



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
MAY 12, 2020**

*Approved 5-19-20*

**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 11:30 am.

## **II. URGENT BUSINESS**

Last week there was pretty strong consensus about the Executive Committee's view of the Provost candidates. The President thinks it is best that we do not meet with him as a group, but that we could send in joint letter. Would two people have time to work on the joint letter from the Executive Committee?

- We could do a joint letter, but everyone should also put in our individual feedback forms because the responses that go to the search committee gets weighted better if we do both.
- It would be a good idea for everyone to send in their thoughts and then a letter can be synthesized from that.

## **III. ANNOUNCEMENTS**

- (Dabirian) An email will go out to campus this week informing everyone of a new option IT is offering where you can use your campus phone remotely. By setting up a softphone, you will be able to receive and make calls and it will display your campus number instead of your personal phone number. Softphone can be used with a laptop, iPhone, or iPad.

Q: (Matz) Are we allowed to take our desktops home?

A: (Dabirian) There is no need to take your desktop home. We are looking at two things: 1) how we can let people take their monitors home, so they can have dual monitors at home, and 2) how to give extra keyboards at home. This will allow for more of a docking station set-up.

I will share with you an email that was sent out to the Dean's and you can share it with your department chairs. We want to know what people's needs are so we can do a better job of responding to them.

- (Gradilla) I think it would be great if there could be a quick survey of documents and processes where we could do a virtual sign-off. I have been withdrawing students and that is such a nightmare in terms of the forms and email chain. If we be nice if all our documents could move to online and move easily between offices and not caught between an email chain.

A: (Dabirian) One of the things I am trying to push is Adobe Sign across the campus. The problem is some of the departments do not like it. We have two concepts, we could use Adobe Experience Manager, which is a workflow engine. I don't like Adobe Experience Manager because it is complicated and people make it more complicated. I like Adobe Sign because you can create a simple form with multiple signatures electronic that can move from one place to another, and it is a legal signature. I am trying to push that across the campus, as much as we can, but we have got to get the departments to agree on it.

Q: (Stambough) Would it make sense to have a report from the IT Committee on the recommendations for this and have it presented as a committee report at the Senate?

A: (Dabirian) I think it would be good, even at the AS Marathon meeting, to say we are requesting departments to work with IT to make the processes simpler. Even if we just put it on the record some place as an announcement.

Q: (Stambough) Could you put together a three clause resolution and we could bring it up as urgent business? We could get the Senate's vote and the distribution list to the department chairs and associate deans.

A: (Dabirian) I don't want to take it to a resolution level.

- (Walker) One of the issues is that a lot of the ASA's and ASC's don't know they have access to Adobe Sign. There is nothing on how to use the add-in in outlook, I think if people had some of those tools and there were some good how to's on that, it would help make your case. Also, they know how to get to the signature stuff on their desktop version of Adobe, but they don't know how to log into the online version.
- (Stohs) I think the University has a goal of announcing the new Provost a week from this Friday, so things will be wrapping up quickly.
- (Wood) One of our staff that works with the union and serves on the Committee for Environmental Health on campus and there is a big furor over custodial service, the cleaning of space, and health issues.

#### **IV. APPROVAL OF MINUTES**

The minutes were approved.

4.1 EC Minutes (Draft) 4-28-20

4.2 EC Minutes (Draft) 5-5-20

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

- There will be an ASCSU Report for Thursday. There was no real discussion on Ethnic Studies Proposal from the Chancellor's office to the Board of Trustees, they let it go forward without saying anything.
- We will have a resolution commending the campus during COVID-19 as a new business item at the May 14<sup>th</sup> AS Marathon meeting.

#### **VI. STAFF REPORT**

No report.

#### **VII. COMMITTEE LIAISON REPORTS**

7.1 International Education Committee [Dabirian], W, 5-6-20, 11:00 AM - 12: PM, Zoom

- Election of next chair: April Bullock was elected as the next chair.
- Chris Swarat and Jack Hobson discussed the challenges of managing international program. The uncertainty of future operation makes it more challenging for global education. Virtual study abroad is in consideration.
- CSU IP GE category substitution discussion needs to be postponed.
- US is not currently issuing passport for non-emergency travel. That limits international travel for global education.
- (Walker) The new co-chairs for Faculty Affairs Committee, Joao Barros and Peter de Lijser, will met with Kristin Stang, Ed Collom, and myself to work on the future direction of the committee for the annual report.

#### **VIII. UNFINISHED BUSINESS**

8.1 Committee Interest - AY 2020-21

Worked on filling the standing committee vacancies. An email will be sent out to faculty asking them to serve. Once we receive an acceptance, the faculty member's name will be added to the May 14th AS Electoral meeting agenda as a consent calendar item.

#### **IX. NEW BUSINESS**

9.1 A Resolution on Native Land Acknowledgement

Executive committee reviewed and made minor edits to the resolution.

(Stohs) We will add this document to the May 14th AS Marathon agenda as a new business item.

#### **X. ADJOURNMENT**

M/S/P (Wood/Matz) Meeting ended at 12:50 pm.