



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

Approved 11-6-18

11:30 AM - 12:50 PM

PLN-120

Present: Brusckhe, Dabirian, Fitch, Gradilla, Perez, Powers, Rodriguez, Shahi, Stambough, Stohs

I. CALL TO ORDER

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

II. URGENT BUSINESS

➤ General Education

Q: Will General Education be added to the next AS agenda?

A: Yes

Q: Is it appropriate for the Overlay to be an amendment motion?

A: It is not inappropriate. The document will be on the floor, so any amendment can be made.

- We do not have the language for the Overlay. We have been circulating language, but we don't have the final language.

Suggestions:

- Have a statement that says we are doing this because the Chancellor's office is making us do it, it is the thing we already voted against last year when we opposed it. This will minimize some of the damage and give us time to do it the way we want to do it.
- Have the language ready by Tuesday to send to the Senate

- ### ➤ Since the AS agenda is packed for the next couple months, I suggest we ask President Virjee and VP Kim to be ready to present the Fiscal State of the University Report in the event the Senate gets through the General Education item.

III. ANNOUNCEMENTS

- ### ➤ (Fitch) I need someone to fill in for me at the General Education committee meeting on Friday from 2:00 pm - 4:00 pm.
- (Stambough) I can do it. Can you make sure I get the agenda?
- ### ➤ (Stambough) I need someone to fill in for me at the Faculty Affairs meeting on Friday from 10:00 am - 12:00 pm.
- (Dabirian) If no one can attend, I can from 10:00 am - 11:00 am.
- ### ➤ (Stohs) Mike Perez needs someone to cover for him at the Honors Board meeting next week.
- (Fitch) I will cover that meeting.
- ### ➤ (Dabirian) IT did an Ethical Phishing Campaign which targeted 3,589 faculty/staff employees and the result was:
- 1,592 employees did not open the email
 - 918 employees opened the email, clicked the link, but did not submit data
 - 773 employees opened the email, but did not click on the link
 - 306 employees opened the email, clicked on the link, and submitted their password

For the 306 employees that submitted their passwords, were notified that IT did the experiment and they were directed to training on phishing. IT would like to go to a two-factor authentication, which will start in the spring on a gradual basis. Two-factor authentication will not be required in your office, but will require it in a lab, Wi-Fi, and external log-in. With two-factor authentication you only have to change your password once a year.

I would like to do a 5-10 minute presentation to the Senate before January on how this will work. I will be on standby for any meeting.

- (Gradilla) These phishing emails use mock headers and mock language that is similar from the IT Department, I think if we had an internal policy which states anything that is password related has to come from VP of IT directly. That would give us another layer of comfort that there is a password concern and it is coming from you.
 - (Dabirian) I don't think you should respond to anything that has a link to take you to a password change or give you a password. If somebody gives you a link, I recommend you typing the link into the browser to make sure you go to the actual website.
- The three faculty and staff representative on the Presidential Search Committee are organizing three pre-forum meetings in PLN-130 for faculty and staff to attend. The purpose of the meetings are for us to listen to the campus for input into the search. We will also have a survey that is available to provide input. We have communicated with the Chancellor and his staff and received some good information and assistance and they are supportive of us having these pre-forum meetings.

IV. APPROVAL OF MINUTES

4.1 EC Minutes (Draft) 10-16-18 - *forthcoming*

V. CHAIR'S REPORT

- I received notice from the Chancellor's office about Honorary Degrees. It says each campus president shall establish an Honorary Degree Selection Committee that includes faculty representation. The nominations should be in by November 30th. I will talk to the President about this tomorrow.

Q: (Gradilla) What degree level?

A: (Dabirian) It has always been a Doctorate Degree.

- The Chicana/o Resource Center name change is on hold.
- We have the notes from the AA/AS Retreat and they will eventually go on the Senate website.
- There were approximately 250 people in attendance at the GI 2025 Symposium. We had good representation from Fullerton.
 - (Fitch) We need more money devoted to advising in the departments.
 - (Powers) How much cheaper would it be to ask faculty if they wanted to advise? And give them money or assigned time to those who want to do advising, you would get much better advising.
 - (Bruschke) Who is looking at the GI 2025 money? If we asked for a report on where the GI 2025 money has been spent, who would have that information?
- We have upped the tenured track hires to 70.

VI. PROVOST REPORT - 12:30 PM

There was discussion on a new General Education Overlay.

