



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
FEBRUARY 21, 2017**

Approved 3-14-17

11:30 AM - 12:50 PM

PLN-120

Present: Bonney, Bruschke, 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

No announcements.

IV. TIMES APPROXIMATE

11:30 AM

Topic: Student Affairs Update

Presenter: VP Berenecea Johnson-Eanes

VP Eanes gave an update on the following:

- Student Affairs Campus Climate work
- Student Affairs vacancies (AVP for Retention Cluster, Dean of Students, Director of Financial Aid, Executive Director of Health Services, Director of Disabled Student Services)
- Cultural Centers
- Athletics - Title IX
- Financial Aid
- Career Services
- The Quad Squad

Q: The centers are obviously a good idea. But should things happen and take a turn, do the centers create a problem now that Immigration and Customs Enforcement (ICE) knows where to go?

A: No, I don't believe so because there are so few in comparison to how many attend here or live here on campus. They are not all there at any one time, and we are not using any of our centers as sanctuaries. I do know the students that are formally DACA Students. They are enrolled in school, so there is a formal place where they are listed as being here, there is no other way to state it.

Q: If things turn south and somebody shows up and goes over to one of the centers and says "we need a list of the students who use have ever used the center" and they are going to use that as kind of a targeting...the easiest way is there is no list.

A: It is easy to say there is no list; the students don't sign in when they go in the center.

Q: So there is no record of them at all?

A: There is no record of them coming in and out of the center. Every once in a while they might have a workshop where they want to keep count of how many people come.

Q: How soon the can the food pantry be set up so it becomes a charitable destination for faculty donation dollars? I'm one of those who donates to worthy causes, and this would be near the top of the list.

A: I have been talking to my colleagues in cabinet, and I hope in the next month or so we can be able to give you the rest of the infrastructure so you would be able to do that.

The other thing you might want to do to make the food pantry work really well is a competition. So if one could set up competitions among student organizations and faculty departments and come up with some sort of award. This would be an on-going competition. Each month a different item of food gets donated.

Q: I don't know what we need to do, but the folks who are out when there was an evacuation at McCarthy Hall caused a big problem. They were using a loud speaker on the east side between Langsdorf, McCarthy Hall, and Dan Black Hall, and they were so loud that the faculty, staff, and students could not hear the instructions of the Building Marshalls. And nothing happened.

A: Were these the evacuation people or the Quad Squad people?

- These were the preachers that were there with their loud speaker. A lot of folks were really upset because McCarthy Hall is really difficult to evacuate on a good day, and in the rain like it was that day, with them down there blaring out what they were doing. We don't have a lot of Building Marshalls which is our problem, we have to sort out, but that makes it even harder.

Q: Something I want to see when we might be able to get it on the agenda is as we have more and more of the programs that are away from campus (i.e. study abroad/away), some of them go through a third party group and everything is kind of taken care of, when something happens the faculty member isn't necessarily trained to handle that.

A: There are two things. There is a combination of not only everybody knowing what to do, but everybody knowing where everybody is. Sometimes when it is not a formal study abroad, it's like how did they get over there, who took them, and do they have insurance? So let's talk about it more,

- We are trying to get all the data in the right place so we can find it pretty quickly. Because there are pockets of data, insurance and all kinds of things.
- We talked about it, and we have a good opportunity with some of these things to give them a liaison, give them training, and give them somebody to call to get help if they need it.
- We may be able to get because of the password thing; we use passwords for a lot of different reasons. It's time we have people's current cellphone numbers to be able to contact them. Unfortunately, they don't read emails, they don't log into places, the only place you can get ahold of students is through their cell phones because they do respond to text. We try to get it for emergency, but we haven't made it mandatory yet for students to give us their cell phone numbers, but that is something the university needs to start thinking about. The same for faculty and administrators.

