



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MARCH 10, 2020**

Approved 3-24-20

11:30 AM - 12:50 PM

PLN-120

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

- I don't think there will be a problem having our Academic Senate meeting this Thursday, but we may need to have a Senate meeting virtual after spring break.

Q: Do we need to bring that up on the Senate floor at Thursday's meeting?

A: We can mention it as a possibility, but we do not need a Bylaw change.

- We sort it out as we go. It's a rule change, the Body can adopt a rule change on the fly.
 - We can ask the Senators via email if there any objections to meeting virtually.
 - We can set it up as a Hybrid meeting via Zoom and whoever wants to attend via Zoom, can.
- We have the Learning Management Systems (LMS) presentation scheduled for Thursday.
 - Cancel the LMS presentation and IT can communication the LMS information electronically.
 - We need to make sure the President sends something out to faculty saying students have rights and you cannot throw them out of your class. So even if a student shows up coughing you cannot ask them to leave and if they don't leave then you have to figure out what to do. A lot of faculty members think they have the right to toss a student out of class.
 - The only thing faculty can do at that point is cancel the class.

Q: What if a student is high?

A: If a student is under the influence, disruptive, or there is a medical emergency, you call the University Police Department.

III. ANNOUNCEMENTS

- (Kanel) In lite of all what is going on now, there is a new mental health program call YOU, which will be rolled out in April. The program is all online and we need a link to put on all course programs. Can that be done by acclamation or does that need to go to Faculty Affairs Committee to add to UPS on course outline?
 - (Walker) Course outlines go through the Curriculum Committee.
 - (Dabirian) I would suggest is adding it to the website that has all the links to course outlines now and then go to the Curriculum Committee to have it officially added to the process.
 - (Kanel) I asked if they wanted to come to a Senate meeting in April to do a time certain, but if we aren't having April meetings, it's a little premature to have a time certain.
 - (Walker) This is one of those things we do as an announcement.

Q: (Kanel) Can I make the announcement and share what I know about it?

A: (Dabirian) Yes, do the announcement now and have the presentation at a Senate meeting in the fall.
- (Gradilla) The Native Land Resolution is being shared with stake holders, waiting on a few more folks to weigh in on the document.
 - (Stohs) We do have specific language we received form the Chancellor's office that I shared with you that should be useful. Also, I think recommending having a plaque somewhere on campus, maybe where the stone is would be a good location.

- (Dabirian) San Jose basically postponed all classes for four days, from March 10th thru March 13th while they give faculty the opportunity to get ready for virtual instruction. The campus is open and all personnel comes in, but no in-person classes. This was approved by the Chancellor's office and is something we might want to share with the President when he comes, this will give faculty four days to prepare without teaching.
 - (Stambough) After this week we will have two weeks before spring break. We can do the 20 percent without even changing any of the classes by turning them all online and having a three-week period of time. Why don't we do that?
 - (Kanel) Our dean was suggesting calling them remote learning instead of online, that way you don't go against the UPS.
 - (Dabirian) Virtual instead of remote.
 - (Walsh) I recommend we call it a drill.

IV. TIMES APPROXIMATE

12:15 PM

Topic: Info Session on the Coronavirus
Presenter: VP Forgues and Provost Oliver

President Virjee and Peal Boelter joined VP Forgues and Provost Oliver to discuss the Coronavirus. There was an extensive discussion on the Coronavirus which include directives that have been given from the Chancellor's office.

The Executive Committee gave suggestions that the campus could possibly take which would assist faculty in making a smooth transition to virtual education.

V. APPROVAL OF MINUTES

- 4.1 EC Minutes (Draft) 2-18-20
M/S/P (Matz/Walsh) Minutes approved.
- 4.2 EC Minutes (Draft) 2-25-20
M/S/P (Matz/Walsh) Minutes approved.

