CALIFORNIA STATE UNIVERSITY, FULLERTON

ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 3, 2019

Approved 9-10-19

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 11:33 am.

II.   URGENT BUSINESS

➢ There is a committee at Chancellor's office the Academic Council on International Programs (ACIP), Karen Stocker was the representative for our campus and she does not wish to continue to serve. We need suggestions so we can add this to the September 12th AS agenda.

Suggestion:
Dean Kazoles

III.   ANNOUNCEMENTS

➢ (Walker) On the Repeatable Grades Dashboard, one of the first things Jessica Stern and I did was asked if the grade distribution could be moved behind the tab on the login, so if you want to look at that you have to log in to see it. They have also added some things so you can see for courses or for colleges the semester-by-semester for four or five semesters the achievement gap and change which one you are looking at. We will do some awareness on the dashboards so people can look at them and give us some ideas.

➢ (Stambough) AB 1460 did not get out of committee and it will be up again next year. We don't have to worry much about it this year, but knowing that it will probably pass somewhere, we should figure out what we want Area Z to look like.

➢ (Matz) The police department did a great job in explaining the murder on campus and it was very helpful. The one question I failed to bring up at the Senate and I would like to know if there was knowledge of conflict in that division/department and if they knew about it and what they did about it. We know conflict exists on this campus, so what are they doing about it.

• (Walker) I don't think we will be able to find any of that out because of the investigation.

• (Dabirian) Right now it is in the hands of the police and we are very careful not to do or say anything that will jeopardize the case.

• (Walker) Can we approach it in a different way? Why don't we ask David Forgues today to review and report back to Exec on what the procedures are for work place disagreements?

• (Gradilla) If this was a student, the student would get reported to a Committee of Concern. What is it like when you see that person month to month and they look like something is going on?

• (Dabirian) There is a HR person in every department and if anything like this happens, it is usually reported by the manager of that unit and we get Human Resources involved for the next steps.

• (Walsh) Anybody can ask for a fitness review on an employee and HR will come in and do an evaluation. So if you think someone is not sleeping or depressed, you could ask Human Resources for a duty fitness review.

➢ (Gradilla) In Senate Exec last week it came up that it would be nice to have a PPR for safety and security. We could have another campus that has a very advance system to determine if we are on the metric, if we are beginners, in the middle, or advanced. I don't think we have an assessment or a master plan on safety.

• (Stohs) We do have the red folder on our desktops and there is some information in there. I don't know if this would be there, but if it's not, it could and should be there.

• (Walsh) I think what Alexandro is suggesting is that maybe someone outside come in and do an assessment of safety on campus including doors locking.

- (Matz) According to VP Kim, that has been done, all doors can be locked from the inside.
- (Wood) I think this kind of request is delicate because it is a very important thing to do and there is a lot to gain from it, but at the same time it makes us very vulnerable by exposing our weakness, and liability, bad press, and blame when things go wrong. That doesn't mean that we don't do it, but it means we have to be really careful about how we approach it so we can frame this all in terms of we want to be the safest campus we could be. We want to build on our strengths, we've invested all this time, money, and resources and we want to make sure we are using our very limited resources, the most poorly funded campus in the system in the most effective and efficient way possible.
- (Walker) Why don't we as a committee come back for our next meeting having reviewed the University Police Annual Report, the Annual Security Report, and the California Campus Safety Plan, which are all on the University Police's website? Our police are also accredited, and they go through that type of review periodically.
- (Gradilla) We have a police chief now who was at San Diego City College, which is an urban downtown campus, it would be interesting to see what he had at his disposal at that campus in terms of what he would like to see here and what are the things we do well that he didn't have at a city college.
- (Dabirian) The Executive Committee could recommend that he put more funding into the police. If we say funding he will put resources in the right places that he needs. If we say camera, then it limits him to what he needs.
- (Walker) Is anyone in the room more qualified than the people we have doing it? I think it's fine to make suggestions, but I think we go down roads that can get us in trouble. So, I hesitate in the after action, examination of things to start second guessing or start asking questions about what we have, what we don't have, what would you like to have, because we could box both the President and the Police Chief into situations, that's what I want to be careful about.
- (Wagner) If you bring a consultant from off campus and they say you need more cameras but we can't do that, or they say you need a more money in this and we don't' have it, or they need something that we don't want accomplished. There are some potential unintended consequences in addition to the press.

