



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
APRIL 28, 2020**

Approved 5-12-20

11:30 AM - 12:50 PM

ZOOM Meeting

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

I. CALL TO ORDER

Chair Stohs called the meeting to order at 11:35 am.

II. URGENT BUSINESS

➤ The Executive Committee discussed the Provost search.

III. ANNOUNCEMENTS

No announcements.

IV. APPROVAL OF MINUTES

Minutes were approved.

4.1 EC Minutes (Draft) 4-21-20

V. CHAIR'S REPORT

- We have the Provost interviews next week on Tuesday, Wednesday, and Thursday from 10:15 am - 11:00 am. They have asked me to be the moderator for the interviews, but I will be in the ASCSU meetings as well, so I might transfer the moderator to Alexandro. I sent out the questions for the interviews and we can go through those today.
- Under new business last week, we discussed UPS 411.104 Policy on Online Instruction and the question was if we could expedite that. The document has a paragraph in it that allows for an expedited process. So, I'm not sure if we need to go through that document anymore. Is that ok with everyone?
 - (Walsh) There was some confusion in my college about what the expedited process is. Sheryl said last Wednesday that any faculty member that wanted to take their class online could, if it had not been approved for online that it would still go through the College Curriculum Committee. That does not recognize the fact they do not work during the summer and people are not going to have 16-week syllabi ready by the end of this semester, so it's too cumbersome it is not going to work.
 - (Walker) I think the simplest process would be to basically say we are going to approve whatever it is and all it has to do is go up to the Dean's office so the Dean's office is aware of what's happening.

Q: (Matz) Are we saying that if we are virtual in the fall that it has to be asynchronous or online? What are we saying?

A: (Stohs) Maybe that is what the Provost will be talking to us about.

- (Dabirian) If it's a face-to-face class, it becomes virtual. If it's an online class that means it's asynchronous, delivered in the methods we discussed in the approval process.
- (Kanel) To me it makes sense to just say we are offering everything to start with in the fall virtual, either asynchronous or synchronous. If it is scheduled as an on campus class synchronous, that faculty member has a choice to make it online completely asynchronous if they want. If that class is not already approved as online, there should be this quick process where they make it online, run it through the Dean's office, and the Dean gives the approval.

But I don't know why we need the Dean's approval, that is more cumbersome. I think we should just trust faculty to make it online and that's the bottom line and it's only going to be for a year. If they want it to be more than this year, they need to go through the Curriculog process.

- (Wood) I am a little confused thinking through what it will be like for students coming back in the fall virtually and then transition into normal on campus. How does housing for our students work? How do people who live remotely who enroll in classes work? Do they then have to suddenly move to Fullerton?
 - (Dabirian) I really don't think anybody is saying come virtually or don't, I think it is all about planning. It's all about planning if we have too. Nobody knows what's going on, we are just planning if we have to go virtual, we are planning if we have to go face-to-face.
- For the Marathon meeting, so far, we have UPS 300.030 - Academic Appeals and UPS 210.001 - Recruitment and Appointment of Tenure-Track Faculty. Is there anything else that we have for the Marathon meeting? If not, it will not be the usual Marathon meeting.
- Q: (Dabirian) Usually the Marathon meeting starts at 8:30 am and includes breakfast, so if we don't have enough business, do we want to make the meeting time shorter? Maybe we can start the meeting at 10:00 am.
- A: (Stohs) We will talk about that at next week's Exec meeting.

