



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
MARCH 17, 2020**

*Approved 4-1-20*

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

**ZOOM Meeting**

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

Absent: Dabirian

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

No urgent business.

## **III. ANNOUNCEMENTS**

(Stambough) In whatever roles people have, next year it's going to be a lot about after-action evaluation of what happened and what we need to do for continuation of services with Emergency Management taking a look at the UPS documents. It will probably be a fall retreat, but it will be much more than that. I don't know if there is something we need to do now, but we need to start wrapping our heads around what that is going to look like next year as we review lots of policies, processes, and procedures for any type of emergency we might have.

- (Matz) We need to start making a list of what worked, what didn't work, and making some recommendations. We learned a lot from all of this, but even with given input, I don't know if we learned how to message forward that is clear, concise, and not confusing. I think messaging is one of the big areas we need to discuss. Having it coming from multiple places has been confusing too.
- (Walsh) One of the things I noticed this week, it is not huge but it can become a problem, we really need to automate the grade change process. It's manual right now and there is nothing we can do about changing grades when no one is on campus.

## **IV. APPROVAL OF MINUTES**

4.1 EC Minutes (Draft) 3-10-20 - *forthcoming*

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

No report.

## **VI. PROVOST REPORT**

- I just got off a Zoom meeting with the Chancellor's office and all the Provosts, the particular issue we were talking about was credit/no credit for students and the complications of that in terms of a systemwide decision, which would be a change in Title IV. Right now, it looks like it won't be a systemwide decision, but there are things the students can do independently. There are lots of groups that need to have grades for their courses. There are veterans, athletes, and students with financial aid, there are questions about how many units they have to have of completion. It looks like the systemwide will not go completely to credit/no credit. The interesting part of our conversation is that the campuses are in very different places. Some of them have not gone all the way off of face-to-face classes yet, they still have some face-to-face classes going. Loren mentioned a recommendation from the Governor this morning that we all should be doing in shelter in place the way that Northern California is.
- We also discussed the Chancellor's office is wanting us to ask the faculty to have some measure of the grades of the students right now or before they started their online work. The concern is for some students this is going to be inequitable because of the access they have for high speed internet, the ability they have to work online. Not that we are grading the students, but we want to make sure we have some record. I sent out an email yesterday asking faculty to try and get their grade books on Titanium up to date so we have a record of where they are. I know we have some situations where if we needed to give a grade for the students and someone were ill, we couldn't and would need to have some ability to do that.

- In terms of where we are on the campus, it looks like things are going well with our Titanium trial days. We are asking students not to come to campus, we are asking this to be a skeletal staff on campus, in terms of what is open and what is not open. Students will be moving out from the dorms, except for those students who don't have any place to move too and they will be spaced out in the housing units. If we had to close down the student housing completely, we are coming up with options for those students who don't have any place to go.

Q & A:

Q: (Kanel) If students just stop attending and they don't join zoom and they don't do anything, are we going to give them WU's and will there be full amnesty even if they had used WU's in the past? Right now, you automatically get amnesty for WU's your first semester here at Cal State Fullerton that you used a WU for all your classes, but there after if you had already had used that up, it would convert to an "F". If somebody wants to withdraw because they just can't handle it, but they are not at the doctor and don't have a medical note, are we going to let students withdraw before April 20<sup>th</sup> without any documentation, not a medical thing, but a regular withdrawal, should we allow that? Lastly the issues of incompletes, are we going to allow students to do incompletes just because they couldn't get to the work? I could see a lot of incompletes, grade changes, withdrawals, and appeals happening.

A: (Provost) I can give you my opinion on this and also the procedure we will go through. It is my opinion that we would not need documentation for withdrawals because we have documentation enough and we know this is an unusual situation. We have family members to take care of, we have grandparents in the home, we don't have access to high speed internet even though we are doing everything we can to get the students to have that ability.

