



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
FEBRUARY 7, 2017**

*Approved 2-28-17*

**11:30 AM - 12:50 PM**

**PLN-120**

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

Absent: Dabirian

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

No urgent business.

## **III. ANNOUNCEMENTS**

- (Meyer) The three hour parking works.
- (Meyer) There is a turn button on the inside of the doors to Clayes Performing Arts Center 217, so they have gotten that far with them. That door can be locked.
- (Meyer) Regarding our last Academic Senate meeting, Dave Mickey's comment was "after sitting through that meeting which was mostly about beating a dead horse, I can understand why junior faculty don't want to be part of the Senate".
  - He was not the only one who made comments; several other did as well.
  - One of the things about that process with trying maintain order and focus I would like to put a big plug in for us seriously talking about and thinking of changing our meeting to the format Statewide Senate usage, with three for and three against and then a vote. Stopping people and calling them out of order if they are bringing up issues that have already been brought up. What will happen is the meeting will go smoother, people will be more focused, and we will get more done.
  - We will have an opportunity to talk about that more because that is the first item of new business for the Chair's report.

### **Question**

- (Stohs) Has anyone on campus heard anything from the Chancellors office about the Intellectual Property Policy? We had a brief committee on that for the system. Christine Miller, CSU Senate Chair, received a message from a campus Senate Chair whose Provost wants to talk with him about the draft IP Policy. Christine said it was her understanding the policy was in the Presidents' hands, and we could get it after the Chancellor's office discussed it with the Presidents. Looks like it is being distributed for campus input, at least on one campus.
  - Chair Bonney has a one-on-one with President Garcia tomorrow and will ask her about it.
  - Last year we looked at our version of the IP policy. In the past, it got stalled when we decided it was something that needed to be discussed with the Union; that was the stumbling block.
  - Our committee has already produced a draft that will be coming to Exec next Tuesday.
  - We have been discussing for about five years now circulating drafts at the Statewide level.

## **IV. APPROVAL OF MINUTES**

5.1 EC Minutes (Draft) 1-24-17

M/S/P (Walker/Oliver) Minutes were passed unanimously.

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

## **V. CHAIR'S REPORT**

- The Senate agenda for February 16<sup>th</sup>, we had discussed how to handle this because this is also the date that Chris Miller is coming. It seems it was time to go ahead and take the vote on the Petition to Amend the Academic Senate Constitution. My proposal for that agenda is all reports will be written: Provost, CSU Statewide, ASI, & CFA and we will go straight at 11:35 am into the Petition to Amend and at 11:50

am we will take a vote. The minutes have been transcribed, so everybody knows what everybody said, we don't have to go through stuff that has already been said. Matt Jarvis is next on the list and there may be a couple of people that want follow him.

- Given the amount of material we have to get through this spring, we will never get through it if we don't do something like the three for and three against. Chair Bonney will encourage people to submit editorial edits in writing in advance so we can get them up.

Q: Are we going to move to adopt those rules at the beginning of the meeting?

A: We will wait until the next meeting when we have real business.