Q: I know this is not your area, but it would be nice if we had your support. I bring it up because in my class today we talked about ethical issues and safety on campus. We have been asking Danny Kim, and he has been on it, regarding changing the locks on classroom doors. But it would be nice if we had your support to remind him how important it is that we have all the classrooms supplied with locks. One student today told me about a sleeve you can put on the push doors inside that you can lock it. Maybe faculty buy them and carry it with it them, I don't know. But I know they are concerned about it; safety is a concern no matter where you are. If you can help us with Danny Kim reminding him of the issues.

A: I know he has been working on it, but I will follow up.

- What I heard from Danny was they were doing groups of rooms at a time.
- We need to know how many building have been secured and how many we have left to secure.

Q: We were in San Diego together (for a CSU statewide conference) and there was a great afternoon presentation and my concern is with how they we are handling the IRA monies, I think that it is going exactly the opposite of what that presentation was suggesting. Everybody gets the same amount of money; it's a flat amount of money for everyone.

A: We have been through the journey with IRA. When I arrived people didn't request money, there was too much money and then the students did a great marketing job and we got into the pickle where we have been for the last three years. The requests were down this year. The students and the committee make the rules, I don't have any control over that; that is the CSU way. There are quite a few of them who have said recently they think the IRA fee needs to be higher, but no one has the appetite to do a referendum for increasing the IRA fee.

Q: [Question regarding free speech area and guidelines] The speakers go into the quad and they get to be there, the religious speakers. There are points when in my view they say things that go way over the top. They are targeting specific students, making fun of their sexual orientations, yelling horrible things; things that would get anyone else on this campus arrested, or disciplined, or fired. The students that I talk to are frustrated. They are like how come they get to show up and say all these things that we would get disciplined for? My question is if a student feels they are aggressively singled out by the speaker, what do I tell that student to do? Or who would I talk to, to find out what to tell the student what to do?

A: You would talk to the Dean of Students Team that is who manages the Quad Squad or Dr. Vincent Vigil. It also may be helpful to have Monique Shay come and talk to you about Free Speech and how we have a lot of conversations about how to manage that area. Ultimately I think my team tries to make those calls around telling the students they can move on and reminding them it is a public space and we are trying to adhere to free speech. There are some times where it is a bit extreme and they try to also address those things too.

What I have asked my staff to say is your University is here for you; so don't feel because those people are out there exercising their free speech that we are not here for you. That is why we have a Quad Squad, why we have time, place, and manner and why they can only be out there from a certain time to a certain time, why we have to stop and leave. All the rules are to send a message we are trying to live within the confines of the system as designated. We try to go with what Monique helps us develop, I encourage everybody if there is a student to direct them to me or to the Interim Dean of Students (Alisia Kirkwood) so we can discuss it more. Most of them right away get a business card or a note to come talk to somebody if they can't understand why this is going on so we can explain a little bit about the policies and procedures, but also let them know we have their back and they are our most important interest, they are our priority.

Q: What is the timeline for them to be in the quad.

A: Between 12:00pm and 1:00 pm.

Q: If they are here before or after that timeframe, who do we call?

A: The Dean of Students or call the UPD, they all work together, they are one team.

Q: In terms of the 12:00-1:00pm, anyone has the right to the free speech space with no paperwork and no reservation?

A: No, they register. It's a Presidential Directive.

Q: Is the list of speakers a public list public or just inside Student Affairs?

A: All of it is public information.

Q: One thing we talked about was having our students counter protest. So can the students go up and request the list and receive it?

A: Yes, you can check with the Dean of Students office and they can help you with that.