Our message should be and the message that we want to communicate is we that really want people to try do it, let's see how far you can get in the semester, and let's see if you can accomplish it. We don't want to give the impression that we will have everybody do an incomplete or take a withdrawal. My perspective would be, we would be very lenient on the withdrawals because this is extremely unusual circumstances. With the incompletes it's the same way, we don't want to advertise just take an incomplete because it would be thousands and thousands of incompletes, which is a huge burden on the faculty. An incomplete is not an easy thing for the faculty member to take of. I want to trust the faculty that if a student says I really can't do this and an incomplete is the best answer, then we should be doing that.

Q: (Provost) I need to know your opinion as the Executive Committee, what do you thing about the W's (without extenuating circumstances or documentation) and the incompletes? Should we ask for documentation under these circumstances?

A: (Stambough) I would say these are extenuating circumstances and everybody is going to give the exact same answers, so why make them go through that step?

- (Walker) The policy says who approves and it says what people have to turn in, doesn't necessarily say how people have to approve it. So should faculty and chairs get a directive from the Provost to say approve withdrawals, we are actually pretty much where we can be. Given the circumstances, there is no reason not to approve these.
  - (Irene) I think we should make it as uncomplicated for students as we can, that shows our sensitivity.
  - (Wood) I'm thinking a year down the road, I don't want students to think this how it will be and then be surprised. So, we need to be very careful in messaging, so students know that this is for this unique situation.
  - (Gradilla) One thing that might help is branding certain policies COVID-19 Academic Policy, that way students know this is COVID Policies, it is not the normal policy. Students can see we are doing these special policies to cover this situation. Even if we put a memo in the transcripts this occurred during COVID-19 shutdown, that way they are covered and whoever is reading their grad school application or an employer, they can see there was an irregularity in the semester.
  - (Stohs) The flip side of this, while we have to be flexible with students, we need to ensure they are learning the material. It is not going to be easy, so being more flexible with withdrawals is a good idea.
  - (Provost) I understand your sentiment and I will talk to the Deans about it at our Zoom meeting.
- The questions about WU's and the question on amnesty on that, that's in the Executive Order 1037 and the Chancellor's office is saying they took the unanimous decision from the Provosts that they should consider looking at abandoning that for this one semester. They have not made a decision on that and we are saying we don't want to do that until we actually see how many students this effect, we don't have to put it into place because it could be put in place as late as June. We want what's best for our students but we also want to encourage people to keep going, to see how they are doing, to finish because they have plenty of time to withdraw if it looks like it is going to be problematic for them. The Chancellor's office understands the Provosts position is to rescind that Executive Order for this semester.

Q: (Gradilla) I'm assuming the Chancellor's office is aware of two dynamics, 1) we may fail the graduate in four initiative this year, and 2) the Graduation Initiative. Also, in terms of these larger top down policies we have to be aware that it is going to be a blip.

A: (Provost) I have not heard them comment on it, but I am sure they know this does not help our graduation rate when we are doing all of this to the students. This is the year the equity gap is measured, so I can't think of anything more that we can do to harm students from graduating in four years. I still want us, in all of our thinking, to continue to think about equity and that is what we are trying to do as we make or decisions. We were very concerned about closing the Library for students to come in to use the computers because we have students that do not have computers. We are distributing laptops from the Library today and tomorrow for long-term usage. We couldn't have the stations open because even if we did social distancing, we could not clean the computers at the levels we would need to clean the computers. We are trying to keep everything as equitable as we can for the students.

Q: (Matz) How many laptops are available to the students?

A: (Provost) I have not heard from IT the total amount, but at one point I know we had several hundred laptops available. Our requests have not been huge for the number of students, we have had many more for the part-time faculty. We are encouraging part-time faculty to make sure they request it as quickly as they can through their chairs today or tomorrow because right now, we have the ability for them to come pick them up.

Q: (Kanel) I have students emailing me if they should purchase their graduation regalia?

