



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
JANUARY 23, 2018**

Approved 2-6-18

11:30 AM - 12:50 PM

PLN-120

Present: Bonney, Brunelle, Brusckhe Dabirian, Gradilla, Myck-Wayne, Oliver, Patton, Shahi, Stambough, Stohs

I. CALL TO ORDER

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

II. URGENT BUSINESS

- Don't know what they can do about it, but walking over from CP about 5 of us were nearly wiped out crossing the street from a cars making a right turn when pedestrians light turns green.

Suggestion:

- Talk to VP Kim or Chief of Police to see if they can get the Fullerton Police to sit on the corner. Sometimes they will do it for the first two weeks of the semester.
 - We also need to put a speed bump in on that long strip coming from the parking garage. The students are speeding coming from the parking garage, and people are accelerating to turn left to go onto campus to park, and we need to do something to prevent a terrible accident from happening. A speed bump would force the students to slow down when exiting the parking garage to reduce the risk of a crash.
- We need to have a procedure for Uber and Lift pick-ups and drop-offs. We need to figure out where the designated spot for them will be.

Suggestions:

 - Talk to parking to email Uber and Lift and designate the pick-up and drop-off to be in front of Langsdorf, they cannot come anywhere else and have them update their apps.
 - There should be no stopping, and parking/idling in front of HSS and everyone should go to the designated area for pick-ups and drop-offs.
- At the HSS Chairs Retreat an associate dean brought up the issue about logging absentees, and one of the difficulties is we do not have a policy for working from home, and so many of our faculty do especially with online classes.
 - Chair Stambough will bring this up at Council of Deans.
- I have a problem with my college sending out a memo every semester stating how I should take my Jury Duty Leave that I should take it during my summer.
 - Chair Stambough will check with Council of Deans, and Senator Bonney will check with HRDI to get clarification on Jury Duty Leave.

III. ANNOUNCEMENTS

- (Dabirian) The data center is moving, and there will be 36 hours of downtime. A notice will go out to the campus every week until the move. There will be a scheduled **outage** of the following services beginning Saturday, 02/03/2018 12:01 am until Sunday, 02/04/2018 12:00 pm (Noon):
 - Campus Solution System (CMS)
 - Titan Mobile
 - Titan Online - Student Center – Student Self-Service
 - Titan Online - Faculty Center – Faculty Self-Service
 - Titan Online - Employee Self-Service, Absence and Time Management, Benefits, Payroll
 - Titan Online - Manager Self-Service, Absence/Time Approval
 - Student Administration
 - Human Resources

- Titan Degree Audit/Titan Degree Planner
 - CFS Finance System (CFS)
 - Data Warehouse / OBIEE / Business Intelligence
- (Bonney) I would like to encourage the Senate to register for Titan Bites. Titan Bites send notices out to students who are food insecure when we have events, and there is food left over.

Q&A:

Q: (Gradilla) Is there any discussion of moving us from Moodle to Canvas?

A: (Dabirian) No. Our campus will not be moved without prior consultation from everyone.

IV. TIMES APPROXIMATE

11:45 AM - 12:00 PM

Framroze Virjee, President

President Virjee was welcomed by Chair Stambough to his first Executive Committee meeting. The Executive Committee members introduced themselves, and then Chair Stambough turned the floor over to President Virjee.

President Virjee gave a brief history of his background and his life's work. President Virjee stated he was interested in working collaboratively with the Executive Committee to move the institution forward with the same momentum.

Q&A:

Q: What is your view of Academic Senates for both institutions individually and statewide? What role or function they play in the whole realm of things?

A: I think that question is different for each institution, each Academic Senate, and each leadership team that are working to lead the institution and for each system. So it's hard to say this is my template because what I've seen work in some institutions won't work in others.

V. APPROVAL OF MINUTES

5.1 EC Minutes (Draft) 11-28-17

M/S/P (Dabirian/Oliver) Minutes were approved unanimously.

5.2 EC Minutes (Draft) 12-5-17

M/S/P (Dabirian/Oliver) Minutes were approved unanimously.