V. APPROVAL OF MINUTES

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

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

5.3 EC Minutes (Draft) 2-14-17 *forthcoming*

VI. CHAIR'S REPORT

- The retreat is coming along pretty well. We are closing in on a title for the retreat, have about seven discussion leaders, and are on the hunt for note-takers. Amir and I will discuss the technology on Tuesday prior to Exec. We have about 70 people who have registered, but there usually is a push at the end. There also is a contingent of students who would like to attend.
- I met with the FAC Friday and had a very fruitful discussion regarding the revisions that the Provost and the President found objectionable in 210.500 and 210.007. I will make the revisions and email the documents to you so you can see what they agreed to. In contrast to the rhetoric from the committee last fall, as presently constituted the FAC has no appetite for a fight with the administration and recognizes that some of the excess arose in the heat of the moment in 2015/16.
- In UPS 411.100, 411.102 and 411.200 we provide for the filing of questions and challenges and in the first and last of these we provide deadlines for these filings. But we make no provision for the filing of responses. Probably should fix this and do a schedule for both in UPS 411.102. It's not that we should expect a flood of these, but at the moment when one arises there are no guidelines in the UPS. We also have a problem in that there is an expected challenge that will require a hearing before the GE committee, and the chair of the committee is from one of the departments involved. We have discussed her recusing herself while I run the meeting. There is one hitch we will need to discuss. We also need to clarify when the notice for recertification goes out. At the moment UPS 411.200 provides only that it should be timely which is not very helpful.
- We must start populating the General Committees as they must be approved by the senators at the 16 March meeting. So please look at the materials that Sheretha sent out. We have to have those ready by 7 March although we could if necessary push them out to the 14th if we needed to fine a few more willing and able folks.
- UPS 410.103 remains on the agenda only because I want to know if we can commission the UCC to prepare the language about double-counting lower division courses. I recognize that they can't do a final version until we get the current document through the senate, but I'm hopeful we can do that.
- The revisions to UPS 211.000 and the language about the parliamentarian for the bylaws can wait until the meeting on the 28th, but we should get the Statements of Opinion out with the AS Agenda next week so any finishing touches we can manage online would be great.
- Finally, the question about items 11.1 through 11.11 is how many of these are ready for prime time and can be added to the AS Agenda as they are.

VII. INTERIM PROVOST REPORT – 12:30 PM

No report.

VIII. STAFF REPORT

The email will be going out later today for the call for the CSU Senator Seat that will be vacant.

IX. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Bonney], T, 2-14-17, 1:15-3:45PM, TSU Legislative Chambers

In addition to the usual series of ICC reports the ASI Board heard special reports from David Forgues who discussed the structure of HRDI and its relevance to the students and from Dean Dale Merrill who updated the board on events in COTA. There also was an extended discussion about a resolution to give money from ASI's contingency fund to a CSUF emergency fund for students. It was an interesting discussion as a smaller amount of money than had been expected had been transferred into the Board's contingency fund. In the end the students approved a transfer of \$8000.

8.2 Diversity & Inclusion Committee [Gradilla], W, 2-15-17, 10:30-11:30AM, EC-605

The group met today but was way under quorum. The reps from ASI, COTA, COE, H, SS and MCBE were absent. We do not have a MCBE rep. COE rep stepped down. COTA rep could not make the first meeting of her appointment.

8.3 Assessment & Educational Effectiveness Committee [Bruschke], W, 2-15-17, 1:00-2:15PM, MH-141

Although I was absent from the meeting I've been in touch with Chair Lanning. As part of the ongoing review of UPS 100.700 the committee has collected feedback from the leaders of institutes and centers that have recently been reviewed, and using that data spent the time working on draft language to the proposed revisions. Much progress was made but the work did not conclude, although it is expected that at the next meeting final language will emerge. A concern was that the "old UPS is lacking procedural components."

8.4 Faculty Research Policy Committee [Walker], R, 2-16-17, 9:00-10:00AM, MH-141

- Minute approval - They were approved!
- New business: review of UPS 610.000
 - We need to review the document and suggest whether it is missing certain kinds of conflicts of interest (which are missing).
 - There will be revisions to 610 that are minor to reflect Uniform Guidance and federal agencies beyond PHS, NSF, etc.
 - Do we need a new UPS on other kinds of non-financial conflicts of interest?
 - Yes, because 610 is narrowly focused on external funding/compliance.
- Can we just add on to this?
No

Work will continue and we'll discuss the Intramural Grant policy.