- They are putting together a GE Task Force, we have been asked to nominate one or two faculty from our campus to be considered. I will send around the email from the state.
- I gave you the description for the AVP Academic Operations position. Did that change your views about any of the names that were circulated or are you ready to make a final decision as to who will be on that search committee?
  - They are going to have the registrar on this committee; they need an associate Dean on this committee.
  - If this person will be handling faculty evaluation and faculty affairs stuff, I think we need someone with strong personnel experience. The easiest place to find it is the chairs, but it doesn't have to be.
  - Somebody who has been on the Faculty Personnel committee.
- Chris Miller said she has done all different approaches to the meetings when she comes to meet the Senate. Sometimes she comes and talks a little bit about the Statewide Senate and fields questions. Sometimes she doesn't say much at all, just sits and listens while the Senate does its regular business. Sometimes she goes and they have long conversations about shared governance. We could ask her about the ASCSU views on Graduation Initiatives 2025 and on the GE Task Force as a campus with an exceptionally high number of GE courses. How you would like to organize this meeting?
  - Intellectual Property
  - What does Statewide Senate do
  - Budget
  - What's going on with Academic Freedom
- Had a very good talk with VP Eanes yesterday; she is very interested to figure out ways Student Affairs can help support faculty in their work and welcomes the opportunity to meet with faculty to have those conversations.
- I asked the people who are going to talk about the Black Man's project to come to an Executive Committee meeting sometime in March to give us a preview of the presentation they will do for the Senate.
- We had somebody pull an elevator prank in McCarthy Hall. The phone was totally operational, but someone put duct tape on the phone. The elevator got stuck between floors, and twenty-five students and a faculty member were stuck in the elevator as a result because they thought the phone was broken and they could not get their cell phones to work. VP Kim sent someone to fix the phone, and the phone was fine.
- I had a good meeting with the Faculty Affairs Committee UPS 210.000 will appear to us in stages. We discussed that it would be easier for us as they complete a section for us to look at the sections so we would not be stuck trying to do the whole document at once. It should start appearing late in March.
- The GE Committee has done a redraft on the GE Writing Requirement; I should have that for you next Tuesday.
- I met with the commencement task for last week and the good news is we are only \$150,000 over budget this year; last year we were \$250,000. We had started out being \$460,000 over budget based on the most recent RFP, but Michele Cesca's shop, , without cutting out anything essential, reduced the budget by about \$300,000 and preserved most of the venues. Three of venues had to go, the one in front of the Humanities building had to go, because the Fire Marshall said it was a hazard because it blocked the entrances. The other venues they had to get rid of was Meng Hall because it is too small for the \$7,000 it cost to use it. And the Titan Shops, because when they did the landscaping they moved a light pole and they would now have to build a wooden platform that would cost \$30,000. That is part of what gave them fits, once you eliminate three venues you have been using, how do you reorganize?
  - You might mention to them we don't look good when it says on the website you won't know the date of your gradation until March or April. The really need to release that information earlier.
  - They know that. The problem they ran into was they didn't know how much money they had until two weeks ago, so they couldn't commit or figure out what the venues would look like and who would go where, so they couldn't say who was going where. They are trying their best to get that out before April.

- Sean and I still have an H1B resolution to write.
- The Provost wants to put together an online strategy task force, what that is going to look like is still up in the air. I will send around what he distributed at Council of Deans so you can see the questions they are looking at.

Q: What is the goal of the online task force?

A: The first question they want to figure out is what are we actually doing with our online classes? Nobody seems to know how many there are, how many of them are fully online as opposed to hybrid.

- You can't tell from Titan Online because it says full online then you look at the notes and it's not.
- And they would like to develop the policy but they don't know how develop the policy until they know what we are actually doing.
- They should be able to find out, because it should be coded in CMS whether things are hybrid.

- I need somebody to cover the GE Committee meeting on February 17<sup>th</sup>, 2:00-4:00 pm, because I have to go to an SFAC meeting with Sean.
- Change your password.
- In our last few retreats we have posed three big questions, it would be very helpful to our committee if would give some thought to what you thing those three big question might be.

Questions:

Q: Can we ask what the status of the Faculty Affairs search is?

A: That job is not going out, that search is not going forward.

Q: What about the FDC position?

A: I believe there is another search going on for that, but don't know if that is actually in process.

The search for the VP of HRDI is picking up steam; we are actually going to have a meeting in the next couple of weeks of the people who have applied.

Chair Bonney will follow up on the FAR and FDC searches.

## **VI. INTERIM PROVOST REPORT – 12:30 PM**

- VP Eanes and I are working on preparing some information to distribute to the campus on enrollment management structure that we have created. What the vision is, what it we hope to accomplish by doing that, and how it operates in practice? A lot of it is work in progress, but we have a pretty good idea of what we want to do this semester. I will provide you with more detail on the two administrative groups we created.
- Enrollment Management as a formal process has never been created on this campus and most of the campuses. All campuses are talking about how to do enrollment management. There are obvious reasons to pay attention to enrollment management; our budget is tied to it. It's directly contingent on FTES that we generate, whether it is for freshman students or students who are already here.