IV. TIMES APPROXIMATE

12:30 PM
Topic: HRDI Training for Faculty Search Committee Members
Presenter: David Forgues, Bobbie Porter, David Carreon Bradley

David Forgues, Bobbie Porter, David Carreon Bradley came to give Exec an overview of Common Human Resource System (CHRS), the new hiring system that will be used on all the CSU campuses. The new system which is a cloud-based system will eventually handle all the recruitments of faculty, staff, and students.

Q: (Stohs) Will this be for MPP searches?

A: (Forgues) The goal is to get everything into this system, temp, lecturer, faculty, staff and MPP's.

Q: (Stohs) Staff was in Brassring?

A: (Forgues) Staff and management were in Brassring.   We are finishing up the searches we have in Brassring, our contract is up with them and we will not be renewing it.

Q: (Stohs) Have our faculty attended some of the meetings?

A: (Forgues) Yes, quite a few. Based on your feedback we have added a lot of morning trainings in College Park, we had been offering a lot of times in the afternoons. The idea is for a search committee to come together for a two hour training where they can experience and interact with each other and go through the training. If that is not possible we are happy to work with search committee individually. In addition, there is training for the search committee chair to learn how they would go in and get the resumes, how they will communicate with the candidates, and how they would move the process through in the system.

(Porter) Historically we have always had a two hour search committee training so that has not actually changed. The good thing that has changed is we now have David Carreon Bradley who has brought in some new content, so it is more of those high impact practices that we are infusing, so it is best if it is done with the whole committee there. We have already made some concessions for a couple of colleges that needed us to work with them because it was hard for them to get all of their committee all in one place. Previously we had a hybrid system it was part paper, part phone, part email, part in person, and there were all these pieces. Now we have this new system that does it all, it is all automated. But in doing so, that means each person who participates in the search process, including the search committee chair, the department coordinators, the deans, all those people who touch the search process, they now have different roles that we are going to have to train them on where they are supposed to go into the system to do.

Q: (Wood) I'm confused about the college analyst verses the department analyst.

A: (Porter) It depends on the colleges. In some colleges a lot of the personnel transactions are funneled all through the Dean's office. There are other colleges where it is happening at the department level, so we left that flexibility in there for the most appropriate person to come to that training.

Q: (Stohs) I remembered years ago we would have this big matrix with all the people who applied and it would say a candidate didn't get through the process, but it was three months later and you probably didn't remember the reason why and you would just put something in. Is this done automatically now in the system.

A: (Bradley) Not automatically, but it's all in the system so there isn't going to be a separate matrix. The search committee is still responsible for indicating their reason. The way it is designed, it should alleviate some of that outcome because you have to handle each applicant as they come rather than having a giant excel file.

Q: (Walsh) We can't do it this year, but next year could we do the training in the spring because faculty are not here in the summer and fall is too late.

A: (Porter) That is something we have been working with our partners to figure out how can we move up the search process. We recognize that we are really reactive with our search process, we are doing a lot of things just in time. The more time we can build in, the better, so I agree with you.

- (Walker) I think we need to get the message out to departments and talk to the Provost and the first message is, if you think you are hiring, pretend you are. The second message that needs to go to the Provost and the Deans is I know you are working on a multi-year hiring plan, but if we are going to have this process we need to get people trained and they have to be able to use the system, we can't be efficient at it if we are not able to start in the spring. So, the decisions about hires need to happen earlier, like in mid-year as opposed to at the end of the academic year when they have been happening.

- (Walsh) We also have to have some flexibility with letters of recommendation, we want those early and not just for the finalist and the system is not allowing that happen. We can't have a hiring policy determined by software, so we have to find a way to work around that.

➢ (Dabirian) The way you have it organized committee members have very limited role as to how they are going to use this system, I strongly recommend an online training for committee members. Once the committee chair gets the training, they can email the committee members the online training.

