



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
DECEMBER 13, 2016**

Approved 1-24-17

11:00 AM - 12:50 PM

PLN-120

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

Absent: Brusckke

I. CALL TO ORDER

Meeting called to order at 11:09 am.

II. URGENT BUSINESS

III. ANNOUNCEMENTS

- (Matz) We received \$100 donation to for the Faculty Fund. We now have \$1,305 in the Faculty Fund account.
- (Meyer) I will be doing the Long Reach Long riders Charity ride again for those of you who would like to make a donation. Everything was put together early this time, so you have an opportunity to write off your donation on this year's taxes.
- (Matz) They have two candidates for the FDC Director. They interviewed one yesterday and one today and will be making a decision by the end of the week.

IV. APPROVAL OF MINUTES

4.1 EC Minutes (Draft) 11-29-16 *forthcoming*

4.2 EC Minutes (Draft) 12-6-16 *forthcoming*

V. CHAIR'S REPORT

- Academic Programs will be phasing in the requirement for upper lever GE. In fall 2017, any freshman with more than 30 units can take an upper division GE course, but anybody under 30 units may not take upper division GE courses. In fall of 2018 it will go to 45 units.
- The plan is to change the unit cap from 16 to 18.
- The Provost suggested we should consolidate commencement ceremonies for cost savings.
 - The cost is the big commencement not the smaller commencements. He was reminded that this had been the subject of a task force in 2015/2016.
- The "Finish In Four" Program is being subsumed by the California Promise Program under recently passed legislation.
- Pam Oliver proposed an all campus exit survey for graduating seniors. The plan is to have five or six questions that everybody will answer; programs can add another four or five questions. The plan is to do a pilot, which may happen this spring.
- We have a new application called Cal State Apply, which will go into effect in November. Cal State Apply replaces CSU Mentor. Students can use preferred name in this system. One of the things interesting about Cal State Apply is if you already know what you want to major in and you enter that information, it will tell you which campuses have that program.
- I will send out the Quantitative Reasoning Taskforce Report. I will take the lead on writing the response while conferring with other faculty.
- We have had several responses to our request for faculty to serve on the WASC subcommittees.
- I had a long conversation with the Provost about Graduation Initiative, which is the focus of the AA/AS Retreat in March. He is deeply concerned about the persistence on the campus of an "us versus them" (faculty vs administration) mentality of some of the faculty. We need to respond to the Graduation Initiative; he and I agreed we want to focus on student learning and success not graduation rates. If we can find ways to enhance the student learning experience, we will resolve some of the issues that are raised by the Graduation Initiative. The Provost will start meeting with the chairs in January and talk to them about it. The Provost and I will continue to work together to frame it.

- Someone needs to identify the administrative things that are barriers that have nothing to do with the classroom, e.g., the grad check.
- Ask faculty to identify things that will not cost us money that will improve graduation.
- The problem is we advise the students what classes to take, then the student registers and takes something else. So if we had a way of making sure that once you advise the student he or she would take the recommended classes.
- We have to frame this as an issue about the culture and what we do – that is how does it fit within the essential scholarship, teaching, and service of our faculty.
- We should tie the registration priority to graduation. We should set the priority based on number of units needed to graduate.

Chair Bonney will share these thoughts with the Provost.

VI. STAFF REPORT

No report.

VII. COMMITTEE LIAISON REPORTS

7.1 ASI Board [Bonney], T, 12-6-16, 1:15-3:45PM, TSU Legislative Chambers

The Board approved two resolutions approving the Children's Center Hours of Operation and Approving an increase in the Center's fee rates. The Board also approved two new directors, one for COE and one for H&SS. The current chair and vice chair of the board were re-elected to their positions. After considerable discussion the Board also approved a contingency request from the BSU for \$8,190 to send a team to the Afrikan Black Coalition Conference at CSULB and two requests from the MCBE ICC to enter into contracts in excess of \$5000. The concerns with the contingency request included the sentiment that the BSU should have undertaken some sort of fund-raising and that the students should pay at least a small part of the cost themselves, but in the end the request was approved in its entirety. The Board also heard the usual reports from select ICCs.

