



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
FEBRUARY 18, 2020**

Approved 3-3-20

11:30 AM - 12:50 PM

PLN-120

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

The fall schedule goes live in March and in May we have to cut lower level courses, I feel that sticks us in a position. When we get the transfers we have no classes for them because we have cut the lower level classes.

- What we do is cap the classes and when the transfer students are able to register we open the cap.
- We hold seats back in classes we anticipate they are going to need.

Q: Is this a college policy someone just decided to do?

A: The College doesn't approve of the method, so we just have to remind them every semester. We do the same thing with the course match classes.

They honestly should wait until June, we are doing transfer orientation in June, not in July. You can cut classes in June.

III. ANNOUNCEMENTS

- (Stohs) I followed the announcements about the student survey and it looks like it was a good survey. The Provost was put in charge with providing the feedback to the Chancellor's office.
- (Stohs) Yesterday at the President's Advisory Board meeting we had an Undocu Ally Training. There will be two trainings for campus March 12th and March 26th. I will be at the Chair's meeting on Thursday, but I would like this to be announced at the Senate meeting.

IV. APPROVAL OF MINUTES

- 4.1 EC Minutes 2-4-20 (Draft)
M/S/P (Walsh/Graewingholt) Minutes approved.
- 4.2 EC Minutes 2-11-20 (Draft)
M/S/P (Walker/Matz) Minutes approved.

V. CHAIR'S REPORT

I received an email from the Campus Facilities & Beautification Committee which included a document with suggestions to campus about smoking and parking. Any suggestions on what to do with the document?

- (Walker) Forward it to VP Kim and let him know it came from the Campus Facilities & Beautification Committee.
- (Stambough) If we want, the Senate could receive the document, if we want them to take a look.
- (Walsh) It depends on what the content is.
- (Matz) If we are trying to get something done, send it to VP Kim.

VI. PROVOST REPORT

- On February 14th we passed out 42 sabbatical letters, which is the minimum number we could fund.
 - Q: (Matz) How many faculty applied for sabbatical?
 - A: (Provost) Approximately 80.
 - Q: (Walker) How many were one year?
 - A: (Provost) I believe five were one year.
- We will be awarding the Assigned Time for Exceptional Service. It has sunset at this point because we do not have the new CBA agreement, but we did budget for it, so we will award it this year.
- Last week Su Swarat, the President, and myself flew up to Berkley for the WASC feedback report.
 - Q: (Walsh) When will the full report be available?
 - A: (Provost) They said the results will be available in two weeks.
- The Provost search is going well.
- We will be doing a solicitation for the Associate VP of Institutional Effectiveness.
 - Q: (Walsh) Has that job posted?
 - A: (Dabirian) The job will post this Thursday and the message will go out to campus, it is an internal search.
- I am meeting with ASI today to talk with them about their feedback regarding Ethnic Studies. Ethnic Studies faculty have written a response and we are sending that in with our feedback. We will be sending in four separate feedback documents (ASI, Ethnic Studies faculty, Academic Senate, and Administration). I hope the Chancellor's office will give us flexibility campus by campus.

Suggestion:

(Gradilla) Since we are planning for this implementation to happen, could we have an Ethnic Studies Implementation Task Force?

- We would like to have a top notch online course that we could do a course match for.
 - (Gradilla) History 190

VII. STAFF REPORT

We are preparing for the CSU Election, voting will take place Monday, March 16th thru Thursday, March 19th.

VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Stohs], T, 2-11-20, 1:15 - 3:45 PM, TSU Legislative Chambers

Normal meeting for ASI - nothing special to report.

8.2 Internships & Service Learning Committee [Walsh], W, 2-12-20, 9:00 - 10:00 AM, PLS-360

- John Haan was elected by unanimous vote.
- Minutes of 11/13/19 were approved unanimously. Amber volunteered to take minutes for this meeting.
- Service Learning:
 - John Haan mentioned that the committee has focused for past two years on Internships and should shift focus to service learning. He asked Dawn to describe CICE role in service learning.
 - Dawn gave an overview of Service Learning noting the purpose is to integrate course material with reflection on a field placement. The field placement with a community partner cannot exceed 40 hours and 20 hours is more typical. She gave examples of how faculty use different approaches successfully.
 - John Patton described the U acre project where Dr. Sara Johnson does service learning.
 - Eileen Walsh described approaches used in Sociology Department and gave reasons why it is no longer a graduation requirement for majors.

