



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
NOVEMBER 8, 2016**

Approved 11-15-16

11:30 AM - 12:50 PM

PLN-120

Present: Bonney, Brusckke, Dabirian, Gradilla, Matz, Meyer, Oliver, Stambough, Stohs, Walker

I. CALL TO ORDER

Meeting called to order at 11:32 am.

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

- (Stohs) Christine Miller, Chair of ASCSU has been visiting campuses and stated she would like an invitation to the campuses she has not visited, which included Fullerton.
- (Stambough) There will be a faculty/student panel about retrospective of the election on next Monday at 5:00 pm at the TSU Pavilion.
- (Gradilla) Happy Birthday Sean Walker.

IV. TIMES APPROXIMATE

12:00 PM - 12:15PM

Topic: FDC Director Search

Presenter: Kristin Stang

Laura Lohman has filed for a leave of absence from the College of the Arts, which means she must therefore resign from the FDC Director position. She cannot take a leave from the FDC Director because it is not her appointment in the University. Laura's last day is tomorrow.

The FDC is governed by a UPS document, the search however is not in that document. We are hoping we can run a search because it is in-house and have someone come onboard in January. Per the UPS, this position calls for a tenured faculty member, but it can be a tenured associate as well.

Notification to campus will go out next Monday. It would likely come from the Office of the Provost. I would like you to look at the schedule. Before we did an open session where we asked all chairs to come and other team members to come. Let me know if there is something else you saw as being necessary or not necessary. The open forum was a presentation by the candidate where they gave a short visionary presentation and the audience had a chance to ask questions during the open forum. Our tentative timeline is by the first week of December; we could do interviews to have someone to take over in January.

The term is a three year appointment. The term is not like a Senate term where we have to finish it out before starting someone else; we can start it over. The way we worded it is three academic years, so we can do a 2 ½ year or if negotiated we can do a January to December. We would not be finishing out; we would be doing a new appointment. We have had FERP candidates interested, the challenge is their time base is half and this is a full-time job. Because this is a 12-month stipend appointment, we could start someone right away after break and that contractually could happen.

Q: The open forum, did special invitations go out to them?

A: Yes

Q: Do you think it would be a good idea to have special invitations to assistant professors?

A: Yes, we can.

Q: Is the entire center located on the 2nd floor?

A: Yes. There is a conference room and two training rooms.

Suggestions for faculty to serve on the search committee (5 faculty):

Daniel Cavagnaro, Natalie Tran, Amy Cass, Lindsey O'Neill, Shelley Wynants, Irene Matz

Think of people you could encourage to apply. Chair Bonney will announce at Thursday's AS meeting the notice will be coming out and to look at the announcement for details.

(Oliver) The FDCB has called a meeting for today and they have written a letter they will submit to Chair Bonney requesting the Academic Senate for its continued support for the work of the FDC and seeking clarification and direction of the future of the FDCB.

V. APPROVAL OF MINUTES

5.1 EC Minutes (Draft) 11-1-16 *forthcoming*

VI. CHAIR'S REPORT

- The Provost will not be joining us today.
- We have a lot of money in the Faculty Fund account, so we need to give serious thought of what we want to do with this account. Chair Bonney will look at what our options are for this account.
- Chair Bonney thought we had a good conversation about the Academic Master Plan at the Senate meeting last Thursday. This morning a revised version of the first 3 ½ goals and objectives were emailed to everyone. We tried to incorporate the suggestions the senators gave so we could continue the conversation this Thursday. We have 3 ½ more goals and objectives to do, plus any revisiting we wish to do about we talked about last week.

VII. INTERIM PROVOST REPORT – 12:30 PM

No report.

VIII. STAFF REPORT

- We received 14 files for the Outstanding Lecturer Award 2016-17, files were due Monday, November 7th.
- We received 5 nominations for the L. Donald Shields Excellence in Scholarship & Creativity Award 2016-17.

IX. COMMITTEE LIAISON REPORTS

9.1 ASI Board [Bonney], T, 10-25-16, 1:15-3:45PM, TSU Legislative Chambers

There were presentations by Meredith Basil in her capacity as interim AVP for Student Affairs; Anil Puri, interim Provost and Vice president for Academic Affairs; and Gregory Pongetti, Living Collections Curator, Arboretum. During the executive reports Amanda Martinez the chief governmental officer and rep to CSSA announced that the statewide group was preparing a resolution about the possibility of a tuition increase. This news prompted a lively discussion.