VI. CHAIR'S REPORT

- We will be getting a memo about associate dean searches for the Library. Once we receive the notice and see what the actual parameters are and what the needs are, we will need to figure out the search committee.
- Over the next few weeks, I will be meeting with AS Committee Chairs to go over what is coming up for the spring semester.
- The two names we had for the Student Affairs Search Committee both said no. I will send out an email later today for more suggestions.
 - (Dabirian) If we can find department chairs that would be willing to serve, that would be good.
- I will be going to the college chair meetings to share the upcoming vacancies on AS standing committees as a way of recruitment. I will send the confirmed dates around in case any of you want to join me at your college meeting.

VII. PROVOST REPORT – 12:30 PM

- The Provost explained the format that will be used for the Provost Report that will be distributed to campus. There will be regular sections in the report that would include updates on essential university initiatives.
- The Strategic Planning Steering Committee meeting meets this afternoon, and we are anticipating, similar to the last Strategic Plan, an exercise where everyone at the session engages in the ranking of 38 key action items proposed by members of the campus community in the fall. And it would weigh in on what will be the top five. We are doing an electronic version as well, so after the Town Hall, there will be an electronic version of the activity available throughout the week for folks to weigh in on if they did not have the opportunity to participate at the Town Hall.
- The feedback to the WASC Steering Committee on the latest draft was due on January 22nd.

- Graduation Initiatives 2025 we need the help and engagement of the division. I am doing an inventory of what are we doing to support student success broadly and then some of the metrics of GI 2025 specifically. We have the advisory group, and they have proposed some potential direction given the data they have examined. Some decisions about what are the top five, what are our signatures, and where are we going to have energy, enthusiasm, or engagement around? Whether it's the campaign, strategic advisement component, a bottleneck, or an FYE; that is the initiative that is underway. We are in a place where consultation, communication, and discussion is going to be important to moving the work forward.

VIII. STAFF REPORT

No report.

IX. COMMITTEE LIAISON REPORTS

- 9.1 ASI Board [Stambough], T, 12-5-17, 1:15 - 3:45 PM, TSU Legislative Chambers

No report submitted.

- 9.2 International Education Committee [Dabirian], W, 12-6-17, 11:00AM - 12:00 PM, MH-141

We did not have quorum.

Discussion on the study aboard survey. Dean is going to send IT the final draft of Survey programming in Qualtrics. The Committee will test the survey. The goal is to file for IRB and place it in the portal. A timeline will be approved in Feb meeting and get it ready for March student survey.

- 9.3 Curriculum Committee [Patton], F, 12-8-17, 12:00 - 2:00 PM, MH-141

No report submitted.

- 9.4 Faculty Development Center Board [Shahi], F, 12-8-17, 9:30 - 11:00 AM, PLS-299

No report submitted.

- 9.5 Planning, Resource & Budget Committee [Stambough], F, 12-8-17, 1:00 - 2:30 PM, CP-1060-05

No report submitted.

- 9.6 ASI Board [Stambough], T, 12-12-17, 1:15 - 3:45 PM, TSU Legislative Chambers

No report submitted.

- 9.7 Faculty Research Policy Committee [Brunelle], T, 12-12-17, 2:00 - 3:00 PM, H-219

We had a quorum and approved the minutes from 11-07-2017. Our chair explained that in the spring semester he will be teaching during our regular meeting time, and will poll the committee regarding another time for us to meet, possibly Tuesdays, 10-11 am. The committee then discussed the CFP and rubric for Intramural Grants. The focus of the discussion was to find language that would include the impact on student learning, but not disadvantage faculty members whose research does not permit them to involve students directly in their research projects. After discussing several means of revising Section II, A.2, the committee voted simply to eliminate that provision entirely, given that A.4 includes language that would induce a proposer to discuss the same issues related to student learning, making A.2 redundant. We also suggested that the scoring rubric be revised to reflect the removal of A.2 in the CFP

- 9.8 Writing Proficiency Committee [Oliver], F, 12-15-17, 9:00 - 11:00 AM, PLS-299