VI. CHAIR'S REPORT

- There are more custodial hires and they are going to be cleaning the bathrooms more often.
 - (Dabirian) There has also been a clean service hired to clean surfaces. Our employees are focusing on bathrooms and the cleaning service will be doing disinfecting common areas.

Suggestion:
A message go out from the President communicating the precautionary measures that the campus is taking.
- This Thursday UPS 300.000 - Policy on Syllabi (Course Outlines) and UPS 4111.201 - General Education: Breadth Objectives and Course Development are on the AS agenda as new business items.

Q: Given the time certain should we move them to the consent calendar because the changes are minor?
A: Yes

Q: (Kanel) The Academic Standards Committee sent three UPS documents at the end of last year that never made it to the Senate, can you give me an update on what happened to them?
A: (Stohs) I will look them up and let you know.

VII. STAFF REPORT

No report.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board [Stohs], T, 2-25-20, 1:15 - 3:45 PM, TSU Legislative Chambers

Student Representative from BoT (student finance "arm" of ASI) presented — they are exploring what to do with space in TSU and potential of adding to SRC (which would require either higher student fees or external donations).

- 8.2 Assessment & Educational Effectiveness [Walsh], W, 2-26-20, 1:00 - 2:15 PM, MH-141
- Meeting called to order with minimum quorum
 - Minutes of 11.20.19 approved.
 - Next steps for committee were discussed. The Chair prepared some hypothetical scenarios to consider for discussion. The idea being that in distributing and broadcasting the Principles of Student Learning Assessment (UPS 300.022) it might help to have scenarios for faculty to try to apply the principles.
 - There was a discussion about how workload and resources for assessment vary across campus.
 - Su Swarat suggested interested parties to attend a workshop by WASC on Academic Resource Conference (ARC training).
 - After discussion, the consensus was that the scenarios are too vague and too subject for interpretation to be useful.
 - Committee will focus on broadcasting the principles.
 - The Liaison report consisted of an update on the WASC report which is expected in two to three weeks.
 - At the federal level, Department of Education (DOE) is ruling that universities do not have to use the regional agency, but could change boundaries and request any accreditation entity approved by DOE to perform their review.
- 8.3 Campus Facilities & Beautification Committee [Dabirian], F, 2-28-20, 11:00 AM - 12:00 PM, LH-702
Meeting cancelled.
- 8.4 Writing Proficiency Committee [Matz], F, 2-28-20, 9:00 - 11:00 AM, H-219
No report submitted.
- 8.5 Academic Standards Committee [Wood], F, 2-28-20, 1:00 - 2:00 PM, MH-166
- We discussed one item of urgent business, UPS 300.030 Academic Appeals, based on several email requests to review this for clarity. We also reviewed the flow chart recently revised by the Academic appeals board.
 - We ran out of time before we could look at the revisions cleanly. I have created clean document for the committee which I will send today for their review and ask them to vote on the changes via email since they all agreed to this process, and since we don't meet for another month.
 - We'd like to get this to the senate floor soon since it has been causing some confusion for faculty and Chairs.
- 8.6 General Education Committee [Wood], F, 2-28-20, 2:00 - 4:00 PM, MH-141
- Approved 2/7/20 minutes.
 - Updated review of GE Course Change Proposals for Spring 2020 (per UPS 411.200).
 - Review of Fall 2019 GE Course Proposal held-over to Spring 2020, HCOM 370 for D.4, approved.
 - GEC review of Spring 2020 GE course proposals: CHEM 200 for B.1 and B.3, approved; PUBH 350 for B.5, approved contingent on resolution of the writing requirement issues.
 - Discussion about possible revisions to Curriculog to clarify and streamline information necessary for GE review while limiting burden for submitting faculty.
- 8.7 ASI Board [Stohs], T, 2-25-20, 1:15 - 3:45 PM, TSU Legislative Chambers
- Standard meeting - reports by groups.
 - It is Business Madness week (in the Mihaylo Quad)
- 8.8 Student Academic Life Committee [Wood], T, 3-3-20, 9:00 - 10:00 AM, PLS-256
No report submitted.

