - track changes
  - 2. UPS 210.007 – track changes
  - 3. UPS 210.500 – track changes

Chair Bonney has emailed President García to inform her we are having a first reading on this and the changes that have been made. Also informed the President the committee insisted on keep in the provision that the committee members be allowed to rank the finalist.

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 2-2-16.

- 10.5 New UPS 3XX.XXX Faculty Selection of Instructional Materials [Source: FAC]
- 10.6 Revision to UPS 411.100 Curriculum Guidelines and Procedures Courses [Source: UCC]
  - 1. Email from Mark Fischer
- 10.7 Title IX & Syllabi
- 10.8 Follow-up on Retreat. New UPS on Core Competencies?
- 10.9 Review of Chairs
  - 1. Bakersfield
  - 2. Channel Islands
  - 3. East Bay
  - 4. San Bernardino
  - 5. San Jose
- 10.10 Revised ECS Exemption Resolution – Jon Bruschke

## **X. ADJOURNMENT**

Meeting adjourned at 12:55 PM.