



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 10, 2019**

Approved 9-24-19

11:30 AM - 12:50 PM

PLN-120

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

Concern of the way the police handled the rape notification. It happened yesterday and we were notified of it today. It is kind of people on edge receiving all these emergency text instead of one concise message.

- Was there a reason for the timing of the first text message?
- Were they waiting for a point in the morning or did they not have the information?
- What do they do when something happens in the middle of the night, is there a time point when they say we will send the notice at 8:00 am? If so, that might not be good for the 7:30 am classes.
- Why not send an email out when it happened? By receiving the text message this morning, it had people think it was happening at that time.

Q: Was the Nutwood structure closed in that area?

A: The elevator in Nutwood was closed.

Q: Is that why parking was a mess all over?

A: No, parking is a mess no matter what, that is a different problem.

- Part of the parking issue seemed to me, from our presentation, is they are focused on parking spaces, the number of spaces. There is all these larger issues like getting people to not have to come to campus or maybe telecommuting some staff.
- They are not about the problem, they are really addressing the overall problem. And we have no choice of some of the scheduling of classes.
 - We have some choice but we don't want to go there. We could forget those 75 minute blocks on Monday/Wednesday and make that Monday/Wednesday/Friday and you free up how many extra class slots that way and you spread things out more. If we try to pretend that we don't just offer classes between 9:00 am - 3:00 pm Monday thru Thursday, we could probably increase capacity quite a bit and solve a lot of the parking problems.
 - We are doing Friday only classes when we need a lab because we were having a really hard time finding a lab. I thought they would be hard to fill, but they are filled.
 - One of the issues when we looked at the availability of the students, they don't mind taking Saturday or Sunday morning classes, they just don't like Friday afternoons, Friday nights or Saturday night classes. One of the things we looked at was the combination and they don't want to come to campus multiple times due to their work schedule. A lot of our students work, so they need to give work schedule. So when you do Fridays it would need to be combined with other classes at the same time.
 - Actually Monday/Wednesday/Friday schedules don't feel, at least big classes.
 - The faculty who teach Monday/Wednesday/Friday are going to start complaining about the ones who only teach on Tuesday/Thursday.
 - That's the problem I see, it's not the students, because if you offer the classes they will have to take them. It's the faculty who want these schedules.
 - One of the things we were brainstorming the schedules was having weekend schedules, we would have weekend students. They could take all their classes on Saturday and Sundays and that would help with the people who have jobs.

III. ANNOUNCEMENTS

- (Stambough) Constitution Week is next week. One of the things people may enjoy just for the spectacle of it is Tuesday, September 17th at 6:00 pm in the TSU Pub, we are doing Constitutional Jeopardy. It is not a bar examination, it's more of an examination of the bar. The contestants are matched up with students from different areas.
- (Dabirian) People have asked about digital signage funding. On every screen it tells you where the funding comes from, it does not come from the student fee or the general fund. There is a website www.signage.fullerton.edu that talks about the digital signage, where the money came from, and what were the advantages.
- (Dabirian) There is a lot of phishing attacks on campus so most of the institutions have gone through the process of identifying external emails. Starting the first week of October, IT will be putting the key word external in the subject field, so people will know which emails are external.
 - (Wood) We had new faculty join our department this year. I was sharing a Dropbox folder with all our faculty and those new faculty were identified as external, although their email address was correct.
 - (Dabirian) IT will double check that out.
- (Graewingholt) We Library Expo on September 24th & 25th, where all the public libraries from around the general area will be here to sign up students and faculty with their Titan Card. If you don't have a local library card and you want to sign up for multiple, we have 12 libraries committed over the course of two days. For faculty who like streaming video through Canopy, you get 10 free videos per library card that you have.
 - (Stohs) Orange County has an online where you can sign up and get eBooks free.
- (Graewingholt) Faculty noon time talks are starting again on September 24th, they will be held bi-weekly from faculty across campus in PLN-130.

IV. APPROVAL OF MINUTES

Minutes were approved.

5.1 EC Minutes 8-27-19 (Draft)

5.2 EC Minutes 9-3-19 (Draft)

V. CHAIR'S REPORT

No report.

