



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
FEBRUARY 14, 2017**

Approved 2-28-17

11:30 AM - 12:50 PM

PLN-120

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

- (Walker) The Biology undergraduate students club is selling cookies on the stairs by LH.
- (Dabirian) Change your password.
- (Brusckke) The faculty basketball team could use some help recruiting. We have a member on the disabled list. We need female players.
- (Meyer) Four of us had an absolutely delightful time in San Diego trying to figure out how to improve the graduation rate, with all kinds of creative solutions except the obvious one, which is more money.
- (Stohs) There is a memorial for Al Flores on March 11th on campus.
- (Dabirian) We need faculty to do more of the security training; we are not in compliance.
- (Dabirian) The Chancellor's office wants us to identify Level 1 data in people's hard drive. IT will do a scan and announce to faculty these are the files we want to double check.

IV. APPROVAL OF MINUTES

- 5.1 EC Minutes (Draft) 1-31-17 *forthcoming*
- 5.2 EC Minutes (Draft) 2-7-17 *forthcoming*

V. CHAIR'S REPORT

- I have only heard from Irene on the issue of the faculty member who wants to apply for an exceptional assigned time and is using some for this spring and the final report is not due until the fall. Do we tell her she is out of luck?
Q: Isn't this the committee we decided to staff with people who go it last year because you couldn't receive it two years in a row?
A: We changed the document and got rid of that.
 - Chair Bonney will tell her its fine.
- The retreat committee will be meeting this afternoon at 4:00 pm. After my meeting last week with the Provost, Pam Oliver and VP Eanes, we have a sense of where we might want to go with this. After the conversations we had in San Diego on Friday and the sessions I went to at AAC&U in San Francisco should give us lots of stuff to work with for this.
- Sean and I really are going to do the resolution on H1B Visas.
- Two issues came up in Academic Programs that UCC has decided to look at. One of them is the question of minors, because there was a suggestion you can minor in two different concentrations, which seemed unusual. So they are going to make sure this is really not going to happen. The other one is we had a conversation in the GE Committee about COMM 415. COMM 415 had been put forward for a GE, and I said that was unusual a 400 level course has to have a prerequisite and the prerequisite usually is a course in the major that seems odd for a GE course. This has brought the whole issue of course numbering and prerequisites back to attention. The UCC is going to look at the course numbering issue.
If you look at the UPS on course numbering, it says prerequisites are expected in 300 level courses; it doesn't say explicitly that can be fulfilled by a GE category. We also don't say with respect to the 400 level courses whether you could have that prerequisite met simply by stating a GE course category.

The question is 400 level courses must have a prerequisite, is it enough of a prerequisite for the student to have met a particular GE category (D5, C4), and not a particular course? Do you have any thoughts on this, any direction? Would you like the UCC to look into those questions?

- Ask the UCC should we consider inserting language that says this may not be satisfied just by a GE category.
- Several of us went to the Chancellor's event in San Diego last Friday, geared towards Student Success.
- I am going to give the C- issue to Academic Standards. Think about other things we might want to give them.
- An ex-president from one CSU is currently FERPing on another CSU campus. There is question that has been raised about who that works. That means they are taking over a faculty position. We will be discussing it next week.
- The Faculty Affairs Committee made revisions to UPS 210.007 and UPS 210.500 the two UPS documents on appointment of administrators. We had a first reading on the floor and I took them to the Provost and President and they both said they would not sign the documents. In the meantime, Katherine Dixon, who is on sabbatical has been sending emails to the current chair of the Faculty Affairs Committee wanting to know why we have not taking a vote on the floor about both of the documents. I will talk with John Patton tomorrow and with the committee on Friday to figure out if they want to go forward with the current version.
 - The President's only complaint is ranking the candidates and she won't sign off on it because she said it ties her hands because she is the one who makes the final decision.
 - The Provost is unhappy with UPS 210.500 because he thinks it goes too much into the weeds in terms of who gets to do what.
- We will be handling the Constitutional amendment on Thursday; we have put it as a time certain. On the speakers list is only one person, Matt Jarvis. We sent the minutes out this morning and made an as faithful transcription of the conversation as possible so everybody can see what everybody has said.
- We will have Chris Miller, and if she runs out of stuff to say, we have plenty of business to do.
- Exec will have lunch with Chris Miller in MH-141 after the AS meeting.
- The Graduate Education Committee and the Writing Committee could not agree on a document that put together undergraduate writing and graduate writing, but turn them into separate documents. So the undergraduate writing sent in this great document and everybody is happy. Then I get an email we can't figure out what to do with the graduate writing requirements. So they have put them back in the new document and we have to pull it from the calendar this week.