8.5 Writing Proficiency Committee [Matz], F, 2-17-17, 9:00-11:00AM, PLS-299

- Minutes of November 18, 2016 meeting were passed
- Discussion of EGGN 340 – request for approval for Upper Division Writing
 - The committee expressed concerns about the clarity of the role of writing in this course
 - Specific concerns included
 - Writing is not addressed in the learning outcomes for the course
 - Distinction between individual and team writing assignments
 - Indication of how instruction in grammar and syntax will be addressed
 - Writing represents less than 20% of the course grade, so this cannot be considered an "intensive" class
 - Will the detailed information provided to the committee also be conveyed to the students, either in the syllabus or through the individual assignments?
 - Casem will communicate these concerns to the course proposer
- Discussion of Graduate Education Committee request to re-insert language into UPS320.020 (see attached UPS 320.020_rev_2-11-17)
 - Dr. Evanow provided the committee with the history of the modification of the UPS specific to graduate student writing requirements

- The committee began a discussion of the document. A current version of the revised document will be available in TITANIum
- The chair will request and share the following information with the committee prior to our next meeting:
 - Information from Graduate Studies regarding how the current requirements for writing are being met across campus
 - Survey results from the Graduate Education Committee related to revision to the UPS
 - Sample language from a syllabus for a graduate-level writing course
 - University Learning Goals for graduate students

8.6 General Education Committee [Bonney], F, 2-17-17, 2:00-4:00PM, MH-141

The meeting began with a discussion of the new GE course changes that have been submitted. In the ensuing conversation it emerged that while 411.200 provides deadlines for filing questions and challenges no deadlines are stated for any responses. The committee has four courses to review as new GE courses and a fifth, ANTH 101, that has been questioned. The committee then turned to the recertification of 13 courses: HIST/LBST 330; HIST/LBST 331; HONR 301T; HONR 305; MATH 338; MATH/PHIL 368; PHIL 303 and PHIL/LBST 333; GEOG 328; GEOG 329; GEOL 201; GEOL 310T; GEOL 333. While some of these will be returned for minor changes and some clarification it appears that all will, ultimately, be recertified.

X. UNFINISHED BUSINESS

9.1. Statements of Opinion

- Question #2: modify to read:
Research, Scholarly, and Creative Activity should only be considered in the Retention, Tenure and Promotion process in proportion to the number of weighted teaching units assigned to research in a faculty member's workload.
- Question #3: reword to read:
CSUF should adopt paperless Academic Forms where appropriate.
- Question #4: reword to read:
A grade of C- or higher should be considered passing for ALL courses.

9.2. Revision to UPS 100.001 - AS Bylaws

1. Parliamentarian

This will be carried over to next week.

9.3. Revision to UPS 211.000 - Responsibilities of Departments and Department Chairs

Chair Bonney will follow up with other CSU Chairs, on the evaluation piece, at the meeting on February 23rd to see if they have found a way that has already been approved by the CBA that give us wisdom of a better way this might be worded.

- (Walker) There is more problems with the document then just the evaluation piece. There is stuff in here that basically lays out all the duties and it is put in the chairs appointment letter. There is no way even with 100 percent chair they can do all these duties and be 100 percent, even at 40 hours a week.
- (Walker) It would be helpful to know if they do have a process, if they actually do it.
- (Matz) What have been the road blocks with it? Give us some feedback on how it was perceived and has it been fruitful? Has it been rewarding for the whole university to have something like this?

Suggestion:

- (Meyer) Line 94: Areas of Responsibilities. Change it to "Areas of Responsibilities are outlined in the chair appointment letter and may include the following"

9.4. GE Double counting UPS 410.103 - Curriculum Guidelines and Procedures: New Programs

This will go on the March 2nd AS agenda. Once this is through the Senate, we will send it to UCC, GE, and ASC to address the double counting piece.

- (Walker) There maybe one question to find out. The language in the Title V for Bachelor Arts degree is different for the Bachelor of Science degree. In a Bachelor of Arts degree it explicitly talks about the requirement and in a Bachelor of Science degree it doesn't, so we might be able to do it for BS degrees but not for BA degrees.

