



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
FEBRUARY 5, 2019**

Approved 2-12-19

11:30 AM - 12:50 PM

PLN-120

Present: Brusckke, Dabirian, Fitch, Gradilla, Perez, Powers, Rodriguez, Stohs

Absent: Shahi, Stambough

I. CALL TO ORDER

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

II. URGENT BUSINESS

- Faculty for Search Committee for AVP for Strategic Communications

Emails have been sent out asking faculty to serve, waiting on responses. We will ask faculty from the list that VP Saks sent over. The issue is we need to get the faculty confirmed at Thursday's AS meeting in order for the committee to do the search.

- The issue of the Writing Center not assisting students with their writing.

- If we know the demands are out there, we can advocate for funding for these things.
- We can't do remediation, we are not seeing any movement on creating smaller writing courses for students and something has to give. The syllabus says I do not do your grammar, so they go to the writing center, and they say we don't do your writing, and no one is taking accountability.
- Make sure the GE Committee looks at all the GE's for writing assignments.
- Look into what are the decentralized resources that are being allocated. Some of the colleges may have their own writing centers/programs

Q: Did we ever hire a director of writing across the curriculum?

A: There were two searches, and they both failed.

- Maybe we can get the Writing Committee to spend some time to identify the resources, what they are doing, and what the needs are.

III. ANNOUNCEMENTS

- (Gradilla) Can someone cover the Curriculum Committee meeting on February 8th 12:00 - 2:00 pm?
 - (Brusckke) I can cover that meeting.
- (Rodriguez) Can someone cover the Faculty Research Policy meeting on February 12th 9:00 - 10:00 am?
 - (Powers) I can cover that meeting.
- (Perez) My schedule has changed, and I teach on Fridays this semester, so I need someone to take over as the liaison on the Writing Proficiency Committee.
 - (Stohs) Can you send out an email with the meeting dates to see who can take over on this committee?

IV. TIMES APPROXIMATE

11:45 AM - 12:00 PM

Topic: New Faculty Award
Presenter: John Beisner and Chris Swarat

John Beisner and Chris Swarat came to talk about creating an award to recognize faculty who support off-campus learning activities, primarily Study Abroad Program. They gave an overview of what the award could look like.

We do provide some recognition through other venues already, this was a unique opportunity to address a specific type of support that faculty provide in times of crisis on a regular basis.

- (Bruschke) I love the instinct. We have a ton of faculty that are taking students on local field trips that are way less resourced, it seems like that faculty member is actually contributing quite a bit more with no additional compensation. So let's recognize all the faculty.

Q&A

Q: (Stohs) Could this award be funded?

A: (Beisner) We have two software service providers that relate to travel, Concur and Teradata and I was going to approach both of them to see if they might want to sponsor the award. I am very hopeful that they would support something like this. And because the expectation of my office is we track all of the off-campus learning to include service learning, internships, field trips, etc., I think the spirit of the award is still the same, its faculty going above and beyond.

- (Perez) I am worried of using the conventional categories because that is not what you are describing. You are describing above and beyond, so I think it would have to be a new category. The most I can think of is under mentorship because that is very fluid, but I don't know if that would work.
- (Stohs) We could work on this as a group and get the Outstanding Professor Committee to work on it too.
- (Gradilla) I would like to recommend creating a hybrid awards committee that is different from our Senate award, but is a faculty awards committee that deals with ad hoc, study abroad, international studies committee to give us a special type of award.
- (Powers) I like that idea, and I think it makes sense and maybe we can give the award out at the Senate to highlight for the senators the faculty.

Q: (Stohs) Is the suggestion not to have this along with the other awards?

A: (Dabirian) The process of what we do for our awards is very complicated. You have to submit a while package and it is an UPS dedicated for each of our awards. With the hybrid award that Alexandro is talking about, maybe they won't go through that rigorous of a ups document and they work with our faculty award committee. Our committee can work with you to make it happen.

- (Stohs) We have two options, 1) to make a new award through the Senate and make a UPS document for it, or 2) have a hybrid award and the procedures will not go through the senate, but will be recognized at a Senate meeting.

(Stohs) We will have to think about it and talk with our committees and see what they think, they might have some input.