The student experience really starts when they learn about Cal State Fullerton and continues through the admission process, matriculation, and starting the first day of classes. Right now it is very unorganized. Because we have so many applicants we didn't need to worry about the numbers, we never paid attention to how well we were treating applicants and students that go through the process. Students are getting multiple messages. Outreach and recruitment bounce back and forth between Academic Affairs and Student Affairs. Financial Aid is sitting on the sidelines, not very well coordinated for students coming in, so entering students get a very confused picture of Cal State Fullerton and where they need to go to get different information. The element that needed to be corrected right away was the admissions portion. We have always kept admissions and registration together, but the marketing of Cal State Fullerton was different from what we had to offer. Recruiting students had been separate from admissions, which makes no sense. People are telling students this is what you can get at Cal State Fullerton, this is why you should come here, but tell them if you want to sign up, you have to talk to someone else. So it made a lot more sense to have the three pieces together: outreach, recruitment, and admissions. That is why the admission piece is moved to make one cohesive unit.

Also, because we have so many applicants, we can recruit students from different parts of the county, outside of our service area. How we create our incoming class, so it is a balanced class for various reasons? How do we market different disciplines? If Arts needs a certain type of student, there are certain schools we know that have good Arts program; we go there to recruit students. Community Colleges, if we need different kind of majors, we know which community colleges have a strong program. We need to build those relationships and have a pipeline and regular communication. All of that was done, but it was very spotty, very ad hoc. We are hoping this admissions recruitment and outreach

group will establish these relationships with community colleges, with transfer students. Create a consistent simple transparent communication system with incoming students through matriculation, until they are admitted. Once they are admitted into the program, after they have met all the conditions and their transcripts are ok, then they are basically turned over to Academic Affairs, to faculty and academic advisors. If they need some development or courses they need to take, they can clear it up.

- The First Year Program that we are working on, The First Year Experience in colleges where the majors are declared and undeclared majors.

This whole process that we have in mind has different pieces, but they are closely intertwined and they had to work together for our students to have a good experience entering Cal State Fullerton and beyond that. So that is the broad rationale behind these changes. It's not that moving to Student Affairs is giving away resources; they are staying in the University. The students we get in our classes can do a good job in the classroom as long as the rest of their lives are in good shape, they have Financial Aid, some of them have psychological issues, or a sense of not belonging, especially high school kids. They are young and end up in this big place. How comfortable do they feel? Transfer students think they can do it all, but they can't, and they have to be realistic about their expectations. I think we should welcome Student Affairs; they are taking care of all these other needs of the students so they can do a good job in the classroom. It really is a partnership. Faculty do not want to worry about the student's financial aid or worry about their psychological issues. I see Student Affairs and Academic Affairs being a real true, very close partnership. I don't think we need to worry about resources being turned over and our losing our influence or control, the important thing is the students. This new process will be good and you will see the results. We have planned to do certain things this semester, but within a year when the next fall admission cycle starts the students will start having a better experience.

Provost Puri passed out a draft of the structure he has been working on with VP Eanes. The Chancellor's office sets our targets; they may have some other requirements that will come down to the campus. We are creating an enrollment oversight group of three vice presidents: Provost, Student Affairs, and Finance. They will get feedback from the cabinet, the President, Deans, colleges, and departments in terms of impact or any other issue they want to bring to attention before overall university targets are set or impact decisions are initiated. Four people will be doing most of the real work: Darren Bush, Jessica Wagner, Mark Filowitz, and Nancy Dority. We expect these four people will be working almost on a daily basis to figure out details of issues that come up and make sure everything is functioning properly. They will meet with other people from technology, financial aid, advising at least once a month to bring them current on what's happening, what the issues are, what they need from each other, and get their feedback. They will also be helping their vice-presidents, informing them of enrollment issues that come up. That is the structure that is proposed.

Q: Why hasn't this been supported or worked under Academic Affairs since enrollment has to do with the academic side? You said more funding and A&R hasn't worked. Did we not give them enough funds or support? Why haven't we been able to make it work under the academic side, why do we need to bring in the Student Affairs side?

A: Different campuses have different ways of doing it; there is no single way to do it. The important thing is it works and produces results. My personal view of Academic Affairs work is I want to concentrate my energy on things that matters to us, which means faculty, for curriculum and instructions. Not spend our time doing things that are operational.

Q: As Provost, would you not want to have all these different divisions reporting to you so you are informed, because they all include the academic side?

A: They would be informing both me and this group.

Q: How is NSO going to work? Is it going to be the same as it was in terms of collaboration, is that still going to be a joint effort?