➢ (Porter) There are processed based practices throughout the search process and it makes a lot of sense to put that online. What we have pivoted a bit, the time we are bringing folk in for in person with our training, we are focusing on high impact practices in the search process. Wherever it can be automated, we are looking at that. We also want to provide a space where the search committee can come and start to strategize on the latest and greatest in evidence based search practices.

➢ (Dabirian) Instead of calling it a training, call it a mandatory meeting as part of the search process.

➢ (Bradley) The UPS language talks about training, so that might be a place to update the language too. We work off the UPS to make sure we adhere to the UPS.

➢ (Forgues) This is the start of the process. This whole thing is new and we know throughout this year you will have additional feedback or you are going to hear additional pain points, we need to hear them. It's the only way we will be able to make it better. Please continue to send us what you hear and what you experience, we want to continue to make process.

➢ (Gradilla) As a person who has gone through three of the five workshops, the content is not the issue, I think it's the availability and flexibility of when things are offered. I'm a great advocate for those people who are willing to go through the suffering for a Friday or a Saturday with six hours, one and done, have a couple of those options.

V. APPROVAL OF MINUTES

5.1 EC Minutes 8-27-19 (Draft) - *forthcoming*

VI. CHAIR'S REPORT

➢ Thank you for the card you gave due to the passing of my mother-in-law.

➢ The retreat is this Friday, so if you have not done so, please rsvp. We have 160 people signed up to attend the retreat.

- (Graewingholt) I had a faculty member ask me if the retreat was restricted to tenured line faculty and I told them no, I have gone many years, so I'm wondering where that perception came from.

- ➤ Assigned time for Exec members, some of you don't get assigned time. I am not sure how it gets done other than letting the Provost office know, then the Deans and the Provost office can work it out.
  - (Wood) Originally, I thought I couldn't get it, then I found out I could.
  - (Walker) Chairs that are only 75 percent, even if they are twelve month, can get assigned time.
  - (Stambough) There is budget that comes over from the Provost office and you have to allocate the assign time and send it back to the Provost with the names.
  - (Walker) A negotiation with the Provost was established with Steve Murray and there should be a memo about how many units we will be getting.
  - (Stambough) Depending on the composition of Exec, because not everybody qualifies for it, there will be some money and units in the pool and we are able to use that to provide an assign time for a chair of a committee that is going to have an unusually high work load.
- ➤ I received the annual report from the Appeals Board, they met seven times, made decision on 16 student appeals, 14 were denied, 2 were approved, and they were able to resolve three appeals without going to the board.
- ➤ I talked with the President this morning and he wants to continue our focus on General Education. We do need to fill the vacant seats on the task force and the Senate committees. He also suggested that the Senate could focus on enrollment management from the big perspective. He said the CSU's were built to take in the top third of students, we are taking in the top forty percent. We (CSUF) are six percent over enrolled this fall on our campus. The whole system is taking in more students than originally planned, so I guess the Chancellor's office is rethinking all of this. Some people want to go back to the 33 percent which would relieve some of the congestion on campuses like ours. The President is suggesting that the Senate take a look at this. We could have a task force or one of our committees look at it.
  - (Matz) What is his goal with that?
  - (Stohs) That we can provide some guidance from the Senate. Maybe our own campus will have a point of view about that an it would be useful for us to have our say in whatever it might be.
  - (Walker) I think you need some additional parameters from the President and probably from PAB before this comes to the Senate and we task any of our people with doing anything.
  - (Walsh) If we really want to meet the graduation goals, we cannot continue to over enroll. We do not need a task force, we need to manage enrollment.
  - (Stohs) We could weigh in on it.
  - (Walker) What are we weighing in on? What are we talking about and what are the outcomes we are hoping to achieve?
  - (Stambough) If you start with the 33 percent and say right now we are at 40 percent, if you have someone look at what that seven percent is, is that what's making us more inclusive, is that making us more diverse? We would probably want to gather those facts. If this is going to be something from above, I would like to have facts ahead of time, but I want more direction about what it is. The only committee that would look at it currently is PRBC.
  - (Gradilla) One of the problems we have is the students that are coming in of the 40 percent flood into ten majors and they over flood those and other majors get little trickles. Karyn Scissum Gunn said you could find students that who want to do Women's Studies or Ethnic Studies and re-channel the waters of enrollment to those departments so everybody gets something. She said you could set up an enrollment model that would identify those students and those students would be able to get in.
  - (Dabirian) If we want to go for what most of the major universities that are impacted like us, we need an infrastructure change. Right now people can go change their major at any time and that needs to stop, everything has to be capacity based. For example, if you need to change your major, you need to identify what is the capacity of each of the departments and each of the majors. We should not bring undeclared very easily in. Most of the universities that do these kind of things actually do not have undeclared, you cannot come as undeclared, you come with a major because you have to come to a capacity. The issue about GE is also good one, we want History to focus on the majors because they are losing FTE's from the other side. Right now we are eliminating all the History students that need to come into their majors because of the impactions we have. If History is not impacted, then we should get people with the minimum 29-50 index into History, now History can have majors. So I told Karen in order to do this, it's a larger conversation. This is what happened to Engineering, it was a flood of the S.T.E.M., a lot of people go into engineering, now building space is not adequate and they are not adequately funded. Biology is another one, health professionals flooded into Biology and we had to make that work. We have to fix this, otherwise we are going to have major problems in the long run.