- Approval of Minutes of October 20, 2017
- Unfinished Business
 - UPS 320.020 revisions and drafting of new language where indicated and discussed final revisions. Approve revised document pending minor revision to include citation of source of information for best practices for enrollment limit – Casem/Goodrich M/S/P
- New Business
 - a. Student petitions
 - Portillo, Andres – EE – ECE440L from CSUN – evidence of writing from a syllabus. Evidence of minimal writing in the lab report, however, multiple lab reports are completed. 1 unit course – approved.
 - Ali, Yacub– same as above – Approved
 - Ali, Mohammad – request EE320L from Cal Poly Pomona count as ECE310L. No indication that writing is a component of the course or how whether the feedback is given in writing. Lacks disciplinary components – not extensive writing – syllabus does not indicate that teaching writing was addressed. Sample writing just answering questions. Denied

- Hoover, Rachel – Request Psyc 314 from CSU Channel Island as part of 8 units required for major. Writing proposal – multiple parts – involves peer review – writing 15% of grade – could be considered a complementary course. Approved.
- b. Discuss CAS 300, Elements of Effective Professional Communication course using the new writing standards as the model for meeting an intensive writing course (Jana Kim) – in reference documents folder:
 - Multiple sections of class – discipline-specific communication skills
 - Model of discipline-specific writing – common assignments – professional development
 - Sample syllabus is from online class – Janna can adapt for in-person version
 - Can use this as a ‘model of best practice’ for other departments – encourage compliance
 1. Need to wait for new revision from CAS
 2. Want to be sure to be consistent with revised UPS
 - Could add to Writing Across the Curriculum Resource webpage – Leslie Bruce
 3. Would like to post both writing specific content & syllabus

9.9 General Education Committee [Bonney], F, 12-15-17, 2:00 - 4:00 PM, MH-141*

No meeting.

9.10 Academic Standards Committee [Brunelle], F, 1-19-18, 1:00 - 2:00 PM, MH-166

- Discussion of 300.015, Repetition of courses. The committee agreed that no changes to the UPS were needed, but did recommend that faculty make a greater effort to notify students of the policies about repeating courses and W/WU (drop dates and consequences of receiving a WU) in their syllabi or other ways, so as to reduce the number of students who are receiving WU grades.
- The committee then discussed the general remit of the committee and what work the committee should accomplish this semester. Committee chair Stephen O’Connor passed around a written memo summarizing the committee’s purview and asking for input regarding other issues the committee may want to take up. The committee chair will also invite someone from the Dean of Students Office to our next meeting to discuss policies related to reporting plagiarism.

X. UNFINISHED BUSINESS

10.1 AA/AS Spring Retreat

1. Evaluation of Shared Governance
2. The American Association of University Professors Indicators of Sound Governance

10.2 Revisions to UPS 411.201 - GE Breadth Objectives and Course Development

This document is on the AS agenda for January 25th. If this gets through the Senate on Thursday, we will have three more documents that are related (UPS 411.202, UPS 411.200, and UPS 300.004) from the GE Committee for the February AS meeting.

10.3 Revisions to UPS 411.601 Policy on Academic Internships

This document is on the AS agenda for January 25th. This document will be moved down on the AS agenda because there are some internship coordinators that have expressed some concerns. So at the next ISL committee meeting, it will be held like an information gathering/committee hearing to invite the coordinators to see if there is anything that needs to be changed before the document goes to the Senate floor.

10.4 New UPS 5XX.XXX - Retention of Faculty Rights to Deposit and Disseminate Their Scholarly Articles: Open Access Policy

This document is on the AS agenda for January 25th.

Q: (Dabirian) Did mark Bixby talk with Monique Shay about this document?

A: (Stambough) Not yet.

Senator Dabirian volunteered to take the document to Monique Shay to get her approval before the document going to the Senate floor.

XI. NEW BUSINESS

11.1 Committee Recruitment & Reorganization

XII. ADJOURNMENT

M/S/P (Dabirian/Brunelle) Meeting adjourned at 12:50 PM.