VI. STAFF REPORT

- As of today, we have 501 people that have voted.
- I talked with Danielle Garcia and the President wants to do more than just a memo announcing the faculty award recipients, so he will take time out at the AS Marathon meeting to acknowledge the recipients and their accomplishments. We will factor that into the agenda.
- For the AS Electoral meeting, we need to announce that meeting will be for Senators only because that is the only way we could control the vote for the AY 20-21 Executive Committee. So, we need to let the people know. We will add a passcode for that meeting and only the Senators will receive the invitation to that meeting.
- (Dabirian) I respectfully think we should do it a little differently. Our Senate meetings are public meetings, so what I recommend is that we have Executive Session to conduct the vote. People can come to the Electoral meeting and then announce that we are going to the voting process and there will be another zoom just for Senators to do the election, then we come back to the main zoom and announce the election results in the public setting meeting.
- Q: (Stambough) Would it be possible to the zoom for Senators only and broadcast it via YouTube like they did with the overflow for the Town Hall?
- A: (Dabirian) Yes, we could do it that way.
- Q: (Walker) Could we utilize the webinar feature and make all the Senators panelists and we could control who is doing what? The public could still be there and they could ask question in chat.
- A: (Dabirian) Let's have Sheretha work with Willie Peng in IT, he can assist her with the set-up. They can test the voting and everything, so the public can come and only the Senators can vote.
- At the AS Marathon meeting we usually acknowledge the outgoing Senators, the AS committee chairs, and the Executive Committee, since we are in the process of recruiting a new Provost that would make Pam an outgoing Senator. Do you all want to do a resolution for her?
- Q: (Kanel) I was wondering if Michelle and I could draft the resolution for Pam? If so, that would mean getting access to her CV. Do you know a way we would get access to her CV?
- A: (Gradilla) Contact her assistant Erinn Banks.

VII. COMMITTEE LIAISON REPORTS

- 7.1 Planning, Resource, & Budget Committee [Dabirian], F, 4-24-20, 1:00 - 2:30 PM, Zoom
No report submitted.

VIII. NEW BUSINESS

- 8.1 Planning (discuss items that need to be handled)
- 8.2 UPS 411.104 - Policy on Online Instruction
(Stohs) We discussed this in the chair's report.

8.3 New Program Proposals - Spring 2020

(Stohs) This will be added to the May 7th AS agenda as a Consent Calendar item.

8.4 Committee Interest - AY 2020-21

(Staff) We have identified those that expressed to continue to serve on the various committees as well as those that have expressed high interest. Please look through the spreadsheet and if you have any suggestions where there are vacancies, send them to the Senate office and we will include them in an updated spreadsheet for next week's Exec meeting.

- (Stohs) I will go through and find where we don't have volunteers and put them all in one email and send it out the department chairs to assist with identifying faculty to serve.

Provost Oliver joined in the meeting and there was extensive discussion on the item below:

Last week's issue of us trying to help prepare the faculty saying we want you to at least plan for a couple of weeks of be virtual if we need you too, became we are going virtual and we will be virtual for a whole semester. It got put in the Orange County Register and it keeps getting cited over and over, no matter how many times we sent out a retraction. It doesn't even have to be a retraction because we didn't say anything that indicated that, it was a misinterpretation. What we are trying to do is move ahead in terms of what our planning is.

We are talking about basically is how do we create a road map to reopen for the fall. The road map to reopen would consist of some things, some are fairly obvious and I mentioned them at the Student Town Hall. A two hundred class in a large lecture hall, we don't see any way that could be operated in the fall, it doesn't seem reasonable with where we are with COVID-19. The issue is we need to find out first from the Governor is what will the guidelines be. We need to know from the Chancellor's office, what does the Chancellor's office want the universities in the system to do. And then we have to have the health issues, in terms of the CDC and the Orange County Public Health. Things are in a place where we need to wait, but on the other hand, faculty are off contract on May 22nd, so they need to have some kind of guidance of what they should be expecting.

The Infectious Disease Working Group sent some suggestions to the Cabinet with four different recommendations last week. One of the recommendations, which we had mentioned is Academic Affairs would have a working group that would do the planning for phase reintegration of in-person instruction and ongoing support for virtual classes.

I have a suggested list of people that I would like to be on this particular working group, it has not been formed yet this is tentative and I would like to have your opinion on it. We would like for it to be wide spread representation with somebody from various areas. I was thinking of someone from the following areas:

- Academic Senate Executive Committee
- The Council of Deans (Emily Bonney has volunteered and there might be another Dean)
- The Union would like a representative (Michael Shafae would be a good representative from CFA)
- Alyssa Adamson, the budget person for Academic Affairs
- Elizabeth Boretz, is in charge of the Academic Advisement Center and works with the Student Success Teams
- Erica Bowers, from Faculty Development Center
- Shelly Wynants, she is in charge of our online education
- Jacqueline Drumm, she is the space planning person in Academic Affairs

I would take suggestions for faculty you think would be good for this group. We want to meet next week on the basic planning for what will happen in the fall. We will do as much as we can before May 22nd, but some things might have to be done during the summer.