9.2 Diversity & Inclusion Committee [Gradilla], W, 11-2-16, 9:00-10:00AM, EC-605

The first discussion was about resources and support for D&I trainings for faculty in the various stages of RTP (assistant to associate to full). There is a new service that offers tips and pointers on managing the RTP process from the faculty side (for faculty of color) and for the various managers (Dean's, provosts and non-managers such as chairs). Laura Lohman of the FDC mentioned that subscribing to the external service was expensive but it did have value. The committee like the service's offer to have "boot camps". Another committee member Julian Jeffries liked the boot camp idea but thought it could further isolate faculty of color and it removed the responsibility and leadership from the campus to help faculty of color get tenure.

The committee wants a few faculty and MPPs to have access to the account and then develop CSUF specific versions of the same trainings (at a great savings and to help reinforce the work of the FDC in the role of faculty development).

The committee also wanted to move towards gathering information on the best practices deployed by model departments who have successfully diversified their departments. How have they recruited faculty, how they developed search criteria, how have they retained faculty, how have they tenured faculty.

We also without judgement or penalty examine which department are struggling with these issues. What practices are they using or not using. And how to empower the departments to develop their own strategies.

The committee discussed the division of labor within the committee.

- 9.3 International Education Committee [Gradilla], W, 11-2-16, 11:00AM-12:00PM, MH-141
No Report.

- 9.4 Faculty Affairs Committee [Bonney], F, 11-4-16, 10:00AM-2:00PM, MH-141

The committee discussed the second set of revisions to UPS 210.020, Review of Tenured Faculty. The committee has moved the list of the materials to be included in the post tenure submission to the first part of the document and specified that the individual SOQs must be included because the CBA requires this. The goal of the revised document is to encourage faculty to continue to work on research and pedagogy. The Committee also discussed 211.000 Responsibilities of the Department Chair. The committee has modified the document to include a system for review of chairs that is based in part on the CSU Monterey Bay model. The goal is a process that provides a chair with feedback so (s)he can make improvements. Finally the committee discussed the status of UPS 210.000. This project is still very much a work in process. The committee was advised that a final version for the senate needs to be ready by March to bring the project to completion this year.

- 9.5 Faculty Development Center Board [Oliver], F, 11-4-16, 9:30-1100AM, PLS-290

Announcements

- A space on campus for faculty meeting and socialization has been discussed (Laura Lohman)
- Nov. 14-17 Education Week is being sponsored by the College of Education and all are invited to partake in the activities (Natalie Tran)
- Nilay Patel suggested we collect input from colleges and departments regarding items they would like to see placed on the FDC Board agenda

New Business

- Report from FDC Director (L. Lohman) Dr. Lohman reported she is taking an extended leave of absence and has resigned as the Director of the FDC. She indicated that the resources (staff) had been greatly reduced or reassigned during the last two years as well as a reduction in responsibilities of the FDC and FDC Director. The Board felt a lot had been accomplished over the last two years regarding the support and career-long development of the faculty in teaching/learning, scholarly/creative activity, and professional development and service activity. They did not want the gains made to be disrupted and were concerned about further budget reductions.
 - The Board felt it is critical to review UPS 102.001 regarding the role of the FDC and the role and responsibilities of the FDC Director. The Board also reviewed the resources allocated to the FDC from 2010-2016 and were concerned over the decline over a seven year period. This prompted the board to request a clear definition of the future status and orientation of both the FDC and the FDC Director prior to the appointment of a possible Interim Director and the posting of a job description for a new FDC Director
 - The Board will be drafting a letter to the Academic Senate regarding their concerns and support of the FDC as a viable entity that supports faculty in a host of ways.
- 9.6 Information Technology Committee [Bonney], F, 11-4-16, 10:00-11:00AM, LH-702
No report.
- 9.7 Planning, Resource & Budget Committee [Dabirian for Meyer], F, 11-4-16, 1:00-2:30PM, CP-1060-05
- Approved Minutes
 - Continue Discussion on SFR Working Group Report from last week. We discussed the next steps. They want to keep the information updated and keep the utility of the work. Use IR to get the Data. The subcommittee was formed to review the data.
 - AMP was discussed but not much comment. Anil welcome any additional comments from PRBC.
 - VP Kim's Presentation was reviewed and faculty asked several question on the presentation.
- 9.8 General Education Committee [Bonney], F, 11-4-16, 2:00-4:00PM, MH-141
- The meeting began with a brief review of the issues surrounding UPS 411.201 and the motion to refer the document to the GE Committee. The committee agreed to spend no more than an hour on the rewrite of this document at its 9 December meeting. There also was a brief discussion of a notification that Academic Programs has received from the CO asserting that GE actually requires 52 units and not 51 because of the labs. Pam Oliver and Greg Childers will meet separately to clarify what is

