



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

*Approved 11-28-17*

**10:30 AM - 12:50 PM**

**PLN-120**

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

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## **I. CALL TO ORDER**

Chair Stambough called the meeting to order at 10:30 am.

## **II. URGENT BUSINESS**

Presidential Search

2.1 Resolution CSUF Response to Proposed CSU BOT Presidential Selection Process

No changes made to this document.

2.2 Faculty Representation on the Presidential Selection Committee

Change the first sentence to read:

“Within the week of the Chancellor announcing the start of the search process for a permanent president, the Chair of the Academic Senate will meet with the Elections Committee...”

This document will go on the AS agenda for the November 16<sup>th</sup> meeting.

Talking points to discuss with the Chancellor:

- For the interim president, we need somebody who cares about academic affairs and can rebuild that area.
- We someone who is willing to acknowledge they are making the Strategic Plan for the long term that they do not have a stake in, but everyone else on the campus does.
- We need someone with a commitment to shared governance and collegiality, a commitment to transparency and process.
- We don't want an interim for very long, and we want this to move very quickly.
- Whoever comes in does not make dramatic changes to structures.
- We need somebody who can get us through WASC, somebody with experience.
- Request the search for the permanent president happens as soon as possible.

## **III. ANNOUNCEMENTS**

- (Dabirian) On November 1<sup>st</sup>, Information Technology is launching a plan with Verizon for an iPhone, which is available for faculty, staff, and students. With a one-year plan, they can purchase an iPhone 7 for \$140 and will get with unlimited data, texting, and 200 minutes for \$45 a month.

## **IV. APPROVAL OF MINUTES**

4.1 EC Minutes (Draft) 10-17-17

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

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

- I wrote to Danielle Garcia to see if the President could make it to an AS meeting before the end of the semester before she leaves because she will leave before our first meeting in the spring. Hopefully, she can make the December 7<sup>th</sup> meeting. So we should have a resolution ready to present at that meeting and something to give. I talked with a few Emeriti, and one idea that came up was if we could get people involved to make a sizeable donation in her name to the Dreamers Center.

#### Suggestions:

- Talk with Greg Saks to see if any unassigned dollars may be used.
  - Present her with a ceremonial key to the Dreamers Center on an AS keychain.
  - Present her with a crystal elephant so she would have something to take with her.
- We will have GE recommendations coming up for the Senate.
- I received some messages regarding the urgent business from the November 2<sup>nd</sup> AS meeting. There are a couple of issues with the urgent business: 1) it was not business and 2) it violated the parliamentary process of decorum of debate. Personal attacks are not appropriate on the Senate floor, so whenever we turn the microphone over to someone, we need to know what they are going to say. Because it was a personal attack, it will not go in the minutes; personal attacks are stricken from the minutes.