Regarding the AA/AS Spring Retreat, I would like to look at the feedback from the Fall AA/AS Retreat, because I think there are different ways to continue the conversation.

The Strategic Enrollment Management needs to be on the PRBC agenda because the proposals on new programs have enrollment implications or not and funding or not and go through PRBC.

VII. STAFF REPORT

No report.

VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Stohs], T, 10-16-18, 1:15 - 3:45 PM, TSU Legislative Chambers

No report submitted.

8.2 Diversity & Inclusion Committee [Gradilla], T, 10-16-18, 1:00 - 2:00 PM, PLS-260C

The meeting this past week primarily focused on working on and finalizing the statement on diversity. The statement has benefitted from the presence and support of Bobbie Porter. It should be ready to be submitted to Senate Exec by January.

Additional Report:

The Social Sciences representative resigned, so we will need a replacement.

8.3 Assessment & Educational Effectiveness Committee [Bruschke], F, 10-17-18, 1:00 - 2:15 PM, MH-141

9 assessment grants this year; all may be funded. Getting an assessment management system to replace Compliance Assist that is out for bid. GE assessment is starting this Friday, using "Faculty Learning Community," 10 courses are participating, half from HSS. "Data talk" working with FDC; trying to get campus to access and use data more, focus on NSSE data. Robust discussion of whether assessment plans should be developed and who should develop them.

Additional Report:

(Bruschke) The question has come up twice; if you are a faculty member and you feel that assessment is being used inappropriately or you are being asked to do something that you feel is not right what do you do? The prior chair said they would go to the chair of the Academic Senate because that is where we would funnel all assessment complaints. When it came up at the last meeting, a Dean said it would go to HRDI.

Maybe we need some basic shared governance primers something like: we have a Curriculum committee, so if a curriculum issue comes up it goes to the Curriculum Committee. We have a GE issue come up, it goes to the GE Committee. We have an Assessment Committee, if an assessment issue comes up it goes to the Assessment Committee, not the chair of the Academic Senate and definitely not HRDI.

8.4 Writing Proficiency Committee [Perez], F, 10-19-18, 9:00 - 11:00 AM, PLS-299

- Discussion with visitors from Undergraduate Studies and General Education: Brent Foster (Assistant VP), Rosy Nguyen (Scheduling Lead), Ben Perez (Curriculum Resource Specialist).
- Relationship among PeopleSoft/CMS, Curriculog, and TDA with respect to course recertification in light of UPS 320.020 and writing requirements for Intensive, Complimentary, and Thesis courses.
- Recertification process in terms of Curriculog; how to roll out process (by department, volunteers?); cycle/time-line, consideration of impact on departments; efficiency of review/not tedious; caution regarding amount of content to review for committee and timeliness of review turn-around.
- Not the function of Writing Proficiency Committee to review alignment of syllabi per department.
- Suggested action items for WPC:
 - 1) Propose revision to UPS 320.020 II "Course Proposal and Approval Process" to specify who approves in addition to or instead of college curriculum and college dean.
 - 2) Tighten/streamline course certification process for proposals for permanent status and upper division writing, respectively, or in tandem. The problem of unintentional by-passing of WPC was discussed.
- WPC committee acted on two student petitions.
- WPC collectively revised (Re)certification checklist draft for clarity for students, WPC review, and consistency with UPS 320.020.

8.5 Library Committee [Stohs], M, 10-22-18, 11:00 AM - 12:00 PM, PLS-256

- Include ORCID ID in UPS 210 somehow, for faculty convenience in RTP.
- Open Access policy review, try to have recommendation to Exec this semester.

IX. UNFINISHED BUSINESS

9.1 SOQ Committee (task force/ad hoc committee)

We still need suggestions for this committee.

9.2 Administrative Evaluation Process (task force; new ups document)

We still need suggestions for this committee.

9.3 Revisions to UPS 210.070 - Evaluation of Lecturers

This document will be added to the AS November 1st agenda as a New Business Item.

X. NEW BUSINESS

10.1 AA/AS Retreat Spring 2019 - (March 22, 2019)

Possible topics:

- First Year Experience
- General Education

10.2 Gender Recognition Act

10.3 Social Media (Jeff Cook - Present to Senate)

10.4 Diversity in Faculty Recruitment/HRDI Fellows (Bobbi Porter)

10.5 Campus Climate Survey (David Forgues)

10.6 Revisions to UPS 411.100 Curriculum Guidelines and Procedures: Courses

10.7 University Advancement Presentation (Greg Saks)

XI. ADJOURNMENT

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