- Purpose of ISL Committee:
 - John thought it would be productive to review why the committee exists—largely to monitor the implementation of the UPS. There was a general discussion that most faculty have no idea what internships and service learning are.
 - Dawn noted that CICE operates a fact table at new faculty orientation. The general consensus was that Chairs do not communicate to faculty about how to do internships or service learning. The committee will work on ways to suggest improvements to communication.
 - Other Business.
 - Eileen Walsh thanked the committee for raising the issue of workload equity and shared that Academic Senate will consider the resolution (distributed as a draft) to urge CFA and the CSU to update the workload document from 1976 (with minor revisions in 1992).
 - Risk Management answered questions about liability and insurance coverage for students involved in service learning.
- 8.3 University Advancement Committee [Stambough], W, 2-12-20, 9:00 - 10:00 AM, CP-810
No report submitted.
- 8.4 Faculty Development Center Board [Graewingholt], F, 2-14-20, 9:30 - 11:00 AM, PLS-299
- Author Awards coming up on Monday February 24th 2-4pm in the TSU.
 - 40 faculty being recognized, partnering with the library this year.
 - These awards are on a two year span, every other year recognition. Library pulls a list of faculty that have published to help with outreach and attendance.
 - Quartet being provided by the arts (fancy!). Mixer portion of the event with other faculty, individual recognition across the stage, introduced by your librarian. Desserts and Coffee will be served.
 - FEID Grants (Faculty Enhancement and Instructional Development).
 - The call has gone out, closes March 17th. Reviewer Workshops Week of March 23rd. Reviewers will be blind.
 - Robert and Louise Lee Grant - Collaborative Teaching Award.
 - Established in 1995 to support departments engaged in collaborative teaching and learning. One time stipend of \$1500 to help defray the costs of a new or on-going project developed by faculty collaborators engaged in enhancing student learning.
 - Adding past awards to the website to give some direction about what the award can make possible.
 - CSU Symposium on Teaching and Learning. 22nd Annual, IDEAS Conference is being hosted at CSUF. FDC Board registration will be covered as well as all CSUF presenters.
 - Mentor Connex (mentorship program) pilot has launched.
 - Last week a mentor speed meeting was held. There are 15 mentors involved and 31 mentees. The goal is to support pre-tenured faculty on their journey to tenure.
 - Future projects: Chairs “away” Retreat in Temecula and the Mid-Career Faculty Retreat.
 - Discussion of Mid-Career Faculty needs:
 - Day-long retreat including self-care workshop. Time management workshop. Planning for retirement workshop (only 7% of Americans have a pension, Social Security, and 401k).
 - How to get the next promotion / going up for full workshop. Post Tenure Review process.
- 8.5 Information Technology Committee [Dabirian], F, 2-14-20, 10:00 - 11:00 AM, LH-702
- Quality Matters Annual Conference, April 2nd and 3rd
 - Affordable Learning Solutions meeting on March 3rd
 - LMS recommendation was presented
 - LMS task-force recommended CANVAS as the new LMS.
 - ATI discussion on Audit findings

8.6 Planning, Resource & Budget Committee [Graewingholt], F, 2-14-20, 1:00 - 2:30 PM, CP-1060

- Master of Science in Computational Applied Mathematics – Dr. Charles H. Lee (out sick, stand in present).
Applied Math MA-to-MS Transition. MA Program has been in place for over 30 years. Coursework involving more computational math and industry based software to empower students in the job market. Substantial number of industrial sponsors. Less theoretical and more project based applications of skills. Applied math faculty are on board already (no additional faculty currently needed, even with growth, since two applied math faculty were recently hired). Earning money for projects solicited (between \$20-60k from industry partners). Growth anticipated due to title attractiveness. No extra cost accrued, the costs are existing in the MA program. Very few newly applied mathematics faculty that came in with MA rather than MS, most were surprised we still have MA degree. MS is also STEM classified. MS to MA approved.
- WASC Update – Pamela H. Oliver, Provost and Vice President for Academic Affairs.
 - Background: 2012 Reaccreditation was provided for 7 years. Asked to improve advisement, assessment, stability of leadership, and strategic planning.
 - Process: Self Study (2017-2019), Virtual and in-person visits, Reviewed lines of inquiry, On-site visit 10/1-10/3 including interviews with various groups, Review team final report Nov 2019.
 - WSCUC Institutional Report posted online and available openly (made it public for Provost search).
 - Lines of Inquiry: Quality Assurance (processes, assessment, institutional learning), Holistic Student Success, Diversity Equity and Inclusion, and Sustainability.