- (Walsh) We also know what the streams are, like I know I am going to get Psychology freshmen in their sophomore year changing their major to Sociology, that is a predictable pattern and it could be all planned, but you have to have control over admissions.

➢ My paper with my co-author on graduation rates was accepted and we think it might appear in print in September.

VII. STAFF REPORT

➢ The summer stipends have been sent in for processing.

➢ For those who are new to the Executive Committee, you are supposed to submit a liaison report after the committee meeting. Your report can be bullet points and if there are extensive information you want the Executive Committee to know, you can send a detailed email to the Executive Committee for discussion.

VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Stohs], T,8-27-19, 1:15 - 3:45 PM, TSU Legislative Chambers

- President spoke
- WASC presentation
- Provost spoke
- No new business
- Other standard reports

8.2 Information Technology Committee [Dabirian], F, 8-30-19, 10:00 - 11:00 AM, LH-702

Announcement

- Welson Badal is retiring end of September

VP IT

- United Kingdom – titans visited most during summer, Spain
- Generated from eduroam
- 13 countries came to Fullerton to use our wireless
- IT Strategic Plan – visit website for more details
  o 4 year plan
  o Effective during summer
  o Student Success and Faculty Instructions & Research
- ATI
  o Campus self-assessment to see how we can improve
  o CO is asking campus to submit a CAARP report (self-study report)
  o Sep5 – provide a report to CO
  o Revamped ATI website
  o Notify content creators – if there is a repeat non-compliance, we will have training on ETC to complete
  o OET can help caption videos
  o DSS can help registered students to make materials available to them. This does not take that place
  o Ally can help check documents
- Digital Signage
  o Funded by sprint/calnet partnership
  o Different colleges do have control what content they want to put up
  o In case of emergencies, we will display it
  o Deploy in the lobbies of all academic buildings (phase 1)
  o Recommend putting building name on it
    ▪ The IT ones have building names
    ▪ Still working with the dept owned ones
    - Speakers
  o Broadcasting titan radio channel

- o Get campus feedback from students and faculty – survey on portal
- Advanced Technology Center
  - o 8 groups
  - o Colleen and Sepehr working with different groups to get ideas for each college
  - o Quiet spot is 3rd floor north
- eSports
  - o donated
  - o 2nd floor
  - o Presentation on esports to group
- DVC
  - o Relocated
- New services
  - o Slack – enterprise communication
  - o Anyone using Microsoft teams
- Student online withdrawal form
  - o Roll out this semester
  - o Is there a sequence of when the forms are implemented?
  - o Collab academic senate, admission

8.3 Campus Facilities & Beautification Committee [Dabirian], F, 8-30-19, 11:00 AM - 12:00 PM, LH-702

Chair reported the Senate Bylaw and charges The Quad update

- Plan is reduce the DG from the quad before opening Parking structure construction is moving forward Visual Art modernization is moving forward with design and built contractor Campus Master Plan
- EIR is being is issued and going out today to the public
- Public hearing is Sept 19th
- Finish by Jan 2020
- Then final steps to BOT in Spring 2020
- Masterplan.fullerton.edu

Library update

- Working with state fire marshal for opening 4th and 5th floor Promenade music
- We will look into survey asking students Parking issues was discussed

8.4 Planning, Resource & Budget Committee [Graewingholt], F, 8-30-19, 1:00 - 2:30 PM, CP-1060

- Review of UPS which includes the President's memo. President Virjee will be joining next meeting to share memo. Budget 101 meeting with VP Kim is also scheduled.

