



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
JANUARY 21, 2020**

*Approved 2-4-20*

**11:30 AM - 12:50 PM**

**PLN-120**

Present: Dabirian, Gradilla, Graewingholt, Matz, Stohs, Walsh, Walker, Wood

Absent: Stambough

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

- Lisa Draskovich-Long resigned from the Appeals Board, so we need to fill the vacancy.

## **III. ANNOUNCEMENTS**

- (Matz) Due to the Statewide Senate meetings, I have two AS Committee meetings I will need someone to cover for me. The Writing Proficiency Committee meetings on Friday, March 20<sup>th</sup> & May 8<sup>th</sup>, the committee meets from 9:00 am - 11:00 am.
- (Stohs) There are no classes on Friday, February 21<sup>st</sup>, the campus will be observing President's Day.

## **IV. APPROVAL OF MINUTES**

M/S/P (Walker/Matz) Minutes were approved as amended.

### **4.1 EC Minutes 12-10-19 (Draft)**

(Matz) Change under II. Urgent Business; second arrow to read:

Jason Shepard said IT is contemplating moving Titanium to Canvas. IT had a meeting with the deans and the request was to get feedback from your college, and he felt the college was at a disadvantage not having a representative from the Communications College at the meeting so that the information would be shared among faculty.

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

- We are planning to have an AA/AS Spring Retreat.
- We would like to have a list within the next couple of weeks of what might be coming to the Senate. In your upcoming committee meetings, work with Alexandro to let us know what (if anything) is coming to the Senate. If we have a lot of items, we will try to get some of the committees work quickly on the documents.
  - (Matz) The Extended Education Committee would like to do a one year trial of merging with the International Education Committee.
  - (Dabirian) Dean Kazoleas and Jochen Burgtorf are working on finding a date that both committees can meet in the spring and then they will discuss what they want to do next. So they will have a meeting this spring and maybe a pilot next year.

Q: (Stohs) Can we do a one year change without changing the Bylaws?

A: (Walker) Yes. If we keep both committees, don't remove anyone from their term, and let them have a common meeting time to hash out what they want to do, you have not technically gotten rid of a committee.

(Dabirian) The chairs will become co-chairs and they can write a report at the end of the year with recommendations.

## VI. PROVOST REPORT

- There is the potential this year of having a five-week intersession along with a three-week intersession. We talked about it last year and it would mean a switch in the spring schedule. The way the spring scheduled worked this year, it's ended up we will have the chance of having a five-week and a three-week intersession. I will let you know if we decide to do it.
- We have been working across many initiatives but we are focusing on the Strategic Plan. The President, Cabinet, and Senior Leadership Team have been working very much on campus climate in terms of equity and inclusion.
- Some of the things we are doing in terms of the whole University is trying to increase the diversity of our faculty and staff, which is a very important first step. We need to be concerned about retention and the climate, it's something we need to be very cognizant and intentional about. Not just assume things are going to be just fine for the students, faculty, and staff.

In terms of the classroom, the things that we heard specifically from the black students at the Black Student Union, not from the demands the students made, but from the audience participation; we heard a lot about what happens in the classroom that is really problematic. Besides the hiring and the retention, that is something I have been thinking about a lot in terms of what do you do to help the situation in the classroom. Part of it is to increase inclusive pedagogy. There are faculty and colleges that are working on this.

Part of our job is to present the data and show the research that indicates what the benefit of this is. If you studied it at all, you know the benefit. You will have better ideas, you will have better progress. We think much better if we have a group that is a diverse group that is diverse in a lot of ways and not just ethnically diverse because we see the world so differently. When you ask students, you have students tell you something that you never thought about.

- We had a retreat for the senior leadership team on Thursday and Sumun (Sumi) Pendakur came and lead the retreat. One of the things she talked about in working on these issues is our blind spots and that's why we have different perspectives. The pedagogy is important but we have to get the education also for people. There are faculty groups working on it, faculty community for equity practices is working on it; that is across colleges. Natural Sciences & Mathematics has a committee that has 14 faculty working on three different areas and one of those is looking at pedagogical items, and things we could do for professional development.

(Wood) We should focus on communicating the intrinsic value of every piece of this activity or these things we are doing, the priorities rather than the top down administrative (you must comply). That will change the way it is received.

- We have to think about our curriculum, diversifying our curriculum for the intrinsic value of how are we educating people for the 21 century.
- GI 2025 is part of the Strategic Plan. We continue to increase our tenure density by increments because we have people retiring. But incrementally we are gaining.
- We are also supporting additional courses through completion grants. We found out from Brian Jersky, Provost at Cal State Long Beach, that they have increased their graduation rate extensively, they have almost met their goal. They have done this through the availability of classes. He also said they don't allow students to change their majors after a certain point. We have faculty incentive money which is set aside for faculty through an innovation grant.

(Walsh) One of our problems with the graduation rate is unless we can control admissions to our major, we are over cramming. I had 200 unexpected transfer students in spring and I have no classes, so what it does is backs everybody else up in the pipeline. If we could tell admissions to stop when you get to a certain number in fall and a certain number in spring, because we are 90 percent transfer student major, it would really allow us to get them through two years after they got here.