A: There have been no discussions.

Q: How sustainable is this investment?

A: Right now we are trying to figure out how to separate the budget. Once that is done we will assess the needs, starting by a review of all the processes.

Q: Did the committee who put together this plan bring in people like Nancy Dority and folks who work in it to get their opinion on it?

A: Yes. For two years we collected a lot of data and since I have been on board, Nancy, Jessica, and Mark have been a key part.

Q: Why will it work under this plan and it didn't work on that one?

A: Because Admission and Recruitment have been separated. Students who are coming in are getting conflicting data and communication from Admission and Recruitment. They have not been very well coordinated, a very disjointed operation. Hopefully this will bring coherence to student experience.

- I'm thinking of creating a group representative of Department Chairs and Associate Deans (one per college) who will work with Mark and Nancy to not only understand what is going on, but also provide input. To get feedback so there is constant back and forth so there is faculty input in the process. We would have to make it manageable.

Q: How many Chairs?

A: If you are going to do something like that, the Associate Dean is going to have to communicate with the Chair.

## VII. STAFF REPORT

If you have not done so, please register for the AA/AS Spring Retreat.

## VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Bonney], T, 1-31-17, 1:15-3:45PM, TSU Legislative Chambers

No report.

8.2 International Education Committee [Gradilla], W, 2-1-17, 11:00AM-12:00PM, MH-141

- Discussion of upcoming study abroad fair.
  - The group discussed preparations for next week's fair.
- Discussion of upcoming college and department events.
  - Members discussed how their colleges and departments were supporting or growing their study abroad options.
- Discussion of intersession
  - Members reported back on the various intersession courses and their successes.
- Discussion of possible items for student survey
  - The student survey developed by IEC and the VP was discussed as a way to improve student participation in study abroad.
- New Business
  - How can study abroad use GE (especially "Life Long Learning") to build student interest?
  - Does study abroad need its own curriculum like First Year Experience and Honors?

8.3 Curriculum Committee [Stambough], F, 2-3-17, 12:00-2:00PM, MH-141

- The committee completed the revisions to UPS 100.610 (program discontinuance) and forwarded the proposed revisions to the Executive Committee. The revisions focus on making a clearer distinction and different paths for self-initiated proposals for discontinuance as opposed to those initiated from outside the affected academic unit.
- In addition, the committee completed its mandatory review of UPS 105 (Multi-campus consortia). After checking with those involved with the few multi-campus programs that we have, it was determined that the UPS fits with practice and with the preferences of those involved with the programs.
- Finally, we made revisions to UPS 100.600 (Establishment of Departments) and forwarded those revisions to the Executive Committee.

8.4 Faculty Affairs Committee [Bonney], F, 2-3-17, 10:00AM-12:00PM, MH-141

No report.

8.5 General Education Committee [Bonney], F, 2-3-17, 2:00-4:00PM, MH-141

No report.

8.6 Information Technology Committee [Bonney], F, 2-3-17, 10:00-11:00AM, LH-702

No report.

8.7 Planning, Resource & Budget Committee [Meyer], F, 2-3-17, 1:00-2:30PM, CP-1060-05

- Minutes of December 16, 2016 meeting approved.
- Only two items of New Business:

- Approval of creating a new Department of Communication Sciences and Disorders from an existing Department.
  - Change of Status Proposal: Women and Gender Studies from Program to Department postponed to next meeting.
  - Adjournment Moved by Berhanu Tadesse acting for Amir at this meeting
  - Next meeting February 10, 2017
  - Future Items:
    - Extended Education & Global Engagement Feb. 10
    - Office of Graduate Studies Feb. 24
    - Concentration in Anesthesia in the Doctor of Nursing Practice Feb. 24
    - Master of Science in Human Service Feb. 24
    - Irvine Campus March TBA
    - Danny Kim on Budget –March 10
- 8.8 Student Academic Life Committee [Stohs], T, 2-7-17, 9:00-10:00AM, MH-141
- New member - Alissia Kirkwood
  - Business
    - Male Success Initiatives (Director) - Dr. Vincent Harris - PPT Presentation. 46% 6 yr- grad rate for male blacks. Lowest of all groups. Pilot was tried; no budget, no staff. Now there is a program, primarily for men of color. Mentoring, speaker series (past). MSI by 2016 had about 60 or so people involved. Nothing happened as a result of the pilot. Goal is to increase grad rates.
      - Need/have budget (\$100K over 4 years), resources, and office space. Budget is a line item. Will have 15 scholarships for men of color.
      - Community? Need ways of increasing numbers and of reaching those on campus.
    - Subcommittee Update: UPS Draft on Disabilities – resolution to submit to Academic Senate – will be sent around to the committee for final comment. Once approved, will be sent back to DSS for final comments; then to Exec.

