



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
APRIL 1, 2020**

Approved 4-14-20

3:00 PM - 5:00 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 3:10 pm.

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

- (Matz) Jon Brusckke's father passed away a few days ago, we need to send something from the Senate.
- (Kanel) Michelle and I are starting a support group program for faculty to let them know they are not alone. We explain to them what can happen when under times of stress and that it is good to talk in a group. We would like the groups to consist of ten people or less. We are not calling it therapy, it is not critical instant debriefing, but when you have a therapist running these things therapeutic stuff happens.

I reached out to Social Work, Public Health, Human Services, Counseling, and I have a couple people to help out as well. These things are very effective, we will be in a Zoom group of ten or less for an hour or two at the most. People just express their feelings, you validate it, and you give information. It is always good to have two people who are running the meeting. It is preventive work, to prevent people from needing therapy. It is not therapy, we are not diagnosing, it's not a treatment; it's just a support type group. I have also been working with the Provost on this and she has talked with our counsel about it.

- (Provost) We have the letter that is going to go out. The attorney looked at it because we have to make sure we are not saying something that is beyond the scope. There were a few changes she made, but nothing substantive. My question was is this the time we should send it or should we wait until we go back to class. The Deans all thought we should send it now, they said this is not a regular spring break and it would be a good time to send it.

There were other faculty who volunteered but I'm not sure we should list them in the letter, I was thinking I would be from just Kristi and Michelle. If it's ok with you, I will do a short introduction and let the message come from Kristi and Michelle because you are the ones who are actually going to put this in place.

- (Walsh) I would suggest it is not the best idea to send out on spring break. I have been talking to my faculty and most of them want to have a break this week and not be looking at emails, so I think it might be better to send out on Monday.
- (Provost) I will let the Executive Committee decide. The Deans felt it should go out, but I am very sensitive and I don't want to send out anything from the Provost during the spring break because I don't want it to look like it is anything that is required. This is not required, it is for the faculties benefit and the Deans were thinking that maybe the faculty would have a little more time right now and might want to get together. We can do it when you all think it is the right time.
- The Executive Committee agreed to wait on sending this out.

IV. APPROVAL OF MINUTES

- 4.1 EC Minutes (Draft) 3-17-20
Minutes were approved.

4.2 EC Minutes (Draft) 3-24-20
Minutes were approved.

V. CHAIR'S REPORT

No report.

VI. PROVOST REPORT

6.1 Internships

(Provost) In UPS 411.601 Policy on Academic Internships, Section II.6 states "The field component of an internship assignment shall total not less than 40 hours per student semester unit of credit". We have a lot of internships that are field work and they are not going to be able to complete that many hours because of COVID-19; we were wondering about relaxing that for this semester. Kristi, you have some accrediting agencies that are relaxing it for your interns?

A: (Kanel) Our accrediting agencies said to give alternative assignments. All my field worker instructors give alternative assignments and everybody is going to get their 120 hours, even in the summer. They are telling us as long as COVID-19 affects society and people can't go work openly in their agencies, just give alternative assignments and we are going to honor what you give us and it will not affect, we will write it up in our accreditation narrative.

- (Provost) That is what we would like to have for the UPS document, that we can use alternative assignments. Some of the field work, they are not accredited, but they want to use alternative assignments for these hours as opposed to actually being in the field. I don't know if the statement you are making about extenuating circumstances will cover this.

Q: Faculty are asking the question can we still give them credit for the class although they couldn't do the field work, they have alternative assignments?

A: (Stohs) What I have heard about different departments, they are already doing that. I think the approach of changing the Constitution, saying emergency measures can take place for any UPS that is necessary would make sense.

- (Stambough) If we do that and a quick resolution on Internships stating instructors are encouraged to allowed alternative assignments to cover the number of hours not fulfilled in an internship.
- (Provost) It is for this semester or for the period of COVID-19. It is not a change in the policy, it's an emergency measure.

6.2 Summer Session

(Provost) We need to put both summer session virtual, for the same reason we did for this semester. All of the CSU's are doing virtual summer sessions, one of them is questioning it. Some of the CSU's are trying to hold out for the second session being face-to-face, I would rather it be one decision for summer sessions because it is too confusing for people to wait and wonder what is happening and what am I supposed to do.

Q: (Kanel) I am getting a million emails from my students about summer internships and I told them to hang tight until we find out what the policy is of the university regarding field work. Am I now to tell my students it's virtual with alternative assignments? Do not even bother to call agencies?