7.2 Diversity & Inclusion Committee [Gradilla], W, 12-7-16, 9:00-10:00AM, EC-605

- The overall discussion focused on the process of aligning D&IC's work with PCEI's. Thus far with Rodriguez' conversations with Villarreal both groups are working collaboratively and in a complementary way (no duplication of work). Rodriguez will take the lead on drafting a response to some of PCEI's initiatives, especially in the area of documenting and counting the un-compensated work faculty who work with nontraditional and URMs are not receiving especially in the area of RTP.
- D&IC will begin examining how to work with and collaborate with the newly established Male Success Initiative and its new director Vincent Harris.
- D&IC has noted that it is institutionally difficult to assess the work of diversity on the Student Affairs side. As a faculty based committee of the senate, Student Affairs units appear to be operating in their own space.

7.3 International Education Committee [Gradilla], W, 12-7-16, 11:00AM-12:00PM, MH-141

The main discussion of the meeting focused on themes and topics for the student survey. Some of these themes once the data is received--will be used to improve marketing to the students and faculty.

Follow-Up Discussion: Student Survey Factors

Awareness & Knowledge

- Awareness of opportunities: Department/Course based programs, CSUF Exchange programs, CSU IP Programs, Fulbright/National programs, and Private programs
- Awareness of the importance/benefit of studying abroad: Economic competitiveness, Cultural enlightenment, and Curriculum or discipline specific development.
- Awareness of scholarships and funding mechanisms: E.g. Gilman
- How do they currently learn about programs: Professors/Courses, Events- study Abroad Fair or Discover Fest, Ads on campus, Dept or College office, International Programs, CSUF Media, and Outside Media/Marketing
- How would they prefer to learn about programs?
- Misperceptions: GPA Requirements, Eligibility for financial aid, and Satisfaction of course requirements
- Barriers: Cost, Curriculum [Course Requirements (e.g. Sequential courses in programs), Course availability, Articulation difficulty], Work Commitments, and Family/Personal Commitments

- Factors to increase likelihood of participating in an international program: Types of programs [Required Courses, GE Courses, Research opportunities], Scholarships, Increased availability of lower cost programs, Additional programs in “desired” locations, and Program Timeframe [Shorter Programs, Summer/Intercession]

7.4 Faculty Development Center Board [Oliver], F, 12-9-16, 9:30-11:00AM, PLS-290

New Business

- Senate Executive Committee’s Response to FDC Board’s Letter
The board reviewed the letter from Emily Bonney, Senate Chair; they appreciated her response. They decided to move forward with their mission as well as scrutinize UPS 102.001 for possible recommendation for revisions
- Search for FDC Director
Kristin Stang shared the candidates for the Director position. The decision will be hopefully be made during the next two weeks and start in the spring semester. They will serve for 3 academic years.
 - Open Forum: Monday, December 12, 2016 from 3:30 – 4:00pm, PLS- 240 (Dr. Matt Englar-Carlson)
 - Open Forum: Tuesday, December 13, 2016 from 2:30 – 3:00pm, PLS- 240 (Dr. Terri Patchen)

Other

Kristin Stang reported on the following:

- Faculty Enhancement Instructional Development Grants (FEID) will be reviewed by the FDC Board. Prior to this the FEID applications will be reviewed and appropriate revisions made including timelines.
- Faculty Commons: Faculty Affairs and Records will be moving to the 2nd floor of PLN in January.
- Professional Development Pilot Project will be forthcoming. It will be designed to assist faculty seeking to participate in leadership development prior to stepping into leadership roles. It will emulate a learning community format and will focus on understanding and use of mentoring model. Development will also focus on leadership skills – self and impact on others. Hopefully it will be available in the spring semester and based on a course release structure.
- The board wants to encourage the Senate Executive Committee to fill the openings on the FDC as soon as possible.
- Natalie Tran indicated the spring chair Board Nilay Patel encourages all board member to get departments to identify faculty development needs.

7.5 Planning, Resource, and Budget Committee [Meyer], F, 12-9-16, 1:00-2:30PM, CP-1060-05

Passed the minutes from last PRBC meeting.

David Mackey announcement as new Chair of Theater and new Senator.

Sunny Moon presented a presentation on IR and IR Data. She gave us the acronyms in IR and sample data. This was very helpful to the committee.

Gail Brooks presented on Division of HRDI -- Presentation was called The Promise of HRDI. She called the division as Startup division. The Division was form in 2013.

7.6 General Education Committee [Bonney], F, 12-9-16, 2:00-4:00PM, MH-141

No report.