12:00 PM - 12:15 PM

Topic: CSUF Commencement Planning for 2019 and Beyond
Presenter: Todd Frandsen, Brooke Fessler Owens, and Andrea Kelligrew

Todd Frandsen, Brooke Fessler Owens, and Andrea Kelligrew came to give Exec an outline/overview of commencement planning for 2019 and beyond, which is the presentation they will be discussing with the Senate on Thursday. Thursday's presentation will have more specific details pertaining to commencement at CSUF.

(Stohs) We have heard some concerns, and I believe you might have heard more than we have heard already. To summarize, some people, faculty and others will feel like this is an imposition without a lot of consultation. I'm saying that is the perception, doesn't mean it was that way, but it always creates a bit of an issue. That is a real important reason why it is done in the Senate, so that people can talk about it. There is a concern that during weekdays in 2020 travel for families will be tough. Also the commencements for the small departments. We don't have time to go into all of them, does anyone have some other major issues.

(Rodriguez) There is a whole lot to this and I recognize that. First of all I haven't seen the data and I don't know what the data or surveys look like, so I'm not going to comment on that. There are two things that I think about. First of all, you are trying to accommodate in terms of numbers, but it is also about the experience. Graduation especially with a large numbers of our students who are from multi-culturally diverse communities is not only about the students, it's about their families. To be able to accommodate the numbers is one thing, but it is also about the experience they have. The second thing I will say is if we are going to engage in friend making with our alumni and their families, graduation is a critical moment in that relationship in terms of thinking about future fund raising.

(Frandsen) We start with parents at the beginning and we end with them at the end and we want everybody crying for all the right reasons at the end.

We will be talking about the consultative process and how that continues and we really look at that so as everybody there when they are leaving they are like wow that was amazing, impactful for our students. We feel great about it as they leave, for our alumni now, that they feel good and they all feel like it was a huge celebration for everyone. We are projecting 150,000 people will be attending this when we go to this new model, other schools have seen increases in attendance and the weekday actually mean more people.

(Fessler Owens) We really are thinking about the students' experience and the guest experience, we want the guest to be able to come onto campus and for it not to be stressful and for them to easily find their way to their venue and get in. With a decreased venue footprint, we want to have more areas on campus that are set up for them to meet up with family and take pictures and it be a celebratory atmosphere. Also freeing up space by not having the smaller ceremonies, it frees up space for receptions and for people to gather in smaller groups afterwards and really be able to celebrate in face-to-face and one-on-one time.

(Gradilla) I think the graduation ceremony culminating processes need not be siloed. I am worried because this is going to impact all the cultural ceremonies, so I would like to see a dialogue with that.

V. APPROVAL OF MINUTES

5.1 EC Minutes (Draft) 1-22-19

M/S/P (Dabirian/Bruschke) Minutes were passed unanimously.

5.2 EC Minutes (Draft) 1-29-19 - *forthcoming*

VI. CHAIR'S REPORT

- We have decided not to have an AA/AS Retreat this spring, but we had already put down a \$1,500 deposit with the Marriott. We need to make a decision this week if we want to use the deposit towards the fall 2019 AA/AS Retreat, if not, we would lose that money. We have discussed having the fall 2019 retreat at the TSU which would give us more flexibility to accommodate more attendees. It looks like a good topic for the retreat would be GE.

Q: (Dabirian) Can the deposit be applied towards another CSUF event that will be held at the Marriott?

A: (Stohs) I don't know, I will have Mara look into that.

- Regarding the budget, we are short \$4 million tuition dollars, almost all because students are taking more courses and they don't have to pay. If you multiply that, it is about \$40 million, we are about 1/10 of the total CSU system budget.
 - (Rodriguez) It was discussed during PRBC that we are not alone in it.
 - (Dabirian) The CSU is allocating for higher AUL's, but it is not enough. This year they gave us \$1 million, but we are \$4 million short.
 - (Stohs) We have been paying and will continue to pay \$350,000 a year for completion grants, which pays students to take courses so they can graduate.
 - (Dabirian) VP Kim said we will use one-time money this year. There is a committee that PRBC is putting together to start looking at how to address this.

VII. PROVOST REPORT - 12:30 PM

- Mark and I talked about the AA/AS Retreat and I think we need to have some people working on the retreat that are really creative in terms of getting a lot of voices in on the conversation, so it's not just a retreat where you walk in and you listen to somebody speak about something. We have to have the departments, the colleges, task force, everybody talking about.