A: (Provost) We just talked about this in my last meeting with the AVPs. Mark Filowtiz was talking about this from Academic Programs perspective and they wanted to know what do we do about internships and field work for the summer. Also, what do we do about research on the campus in the summer? We don't know what is going to happen so it seems in the best interest of the students, we should plan on it being virtual. If something changes and everything is fine by July, then they can do internships face-to-face, but we don't see that happening at the moment.

Q: (Kanel) Are you going to be making a formal announcement or should I ahead and tell the students? Plus, I have to tell all my agencies to don't expect our students to come serve over the summer. When will be a formal announcement on that?

A: (Provost) A formal announcement will go out as soon as I talk to the President. I wanted to talk to the Exec Committee first, making sure we have checked in with all the stakeholders. I will be talking with the President after this meeting. I think the sooner we make the announcement the better. Students have already started registering for face-to-face classes, so now we have to say we are not going to have those. We couldn't make the decision before this because we had to have too many consultations, which is fine, it's our that our process goes.

It is fine to start telling the agencies without the formal announcement, I don't think they would be surprised.

- (Kanel) All my agencies are pressuring students to go and work at these senior centers saying you are young, you can go work here, we need it. Our students are so kind, they don't want to turn it down, so it actually helps to have a pronouncement from the university level so the students won't feel guilty and obligated to go serve.

(Stohs) We will move on to review the three new resolutions that were drafted:

- Resolution in Support of Extending the Deadline to Change to CR/NCR Grading

(Walker) Line 22: Change May 29th to June 5th

We will have a final review of this document next week, then add it to the April 9th AS agenda.

- Resolution in Support of Student Withdrawals and Waiving EO 1037

(Stohs) Line 25: add the word "submitted" between the words withdrawal and prior.

We will have a final review of this document next week, then add it to the April 9th AS agenda.

- Resolution in Support of Allowing CR/NCR Grading to be Used in Place of Letter Grades

We will have a final review of this document next week, then add it to the April 9th AS agenda.

VII. COMMITTEE LIAISON REPORTS

- 7.1 Faculty Affairs Committee/Diversity & Inclusion Committee [Walker/Gradilla], T, 3-27-20, 10:00 AM - 12:00 PM, Zoom

(Gradilla) We are working on the new document for faculty recruitment. We will have our next joint committee meeting on April 9th.

VIII. UNFINISHED BUSINESS

- 8.1 Revisions to UPS 300.030 Academic Appeals

(Kanel) Changes were made to the document based on the discussion we had at the last Exec meeting. I met with Academic Standards and we came up with a document that we all agreed upon with new wording which was passed by the committee.

(Stohs) We will continue discussion of this document at next week's Exec meeting.

IX. NEW BUSINESS

- 9.1 New Course Proposals - Spring 2020

Add to the AS April 9th agenda as a Consent Calendar item.

- 9.2 Resolution on Extending the Tenure Clock

(Matz) Line 20: remove the second word "the" from the sentence.

- 9.3 Resolution Allowing Continued Virtual Instruction without Approval

This document was reviewed and discussion will continue at next week's Exec meeting.

9.4 Revisions to UPS 300.020 - Grading Practices

This document was reviewed and discussion will continue at next week's Exec meeting.

(Walker) Lines 76-79: take that language from this document and add it into the AS Constitution in Article III, Section 16.

9.5 Considerations for mental health during the crisis – suggestions (e.g., have Student Affairs staff assist with academic advising, urge CAPS to be pro-active, others)

(Stohs) There are suggestions:

