



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
OCTOBER 8, 2019**

*Approved 10-15-19*

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

**PLN-120**

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

Absent: Walsh

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

No urgent business.

## **III. ANNOUNCEMENTS**

(Dabirian) IT is looking at moving the students email from Gmail to Office 365. We will be delivering emails into the Office 365 suite so we would require every student to use Office 365. The reasons for this is: 1) Gmail has not been providing support to us, so if something breaks down in Gmail there is no way to contact them for technical support, and 2) creating distribution lists is very hard in Gmail. We are not eliminating Gmail, we are creating Office 365 email and they will receive email there. IT will start this process in November.

Q: (Walker) What is our cost?

A: (Dabirian) There is no cost, Office 365 is free to students.

Q: (Walker) Are we changing everybody?

A: (Dabirian) Yes. IT will start the process in fall with the incoming students and in spring we take the time to bring everybody over, so next fall everybody will be in one email system. The students will can have Gmail accounts, but they won't receive campus emails in their Gmail accounts.

## **IV. APPROVAL OF MINUTES**

Minutes were approved.

4.1 EC Minutes 9-24-19 (Draft)

4.2 EC Minutes 8-1-19 (Draft)

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

- The search for the new Provost and Vice-President for Academic Affairs will begin, the search committee will be announced around November 1<sup>st</sup>. We need to five faculty members from the colleges to serve on the search committee.
  - (Dabirian) In the past we generated an email to faculty asking them to self-nomination or nominate another faculty member to serve on the search committee. Once we have the names we created a list for Exec to review/discuss to make sure the committee is balanced. Faculty that are chosen will have their names added to the AS agenda for Senate approval.
- I received word yesterday there will be no search for the MCBE Dean. That concerns me because UPS states that when there is an interim dean appointment there is supposed to be consultation with Senate Executive Committee and none of that has occurred.
  - (Walker) Technically, the folks you think of as interim are not interim, they are on term contracts and the UPS doesn't address that. The Human Resource Letters from the CSU and the appointment powers of the President enables him to do this.

- (Dabirian) If they want the dean to stay another year, tell the Provost whenever they want to do another interim or term appointment, make sure to come to Exec for consultation.
- (Stambough) If we are going to do that, then we need to update our UPS document to include language that states “prior to making an acting interim or term appointment”.
- (Wood) It would be important to frame the concern in terms of the long term consequences. We need this process to be clean because if we don’t do that, there are long term repercussion that will cause a whole lot of trouble and we could prevent those consequences if we do this in a clean way.

## VI. PROVOST REPORT - 12:30 PM

Su Swarat is the assistant vice president of Assessment and Institutional Effectiveness. When we moved her office from Academic Programs we also gave her Institutional Research, that area is a large area she oversees. Her job has outgrown her position, she actually has a lot of leadership position and a lot of oversight of Institutional Research and I would like that position instead of being an assistant vice president to be an associate vice president.

Possible options are:

1. Do an external search.
2. Do an internal search.
3. I could promote her.

I would like the Executive Committee input on what you feel would be the best option for this situation.

- (Gradilla) In terms of the labor power of the faculty, in terms of the Provost and the Student Affairs Search, I think a promotion is fine.
  - (Stohs) We have had at least two other division on campus who have made this request in the last year and basically the response has been no that is not a good idea. That is creating a new position and putting someone in there, which is tough.
- (Provost) You don’t actually have to decide today and I would be fine with your decision. The only thing I would rather not do is an external search.
  - (Wood) I don’t like the idea of doing an external search that is not in good faith in a sense, because it is a waste of time and resources and we don’t have that.
  - (Provost) We would do it in good faith and if there was someone better than Su, we would hire that person.
- (Stambough) The easiest way is to do it would be to have an internal search with a short timeline. Put together a committee and let the members know it would be a short timeline.

## VII. STAFF REPORT

No report.

## VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Stohs], T, 8-1-19, 1:15 - 3:45 PM, TSU Legislative Chambers

- Basic reports and a few action items passed.
- The CSU Ethnic Studies requirement was discussed by the board and by me. My report focused on some of the details of that process; emphasizing the ways that students can be a part of the process. CSSA has not yet discussed the ASCSU resolution.

8.2 International Education Committee [Dabirian], W, 10-2-19, 11:00 AM - 12:00 PM, CP-950

- International Education Committee Liaison report We had no quorum Presentation was given by IE ion Student international and study aboard
- We have 738 students went to study aboard in 2018/2019
- All Intl students are declining
- Majority of Intl students are in Engineering and MCBE

8.3 Information Technology Committee [Dabirian], F, 10-4-19, 10:00 - 11:00 AM, LH-702

No report submitted.