actually happening as Greg is certain that students need not take more than 51 units. There also was a discussion of the resubmission of some chemistry courses in the recertification process. Finally, the committee discussed the recertification of ten courses in Physics, Anthropology, Health Sciences and Chemistry. There was an additional discussion of the problem of having lower division courses in what would appear to be upper division categories although they are not so specified in UPS 411.201. This discussion makes it clear that the GE courses need to be viewed through the UPS on upper division and lower division courses.

X. UNFINISHED BUSINESS

10.1 Search committee for Provost

We need to make decision and get this committee approved.

Chair Bonney has asked Chris Brown, so we need 4 more faculty for this committee.

Suggestions:

Katrin Harich, Dawit Zerom, and Gerard Beenen

Please email Chair Bonney with your suggestions, so emails can go out today and we can possibly get this committee approved at Thursdays Academic Senate meeting or by electronic consent before Thanksgiving.

10.2 Search committee for AVP Student Affairs

Chair Bonney has emailed the following:

- Thomas Fujta-Rony, he has accepted
- Joe Garcia, waiting for response
- Minjung Kim, waiting or response

XI. NEW BUSINESS

11.1 Physical Master Plan Committee

We need a faculty member for this committee

Suggestions:

Matt Jarvis, Daniela Rubin, and Phil Armstrong

11.2 UPS 100.005 Patent Policy

We have not yet completed our Intellectual Property UPS, it is still out being looked at by a couple of our committees. Our current Patent Policy is so out of date.

Suggestion:

Rescind this UPS.

Chair Bonney will put UPS 100.005 on the AS agenda for December 8th as a rescission matter.

11.3 UPS 100.006 A Commitment to Civility at CSUF

1. Excerpt from EC 10-16-16 minutes

We discovered when looking over the minutes that we could not figure out what we finally said about this UPS document. On the one hand we didn't want to change it dramatically, and on the other hand it seem as people were unhappy with the document and wanted to make some minor changes.

Q: Since Gail Brooks is the interim and not the permanent HR person, would we have to go back and touch base with the new person about not using the document in disciplinary matters?

A: No, because we are going to do something with UPS 230.000.

Recommendation:

We will leave this document as is and make a note it was reviewed by the Executive Committee.

Suggestion:

When we work on UPS 230.000, clarify the relationship between UPS 100.006 and UPS 230.000.

11.4 Revisions to UPS 210.020 Review of Tenured Faculty

1. Cover letter
2. Added revisions

This is coming up for a first reading Thursday at the AS meeting.

Chair Bonney pointed out an issue with SOQ forms for all courses during the review period. The issue that comes up is in section 15.35 of the CBA which says with respect to the post tenured review it should include the opinions of the students, that suggest it could not be the summary of the SOQ's, but all of the SOQs.

Q: Is the FAC correct in its conclusion that the language of the CBA requires the forms as opposed to the summaries?

- The phrase says, "For those with teaching responsibilities, consideration shall include student evaluations of teaching performance."

A: It does not specify it has to be forms, so summaries would be fine.

Suggestion:

Change the language in #2:

Summaries of student opinion questionnaires (SOQs) including the quantitative and comments for all courses taught during the review period.

11.5 Revision to UPS 260.100 Assigned Time for Exceptional Levels of Service to Students (Bonney)

1. Revision to UPS 260.100 Assigned Time for Exceptional Levels of Service to Students (Committee)
2. End of the Year Memo
3. End of Year Chair's Report
4. Proposed 1-page Application

11.6 UPS 211.100 Appointment of Department Chairs and Vice-Chairs

11.7 Revision to UPS 410.103 - Curriculum Guidelines and Procedures: Programs

11.8 Revision to UPS 411.100 - Curriculum Guidelines and Procedures: Courses

11.9 UPS 100.001 Academic Senate Bylaws

11.10 UPS 210.200 Performance Review of Administrative Personnel

11.11 UPS 100.601 Procedures for Department/Program Name Changes

XII. DISCUSSION ITEMS

- 12.1 General Education Gets an Integrative Learning Makeover

XIII. ADJOURNMENT

M/S/P (Dabirian/Walker)