8.9 International Education Committee [Dabirian], W, 3-4-20, 11:00 AM - 12:00 PM, THall 1347

- Dean Kazoleas presented the challenges of study abroad. One particular challenge is students are losing credit because they are not receiving credit for all the courses they have taken.

Student participation can improve with the CO proposed GE substitution process. Introducing this initiative to the campus now may be challenging.

- Motion - Dean to draft a support statement of the GE course substitution.

- Dean presented the survey results.

The survey - over 1300 attempts

- 85% of respondents had no prior study abroad participation
- Ethnic participation mirrors the campus population.
- Gender - 75 % of female and 25% of male participate in study abroad

- Communication of study abroad opportunities:

Very low awareness for our campus

- Preferred location:
 - Europe the highest and Middle East the lowest.
 - Latin America - Brazil
 - Asia - Japan
- Preferred Program Length:
 - 1-2 weeks, 1 month and semester have similar rating
- Summary of Barriers:
 - Low level awareness
 - Financial efficacy
 - Curricular
 - Time commitment

Dean will share the data with the college reps to present it to the faculty.

8.10 Information Technology Committee [Dabirian], F, 3-6-20, 10:00 - 11:00 AM, LH-702

No report submitted.

8.11 Faculty Affairs Committee [Walker], F, 3-6-20, 10:00 AM - 12:00 PM, MH-141

No report submitted.

8.12 Curriculum Committee [Gradilla], F, 3-6-20, 12:00 - 2:00 PM, MH-141

No report submitted.

8.13 Planning, Resource & Budget Committee [Stohs], F, 3-6-20, 1:00 - 2:30 PM, CP-1060

- New Business #1: Parking update.

- New Business #2: Program and Cost Analysis (Academic Affairs, Alyssa Adamson):

- Program Approval Requirements (i.e., for new programs)
- What are CO requirements?
- Can we (CSUF) simplify?

- Process is facilitated through Curriculog.
- CO Guide (200+ guide; Alyssa provides highlights). Provost office provides support for Departments, etc., which propose a new program.
- Also - self-support.
- Not just budget, but also program assessment, etc.
- Link provided to guide at CO website.
- Have a group (faculty and others from PRBC) to review sections 7&8 to improve process for CSUF (these are the cost analysis; existing resources and Add'l support resources required).

- New Business #3: Aaron Aguilar (President, ASI); supposed to present (but is absent, at least at beginning of meeting).

8.14 Faculty Research Policy Committee [Stambough], 3-10-20, 9:00 - 10:00 AM, MH-141

No quorum.

(Stohs) We need to work out the liaison positions that Megan held on our AS Committees? Megan was on FDCB, PRBC, and SALC.

- SALC - Wood
- FDCB - Kanel
- PRBC - Dabirian

IX. UNFINISHED BUSINESS

9.1 General Committee Senate Nominees

(Stohs) This has to be on the Consent Calendar.

Professional Leaves Committee:

- HUM: recommended Bonnie Williams

Faculty Personnel Committee:

- COMM has not found anyone, this will be presumably be a special election in the fall.
- HHD: two options Kristi Kanel or Sadeeka Al-Majid.
 - We will add Sadeeka Al-Majid to the Consent Calendar

9.2 AA/AS Retreat

(Walsh) We had a meeting with Provost Oliver and Emily Miller. Emily was going to take it back to the deans to see if they were interested and we have not heard back from them.

- (Matz) I wasn't at the meeting but as I understand it, the deans wanted to know what's our goal, why we were having this. My message back was if they didn't feel it was needed, we were not going to have anything.
- (Walker) Cancel it because people need the time, they don't need anything else on their calendar.
- (Dabirian) We should get rid of all non-essential things.

X. NEW BUSINESS

10.1 New Program Proposal - Spring 2020

(Stohs) We will add this to the Consent Calendar for Thursday's AS meeting.

XI. ADJOURNMENT

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