7.7 Graduate Education Committee [Oliver], F, 12-9-16, 2:00-4:00PM, MH-166

- Approval of Graduate Education Committee - Minutes of 18 Nov 2016 meeting
- Announcements/Information Items
- Old Business
Graduate Student Learning Goals – revised draft and will be sent on to Senate Chair Update on Qualtrics survey of graduate program advisers:
 - Discussed the survey result from graduate advisors (61% response).
 - There was agreement on a need of higher level writing and for graduate level writing to be evaluated at a higher level than undergraduate writing.
 - Discussion centered on what the standard should be. Agreement was for a standard that was appropriate to a particular “discipline” for graduate level writing. This could vary by discipline.
 - The discussion was tabled pending further with Katherine Powers, Director of Graduate Studies.
 - News/updates from Office of Graduate Studies (Katherine Powers)

7.8 Library Committee [Stambough], M, 12-12-16, 11:00AM-12:00PM, PLS-299

No report.

VIII. UNFINISHED BUSINESS

- 8.1 Revision to UPS 410.103 - Curriculum Guidelines and Procedures: Programs
1. UPS 410.103 Curriculum Guidelines and Procedures: New Programs
 2. Email from Mark Fischer

We will put UPS 410.103 on the February 2nd AS Agenda as an item of new business.

Q: Doesn't this document refer to UPS 100.250, Definition of Academic Unit?

A: Yes. So we would need to put UPS 100.250 on the AS agenda first to get it passed, then UPS 410.103.

- 8.2 UPS 211.100 Appointment of Department Chairs and Vice-Chairs

This was put back on the agenda because of a lack of clarity about what changes should be made to the UPS document.

- The one issue which could be a UPS issue or a technical issue, was who would review the eligibility? Do we need to put into the UPS it's a Dean's designee?
- And we talked about the election results needs to be communicated to all faculty as part of the process.

Chair Bonney will send a memo to the Provost saying Executive Committee had a discussion and would like to request the following happen for chairs elections: (1) whoever the Dean's designee is, if not from the department, they contact the department and ask if there is someone from the department that would like to work with them; (2) And that they communicate the elections results to all faculty. If the procedures aren't followed, then we will bring back the UPS to add the procedures into the document. Copy IT on the memo of the new procedures.

- 8.3 Petition to Amend the Constitution

We will put this item on the February 2nd AS Agenda as the first item of new business.

- 8.4 Revision to UPS 100.001 - Academic Senate Bylaws

1. Email from Bob Mead

This item was pulled from the consent calendar with issues identified in the email we received from Bob Mead.

Suggestions/Comments:

- The meeting times need to be in the Bylaws to prevent chairs from randomly moving the committee meetings because people signed up from the meeting times listed in the Committee Interest Form.
- There are certain committees that need to have a fixed time, but other committees we can allow flexibility.
- Add language we set the meeting times, but committees can alter them based upon unanimous consent of the voting committee members.

- 8.5 New UPS 100.250 - Definition of Academic Unit

Chair Bonney will work on this UPS document and incorporate the suggestions from the first reading. We will finalize the changes at the Executive Committee meeting on January 24th.

We will put UPS 100.250 on the February 2nd AS Agenda as an item of new business.

IX. NEW BUSINESS

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

This was a carry-over item from last year. We had to send it back to the UCC and the committee has returned it.

We will put UPS 411.100 on the February 2nd AS Agenda as an item of new business.

- 9.2 UPS 280.000 Intramural Research Grants

1. Email from Peter de Lijser

Chair Bonney will send this UPS document to Faculty Research Policy Committee to review.

- 9.3 UPS 230.000 - Statement of Professional Responsibility

There may be a revised statement on professional ethics from AAUP. Senators Walker and Stambough will review this UPS document.

9.4 UPS 210.200 - Performance Review of Administrative Personnel

We will move UPS 210.200 to a future AS agenda, probably the Marathon meeting.

Suggestion:

Rescind UPS 210.200.

9.5 UPS 610.000 - Conflict of Interest Policy for Externally Funded Proposals

Chair Bonney will send UPS 610.000 to Faculty Research Policy Committee to review along with the Administration version.

9.6 Revision to UPS 320.020 - University Writing Requirements

We will put UPS 320.020 on the February 2nd AS Agenda for a first reading.

9.7 Anti-Bullying Policy

9.8 Revision to UPS 300.040 - Academic Standards for Postbaccalaureate Students

Chair Bonney will talk with Kari Knutson-Miller and Lisa Kirtman to make sure we cover the credentials.

9.9 CSU Online Learning Principles

X. ADJOURNMENT

M/S/P (Dabirian/Gradilla)