Q: (Stohs) When did you want to form this committee?

A: (Provost) Now. But what I need from Exec is to know if the composition of the group make sense? You can send me an email with suggestions of faculty that you think will be amenable for this group. If we have to do anything over the summer, we would want to give them a stipend.

- (Stambough) One group to look for would be the some of twelve month chairs. I know they have a lot to do, but they are going to be the ones handling scheduling particularly in the large departments and that is going to be the ones that will be more difficult. People have to realize the unit of analysis and we have to keep that in mind because even if we bring a class back in person, there will be students in that class that will not be allowed to go because of underlying conditions. Every one of the classes coming back in person is going to have to have the option of some televised version, remote, or virtual aspect of instruction is going to have to be included in that.

- (Provost) Thanks to IT, we now have cameras in all our classrooms.

- (Wood) Faculty on that committee should reflect departments that have expertise in health, epidemics, and crisis. It should also reflect departments that unique traveling challenging situations (i.e., labs, internships, studio, and performances). I think that would give the best representation on your committee.
- (Walker) I didn't hear DSS. But any of the services, we have to think about coming back to campus or processes that we might need to help deal with how do we coordinate how do we come back or not coming back and making that decision. One thing that comes to mind is it might be that the Infectious Disease Working Group become kind of an executive committee of these groups in order to manage it better so you don't have a group that is so large making those decisions, but you have a smaller group that gets reports about how to link up the different things. There are so many different things to think about.
 - (Provost) I know there is a group that is going to be looking at how do we move through the hallways, in and out of the classes, what do we do about the restrooms, and what do we do about sanitation. So, there is another working group for that. We have to communicate really well among the groups so we are not stepping on each other toes and we are not duplicating efforts.
- (Gradilla) One of the things that Denmark did and I think we could do easily is they started using tents, similar to what we use for graduation. So basically, put up a lot of mobile tents, we have the spacing for it, for those faculty willing to teach in those spaces. Mobile technology put up in the morning and removed in the evening so that it doesn't go away in the middle of the night. Create incentives for departments and chairs to use the portable facilities.
- (Walker) The interaction between facilities and the planning of classrooms and research things opening up is really important. We are talking about a sixty to eighty percent reduction in the capacity of our classrooms. If you think about having fifty people in SGMH 1502, which is the biggest classroom on campus. That classroom exits to two floors and on both floors, there is not a lot of space for students to move around. The logistic issues of how do we let people out of class in a way that allows them to maintain social distancing.
 - (Dabirian) All the lecture halls are going to be trouble.
- (Wood) First, I think we need to be sensitive to overloading faculty, so the solution can't be a larger teaching burden then they would already have, because they are already overwhelmed with the changes.

Q: (Provost) In terms of not overloading the faculty, would you suggest that I not have faculty on this committee?

A: (Wood) We need faculty on the committee, my concern about overloading the faculty is the teaching solution.

Second, I think there is a difference between actual risk and perceived risk. We have to accept the fact that perceived risk is every bit as important as actual risk and, in the end, no matter how much we focus on real risk, the perceived risk is going to drive our decisions because that is what's going to end up amplified in the media. We can resist it and focus on real risk, but then we going to end up changing our minds later because of the perception. I think that is important to think about and accept and plan forward with. I also made a comment about my concerns about housing and parking. How do we prorated that and how do we facilitate students getting housing later and the confusion that might arise with all of that?

- (Provost) The housing question is really important as we plan forward, not just how do we house the students with enough space and enough ventilation. If we say we are going to start a certain class virtual then we are going to bring it back to campus, the student might be in Bakersfield and they can't come back to campus because they took online. We need to communicate with the students about what will the class be in as definite a way as we can.
- (Kanel) An issue I have is issue of restroom usage, are we going to have one at a time go in? Are they going to be sanitized? In my building, we do not have regular cleanliness of our restrooms or our floors. The other issue I have was about FTEs, a lot of departments depend on those hundred and two hundred student classrooms to keep their SFR and to keep their budget intact. I do worry about these other departments on campus who rely on those huge classrooms, so that is something that has to be dealt with.