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

- I propose the Chancellor will be appointing an Acting President very soon; then they will begin a national search.
- I would like to clarify that it is right we allow students to sign up for 18 units effective this fall. This decision was made a year ago in December, and I had people to go back and pull the records. It was discussed at the Council of Deans, and the deans approved it. Chair Bonney was there; she reported it to the Executive Committee at that time; it was in the Executive Committee minutes. I don't know if there was any discussion about it, I don't remember, but we followed appropriate procedures and informed everybody. It used to be 18 units until 2012 and the only reason it was lowered at that time was for budget reasons. We wanted to make sure that all the students could get classes rather than a few taking a whole lot more, so we lowered the limit to 16 units (5 classes and a lab) to distribute classes more evenly amongst students.
- I think the First Year Experience is essential and vital piece and though it is not required, I think it should be required for other GE changes. We are bringing first-year students and transfers students in and letting them do whatever they want to do; they are wandering around and not being advised properly. In most good university they have some first year experience program to orient the students, to get them going, to provide them with information about the resources, create their expectations, and help them along the process of thinking about choosing a major if they don't already have one. Our university has talked about it but we've never done anything, and I think this is the opportunity. We had a pilot last year for both declared and undeclared majors, most of the undeclared majors signed up for University 100 and took the classes. All colleges had a program of some kind, and we gave colleges freedom to decide what kind of the first-year experience they wanted to have, and I think that needs to continue to be the principle, colleges should have the flexibility to decide what kind of the first-year experience for their declared majors. For undeclared majors the sooner they are exposed and start thinking about broad areas of what they are interested in, then they can pick their major, but that conversation needs to happen earlier. Chair Stambough and I talked extensively about different options of how we could make this a university requirement for all students to take some course that would provide them the first year experience.
- (Patton) The UCC has a sub-committee that is already working on a policy for first-year experiences as a requirement. Pam Oliver had suggested that you come to the first meeting to orient us to make sure everyone is on the right page. We see this as undeclared majors would take University 100 and then writing a policy with learning objectives for courses to be taught in colleges or departments, as well as learning objectives for University 100. The big issue is having an orientation experience how to fund it; the unit credit does fund those experiences. I don't think it has to be a unit credit, but on a practical basis, there has to be units to drive money to support the programs. The sub-committee will be meeting after the break.
  - (Puri) Two things: 1) First Year Experience has to be taught as a unit bearing course otherwise students will not take it seriously, and it is going to disappear. 2) I'm not interested in having any FTEs centrally managed in the Provost office. My preference is for it to go to the colleges, they deploy their faculty, and they get the FTEs which pays for that course, whether it is University 100 or a course that the college designs themselves.
  - (Puri) One idea is to have undeclared majors to declare a meta-major for University 100. Then we orient University 100 into different versions taught by faculty from the colleges, so they have a chance to attract students.
  - (Patton) One thing I think we will have to think about is if and when we do any assessment across the board because of the policy change of what constitutes an academic unit, we need to write in the policy for University 100 if it is not housed in a college.

- (Puri) I'm told that in spite of the choices you might give, some students have no idea what they want to do, so they want to take it a straight University 100. We can force them into taking whatever options, but there may be a small contingent who refuses to declare.
- (Stambough) We will still give the same study skills on how to succeed in college, but they may end up majoring in something entirely different.
- (Puri) We do have a small contingent, but we offer it at the college. Whichever college wants to send their faculty to teach that group, they will get the FTEs for it.
- (Myck-Wayne) Maybe give the orphans to the College of Education because we know how to teach study skills.
- (Bonney) I think people would feel less hostile towards University 100 if we took the people who just will not pick a meta-major and Education ran those sections and staffed those sections.

Q&A:

Q: (Stohs) I think I heard someone say University 300, so transfer students would not be taking the University100?

A: (Puri) Right. They are new students to our campus, but they are already well prepared in some way. So we need to decide what kind of experiences we want to have and how the department and colleges can provide a new student experience that is different from the first year experience. We need to think about what form that should take and how that should align with one of their courses in the major.

## VII. STAFF REPORT

- We received four nominations for the L. Donald Shields Excellence in Scholarship & Creativity Award.
- We received nine files for the Outstanding Lecturer Award.
- The Special Election for the Part-time Senate Seat is taking place this week. As of today, 109 faculty members have voted.

## VIII. COMMITTEE LIAISON REPORTS

8.1 International Education Committee [Dabirian], W, 11-1-17, 11:00 AM - 12:00 PM, MH-141  
No report submitted.

8.2 Faculty Development Center Board [Shahi], F, 11-3-17, 9:30 - 11:00 AM, PLS-299  
No report submitted.

8.3 Information Technology Committee [Shahi], F, 11-3-17, 10:00 - 11:00 AM, LH-702  
No report submitted.

8.4 Curriculum Committee [Patton], F, 11-3-17, 12:00 - 2:00 PM, MH-141  
No report submitted.

8.5 Planning, Resource & Budget Committee [Stambough], F, 11-3-17, 1:00 - 2:30 PM, CP-1060-05

The committee reviewed a proposal for an MS program in Athletic Training and approved the proposal to move to the next step. The committee received a budget update which was the same as the update given to the Senate. Finally, the committee met with the Strategic Planning Task Force to give feedback for the development of the new strategic plan. The committee was instructed to review UPS 100.700 for the next meeting to determine any changes to the document.