For me, the GE taking time to think through what we want our students to know is critical. It has to be now before we get some proclamation coming from the Statewide Academic Senate GE Task Force.

- (Bruschke) The task force existed prior to the Executive Orders being issued. It's pretty clear that whatever that task force does is not what the Chancellor's office is going to do. We invited Jodie Ullman to address this group and they can't give us an agenda and they won't be able to address. We asked them to speak to Senate Exec and they won't do that. I can speak face to face with Jodie, which is what she encouraged. It seems like it would not be wise for our campus to wait for what that group is going to do and I don't think we can.

- (Oliver) I don't think we want too, because we want to know who we are and what we want to do.

Q: (Oliver) You said this is a GE Task Force, what does the Statewide Academic Senate do with this report? Do they have to vote on it or just receive it? Do you know the policy or procedures?

A: (Bruschke) I don't, I will double check. But ultimately, it's all a recommendation to the Chancellor. We don't enact policy, we can endorse it, we can recommend parts of it strongly, but I think it then goes to the Chancellor.

Q: (Oliver) So the Task Force can give a recommendation directly to the Chancellor?

A: (Bruschke) I think it's the Task Force of the Academic Senate, so I think they have to report back to us and we can receive it, endorse, encourage it, write some kind of resolution reacting to it in some way. Then it goes to the Chancellor to do anything about it.

- I had a question raised from Exec about the Academic Calendar and the concern was that last year it was very disruptive, we had Monday off for Veterans Day and immediately following that was Thanksgiving break. We said that classes would be in session on Monday so there would be some continuity in classes and students wouldn't miss three Mondays, especially for those classes that are offered only on Mondays because obviously we have Labor Day and Veterans Day. The idea was on that Thanksgiving break that classes would be open and taught. Apparently there was an announcement that was made stating you did not have to be in class you could do an online course, so that meant that many students were not in class that day and many faculty that were trying to teach classes realized they had very few students.

The question was who made up the Academic Calendar? There is actually an Academic Calendar Committee and it consists of people in the Office of Assessment and Institutional Effectiveness, the Provost Office, the Registrar, Admissions, University Extended Education which is now Extension and International Programs, Student Affairs, and Scheduling, so there is a lot of different people involved in this. They start in October and they review and do the drafts, we have five years in advance and they submit the drafts for two years at a time. We are two years out in terms of approval. Once the draft is made, it is presented to the Academic Senate Executive Committee, at least it is supposed to be, and it will be this year, and it also goes to the Deans and the Cabinet.

What you have in front of you is next year's schedule, which has already been approved by the Chancellor's Office. This next year you see on the calendar we will not have classes again Tuesday thru Sunday during fall break, but we are supposed to have classes on Monday of fall break. The advantage of this year compared to last year, the Veterans Day falls on November 11th and the fall break is one week later. So you actually will have Veterans Day off, then you have a Monday where you meet, then the following Monday is the Monday of fall recess. We are going to have classes that Monday of fall recess. I am not sending out an announcement to faculty that they may have online classes that day, any faculty knows they may have an online class.

- (Fitch) One other thing we talked about was Intercession, it is way too short this year.
 - (Oliver) That is a different topic, but related and we will be talking about that.

The procedure is 1) in October the Academic Calendar Committee reviews and approves the draft for the next two academic years, 2) they publish the drafts on the CSUF Academic Calendar Website, 3) in December a request is sent to the Chancellor's Office requesting it to be put in the database, January is the deadline to input our information, 4) in May the Board of Trustees approves it and 5) in June the Chancellor's Office notifies the campuses. In October you will receive the draft for the following two years.

Q: (Stohs) The guidelines that you are reading from in terms of who does it and when people see it where is that written down?

A: (Oliver) All that I know is it is procedure, I have no idea where this is.

- (Stohs) For future Execs, it would be useful to know. Doesn't mean it has to be in an UPS, but if no one here knows that it has to happen, then no one is aware of it. So if there is a way, maybe the Senate Office could keep the information.
- (Dabirian) Maybe we have to get a tally of what are some of the things that come on an annual basis to the Senate Exec for consultation and have that available in the Senate office to keep continuity.
- (Oliver) If you have it at the Senate Office, there would be continuity. As the chairs change, it is helpful to have that information.