Another thing is the concept if you having ten or less, like we have in our labs where they sit around in a circle in a small breakout room, but I am thinking maybe they could be put in one of our rooms that hold forty-seven people and that way they can sit around in a big circle and definitely be six feet apart. That makes sense for those types of processes and I think we should approve that to some extent as long as they are with sanitation. We could have sanitizer, we could clean the doorknobs, and let students out one at a time.

We have a lab that holds twenty-five with computers, I wonder if we let twelve in one day and twelve in the other day, if that could be allowed so they could use the computers.

Q: (Stambough) What do you need information wise from departments at this point if they could be gathering information about their schedules, their classes, their students, or whatever it might be?

A: (Provost) That is what I have been talking with the Dean about. In the Council of Deans, we have been talking about what would this look like, how could we gather this.

Q: (Matz) The news has been reporting that several universities are giving reimbursements to students for services they are not able to receive because they have shut down due to the virus. Are we doing anything like that? Or have we made a decision?

A: (Provost) Yes, we have made a decision. We are reimbursing for housing if they had to move out of housing and for parking if they are not using parking. Other fees they pay are for things such as the TSU which is run through ASI. The students are paying off the debt on building that building. It isn't a matter of usage, it's a matter of paying off what already exists. The students voted that fee and for the building to be there. Students before it was build were actually paying those fees, students now that can use it are paying those fees, but students who can't use it are paying those fees. It is frustrating for the students and I understand that, but the facility still exists and the ASI Board still works. The people that support ASI are still there, so it is a matter of employment and a matter of debt payment that we have to keep charging. We are trying to communicate that with the students.

- (Wood) We had an issue come up in our department with a student who turned to a faculty member, had a loss of a faculty member to COVID-19. She was bereft, felt like she was a failure because she was a public health student. I'm thinking about the fall and moving forward, can we be thinking about a memorial service for the campus community to honor all the losses. Installation from the Art Department to memorialize, to honor people who have been lost. Musical performances. Maybe every college could offer some way of honoring/memorializing what we've lost and possibly celebrating, if we ever get to that point, how we feel we recovered. I know it's too early to do these things now, but we can be thinking about them and planning for them. I want the students to have a way to grieve.
- (Stohs) A faculty member in Anthropology that realized that mail is going to some departments and we were told it would over in the Central Mailroom. But apparently some of it is piling up in departments without any easy way to get it. We need to check if mail is going to departments.
 - (Provost) Everything is supposed to be going to the Central Mailroom.
 - (Walker) I have been delivering NSM mail so that it doesn't pile up. At this point in any of our departments we don't have an excessive amount of mail, the volume has reduced quite a bit. I think HHD has been dealing with mail in a similar kind of way.
- (Kanel) My students want to give out their medallions and chords to students who earned it through their club. They wanted to put them in a trunk and have people go get them in the parking lot and I brought that up with my Dean and was told no you could not have them do that. Do I just tell the association they are not going to be able to do that this year because it's against the law to give out students addresses? I will just tell them to put it off for now.
- (Dabirian) I heard from the bookstore that students were ordering scantrons and having them delivered to their house. I will get to the bottom of this and get back to you.
- (Provost) We would like to do something for the classes that we are going to be offering online in the fall, those are the ones that are fifty or over. They have not been approved for online, but we would like to have a streamlined process only for the fall semester. The class would be recommended by the department as something that could be or should be something that is pedagogically taught online and the Dean would approve it. It would stay only in their college and no other place, not a College Curriculum Committee. This would give us the ability to put in the schedule that the class is going to be online synchronous or online asynchronous and the students would know what that means.
 - (Stohs) We actually discussed this earlier and we even think it could remain at the departmental level without going to the Dean.
 - (Provost) I need to know from the Deans who is doing this because we have a WASC issue. At this point WASC doesn't know their policy for the fall. We can't have a program that has more than fifty percent of their courses online. So, we are trying to balance out what is allowed.

IX. ADJOURNMENT

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