VI. PROVOST REPORT - 12:30 PM

- I wanted to briefly go over with you a preparation for your meeting with the WSCUC Review Committee. The time they want to meet with the Executive Committee is Wednesday, October 2nd, 1:15 - 2:00 pm.
 - Please check your email regularly during the days they will be visiting in the event there is a change in the schedule.
 - Please arrive on time for the meeting, once the meeting has started the door will be shut and no one will be allowed in.
 - We will end the meeting on time, do not linger in the room.
 - No electronic devices will be allowed to be in use during the meeting.
 - Pay attention to the reviewer's questions and answer the question they ask and answer specifically.
 - Tell the truth but not in a derogatory way.
 - I will be sending out an email with the email address where you can submit suggestions or challenges about the University.
 - If you hear something in a meeting where one of the reviewers ask for something and you don't have it, it is perfectly fine to say we do not have that information but we will get it for you. Then email Su Swarat once you leave the meeting and she will get the additional material.
- Thursday at the Senate meeting, Su Swarat and I will be presenting a very brief summary of what the Institutional Report consists of. It has nine components and we will talk about what's in each of the eight components that we did. We did not do component No. 8, because it was optional and no other university has done it yet and we decided it was a bit risky to try and do it without any benefit.

VII. STAFF REPORT

No report.

(Dabirian) Acknowledged and thanked the Senate staff for the work they did for the AA/AS Retreat.

- (Stohs) I received an email from someone who was happy there was vegan chicken.
- (Stambough) Did we receive any feedback on what people got out of the retreat, or did not get out of it?
 - (Dabirian) I sent the notes from the retreat to Sean Walker. We did not get much notes from the second and third sessions.
 - (Wood) I think the note takers got tired.
- (Matz) We need to send out the PowerPoint.
- (Matz) I really liked the size of the room.
- (Wood) The big take away from my perspective was we identified the needs of the faculty trying to do this work do not align well with the structure in place to process funding. People independently have come up with 100 different workarounds, patches, and detours to do what they are trying to do. It takes time for each person to figure it out and then come up with a solution. It is useful to learn from others, but what the next step really needs to be is, learn from the people doing the work what we really need and create more structural solutions to streamline the process for everybody.
 - (Stambough) What would be the right body to look at that, to get that charge? Would it be the Faculty Research Policy Committee? Would they get the information from the retreat to see if there is a way to structure some of these?
 - (Wood) There is different kinds of research. When you do the more standard research the system works, it's when you are trying to do different things. So whoever it is has to include those people to understand that the system isn't going to work.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 ASI Board [Stohs], T, 9-3-19, 1:15 - 3:45 PM, TSU Legislative Chambers
- President spoke
 - WASC presentation
 - Provost spoke
 - No new business
 - other standard reports
- 8.2 International Education Committee [Dabirian], W, 9-4-19, 11:00 AM - 12:00 PM, CP-950
- Not a quorum
 - Survey about Int'l experience was developed last year- will be distributed to students this fall
 - Discussion about enrollment issues with Int'l students
 - Dean Kazoleas is chair again
- 8.3 Graduate Education Committee [Walker], F, 9-6-19, 2:00 - 4:00 PM, MH-141
- CPSC 597- approval for graduate writing requirement - approved by the committee
 - EGCE 567 - writing assignment was vague; committee asking for more details
 - Mission and Vision for Graduate Education - Approved by the committee
 - Update on GEC Statement on CSU System-Wide Strategic Plan for Research - Dr. Sacco will be contacting Chair Stohs to discuss.
 - Posthumous degrees - Graduation Committee is working on this and any changes to this document should not be forwarded to the senate until Exec reconciles their version with any other versions. Also, this document should be reviewed by Academic Standards
- 8.4 Faculty Research Policy Committee [Stambough], T, 9-10-19, 9:00 - 10:00 AM, MH-141
- The committee reaffirmed the proposed UPS 610.000 (Conflict of Interest Policy) and will forward it to Senate Executive Committee for consideration by the full Senate. The committee then discussed issues related to disparities across campus for faculty supervision courses related to student research/thesis courses. The committee discussed whether the question of proper workbook assignments for student research supervision should be handled at the college and department level.

IX. NEW BUSINESS

9.1 Senate Committee Vacancies

Exec continued to work 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 consent calendar for the next AS meeting.

9.2 Senate Task Force Vacancies

(Stohs) We have a few vacancies for the SOQ and General Education Task Force Committees that we will need to fill.