Q: (Gradilla) Is there any way to get at least one faculty representative on that committee?

A: (Oliver) Yes. Do you have someone that would like to do it?

- (Stohs) What I am thinking is it could be one of the officers and since the Treasure doesn't have any money to deal with, they could do it. We could say the Treasure of Senate Executive Committee will be assigned to the Academic Calendar Committee.
- The other question that Amir brought up was about Winter Session. Winter Session is so short that many departments have decided that it is not feasible to teach. Is this something that you want to investigate? This is not a scheduling issue, it is a decision for the campus to make. It's a faculty, departments, and deans decision.
- (Dabirian) If the answer is yes, we want four weeks, then we need to go back and redo the calendar to make sure we get four week all the time.
 - (Rodriguez) It pushes commencement back to Memorial Day weekend.
 - (Dabirian) the way the new commencement is, it may not have an effect on the commencement issue any more because we will have it on the weekdays.

Q: (Stohs) For AY 2019-2020, when is the first day of Winter Session?

A: (Oliver) December 21st.

- (Gradilla) I taught an online class this intercession and I had two students who were trying to graduate on time and there were no means for me to add them. They were like I don't want to roll the dice and take this class and then not get into the class. The registrar's office was on vacation, so by the time they got back to me it was around the second week of class. There was no way to help a student add the class, like a regular session when you could add them on the first day of class. I felt so abandoned.
 - (Oliver) I will bring up that people have to have their vacation days approved, because we cannot have a totally empty office on the first day of intercession.
 - (Fitch) The other alternative would be electronic adds/drops especially for intersession and online classes.
 - (Dabirian) If we are going to offer even one class, we need to have a telephone number that faculty and students could reach out to for general support services.
- The institutional report is done for WASC.

Q: (Bruschke) The CNSM 101 students were block registered who permits that and what is the policy on that? I think that is criminally unregulated and that really gets us close to the apocalypse. If my dean says we are going to block register all the COMM majors to HCOMM 235 and NSM is block registering all their students to their GE classes, I think that is bad.

A: (Oliver) It is not what we want. I do know they are using the First Year Experience, but I do not know what other colleges are doing in terms of block scheduling. I don't think they are block scheduling even First Year Experience.

What's up with the First Year Experience is a really important question and we need to do something with our First Year Students, which is another issue.

- (Bruschke) I thought that \$4.2 million hole we have in our budget because we registered so many classes for students has to be communicated to the Chancellor's office and I really think it has to come from the Provost and President.
 - (Oliver) The President is communicating it and will continue to communicate it. I am going to the CSU Provost meetings next Tuesday and Wednesday and VP Kim is giving me the bullet points in terms of the specific data so I know the money and exactly what we are talking about data wise, and Mark is sending me his paper on GI 2025 so I am going to be well armed. I need to find out what are the other Universities doing because everybody is having the same problem.

VIII. STAFF REPORT

No report.

IX. COMMITTEE LIAISON REPORTS

9.1 ASI Board [Stohs], T, 1-29-19, 1:15 - 3:45 PM, TSU Legislative Chambers

No report submitted.

9.2 Information Technology Committee [Shahi], F, 2-1-19, 10:00 - 11:00 AM, LH-702

- Minutes were approved.
- IT will be developing 2nd strategic plan to align with new university strategic plan. IT will conduct campus wide survey about weakness, strengths and opportunities of IT old strategic plan.
- Last half an hour of the meeting, the committee members divided to 4 groups and answered the survey questions with the help of facilitator for each group.
- IT will have few workshops as: Drop box (Feb 25-26), Adobe (March 8 from 10 to 3:00 pm), and Tech Day (April 17).
- Password changes will be once a year in May.
- VP- IT (Amir Dabirian) gave report about different IT activities and new software like cloud based Intellectus Statistics Software.

9.3 Faculty Affairs Committee [Dabirian for Stambough], F, 2-1-19, 10:00 AM - 12:00 PM, MH-141

- The committee will work on a new Classroom Observation Policy for the faculty. The goal is to have the department develop guidelines.
- The committee is also working on an update for the UPS 210.020 Post tenure review. The committee worked on the purpose section.
- The committee got input from HRDI and they will be working on Conflict of Interest Policy.
- The committee reviewed the Faculty Handbook per UPS 100.010.
- The committee is planning to look at UPS 230.200 Faculty office hours policy.
- The committee reviewed Faculty Obligation Policy 230.010.

