



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
NOVEMBER 28, 2017**

Approved 1-23-18

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

- Who should the solicitation for the funds for the Dreamer's Center go out to (e.g., Senators, Faculty, and Emeriti)?
A: Send to all the above, you never know who will respond.

III. ANNOUNCEMENTS

- (Dabirian) There are a lot of phishing attacks on campus, and please be careful. If you are unsure of an email, check it on your iPhone or iPad because there is not a way for them to penetrate the iPhone or iPad, but make sure they are up to date. Do not open it on an android phone; they are the number one target. IT is going to conduct a "hypothetical" phishing attack on campus. They will take about 500 names and send them a phishing email if they click on the suspect email; IT will know and send them a handout with instructions on how to avoid it in the future.
- (Stambough) I participated in a Skype conference with Interim Provost Puri and General Education Committee Chair, Brenda Bowser and representatives from the Chancellor's Office about the request for an extension to the GE revisions mandated by Executive Order 1100. Unfortunately, our request was denied as almost all requests are denied. They expect the implementation to be rocky and they are not going to micromanage it. There will be problems on most campuses, but our campus is well ahead of most campuses because we had less to do than most campuses.
- (Stambough) The GE Task Force Committee met once and will be meeting before the end of the year. Part of the plan we had when we came up with this was campuses and faculty through statewide, a lot of lobbying has been reactive. If they would have said from the beginning the Legislator is mandating this, and we need to do it, it would have been an entirely different conversation.
 - (Brunelle) Somehow that message needs to come out on this campus. There is a lot of misdirected anger that creates this spinning wheel of who is it that we should lobby and send a letter too about micromanagement? It is not the Chancellor it is the Legislature and they need to hear what they are up to is bad for the institution.

IV. APPROVAL OF MINUTES

- 5.1 EC Minutes (Draft) 11-7-17
M/S/P (Brunelle/Stohs) Minutes were approved unanimously.
- 5.2 EC Minutes (Draft) 11-14-17
M/S/P (Brunelle/ Stohs) Minutes were approved unanimously.

V. CHAIR'S REPORT

- Consisted of the GE items discussed under Announcements.

VI. INTERIM PROVOST REPORT – 12:30 PM

No report.

VII. STAFF REPORT

We need the Executive Committee to start thinking of the process as it relates to getting rid of the documents that have been scanned by our student assistant. There are no confidential documents to destroy; it is historical meeting materials, agendas, and minutes.

Suggestions:

- (Bonney) Keep the binders with the different UPS documents because it is easier to access them, but everything else can be trashed.
- (Gradilla) Consult with an archivist on campus to make sure we aren't missing anything, and we are saving everything that needs to be saved.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board [Stambough], T, 11-14-17, 1:15 - 3:45 PM, TSU Legislative Chambers
No report submitted.
- 8.2 Assessment & Educational Effectiveness Committee [Bruschke], W, 11-15-17, 1:00 - 2:15 PM, MH-141
No report submitted.
- 8.3 Writing Proficiency Committee [Oliver], F, 11-17-17, 9:00 - 11:00 AM, PLS-299*
No meeting.
- 8.4 Campus Facilities & Beautification Committee [Dabirian], F, 11-17-17, 11:00 AM- 12:00 PM, MH-141
- Matt was assigned 100.300 to review and bring back to committee in the spring
 - The Dec 22nd meeting was canceled.
 - There will be one Elevator upgrade in MH. (Complete replacement)
 - Facilities would like to get a contest for a design mural or stickers in the stairs of MH.
 - There will be at least one filtered water dispenser in each building.
- 8.5 General Education Committee [Bonney], F, 11-17-17, 2:00 - 4:00 PM, MH-141
No report submitted.

IX. UNFINISHED BUSINESS

- 9.1 Revisions to UPS 411.601 Policy on Academic Internships
We will put this document on the AS agenda for the December 7th meeting.
- 9.2 UPS 100.006 A Commitment to Civility at CSUF
(Bruschke) I would like the language below from the AAUP added to UPS 100.006 and UPS 230.000.
"This document defines and clarifies core campus values but shall not be used in disciplinary proceedings."

The sentence will be added to both documents, and they will go on the AS agenda for the December 7th meeting.

Suggestion:
Have David Forgues meet with Exec to discuss additional issues and concerns.
- 9.3 Revisions to UPS 300.004 Revisions to Policy on Course Outlines
The course outline language was removed from UPS 411.104 and added to this document so all the course outline materials would be in the same document.
- (Bruschke) Line 62: remove parenthesis.
 - (Gradilla) Correct the hyperlinks on lines 23 and 26.
 - We will change the hyperlinks to the page that IT created.
- We will put this document on the AS agenda for the December 7th meeting.
- 9.4 Revisions to UPS 411.104 Revisions to Policy on Online Instruction
The course outline language was removed from this document and added to UPS 300.004 so all the course outline materials would be in the same document.

We will put this document on the AS agenda for the December 7th meeting.

9.5 Green Open Access Policy

We will put this document on the AS agenda for the spring semester.

X. NEW BUSINESS

(Bonney) There was not a lot of discussion about the actual procedure for the petition form. Was the question answered if you can only get signatures from your college?

- (Stambough) Since the entire faculty elects them, any faculty regardless of college could sign the petition form. It was just directing the winners be from different colleges. Because you could vote for people from outside your college, you could sign for people outside our college.

Suggestion:

Make sure the language is evident when the memo goes out.

10.1 Steering Committee

The idea is to create a steering committee that would become a permanent standing committee or form an ad hoc or sub-committee that would handle the upcoming vacancies on the AS committees. This new process would eliminate the Exec committee from having to spend the summer meetings searching for names to fill committee vacancies.

The sub-committee could identify the upcoming vacancies on our committees and work with the department chairs, deans, or associate deans of those colleges to identify a list of names and try to recruit people in the spring.

Suggestions:

- Have a committee of chairs, one from each college to make up the committee because they are more involved with the departments.
- Have the chairs bring the vacancies at the faculty meetings and possible get a list of faculty from there.
- Have a service recruitment month to help with recruiting.
- Exec committee to visit department meetings to recruit.
 - Ron Oliver, Jon Bruschke, Shahin Shahi, and Janice Myck-Wayne volunteered to sphere head the service recruitment month for committee interest.

10.2 AA/AS Spring Retreat

The retreat topic will be Shared Governance.

XI. ADJOURNMENT

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