VI. INTERIM PROVOST REPORT – 12:30 PM

No report.

VII. STAFF REPORT

No report.

VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Bonney], T, 2-7-17, 1:15-3:45PM, TSU Legislative Chambers

A student reported on her participation in the Admission Advisory Council at the Chancellor's office/. The Council's job is to review system admission problems. Issues raised were: immediate fee waiver of \$55; includes EOP so not separate form; students cannot apply to three different grad programs within the same term (looking for local contact); Tests scores such as SAT will be shared automatically; also will be addition of certificates and credentials already earned. She also discussed the California Promise of Senate Bill 412. Also looking for Smart Planner that will help students figure out schedules and more readily place classes where needed. Discussion of impactation and the 4 categories and strategies for reducing impactation. Interesting map of the 12 community colleges that are more than an hour from any CSU campus. Also turned out some community colleges have not been claimed. Among those not claimed are Norwalk and Cerritos. This presentation was followed by some ICC reports and a report by the elections committee. High point was the announcement of the NSM symposium 8-10 March and featuring Dr. Adam Summers as keynote speaker. The board voted to adopt a Resolution Establishing a Student Leadership Award for Elected Student-at-Large Members of the Titan Student Center Governing Board. The Board also approved a revised budget and a proposal for some capital expenditures all of which reminded one of how much money the students have.

- 8.2 Internships & Service Learning Committee [Dabirian], W, 2-8-17, 9:00-10:00AM, MH-141
- Reviewed and approved minutes of October 19th and December 14, 2016 Review of UPS 411.601 proposed revisions
 - To addresses compliance
 - Communicate good process about internships
 - Committee reviewed section by section the policy. There are major revisions to the policy such as common numbering schemes. In addition, the new policy gives ISL a new role to review the new internships. I will email the executive committee the draft once the committee reviews it.
- 8.3 University Advancement Committee [Bruschke], W, 2-8-17, 9:00-10:00AM, CP-810
- Strategic Communication is developing a branding survey they are excited about. Part of the project involves focus groups on 2/28 in the afternoon and 3/1 in the morning. Faculty participation is invited. Jeff Cook seems to be taking the point.
 - The “Dinner for 12” event is occurring on March 10th and 11th; it involves dinner for faculty and students at an alumni’s house. Event has been successful. Faculty and students are invited.
- 8.4 Faculty Development Center Board [Oliver], F, 2-10-17, 9:30-11:00AM, PLS-240
- The meeting was called to order and the minutes of the December 9, 2016 meeting were approved.
 - Dr. Eric Bowers the new Interim FRC Director was introduced and welcomed to her new position
 - The FDC’s Responsibilities as stated out in UPS 102.001 and FDC Board’s Responsibilities as stated in UPS 101.001, BL 97-6 were discussed. There were no concerns and the board welcomed the clarification thereof.
 - Dr. Kristin Stang gave an overview of Faculty Support Services and distributed an organization chart and described the functions of the four units (ATC/IT, FDC, OET, and FAR/AA) found within Faculty Support Services. She indicated that FAR now houses all FAR records. ACT and OET are sponsoring “Tactile Tuesday” for faculty to drop in for casual exposure to technology. OET will be offering more pedagogy and online training.
 - Dr. Erica Bowers reported on
 - Faculty Enhancement and Instructional Development (FEID) Award program –will focus on high impact practices. The Board reordered the criterion on the rubric and weighted the criterion. It was felt that this would add clarity to the application and the rubric.
 - President’s Committee on Equity and Inclusion (PCEI) – this will fund instructional improvement that develops and applies innovative practices that can promote equity and inclusivity in both the University’s classrooms and the faculty body.
 - SPARK (Scholarly Program to Advance Research Knowledge - a new scholarly program being done collaboratively and through FDC for faculty to learn more about developing and submitting high quality and winning proposals to external agencies, with the goal of advancing his or her research trajectory.
 - Opportunities for Leadership Development – Will continue to offer leadership meeting for chair
 - Rescheduled next FDC Board meeting to 3/17/17.
- 8.5 Planning, Resource & Budget Committee [Dabirian for Meyer], F, 2-10-17, 1:00-2:30PM, CP-1060-05
- Approved the minutes of Feb 3rd
 - Approved the Department of Women and Gender Studies
 - The current program to be converted to a department. No financial needs
 - Presentation from Dean Knutson Miller for International Programs and Global Engagement.
 - Overview of the self-support and UEE/IPGE operations
 - Kari presented the budget and all of the self-support programs
- 8.6 Graduate Education Committee [Oliver], F, 2-10-17, 2:00-4:00PM, H-219
- Approval of Previous Minutes Graduate Education Committee - Minutes of 9 Dec 2016 meeting.
 - Announcements/Information Items - Welcome to new member Rob Watson (Music)
 - Old Business
 - Discussion of Qualtrics survey of graduate program advisers – reviewed input form graduate program advisers.
 - The committee worked on revisions for UPS 320.020 with a focus on writing requirements for graduate students. Section II Graduate Level Writing Requirement was discussed in depth and revisions were made. The committee agreed that due to the nature of writing associated with different disciplines, and after prerequisite writing requirement were met, departments should make the final decision as to whether or not graduate students met the graduate writing requirement.