9.4 Planning, Resource & Budget Committee [Rodriguez], F, 2-1-19, 1:00 - 2:30 PM, CP-1060

- There is a \$4.2 M tuition shortfall due to higher graduation rates and students taking more units per semester.
- VP Kim is proposing a Workgroup or Task Force under the umbrella of PRBC to address short- and long-term issues associated with higher graduation units etc. (CSUF grad rate is mid-20s now with a 44 percent GI 2025 goal).
- VP Kim also reported on the Governor's January Prelim; nothing new or different than what has already been generally reported.
- Business Admin concentration in Economics Analysis approved.
- Music concentration in Piano Pedagogy approved.
- Child & Adolescent Development Minor in Adolescence approved.
- Dave Mickey elected Vice-Chair.

9.5 General Education Committee [Fitch], F, 2-1-19, 2:00 - 4:00 PM, MH-141

- Welcomed Mark Filowitz to new position. He indicated he was most concerned that our policies reflected what we want to do, that he didn't like having many exception forms.

- 8 new classes requesting GE status or changes will be examined this semester, including HIST 110A and HNRS 210A which are on the agenda for review on February 22. [An additional class PHIL 227 was pulled by Philosophy at the last minute.]
- Reviewed and made suggestions on a new campus GE Flyer explaining Catalog Year Requirements
- Spent rest of the meeting going over the Table Senator Gradilla sent to all of the committees.
 - a) Agreed that the GE Committee should look at suggested items 2 and 3 under "Transformative Education"
 - b) Additionally thought the GE committee should be involved in Items 1, 4, and 5 under "Transformative Education" The ideas here included GE as a Signature and Transformative Experience, that enhancing global competencies could take place in curriculum as well as in international education programs (some concerned raised about classes students take in Study Abroad courses), and that GE could play a role promoting students health and well-being by strategically placing new classes in Z, lifelong learning.
 - c) Additionally committee that that the GE Committee could play a role in 5 in "High Quality and Diverse Faculty and Staff" in that participation in GE could promote a sense of belonging and community by incorporating inclusion and diversity into various classes in GE categories.
 - d) Argued that GE could play a role in 3 under Student Completion by sponsoring activities to reduce bottleneck classes, many of which are in GE.
- The committee ended by lamenting that the Strategic Plan did not particularly address adjunct faculty. The committee acknowledge that probably most GE classes are taught by adjunct faculty and adjunct faculty mostly teach in GE so that strategies related to curriculum, student success, and faculty well-being should in some way address adjunct faculty.

9.6 Student Academic Life Committee [Fitch], 2-5-19, 9:00 - 10:00 AM, PLS-360

- They are working with those in Appeals to revise the document on the Appeals Process. They hope to have something to the Senate in late March or early April, as they would really like to have a new policy in place by the end of the year.
- The Committee heard a report from Pam Oliver and the GI 2025 Team on what they hoped to accomplish. I raised the issue of the writing center. They said they would consider it. The student on the committee indicated a real problem with not being able to get the courses they need, which delays graduation. Others asked if we were actually getting funding to support additional classes and the loss of funding when students do take 15 units. Answer to this was: we are working on this, but we don't have a solution. Another emphasis would be on advising and the first year experience.

X. UNFINISHED BUSINESS

10.1 Resolution for Provost Knutson Miller

(Rodriguez) I am still working on the draft.

XI. NEW BUSINESS

- 11.1 Interim Management Positions
- 11.2 Strategic Plan
 1. Strategic Plan Spreadsheet
- 11.3 Native Land Resolution
- 11.4 Online Courses and Instructor Drops (discussion)
- 11.5 Free Speech (anti-Semitic acts)
- 11.6 On-line Reports to Committees
- 11.7 End of Semester Recognition Ceremonies (could we make them on Fridays so that students don't have to miss classes during the last three weeks of semester and lose points)
- 11.8 Revisions to UPS 411.101 - Policy on Courses: Numbering, Standard Codes and Controlled Entry
- 11.9 DIRC Cultural Center Coordinator

XII. ADJOURNMENT

M/S/P (Dabirian/Rodriguez) Meeting adjourned at 12:55 PM.