8.6 Graduate Education Committee [Oliver], F, 11-3-17, 2:00 - 4:00 PM, H-219

- The meeting was called to order and the minutes of September 8, 2017, meeting were approved.
- Paul Stapp announced that Barbra Erickson stepping down from GEC due to heavy role responsibilities
- New Business
  - Discussion – Jennifer Chandler related concerns that matching timing of acceptance offers with financial aid/assistantship offers was creating potential problems when students received admission but did not have their financial aid confirmed for several months – the problem that they were tending to go elsewhere since they were receiving admission and financial aid without such a delay.
- Graduate Education Report
  - Joe Garcia, from Graduate Education Office, indicated that there was a minor problem in the language of UPS 330.124 Leaves of Absence for Graduate and Credential Students when graduate students were required not to be on probation to receive a leave of absence. Sometimes probation was the result of something caused by health issues or catastrophic. The suggestion was made to strike “in good standing” from Procedures II. A. Paul Stapp will poll the committee for consensus

- Joe Garcia indicated that Grad Education would send a memo to the Grad Education Committee related to concerns about UPS300.040 Academic Standards for Postbaccalaureate students. The committee will review it and probably send it on to the Academic Standards Committee when it was last approved.

8.7 Library Committee [Stohs], M, 11-6-17, 11:-00 AM - 12:00 PM, PLS-240

- **Open Access policy** - recommend that Exec place on the agenda for a Senate Meeting this fall (so that it at least gets to a discussion/vote by Spring), recognizing that Counsel input would be useful. Has been voted on unanimously in the past - "reaffirm" that vote (w/out formal vote) - to put onto Senate Agenda.
- The 3rd floor is a quiet study area.
- Space: if library had money we could use space the way it's needed and come very close to where we need to be. There is enough space in the building(s), but it is not all useable yet (earthquake, Comm, etc.).
- The committee is "happy" with system part of library.
- Particular needs (research areas) do exist - usually related to new hires.
- **Strategic Plan (SP)**
  - There was a discussion of future of library. Student rep mentioned need for more group study rooms. Dean: real need for this.
  - Can/should link student success to goals for library (e.g., students who use library tend to earn better grades). Could/should use "information literacy" in justification also - part of accreditation concerns.
  - Could even include Office of Research in Library instead of Titan Hall.
- **Possible Items for SP** (will be more formal by next meeting):
  1. Need funding to complete renovation (as planned and as needed for a University our size), probably \$20M or so. For faculty and students - tie to graduation rates.
  2. Should funds be sought from external funders (grants)? Or include such funding as part of SP. Currently, library receives no such funding; have a Development Officer (need in staff funding).
  3. Is this related to College of Communications, because it occupies valuable basement space in Library?
  4. More staff would be useful/essential/necessary also.
  5. **Do need funds for collections** (books/journals, etc.) - are currently using staff funds for collections.

