



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MAY 5, 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 11:30 am.

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

No announcements.

IV. APPROVAL OF MINUTES

4.1 EC Minutes (Draft) 4-28-20 - *forthcoming*

V. CHAIR'S REPORT

No report.

VI. PROVOST REPORT - 12:30 PM

You said there was confusion about the classes that are fifty and over being placed online. I wanted to explain the reasoning on that. What we are trying to do is clear out enough space for the students to be on campus, that need to be on campus in the fall.

The idea is we would have those courses (i.e., labs, engineering students that use large machinery, glass blowing, ceramics, science labs, capstone classes, and graduate seminars) be the priority classes. Right now, those are meeting in pretty small rooms, and they will need to be in larger rooms in order to have the space. The space you need is six feet, but it is not six feet around you its 115 square feet around you which is six feet in all directions.

What we wanted to do was give the faculty as much warning as possible of what is going to happen with those classes. It's one thing for us to say right now these courses need to be offered online, it's another thing to say it August 10th or 15th. Each of the Deans is talking with the Department Chairs about what options we have. As we move forward, there will be more conversations about the other classes and what do we need to have on campus and what could be online. In addition to that, we have individuals because of their age or health conditions cannot teach face-to-face, so they also need to be accommodated. We want the students to know as much as possible, we can't tell them everything, because some things are unknown. But if we know particular courses will be online or virtual, it's better to get it in the schedule now then to surprise them.

Right now, we are calling it virtual, but the difficulty for us is the schedule does not use the term virtual at all, it uses the term web online. What we are thinking for the students it might be better to use the term web online synchronous or web online asynchronous. We are trying to make it best for the students.

Q: (Kanel) My faculty have a question regarding Hybridizing. Let's say it's a synchronous class and one day they do a zoom lecture, the next day they meet so the students have access to the faculty and on the second day they do another project, is that going to go against the UPS in terms of it's too much Hybridizing? Half of their classes are not going to be synchronous, so the rest will be other projects. Is that going to be allowed?

A: (Provost) We have a network of committees that we heard about today in Cabinet they are forming and these committees will be addressing all kinds of issues. Our group will be looking at the Academic Affairs portion of it and we have four different sub committees and the groups will work on these areas:

- courses and classes
- faculty (which consist of professional development, research and communication with faculty). I'm thinking this might be faculty and staff
- advising and student related communication
- space

What we are saying in terms of the classes is the only way this will actually work is if we have one group face-to-face and then we have a zoom meeting. It's kind of like a flip classroom, but it is on alternate days.

In terms of WASC, we are not concerned right now because we have talked with them and they have not set their policies for the fall semester. We think they are waiting for the Department of Education to set their policies. We are moving ahead because what we can do is if a program gets more than fifty percent of its courses offered online, we need to file a Substantive Change Screening Form that will be put through Curriculog so there is a record of it. Then WASC could at some point come back and say you need to have a review, by that point we will be done with the semester.

Q: (Kanel) My faculty are wondering if they are going to be allowed to come back and sit in their office and work and do zoom because they have small children at home and other people zooming. Staff want to know when they can come back one at a time? When do you think we will know what the case will be for the small lab groups?

A: (Provost) In terms of coming back to the campus, they are working on the policy and the phasing of that. Information on returning to campus will come out very soon in terms of what to expect across the summer. In terms of when you will know about the classes, our groups will begin working this week, working on those recommendations. I think the summer is when they will know about the fall because it is a matter of balancing out all of the classes.

- (Dabirian) In the class schedule you are able to do web online hybrid. What that means is you can say these sessions are going to be in these classrooms' hybrid. Instead of putting the classrooms, we could say it will be zoom or virtual. You can label them web online with the class sessions in zoom. So, when the student is looking at the schedule, they will know exactly which class is zoom, in-person, or online.

Q: (Kanel) Are those considered hybrid? If the courses are not listed as a hybrid it is not officially a hybrid, can we run it that way without permission from the Curriculum Committee?

A: (Provost) That is what this committee will be discussing. From my perspective, these are the kinds of things when the Academic Senate passed the resolutions for emergency situations allowing the Academic Senate Executive Committee and the Administration can get together and make some decisions. We have to have some way that we can get people into the classes that need to be on campus and the other ones an understanding of what is going to happen in a time where we don't have clarity.

Q: (Stambough) At our department meeting one of the things that came up was in addition to faculty who are at risk and would not be able to go into the classroom, chances are in almost every single course there will be students in the same category. Should the message be going and how should the message be going to faculty that even if you are in a class that will be on campus, there is going to be a televised or web component to it to accommodate students who could not be there?

A: (Provost) Absolutely that has to be included, that is part of what this group will be planning and it has to be in the communication to the students. One of the people on the committee for the courses and classes is Lori Palmerton from Disability Student Services. IT has put cameras in all of our classrooms.

- (Dabirian) We are putting cameras everywhere and testing every camera. IT is also creating a training for faculty on how to do hybrid.

Q: (Walsh) When you say no more than half the class can be approved for online; do you mean half the classes or half the courses?