- The revisions to UPS 320.020 Graduate Writing requirement will be sent to the Senate.

8.7 Library Committee [Stohs], M, 2-13-17, 11:00AM-12:00PM, PLS-299

- University Librarian - Scott update: UPS 500.150 (circulation policy)
 - Moving to one system for all 23 campuses. Lecturers on semester contacts will have one year; undergrads will have one semester; due dates end of semester or year (longer). Goal is to have a uniform policy. Max # of concurrent checkouts may be last "regulation" up to individual libraries. System will start at end of June.
 - Repeal daily fines to encourage student success.
 - Series of talks on maps and geography, today.
 - Event - boom California (journal) with social coming up (Jason Sexton; editor; first faculty fellow). 4-5 p.m. Feb 28th.
 - FAR is now in Library.
- What's Brewing event – Mark Bilby: (last Wednesday): It went well. Are library guides about Open Access on the Library web site, including PPT presentation from that event? Pres. Garcia attended. Hopeful that the event makes it possible for the Green Open Access Policy to be passed by Senate. Don't yet have repository (electronic).
- Unfinished Business
 - ABIERTA working group update – Mark Bilby; should be released this summer; a repository for the OA policy.
 - CSUF OA Policy: Retention of Faculty Rights to Deposit and Disseminate their Scholarly Articles: A Green Open Access Policy. Brief discussion; some minor changes suggested.

8.8 Extended Education Committee [Meyer], W, 2-13-17, 3:00-4:00PM, CP-950

- The minutes of December 14, 2016 meeting were approved.
- The following certificates were approved:
 - Certificate in Fundamentals of Universal Verification Methodology (UVM)
 - Certificate in Universal Verification Methodology (UVM) For Test Writers
- Dean Knutson Miller made a power point presentation of updates for 2016-17 UEE (PowerPoint attached to email)
- The Certificate in Lean Six Sigma Green Belt Contract Training will be up for approval via online voting next week.
- Next meeting March 20, 2017
- I think we need Kari to make a presentation to the Academic Senate on University Extended Education and the role it plays at CSUF. Most of the university does not understand the function of UEE and how it relates to the rest of CSUF.

IX. UNFINISHED BUSINESS

9.1. Statements of Opinion

9.2. Revision to UPS 100.001 – AS Bylaws

1. General Committee terms

There is a limitation on terms that doesn't follow our other rules. The question is why and should we change it? It's a nightmare for the staff.

- The term limits should match the terms.
- Why don't we say two terms?

Suggestions:

- Make the Research Committee into a three year term.
- Revise wording to say "No one should serve on any one General Committee more than six years".

2. General Committee meeting times

We agreed to add in a provision someplace the committees meet "as needed".

3. Graduation

This is the issue that Mark Filowitz had raised about the faculty approving. His concern is the faculty is delaying graduation because our policy makes them go slower.

Suggestions:

- We should get clarity on the timeline, but not remove the faculty having the last say in student's degree completion.
- Have a conversation with Rob Bodeen, Mark Filowitz, and Nancy Dority about how this would

work

- People are concerned about quality control; we remove it from here and put it in the UPS on Chairs.

Question:

Why is this in the AS Bylaws?

We will refer this to Academic Standards to turn this into a UPS and explain the process.

4. Parliamentary

A suggestion was made to have a parliamentarian for the Academic Senate meetings. The parliamentarian will not be a member of the Executive Committee, so we would not have to do anything to the Constitution. It would mean you would have somebody manning the Roberts Rules during the meetings.

Q: Will this person be elected, appointed by the Senate, or appointed by the Chair?