Q: (Stohs) The Graduate Education Task Force Committee is the first item of new business for Thursday's AS meeting. Do we have any thought about that?

(Walker) What is their charge?

A: (Stohs) It will be primarily connected to the Strategic Plan and according to members of the committee they started work last year that they did not finish. Most of the members are willing to serve again.

Q: (Stambough) What are the charges that are separate from the Graduate Education Committee?

A: (Stohs) Katherine Powers is willing to discuss that on Thursday.

Q: (Walsh) Why did Mark Filowitz pull this item from the Consent Calendar?

A: (Stohs) I think it was because one of the charges was to look at one of the new positions in Grad Ed and they did that, so they thought they didn't need to committee anymore. But our new Strategic Plan says we should have a task force on Graduate Education. Originally the task force was there to do one thing, then the Strategic Plan came out and said we should have a task force on Graduate Education.

- (Gradilla) So we should say do not get distracted by the fact it is the same people, this is a different charge, but the people who are able and willing to continue will.

Q: (Dabirian) If the Graduate Education Committee has bandwidth to work on the things for the Strategic Plan, then we don't need a task force?

A: (Walker) The Graduate Education Committee does have the time.

- (Stohs) That can be discussed at the Senate meeting, I don't want to decide this.
- (Walker) I think we do need to decide this because if we don't know what their charge is, why are we making a task force?
- (Stohs) The committee members feels there is unfinished business that they started last year that is worthwhile and one of them is a Senator.
- (Walker) What is it? It is the Executive Committee's job to give direction to those things so when they come to the Senate, we are not having a fight on the Senate Floor whether this committee has a job or not and we have the committee driving the boat and not the Senate.

Q: (Stambough) Do we have a report from last year?

A: (Stohs) No, they did not turn in a report.

- (Stohs) Originally the task force was created for one purpose then the Strategic Plan came out and said there should be a task force, so then they started working on other things. I think this is worth discussion on the floor of the Senate and if the Senators think we don't need it and Graduate Education Committee can do all of it, then that's fine.

Q: (Gradilla) Who is left that helped develop the Strategic Plan to ask why that was inserted into the Strategic Plan?

A: (Stohs) I don't know, that was so long ago.

- (Dabirian) The previous Strategic Plan was focused on undergraduates, the GI 2025. When we started this, we wanted to at least look at the student success and the graduate programs in there, not to exclude them from the process. So it asked for a task force to review from the perspectives of retention and graduation rates.

- (Walker) If we have a Strategic Plan, which we do, we have implement Graduate Studies Task Force to identify and articulate benchmarks and recommendations for Graduate Education, that's not just us. That includes the Provost and the Office of Graduate Studies. So I think we need to table this until the Provost and the Office of Graduate Studies have weighed in on the membership and the purpose. Right now the task force is giving itself work and that work belongs to both the Senate, the Provost, and the Office of Graduate Studies. I agree it needs to be done, but I want to be sure we are not sending a group of people off on their own wild goose chase as opposed to making sure we are sending a group of people who are best equipped to meet this strategy and help our graduate programs be more to the forefront and better funded.
- (Stambough) Why don't we ask the members from the previous committee for the report and are there unfinished things and we can decide based on that whether or not that is a mission that justifies a task force for another year.
- (Dabirian) Ask Katherine Powers to come to Exec to discuss.
- (Stohs) Then we will pull this from the AS agenda.

Q: (Walsh) What would it take to revisit the Humanities and Social Sciences based on current head counts?

Q: (Graewingholt) The Student Academic Life Committee (SALC) met earlier and there was a committee functions conversation and Hailey Hunt was unaware that SALC was supposed to be weighing on the grade appeals, there was supposed to be a board for that. Since I have been on SALC we have never served in that function. Does anyone know how that has historically been done so I can bring it back to the committee? The committee is looking at UPS 300.000 to update and revise the document.

A: (Walker) This is an Academic Standards issue. This is a fix we need to make in the AS Bylaws. All of the things that had to do with grade appeals use to be all in one document and that statement is referencing that document. The document now is just students' rights and responsibilities, not grade appeals. The reference right now is wrong because grade appeals is in a different UPS document. We will have to remove it from the Bylaws because SALC does not serve in that role.

9.3 Business for Academic Senate Committees

X. ADJOURNMENT

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