## IX. UNFINISHED BUSINESS

### 9.1. Statements of Opinion

Possible new question:

Stacked parking fees, ask if you would be willing to pay \$6 more or what it would take to sustain it.

A: The problem is that is decided by the CBA. Our union bargained for us for lower parking fees than the students pay.

We have no choice; we cannot use stateside money for parking. We have to make parking pay for itself.

Q: Is it a done deal there is going to be a parking structure?

A: Not absolutely. VP Kim thinks he can do it, he is trying to figure out the funding and how it would work. He has a place for it; it's on the other side of ECS.

Possible new question:

Should we appoint a committee to explore a possible scheduling solutions for a six-day week?

- Years ago there was a scheduling committee, which was formed as a result of the Chancellors office over a case about utilization of building spaces. They didn't want us to even think about more spaces because our utilization rate was so low. No matter what ideas you came up with, everybody was against it. The issue of 7am classes was brought up and everybody thought that was insane.
- Departments are always free to schedule classes; if you can get the faculty, students will do it.

We have four questions. The SOQ question and numbers 1, 3, and 4 from the second list.

Lets get them rewritten and we will circulate them.

## X. NEW BUSINESS

### 10.1 Revision to UPS 100.001 - AS Bylaws - general committee terms

1. Graduation
2. Parliamentarian

➤ We never put in when the general committees meet and we don't have any language in there about that.

Q: Do we want to include the committee's meet on an as needed basis?

A: Yes

- Mark Filowitz had pointed it out that on page 22 there is something about the students wishing to graduate and they have wait, faculty have two weeks to protest. Mark wanted to know why that is in there.
  - This is one of the fundamental things that the faculty is supposed to have final say on who graduates and who doesn't.
  - If the Registrar were to approve a graduation and the faculty were to be of the opinion they hadn't completed units or if there is a dispute, there is an opportunity for faculty to express that.
  - We will have to come back to that next week.
  - When you are thinking about it, the other thing you want to think about is whether we want to put in a provision about having a parliamentarian for the Academic Senate meetings.

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

This is on the calendar for the February 16<sup>th</sup> AS meeting. We had talked back in the fall about the possibility of doing something about double counting lower division courses. We can do one or two things: 1) we can let this go through as it is, it has already has a lot of changes and do the double counting as a separate item in April, or 2) we can get it done as a whole big package before then. How would you like to proceed on this?

- Getting double counting done this semester, because if not we probably wouldn't get to it.
- So your homework for the next meeting would be to decide. The UCC doesn't meet again until March 3<sup>rd</sup>, so it's not as though we are on a fast track.
- For next Tuesday, the question to think about is all lower division courses or the particular structure of double counting that is in the draft that we got from the committee two years ago.

Q: The double counting, would it still have the restriction of only three courses from the department that GE has now?

A: That is one of the things that's on the table. I want you to think about it so we can decide how we want to proceed on this.

Q: There is a document that is on the agenda to go on the floor of the Senate and that does not have anything to do with it, so we would have pull that and add back to it the double counting?

A: yes.

- I feel like we don't pull it.
- We could let it go through as it is and then put it back through with the double counting as a separate issue so we don't overlap the issues. We could still get it done this semester.

We will let it go through as is. In the meantime, think about if we pursue some form of double counting, what that would look like.

10.3 Revision to UPS 211.000 - Responsibilities of Departments and Department Chairs

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

10.5 Internships UPS

10.6 Student Success Issues

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

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

10.9 Free Speech

1. CSU OGC Free Speech Training 1-26-2017 ASCSU

10.10 CF&B name change

10.11 Anti-Bullying Policy

10.12 CSU Online Learning Principles

## XI. ADJOURNMENT

M/S/P (Walker/Stambough)