XI. NEW BUSINESS

11.1 Resolution in Support of Current H-1B Employment

- (Walker) Issa and Lofgren are the two that are sponsoring the bills associated with this. If anybody knows of other folks that are involved, we might want to make sure they are on our distribution list.
- (Bonney) I will highlight that in the Chair's report and say we are open to expanding our Distribution list, to see if there is anyone else we should include.
- (Walker) There is a question about students and H-1B visas, so I don't know if we want to put them in here or not. The reason is students who are H-1B visas are employed and they are secondarily going to school. So they are on the H-1B because they are employed as a skilled worker and they are doing other stuff on top of that, but technically the reason they are here because are skilled workers.
- (Bonney) Line 9: add the word professionals. It would read: "...opportunities for scholars and professionals that benefit..."
- (Stohs) Line 23: add students
- Send the document to Robin Graboyes to review after making the changes.

This will go on the Consent Calendar on the March 2nd AS agenda.

11.2 Revision to UPS 260.104 - Guidelines for Granting Difference in Pay Leaves

This will be added to the March 2nd AS agenda.

11.3 Revision to UPS 411.601 Policy on Academic Internships

1. Email from Mark Ramont

- (Dabirian) The Internship & Service Learning are looking at common numbering especially on the internship part. If you look at some of the professional ones like HHD's Internships the numbers are embedded in the courses. If we are going to change to common numbering, do we change those or not? Those are some of the questions that the committee is looking at, which is going to have an impact on their degrees. This is what the impression was from the Executive Committee that we wanted common numbering. So do we want common numbering moving forward?
- (Walker) That is a huge problem because we already have a whole bunch of things that are not in compliance with our UPS's in course numbers. We have to find out the magnitude of it from Academic Programs. In HHD, this would absolutely not work because in some of their disciplines they have two or three required either service learning or internship classes.
- (Bonney) You can recommend they be re-numbered, you can't require it.
- (Dabirian) They are still not done with the policy. Another thing is under definitions, which is new, is the ISL Committee will have the oversight over all internships. This is a new process, if that is going to be something that's going to go to into our process, now means that every internship for approval would have to go through this.

Q: (Walker) Is there a reason?

A: (Dabirian) The reason they wanted to do it was because they wanted to be consistent with the definition of internship. I don't think our committee should be the one to govern this kind of activity at all.

Q: (Gradilla) Would it help grad programs to have range of classes they are trying to take, in terms of so many different internship experiences at the grad level?

A: (Dabirian) My recommendation is we should talk to Academic Programs and look at some of these things to see what practices they are doing and make sure our policy doesn't change the practices.

Suggestion:

We can add if there is going to be more than one internship course it could have letters.

11.4 Revision to UPS 330.232 - Policy on the Use of Alcoholic Beverages by Students and Student Organizations

This will be added to the March 2nd AS agenda.

11.5 Revision to UPS 370.200 - Exclusion of Person(s) from Campus Meetings

11.6 Two Proposed New Degrees: MS in Education Technology and MS in Accounting and Finance

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

11.8 Revision to UPS 210.007 - Appointment of Administrative Personnel

1. Revision to UPS 210.007 - Appointment of Administrative Personnel

- 11.9 Revision to UPS 210.500 - Searches for Administrative Personnel
 - 1. Revision to UPS 210.500 - Searches for Administrative Personnel
- 11.10 UPS 3XX.XXX – Student with Disabilities
- 11.11 Revision to UPS 411.201 - GE Breadth Objectives and Course Development (writing requirements)
- 11.12 Clarity needed for Degree Name Change – email exchange with Katherine Powers and Brent Foster
- 11.13 Free Speech
 - 1. CSU OGC Free Speech Training 1-26-2017 ASCSU
- 11.14 CF&B name change
- 11.15 Having Dr. Kari Knutson Miller making presentation to Academic Senate
- 11.16 Having a presentation on Open Access
- 11.17 Anti-Bullying Policy
- 11.18 CSU Online Learning Principles

XII. ADJOURNMENT

M/S/P (Dabirian/Stohs)