A: (Provost) It is not a matter of having to be approved. What I am talking about is the WASC requirement that says if a program has fifty percent or more of their courses online, but we are not worrying about that requirement because that is for an official program to go online and that is not what we are talking about; we are talking about what to do over this semester.

(Wood) I want to follow up on the email conversation we had last week, thank you for responding and sending the resources. I asked the faculty member to use them and give me feedback. Here is what I think is the helpful feedback for you to pass on and share.

The feedback is the website is overwhelming and the students can't get through reading all the words and going through the data to get the answers. The request is it would be helpful if there was a movement towards making the information more digestible with headings for major topics so that people don't see everything all at once. They need help digesting and navigating the wonderful information we put together, but they want it to be more synthesized so it's easier to get their questions answered. Some suggestions are more visual and more current. The feedback also said that maybe some students should be on the COVID-19 Task Force so we could hear more of their perspective in terms of trying to use the resources.

Q: (Provost) Is this faculty member looking at one particular website that I can look at?

A: (Wood) It is the COVID-19 Website.

- (Provost) We have asked the incoming ASI President to serve on the Academic Affairs Task Force and he was willing to serve.
- (Wood) A lot of faculty said they learned about the virtual graduation through the news and not through their departments.
- (Dabirian) I think we should put all the student communications on a website chronologically and then send a notice out to the faculty so they can see what the students have received and they can refer to it. I will work with Student Affairs to get this done.

VII. STAFF REPORT

No report.

VIII. COMMITTEE LIAISON REPORTS

8.1 Information Technology Committee [Dabirian], F, 5-1-20, 10:00 - 11:00 AM, Zoom

No report submitted.

8.2 Faculty Affairs Committee [Walker], F, 5-1-20, 10:00 AM – 12:00 PM

- Elect a Chair - Joao Barros and Peter de Lijser will co-chair the committee.
- UPS 260.102 – Sabbaticals: Committee completed the review of this document, sent on to AS Exec on May 01, 2020.
- A number of documents are in the process of being reviewed. I will detail these in the committee's annual report.

8.3 Planning, Resource, & Budget [Dabirian], F, 5-1-20, 1:00 - 2:30 PM, Zoom

No report submitted.

8.4 Graduate Education Committee [Walker], F, 5-1-20, 2:00 - 4:00 PM, Zoom

- Election of GEC Chair for AY20/21 - Penny Weismuller
- New Certificate Proposal - Communication Sciences and Disorders Multicultural Certificate – approved
- New Course Approval: EGCE - 551 - Construction Procurement Management – will be returned for revision.
- Time Certain: 2:30 PM - Change of Objectives - with Michelle Taylor and PASC program coordinator Maria Estele Zarate – effects certain programs more than others. How do we move folks around? This is very complicated and impacts credential students that want to transition into MS programs. Nursing has a similar issue.
- 410.106 9 units of PB work onto a study plan from prior work – when a student is in a credential only, that is considered PB work. There is not a grad change of objective or an easy way to change from a post-bac credential program to a graduate program. This issue is still being discussed among departments, graduate studies, and admissions.

8.5 Library Committee [Matz], M, 5-4-20, 11:00 AM - 12:00 PM, Zoom

- Dean Bonney said they are looking at this as a new way of introducing having the Library. They would like the librarians to be more involved with faculty, helping them with their research.
- They are going to have lockers outside the building where they can put books for pick-up and easier curbside service, which will limit the number of people going inside the building.
- The renovation of doors and windows has been complete, they are waiting for the Fire Marshal to test the system.
- They will have a counter of how many people come into the building, so they will be able to keep the flow at a minimal number.
- Sinan Akciz was elected as chair for next year.

8.6 Extended Education Committee [Matz], M, 5-4-20, 3:00 - 4:00 PM, Zoom

- Joe Burgtorf was elected as the committee chair for next year.
- The committee passed a couple Extended Education certificate courses.

8.7 Student Academic Life Committee [Wood], T, 5-5-20, 9:00 - 10:00 AM, Zoom

No quorum. Jamie Tucker volunteered to continue as the committee chair for next year.

IX. NEW BUSINESS

9.1 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.

9.2 Revisions to UPS 210.001 - Recruitment and Appointment of Tenure-Track Faculty

- (Walsh) Line 77: Change "(dis)ability" to "abled body"
- (Stohs) Line 68: Change the words "Searches will" to "Searches should"
- (Stohs) Line 136: Remove the words "strive to"
- (Wood) Lines 169-171: Reword sentence to read: "Each position announcement shall address qualifications such as educational and professional training, teaching and/or experience working with diverse populations".

Suggestions:

- (Walker) Have this document as a First Reading on the AS Marathon agenda, then the committee will bring the document back to the Senate in fall 2020.
- (Stambough) Have it as a discussion item.
 - (Walker) The advantage of doing it as a first reading is if the Senate is ok with the document, we can waive the first reading and approve the document.

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

9.3 Revisions to UPS 330.164 - Posthumous Degree and Recognition

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

9.4 Revisions to UPS 400.010 - Independent Study

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

9.5 Revisions to UPS 260.102 - Sabbatical Leaves

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

X. ADJOURNMENT

Meeting ended at 12:55 pm.