A: This maybe more common to have the Chair appoint one. The parliamentarian is there at the discretion of the Chair. Meaning if the chair needs assistance, the Chair can say they need to consult with the parliamentarian.

Chair Bonney will ask at the Senate Chairs meeting next week to see how many other campuses have a parliamentarian, how are they chosen, do they have to be a Senator, and the term.

X. NEW BUSINESS

10.1 Recruiting new candidates for the 2017-18 elections

We had agreed we would meet with departments this spring to try to recruit people for the next election cycle. Petitions get picked up in April, so we have the month of March to do this. Sean did a really good PowerPoint that Chair Bonney will reduce to a shorter document and bring to next weeks meeting, it will be useful for talking points.

Suggestions:

- Can we write a letter to the campus from Executive Committee and all of us sign it and get it to all faculty giving our personal reasons for why we decided to get involved in governance and why they should think about it.
- Do the personal touch and go to department meetings to make a pitch.
- Send email to department chairs to find out when we can come to their meeting.

10.2 Revision to UPS 410.103 - Curriculum Guidelines and Procedures: New Programs - double counting

1. UPS 320.020 – University Writing Requirements
2. Email from Katherine Powers

This is on the agenda for new business at the next Academic Senate. You saw the concerns we have from Katherine Powers that we are able to do the new programs twice a year instead of once a year. The problem with that is if you do it one part of the year they get into the catalog and if you do it the other part of the year they don't, so you would have a program that is not in the catalog.

- If the program doesn't make it into the catalog, at least it has made it through the committee and the process. It balances the workload over the course of two semesters instead of one. So I see no reason why they should limit course proposals to only one semester because it won't be in print catalog.
- We need clarity from Academic Programs. If they are going to get approved and go all the way through the approval process, the department should they wish, should be able to say go to spring catalog year so you can use these changes even though it is not visible in the catalog yet. But under the previous regime in Academic Programs that was a sin.
- If they are willing, once they are approved, to implement them in the TDA, I'm good with more than one call. If they are not going to implement it until it's in the catalog, it might as well match the catalog so that nobody is confused about when their stuff will get implemented.
- What it does by allowing it to happen both semesters is allows the department to do whatever advertising they might want to do in recruiting students for the program at an earlier time.

Q: The question is do want them to do the work in spring or wait until fall?

A: Do the work in the spring and it's in the queue and it is ready to go the next time the catalog is printed.

- 10.3 Revision to UPS 100.600 - Establishment of University Departments
Will add as new business item on the March 2nd AS agenda.
- 10.4 Revision to UPS 100.610 - Program Discontinuance
Will send to PRBC to review before adding this on the AS agenda.
- 10.5 Revision to UPS 105.000 - Consortia, Concords, Multi-Campus Programs
Will put as a consent calendar item on the March 2nd AS agenda.
- 10.6 Revision to UPS 211.000 - Responsibilities of Departments and Department Chairs
On page two you will get grief because it says, "The department faculty shall determine the organizational structure of the department", and department faculty is defined in the CBA as all Unit 3. And we are in the contradiction of the CBA in the next sentence; it says, "The tenure and tenure-track faculty may vote to enfranchise temporary faculty".
- We need to redo this paragraph.
 - Basic Assumptions: I am not sure we can do that based on the Collective Bargaining Agreement. The CBA spells out what we can be evaluated on as a faculty member. Chairs are Unit 3, they are a faculty member.
 - I think the intent for adding this in here to make sure the work, as a chair, was included in the evaluation.
 - Some of the "should" need to be changed to "shall".
 - Review of Department Chairs: The goal here was to try to craft something that would be used as a way of providing helpful and constructive recommendations to department chairs a year and a half in. It was not intended to be an evaluation that played any role in RTP or anything else.
- Everybody to take a close read of the document carefully before next week for change in the language.
- 10.7 Revision to UPS 260.104 - Guidelines for Granting Difference in Pay Leaves
- 10.8 Revision to UPS 411.601 - Policy on Academic Internships
1. Email from Mark Ramont
- 10.9 Retreat update
- 10.10 Revision to UPS 330.232 - Policy on the Use of Alcoholic Beverages by Students and Student Organizations
- 10.11 Revision to UPS 370.200 - Exclusion of Person(s) from Campus Meetings
- 10.12 Free Speech
1. CSU OGC Free Speech Training 1-26-2017 ASCSU
- 10.13 CF&B name change
- 10.14 Anti-Bullying Policy
- 10.15 CSU Online Learning Principles

XI. ADJOURNMENT

M/S/P (Dabirian/Matz)