A: (Provost) There is an announcement coming out later this afternoon that we are postponing commencement. I would say they should not purchase their regalia. We want to make sure we make it clear to the students know we are not cancelling commencement, we are postponing it and the postponement will not be for two weeks. The ideas, nothing is in place, we are thinking of is postponing until the beginning of the semester or possible a winter commencement.

Q: (Kanel) Do you have a sense about summer school?

A: (Provost) We do not have any sense about summer school right now. All of the study abroad programs for the summer are being cancelled, that message will also be going out.

Q: (Kanel) As the chair of my department, how do I get access to the DL for all my students? I cannot communicate with my students through email at this point.

A: (Provost) I will find out.

- (Walker) Kristi if you have access to My Queries, we can talk offline and I can walk you through getting your students emails.

Q: (Walsh) What are we doing about registration? Do we think that is still on in April?

A: (Provost) Yes registration is still on. The advisors are working virtually, they are testing it today and it seems to be working well from the emails we have received. So, all the advising will be done virtually and registration will begin in April.

Q: (Stambough) You mentioned that all summer study abroad has been cancelled, is that the same for study away? One of the reasons that matters is financially for students who want to come back and by the time we do it, it's going to be one of those things where the airport is packed. So, trying to avoid that, is there something we can do with the away programs also? And probably sooner than later, we need an answer on programs like this one, but I'm assuming there are other ones too. I know people have done other study away domestic programs, they will need to know whether or not they can go out in the summer or not. We have a deadline in terms of housing, I'm not sure what the other ones are.

A: (Provost) I will look into this.

Q: (Stohs) Does it make sense to look into getting more classes offered in the summer? We know there will be more withdrawals and many summer classes fill up very quickly and it might be useful to have more this summer. The other big question is how does internships work for this semester? Many internships use sites that are shut down.

- (Kanel) I just cancelled as of today all internships. I sent a memo out to all the agencies and all our students letting them know that internships are suspended. I talked to my crediting body, they given us permission. I got an alternative hour log stating that because of the Corona Virus they only put in so many hours, and they are going to list how many hours they did. Each instructor has given an alternative assignment, which is going to be stated explicitly on this and the student will agree to do what the instructor says. This is what we are submitting to our crediting body. I sent it out to all our agencies already so they know. We will not let students go, even if they want to go. I got approval from the Dean's office and the faculty.

- (Provost) Kristi, can you send that to me? One of the difficulties for me is in engineering, ABET is their accrediting agency and they said they will not make any changes at all in their accreditation. Their accrediting will be in the fall and if they don't have students complete the lab, it will be held against them. I said it's almost impossible for me to believe that, this is a national issue it is not a local Orange County issue. So, I would like to show what some other accrediting agencies are doing. I don't think ABET will listen to me, but I would like to have evidence that says you have to be reasonable; you cannot have our students to come to campus when we are asking the students to stay away.

Q: (Stohs) Have the Deans talked about internships?

A: (Provost) We have talked about the fact that for engineering they are having difficulty with this and with Laurie Roades because of some of the nursing internships and what they can and cannot do.

Q: (Gradilla) Has the Chancellors office talked about financial contingency, we talked about the reserved fund that made the news last year, has there been any discussion about that? I figure for the academic year we are ok, but fall and spring is what is going to be up for debate in terms of any financial hits like the furlough year.

A: (Provost) They haven't talk with the Provosts about this. All of the Chief Academic Business Officers met yesterday for about four hours and they are meeting again today through Zoom for about four or five hours and they will be discussing all of that. They are very much aware of the financial impact of what's happening, what will happen, and what it is going to cost our universities. Each university individually it will cost us a lot, plus it will be an economic situation that will be very difficult.

- (Stohs) The CSU's have been given \$200 million for the next year from the State, but with the recession state revenues will be way down and we are first in line to be cut.

Q: (Matz) To underscore, no cases on our campus? And how are you doing?