8.4 Faculty Affairs Committee [Walker], F, 10-4-19, 10:00 AM - 12:00 PM, MH-141

- FAC met with the Aitana Guia, Chair of the Diversity & Inclusion Committee and David Carreon Bradley (Faculty Diversity Officer) and Bobby Porter (Asst. VP Diversity, Inclusion, and Equity) to discuss two things. 1) Revisions of the search document UPS 210.001. The D&I committee has been working on this since spring. The current plan is for FAC to also review the UPS once D&I has completed their work. Since the two committees have different foci, the work that each will focus on will be different. This is also an opportunity, since FAC will work on UPS 210.000, 210.070, and 210.002 to collaborate with D&I to include consideration of Diversity, Equity, and Inclusion, in our documents associated with evaluation, retention and RTP. The second item discussed was the development of a university diversity statement. The D&I committee and FAC will also collaborate on this endeavor. D&I will draft the statement and FAC will also review and draft.
- FAC unanimously approved the recommendation to rescind UPS 270.000 and the revisions to UPS 220.000. FAC also reviewed a draft UPS on Grant-Related/Specially Funded Instructional Faculty (GRIF). A complete draft will be reviewed at our next meeting. The committee plans on discussing the Internships and Service Learning Committee Report at our next meeting. We will likely invite Michelle Tapper from Labor and Employee Relations in order to facilitate what we can/cannot do. Chris Brown (CFA) is already at our meetings.

8.5 Curriculum Committee [Gradilla], F, 10-4-19, 12:00 - 2:00 PM, MH-141

- The meeting open with two items of urgent business:
  - A. AB 1460 & CSU Ethnic Studies
  - B. UPS 411.100 Curriculum Guidelines & Procedures: Courses (Retiring Courses)
- The discussion on the ES Requirement was very interesting because of dual layer issue of what ethnic studies is and what are the differences in the shape that the 3 units requirement takes. It was difficult grounding the conversation in reality as opposed to misconceptions. The UCC wasn't ready to commit to endorsing the shape of the requirement.
- I brought to the floor after many HSS chairs attempt to develop a new Native American Studies minor using courses that also happened to be on the chopping block. Mark Filowitz in his decision to not save any of the courses based on a literal and strict reading/interpreting of UPS 411.100. The part that needs adjustment is providing for appeals based on needs tied to the strategic plan or the AMP. These appeals should also have the input of the respective dean, provost designee on the management of the SP and AMP. The three should reach the accord if the appeal meets the larger needs of the campus plans. I was concerned that MF used zero considerations tied to diversity and equity issues. He did save the Asian American literature course after a long appeal process based on hiring a new faculty member this year.
- Lastly we discussed updating the "joint degree" UPS. The joint degree UPS refers to the management and oversight of degrees awarded to a person from two different campuses (such as SDSU's various joint degree/PhD programs with CGU and UCSD). It is also something WASC likes to see in terms of having guidelines. This UPS does not govern cross departmental degrees (hypothetical example) such as Biology/Public Health joint program. We need a governing doc for these types of programs. Brent Foster sent out a message to associate deans asking them to a headcount of joint degree programs and/or cross departmental degrees.

8.6 Planning, Resource, & Budget Committee [Graewingholt], F, 10-4-19, 1:00 - 2:30 PM, CP-1060

Meeting cancelled.

8.7 Graduate Education Committee [Walker], F, 10-4-19, 2:00 - 4:00 PM, MH-141

No report submitted.

8.8 Faculty Research Policy Committee [Stambough], T, 10-8-19, 9:00 - 10:00 AM, MH-141

The Faculty Research Policy committee met on October 8th. The committee completed a report which will be sent to Senate Exec about disparities in workload assignments in relation to undergraduate and graduate research courses/thesis courses. The report is similar to the one completed by the Internship and Service Learning committee. The FRP committee recommends that PRBC take a look at hidden costs of these important programs and for departments and colleges to take this opportunity for an intentional re-examination of practices to come closer to compliance with workload expectations for S-classes.

## **IX. UNFINISHED BUSINESS**

### 9.1 Senate Committee Vacancies

Exec will continue to work on this at next week's meeting.

### 9.2 Senate Task Force Vacancies

(Stohs) We did reconvene the SOQ Task Force Committee, but we are unable to staff it.

- (Walker) If we cannot staff the committee and there is no work for them, you can notify those we have been confirmed that at this time we will not be going forward with this committee at this time.

## **X. NEW BUSINESS**

### 10.1 Ethnic Studies Requirement Survey

Executive Committee discussed the content and formatting of the survey and best way to distribute it to the campus community for input.

- (Provost) I was envisioning something more like the areas that we are supposed to address, like the Learning Outcomes. This starts out with changing General Education, replacing Area C and it seems out of context to me.
  - (Wood) First it explains what's going on and what Ethnic Studies is, then it presents a series of four or five options. After those four or five options it ask more broad questions about should the learning objectives be narrow or broad.
  - (Provost) From my perspective we do the broad ones first then go to the specific ones.

The survey will be distributed this week via email to faculty, staff, and administration in their individual distribution list in order to identify the data collection responses. The survey will also be sent to the Dean of Students or the ASI President to distribute to students for their input.

### 10.2 Revisions to UPS 610.000 - Conflict of Interest Policy for Externally Funded Proposals

### 10.3 Revisions to UPS 410.105 - Policy for Bachelor of Arts/Bachelor of Science Differentiation

### 10.4 Revisions to UPS 430.000 - Guidelines for the Submission of Proposals for the Addition of New Degree Programs to the University's Master Plan

### 10.5 New UPS 210.XXX - Nepotism & Conflict of Interest in Employment

## **XI. ADJOURNMENT**

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