(Provost) There is a Strategic Enrollment Management Committee and up until this point we have not been able to control admissions, it was our understanding that we were not allowed to do it. The new admissions person said that is not true, we are allowed to do it. We are going to be working on that as a committee to implement it. The other thing we are working on is there are people coming from San Jose State coming to talk to us on how to adjust your eligibility index without being non-impacted. The target for this semester for transfer students was 2,700 and we admitted 2,668.

## VII. STAFF REPORT

- We received an email from Brady Heiner stating he accepted a MPP position and will have to resign from the Professional Leaves Committee. Since the Leaves committee is done for the year, we will fill this vacancy during the spring election.
- It's time to start thinking about Statement(s) of Opinion. This will be on the February 4<sup>th</sup> EC agenda and the first reading will be at the February 20<sup>th</sup> AS meeting.

## VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Stohs], T, 12-10-19, 1:15 - 3:45 PM, TSU Legislative Chambers

No report submitted.

8.2 Diversity & Inclusion Committee [Gradilla], T, 12-10-19, 1:00 - 2:00 PM, PLS-260C

No report submitted.

8.3 Faculty Development Center Board [Graewingholt], F, 12-13-19, 9:30 - 11:00 AM, PLS-299

FEID Call:

Erica sought feedback on the call, the application template, and the criteria rubric from last year's FEID grant program. Bill Meyer mentioned that advocacy is needed for a bigger stipend (currently at \$4,000), since he received one of these grants more than ten years ago and it was the same amount then. It was suggested to send an appeal for additional funding so that the stipend at least equates the WTU amount (\$4747 minimum). Erica and Kristin noted that the entire FDC budget has not increased since its inception, so it would follow that the grant amount has remained similarly static. Satoko recommended that the Scholarship of teaching and learning best practices should be available online for those who cannot take the SoTL course. Discussion of the rubric and how to possibly simplify/collapse some of the areas. Also, changes were discussed to align the rubric better to the application template for the benefit of the committee evaluating the applications and to reduce redundant areas for the applicants.

8.4 Extended Education Committee [Matz], M, 12-16-19, 3:00 - 4:00 PM, THall-1347

- A discussion about continuing education and the ESL program that was dismissed several years ago. Comments focused around the international programs and their diminish at our University.
- Minutes were approved as corrected.
- After a lengthy discussion, the committee made a motion that unanimously passed to merge the Extended Education Committee and International Education Committee for a one-year trial period (2020-2021 academic year). The proposal will be forwarded to the Academic Senate Executive Committee for their discussion and assistance.
- Chair Burgtorf has been unsuccessful contacting the Chair of International Programs. He will seek support from Senate Exec Chair.

## IX. UNFINISHED BUSINESS

9.1 Academic Appeals Board

Danny Rueckert has been added to the AS agenda for Senate approval.

9.2 Civility

The Executive Committee entered into discussion of a possibly creating a new civility UPS document to address a process to handle civility concerns or having HRDI to create a civility behavior checklist for the campus.

- (Dabirian) We can ask David Forgues to come to Exec to discuss how do we deal with civility issues within a department, cross-department, and cross college issues of professionalism between two faculty members.
- (Dabirian) I would not recommend that HRDI create it, but maybe HRDI along with Faculty Affairs to create the checklist.
- (Matz) The Provost should have input because it is Academic Affairs.

Q: (Wood) What do other campuses that don't have an ombudsman/ombudperson, how do they handle this stuff?

## **X. NEW BUSINESS**

### 10.1 Resolution in Support of Open Syllabi

#### 1. Resolution Syllabus Archiving and CC License [amended passed]

Executive committee discussed and agreed not to move forward with this. Chair Stohs will send an email to Mark Bilby to inform him of the Executive Committee's decision.

### 10.2 Revisions to UPS 300.031- Academic Appeals Board

(Walker) Revise the amended language on lines 31-34 to read:

No faculty member shall participate in the deliberations of the Academic Appeals Committee for any case in which they have already provided input.

(Stohs) The language will be changed and the document will be added to the February 6<sup>th</sup> AS Agenda as a Consent Calendar item.

(Stohs) Another item that came up was about arbitrary and capricious grading which is in the Academic Appeals document UPS 300.030.

Exec discussed and agreed for Chair Stohs to send an email to the chair of the Academic Standards Committee for the committee to review Section B and provide clarification.

### 10.3 UPS 230.020 - Policy on Office Hours

(Gradilla) A colleague in American Studies said that a department in another college was requiring students to go to mandatory office hours which conflicted with the student from going to class. The student told the professor they couldn't go to class because my other professor requires us to go to mandatory office hours.

- (Wood) This sounds like something I would want to confirm. My knowledge of this sort of thing is professors know students have classes and will say I need you to discuss your project with me, you may come to office hours. Here are all your options, we can discuss after class or you can make an appointment.
- (Matz) I agree with Michelle, we should verify prior to doing anything.
- (Gradilla) I will confirm the details.

## **XI. ADJOURNMENT**

M/S/P (Dabirian/Gradilla) Meeting adjourned at 12:50 pm.