Commendations:

- Institution-wide commitment to student success
- Significant progress in assessment infrastructure and processes
- Significant support structures for faculty engaged in pedagogical practices and curricular design
- Management of enrollment targets to align with strategic plan
- Development of a master plan along with comprehensive campaign to assist in the funding
- The strategic plan 2018-2023
- Robust, collaborative and successful shared governance model

Recommendations:

- Review effectiveness and efficiency of student success initiatives with disaggregated data
 - Continue to focus on program assessment focusing on closing the loop
 - Develop Graduate Program Learning Outcomes (refine existing outcomes) and Graduate Student Success Initiatives (part of our strategic plan already)
 - Continue to focus on faculty diversity (part of strategic plan)
 - Develop a more systematic means for engaging staff in key university committees and initiatives
 - Continue to focus on the most effective methods of delivering appropriate mental health services for students
 - Carefully monitor data security, compliance and student privacy rights
- WSCUC Commission Meeting

Questions:

1. Impressive increase in grad rates. Why?
2. Student Success Initiatives - how do you know which ones are working? (Disaggregation of data)
3. Diversification of faculty. Where are you right now?
4. Mental Health. What are you doing to address this issue? (Alternative methods of service, Wellness Mental Health Liaisons, Tuffy's Basic Needs, Crisis Line CSU-wide pilot, hired 5 New CAPS staff - more to come)
 - 2/6 Titans Together Striving for Justice, Equity and Inclusion. Books to read as a common read across campus.
 - WSCUC Commission is voting today (2/14), reaccreditation letter comes in two weeks with either extension for 6, 8, or 10 years.

8.7 Graduate Education Committee [Walker], F, 2-14-20, 2:00 - 4:00 PM, MH-141

- Open Access from Mark Bilby - there was a discussion about this topic regarding the Open Access Publishing fund (because of it running out of money last year) and having a policy requiring students to put work into an 'institutional' repository. In the CSU this is Scholarworks. The committee was excited about Scholarworks because archiving projects and audio/visual materials is difficult or impossible with Proquest. We can discuss at Exec on Tuesday if you would like.
- We received an update on project upGRADS the recently awarded DOE Title V pt B, PPOHA grant. (click the link below if you want to read their report)
- The committee approved ACCT 506 to meet the graduate writing requirement.
- The committee approved revisions to UPS 330.164 Posthumous Degree and Recognition
- The committee reviewed changes to UPS 400.010 - Independent study. In particular, the discussion focused on the apparent change to the document that would allow graduate students to use 100,200,300 or 400 level courses as the basis for independent studies (e.g. 499/599). In discussions with the Graduate Studies office, it became apparent 1) why folks might want this change and 2) why the original document was written the way it was. Here's an example of the kind of behavior the original language was written to prevent: Thesis advisor A wishes Grad Student A to take a 100 level course in order to get them a refresh on the biology of dagobah. But they want the student to get credit. So, they work out that the student can attend the class without registering for it and put the student in an independent study so they can get units. Anyhow, the committee is working on language to prevent this from happening. It will likely look something like this: No otherwise numbered course may be used as any part of the basis for an Independent Study (e.g 499,599,699).

Additional:

- (Gradilla) There is a question on the Diversity Document which is now a hybrid with the civility component in it.
- (Walker) Yes, we are working on the expectations part, we took that from the civility document. The thought was in opening it if we were going to talk about inclusivity, we could not talk about civility.

IX. UNFINISHED BUSINESS

9.1 General Committee Senate Nominees

We currently have asked faculty for all vacancies, pending their responses. We will discuss this next week if needed.

9.2 AA/AS Spring Retreat

Q: (Stohs) What topics, what do we want to do at this retreat? Who do we want in the room?

A: (Matz) We said we wanted the Deans, Provost, and VP Forgues.

- (Walsh) We discussed behavioral issues of faculty as a topic.
- (Walsh) You can have hypotheticals and have people discuss how they would handle.
- (Walker) You could probably get several scenarios if you ask Erica Bowers from FDC or Michelle Tapper.
- (Matz) John Beisner would be a good person to get some scenarios from.

(Stohs) Do we want to put together a small working group with maybe two or three of us along with one or two Deans to work on the agenda?

Q: (Matz) Who is our legal person on campus now?

A: (Walker) We don't have a resident lawyer, we use Gaelle Gralnek from the Chancellor's office.

Suggestions:

- Instead of meeting with PAB, meet with the Provost, Deans, and VP Forgues.
- (Walker) Have the Provost ask the Deans at their next meeting what they want to meet with the Executive Committee or what we can help them with.
 - (Provost) I will ask them and let you know.
- (Stohs) I was thinking about Friday, April 17th as the date for this retreat.

- Start the retreat in the afternoon, do a lunch.
- (Stohs) We need ideas for how we might construct the retreat. Do we do scenarios or topics?
- (Provost) I think we should start with topics. I don't think we should do case studies or scenarios until we have some basic problems and can identify what we are trying to address.
- (Stohs) We should have a small working committee of two or three Exec members and maybe two Deans to put together to plan the retreat.
 - Irene, Eileen, and Michelle volunteered to work with the deans to develop the topic and work out the logistics of the retreat.

X. NEW BUSINESS

10.1 Revisions to UPS 300.004 - Policy on Syllabi (Course Outlines)

10.2 Revisions to UPS 411.201 - General Education: Breadth Objectives and Course Development

10.3 ATI Audit Report

XI. ADJOURNMENT

M/S/P (Dabirian/Walker) Meeting adjourned at 12:55 pm.