8.8 Student Academic Life Committee [Stohs], T, 11-7-17, 9:00 - 10:00 AM, MH-141

1. Presentation: **Division of Student Affairs**  
DSS Audit and Next Steps – Dr. Clint-Michael Reneau: Assoc VP/SA - Retention
  - Uses a website to navigate basic services across campus (including Irvine). Audit Report from last year - need permanent DSS director (done) - need **ADA** staff and a transition plan. **CO requires that we have a related committee; sounds like it would not be an Academic Senate Committee - discussions may be needed.**
  - Need a dispute resolution process for ADA classroom related issues.
    - **Question for EXEC:** what is the role of this "other" committee about our campus DSS office? [Reneau's response: ADA committee would have "big picture," and DSS would focus on "details"]
2. **Strategic Plan – Drs. Mishra and Villarreal**  
Break into two groups to discuss three main areas of SP.
  1. **How to improve what CSUF already does.** Need plan for facilities. Do a better job of dealing with ADA/DSS students. Provide more academic mentorship for students.
    - Closing achievement gap/transfer students. GI 2015 (targets)/ serve needs of transfer students.
  2. **Initiatives we MUST address in SP**
    - Obviously GI 2025.
    - ADA concerns (listed above in the first presentation).
    - Accountability for faculty in online classes (especially for courses with only one section); make sure some sections are accessible.
    - Make student forms on-line (serve ADA, DSS, online, etc. credit-bearing).
    - Work on retaining faculty, especially diverse faculty/ cultural diversity overall.
    - Information literacy.
  3. **Aspirations for SP**
    - Focus on quality "versus" FTES.
    - Role of Graduate Programs. Improve quality of (some) undergrad programs/majors; e.g., BFA. Changes in GE may allow for some of this.
    - Grant funding; pre-majors. Entrepreneurial activities outside of campus.

## IX. NEW BUSINESS

### 9.1 Revision to UPS 410.103 GEC Recommendations

This document will be on the AS agenda for the November 16<sup>th</sup> meeting. Retake a look at the document before the next Executive Committee meeting on November 14<sup>th</sup> to see if you notice anything that could be problematic.

### 9.2 Revision to UPS 411.201 GEC Recommendations

This document will be on the AS agenda for the November 16<sup>th</sup> meeting. Retake a look at the document before the next Executive Committee meeting on November 14<sup>th</sup> to see if you notice anything that could be problematic.

### 9.3 UPS 102.001 The Faculty Development Center

Chair Stambough was asked by Erica Bowers what is meant by the Faculty Development Center Board evaluating and reviewing the chair of FDC?

Suggestion:

Ask Kristin Stang what the evaluation of the last chair was?

### 9.4 Internships & Service Learning Committee

The primary issue is the committee is trying to figure out what it is supposed to do. There is a current policy that is intrusive but never enforced. The committee has in good faith attempted to produce a policy that is less intrusive and would give them something to do. If the Executive Committee would prefer that ISLC not review internships regularly, and if that is the message I need to take back, I think we owe it to them to let them know what we do believe and what they are to do.

Suggestions:

- Turn ISL into an Advisory Board.
- Have the Coordinators of Internships on the advisory board.
- Add the Director of FDC as an ex-officio and the FDC can do workshops on best practices in Internships.
- Chair Stambough to send an email to the committee members and the chair laying out the things we talked about and give them the opportunity to re-think and re-write the UPS.
- Look at what other CSU campuses are doing and their oversight.
- Re-write the UPS, so they are not making a recommendation and sending it to the UCC. Re-write the policy where there is a product a deliverable at the end of their oversight, they decide, and they get them in compliance.

### 9.5 First Year Experience

Q: (Stambough) If we have First Year Experience as something that everybody has to do, is it credit bearing? Is it inside or outside of GE?

A: Outside of GE.

Q: (Stohs) Outside of GE, if it is a University requirement, how are we supporting GI 2025?

A: (Brunelle) You make it a one-credit course within your college.

Q: (Stambough) If we do this outside, it would just be a UPS on it or would we make a new UPS on the First Year Experience University requirement? We would have a process for courses to be certified as meeting the university requirement, which would go to UCC and we would have learning goals built into that. We would allow for variable unit 1-3. How about having it embedded into an existing course that is a freshman course or a program?

A: Yes

Q: (Dabirian) Is First Year Experience in the college or undecided? The college one it is more comfortable because it could be embedded better. The undecided needs to be discussed.

A: (Stambough) Declared majors whatever they are transfer or incoming first-year students; they go to whatever their college or department has. Undeclared majors go to Univ. 100.

## X. ADJOURNMENT

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