A: (Provost) As far as I know, there are no presumptive or confirmed cases on our campus. I am doing fine; I appreciate the goodwill and the humor of everyone. I get lots of funny and encouraging emails.

- (Stohs) Irene had an idea to help those on our campus that may need additional assistance.
- (Matz) I was going to make a donation to our Campaign Fund, but I decided to take that money and give it to someone who needs the money because I think that is the place that I can better serve. So, if we have any kind of a list or information that comes to us about someone struggling, if we had one place to hold that information that people could go to and then donate to those folks. I think it could be an area of support that we hadn't thought about. It could be totally anonymous and no one would have to know. I would certainly support something like that.
  - (Provost) I think that is a great idea because this is going to be a financial strain for many and we don't know what is happening with some of the employees on campus that can't telecommute.
  - (Stohs) It may be more of a strain for many of our students. Mihaylo Starbucks shut down, which means approximately 20 students lost their jobs, and then there are students that work in the Library. I don't know how that works, but many students that are in the hourly jobs may have just lost jobs and they will be in more trouble than many of the regular employees on campus.
    - (Provost) Our student assistants are being paid thru April 5<sup>th</sup> and we will have to reassess it as we go along. That does not include those employed through ASC.
    - (Stohs) ASC employees a lot of students and they do not have the money to support them in the meantime.

Q: (Gradilla) I saw the announcement on social media that the food bank closed. Could there possibly be a message sent out from the ASI President and the President listing the food banks we are aware in the community that are helping? It would be nice if we could also say these are the resources, tell students to please check different school districts handing out food for kids, so they are aware of places they can get food. I think that would be helpful in terms of not just cutting people off from the food bank on campus.

- (Kanel) 2<sup>nd</sup> Harvest Food Bank just received a huge donation from Disneyland. Disneyland gave all there food away because they are closed for business.

- The Chancellor's office is not saying that we will be virtue through the end of the semester, but each campus gets to make that decision in terms of what's happening. From our perspective it will be reasonable that this will go through the end of the semester, we can't imagine COVID-19 being solved. Whatever the decision is made by the President and the Cabinet, it will come out shortly. We want to make sure things are done early as opposed to late.

- The RTP process in terms of there are certain files that need to be signed and I am not allowed to be on campus we have a procedure with FAR, if two people carry the records, they are considered safe and they know we have not cheated anything. To people are coming to my house, Erinn Banks and Sue Swarat, they will be bringing the sheets that I need to sign. I am not getting the whole files, the parts that are electronic once I get set up with VPN I can access those, so the RTP process we will continue with me signing those sheets.

Q: (Walsh) Is there consideration for giving junior faculty time off the clock because of COVID-19?

A: (Provost) I am talking about the files that are already been done and being signed. You are talking about for this particular year giving time off the clock, and that would be a Senate conversation. We talked about that in terms of not using the SOQ's or letting faculty choose if they wanted to use the SOQ's. Also, the RTP clock is something for you all to talk about.

- (Michele) We were just talking about the possibility of extending the RTP clock and I was wondering for lecturers who are on their six-year comprehensive review and they needed a good semester to address any issues. I want to throw that out for something to potentially consider while we are looking at tenure track faculty.

Q: (Stambough) I have a particular issue; we had a faculty member that added materials and at the department level they need wet signatures right now. I am actually going through the committee membership and I am not sure if all of them are allowed to be on campus, is there a way to handle that?

A: (Provost) Yes, talk to Ed Collom and have him talk to me. If we can't get a wet signature, if we can get something where I can contact him and work it out, I am willing to drive my car to campus and sit in the parking lot and they can bring me something and I can sign.

- (Stambough) This would be wet signatures by the committee, but I will write to Ed on this.
- (Provost) Ask Ed to copy me as he makes his decisions.
- (Stohs) In my department we already allowed electronic signatures or you email the document and they sign it and scan it back, so there are at least two ways of doing it. Ed was involved and he gave the ok for our department chair to do it.