1. CAPS needs to be proactive and concerned about potential suicides.
 - (Wood) It would be very helpful for our faculty if they could have resources so they would know what to do in this weird setting. Normally they see students face-to-face and can pick up on cues and I am super concerned about suicides, because I am already hearing about them on campuses. I would like if the department chair can send out a set of tools for faculty to refer too when observing student. In the Counseling Department they all know exactly what to do, but in our other departments they are less experienced, and our part-time lecturers don't all have those skills. Because everything is upside down and faculty are stretched thin, it would be great if they had something to guide them so that at every possible touch point with students, we could all be doing positive things.
 - (Stohs) On our on website we have that red folder and if you click on it, it will take you to the California State University System. The red folder is another thing, for this short period of time, that could be put on the COVID-19 website for the university so that faculty and students could find easily. Maybe we can suggest the CSU system update it and make additional comments in there for this emergency period. The red folder comes close to what Michelle was suggesting and it is already started, so if we can do something with that, expand it and make it more obvious. I think on everyone's computer on campus it is loaded automatically on the desktop, but now that people are working from home they may not know where to find it.
 - (Provost) It might be something for me to send out to faculty in one of my weekly messages to download it and put on their desktop.
 - (Gradilla) I think it would be good to set-up in our search bar very simple terms you can use such as depression, in trouble, or suicide and it will lead you to the right place. If we could embed buzzwords that would lead to the right place on our webpage?
 - (Kanel) That is why they set up YOU@fullerton.edu it categorizes you where to go. But I don't think students are aware of it, but they did send a mass email out to students.
 - (Stohs) We didn't receive it.
 - (Provost) The email went out to students on Friday before spring break, but I didn't send it out to faculty. Faculty will get the announcement along with the link when school starts on Monday and I will be asking faculty to include the link on their Titanium and to remind students about it.
2. It's possible that some Student Affairs staff are not as busy as they have been, but some of them might be able to help out with the academic advising and everything else that will be coming on them in the next two months.
 - (Gradilla) Now that we have clarity in terms of the grading and protecting the academic future of our students, Student Affairs staff can be repurposed temporarily as helpers in academic advising. I think we do have to embrace that we are in an emergency and the Student Affairs professionals are technically, generally and broadly trained. They can do a quick study of our grade policy, graduations, all sorts of advising, and double counting so they can be divided up between the colleges.

I'm thinking about HSS in terms of how these students are going to overwhelm the three or four people we have. I think we are going to have to have all hands on deck in terms of repurposing folks to really help do this so that major and grad advisors don't feel overwhelmed; we need that support team. We are in a crisis and we need those other Student Affairs professionals to be repurposed temporarily to help us get through this time period.

- (Provost) That is a very good idea and I know that Harry will be very onboard with that. As we looked at the CR/NC policy one of the issues was the Deans and the Cabinet felt that five days was too short of a time for review, that the students needed longer time for review. Before that May 22nd date comes, we need lots of advising of the students. Even though we are thinking of putting up a portal to make sure students know information, I think it is going to be very difficult unless people talk to a human being.

I completely agree we need to have these advisors. They won't know all of the intricacies, but what they will know is don't choose credit/noncredit, a "D" in GE class passes, so don't choose credit because you will get a noncredit and not pass. It is some very simple things that we could help the Student Affairs staff do because I know they want to help the students.

Q: (Matz) When we discuss the students going to their portal to make a decision about their grade, if we can navigate that so it is more simplistic for them and not confusing when they put that together, that would be a great help to our students and also to the faculty they may contact.

A: (Provost) We do realize that starting May 22nd, when the students can see their grades, if that is the first time they see their grades, faculty are off at that point. That is why we are hoping that people can think about it before that point. They might know their final grade, but they will know the options of what they should or should not do.

- (Kanel) We need to have a FAQs on the portal for GE advising and forms the students can access easily and quickly.
- (Walker) www.assist.org is a good website to assist students.
- (Kanel) Regarding the advisement, I don't think we should wait until the grades are turned in for this. We need to be telling students ahead of time that these are options and this is coming down, so they can start preparing for it and not wait until their grades come in to be told this. This is something they can be talking about with their major advisors ahead of time when it relates to a major class. I don't want Student Affairs doing advisement for major issues, and only advise on GE, administrative issues, or where to go to get a referral for counseling; they should not touch major advisement.
- (Stambough) A few years ago when we had the Student Success Initiative money and hired a lot of advisors, the problems I heard from students was they were getting a lot of different voices in their heads from different parts of the org chart that weren't necessarily coordinated and communicated. If we are going to identify people, maybe it is some of the Student Affairs people Alexandro is talking about or whatever those resources are, can they coordinate directly through departments, even have certain people that are assigned to different departments. Without that, we are going to end up confusing a lot of the students that shouldn't be. They are mostly going to go to the faculty in their class to ask is this a good option for me? Knowing that students are probably going to go there, coordinating this, whatever resources we free up for advising ahead of time for credit/no credit, it has got to be coordinated through the departments somehow. The resources have got to flow through that part of the org chart, it cannot be separate or it is going to confuse the students more and are going to end up with problems.

9.6 Potential resolution about contingent faculty evaluations

9.7 How to Run the Election Meeting Via Zoom - (Discussion)

9.8 How Many Meetings Should We Have for the Rest of Spring 2020 - (Discussion with Calendar of meetings)

9.9 Questions for upcoming VP (SA and AA/Provost) interviews by Exec

X. ADJOURNMENT

Meeting adjourned at 4:50 pm.