## VII. STAFF REPORT

The All-University Elections is coming up and since the campus is closed faculty will not be able to get the required ten signatures on the petition form, so we need to decide on the petition process for this election. One thing we thought of was to send out the election notice informing faculty of the vacancies and faculty will have to notify the Senate office (by the deadline on the memo) of the vacant seat they would like to run for. We then create the ballot and faculty vote for their constituency.

- (Stohs) I could create a pdf file that will allow for electronic signatures. Although there will not be a way to verify, they could at least send the petition form around to other faculty to get the ten signatures.
  - (Staff) But if we can't verify the signatures, what is the point of them collecting them?

Q: (Stambough) How many people that pick-up petition forms don't get ten signatures?

A: (Staff) We have not run across that. The only time a petition has been invalid is if a part-time faculty member had full-time faculty member to sign their petition form or a full-time faculty member had part-time faculty member signatures on their form. That's why I'm suggesting we have the faculty notify the Senate office of what vacancy they want to run for, we create the ballot, and faculty vote for their constituency.

- (Stambough) I would be totally fine with that.
- (Walker) Skip the petition and allow the person to run if they are in the constituency. We just need to verify that the person running belongs in the constituency in which they are running. As long as we do that, we are ok.
  - (Staff) The Election Committee will verify via email that the person running belongs in the constituency in which they notified the Senate office they were running in.
- (Stambough) An official memo needs to go out stating as a result of the Corona Virus some of the procedures are going to be a little different. The memo should state it was approved by the Executive Committee and list what the changes for this year's election will be, this way in the event someone challenges the election, we have documentation of what we did and why we did it.

Q: (Kanel) Do you know how many seats are available in every constituency and at-large yet?

A: (Staff) We are still working of that.

Q: (Kanel) You mention them running in the constituency, but I believe there are some at-large seats available. Are you going to seat those vacancies well?

A: (Staff) Yes. The process will cover the at-large seats as well.

(Walker) About half of the petitions come with whatever random Senators were at the Senate meeting the day before the deadline, so we should just do away with the whole signature process altogether.

(Stohs) Maybe we will change the UPS.

## VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board [Stohs], T, 3-10-20, 1:15 - 3:45 PM, TSU Legislative Chambers  
No report submitted.
- 8.2 Internships & Service Learning Committee [Walsh], W, 3-11-20, 9:00 - 10:00 AM, PLS-360  
No report submitted.
- 8.3 University Advancement Committee [Stambough], W, 3-11-20, 9:00 - 10:00 AM, CP-810  
No report submitted.
- 8.4 General Education Committee [Wood], F, 3-13-20, 2:00 - 4:00 PM, MH-141  
Meeting cancelled.
- 8.5 Library Committee [Matz], M, 3-16-20, 11:00 AM - 12:00 PM, PLS-299  
Meeting cancelled.
- 8.6 Extended Education Committee [Matz], M, 3-16-20, 3:00 - 4:00 PM, THall 1347  
Meeting cancelled.

### Additional Report:

Q: (Kanel) Academic Standards Committee is working on the Appeals Document. We changed the flow chart and we made changes to the document to make it clear for everyone. ASC is scheduled to meet next Friday and we are supposed to vote on the document, but since the Coronavirus situation the committee members have not been communicating, they are super busy right now. Can I do something where I have the Executive Committee look at the document or should I do an invitation to Zoom to see if the committee members join?

- (Gradilla) Maybe send out a Qualtrics survey with a yes/no option to approve the document.
- (Stambough) Send an email to the committee listing the changes received from the feedback and state if there are not objections the document will be forwarded to the Executive Committee?

## IX. NEW BUSINESS

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

(Walker) Line 38: add wording to read: Prior to approving the proposal, Deans shall consult with the other college deans

M/S/P (Kanel/Walsh) Motion to amend document and forward to the Academic Senate for approval.  
Motion passed.

## X. ADJOURNMENT

Meeting adjourned at 1:00 pm.