- Presentation by Emily Bonney, Dean of the Library, regarding the state of the Pollak Library budget.

  - o Library budget has remained $6.4 million since 2004 and has not grown despite additional need and the escalating costs of scholarly resources.

  - o Library acquisitions is in the library budget despite being purchased on behalf of the entire campus. Dean Bonney is interested in other ways to configure or address the acquisitions budget going forward, since the library does not generate FTS and cannot rely on one time funds from the campus. (For example, the $230k cut felt by the library last academic year resulted in cuts to book purchasing and electronic subscriptions).

  - o Database resources and publication costs have continued to increase at 6% annually for the last decade despite budget remaining flat, resulting in the loss of resources and the library not hiring essential staff and faculty.

  - o In comparison to sister campuses, based on our campus size and programs, we should have 26-28 faculty librarians and at the start of last year we had 18. Salaries also are far below CSU average, causing financial issues when promotions occur (some got a 14% increase to full, rather than the usual 9% due to being so far behind). This must be addressed for financial sustainability going forward.

- o Following the UC's breakup from Elsevier this year, the CSU is pursuing an ongoing study to determine what we can cut from our packages to reduce costs (our campus alone pays more than $300k annually for Elsevier resources). Dean Bonney noted that we do not have the same "breakup" leverage, but that we are actively looking to reduce subscriptions with low use

8.5 Student Academic Life Committee [Graewingholt], T, 9-3-19, 9:00 - 10:00 AM, PLS-256

- Review of Committee Functions (Hallie Hunt noted she was unaware that SALC was meant to serve as a hearing board for alleged violations of student rights delineated in UPS 300.000. She mentioned that this role may be more fully incorporated as they review violations going forward and discuss the appeals process this coming year).

- Open call for potential presenters to SALC over the academic year: Dean of Students Office (to discuss review/update of academic appeals process and student referral process); Tuffy's Basic Needs (to discuss future plans and current operations sustainability for new SALC members); ASI Executive Officers (to discuss future academic year ASI plans that may impact the work of SALC as well as our work on UPS 230.100); members also expressed interest in hearing from Project Rebound and Male Success Initiative. Chair Tucker emphasized that ideas for future presenters from across campus are welcome throughout the year, he is happy to reach out on our behalf.

- Future meeting with Academic Senate Chair Stohs forthcoming.

(Dabirian) It was recommendation that IT do a survey of the speakers in the promenade from the students' perspective. We have asked the students already and they have been very positive, almost 100 percent said they liked it but the music needed to be balanced, so IT will lower the volume. The goal is not to become intrusive, it is to have very low ambience noise. Titian Radio is currently what is playing, they will have some disk jockey's playing in the future.

IX. NEW BUSINESS

9.1 Business for Academic Senate Committees

9.2 Faculty on Search for VP of Student Affairs

(Stohs) We need nominees for this search committee, three faculty and the Senate chair (or designee). We will presumably have a search for Provost and the Dean of MCBE, so there could be three major searches this year. As chair I could be on all three of them, but if any one of you would like to serve as my designee, let me know. The Student Affairs search will start in October.

Suggestions:

Alexandro Gradilla as Chair designee,

Rosario Ordonio Jasis (EDUC), Dawn Person (EDUC), Jamie Tucker, Siabon Brooks, and Patricia Literte

- Chair Stohs will send emails out to the faculty members in hopes that we can get their names on the September 12th AS agenda for Senate approval.

- Reminder, when serving on the search committees, inform the search committee organizer to contact the Senate office to assist with coordinating the Executive Committee meetings with the candidates.

- ➢ (Stohs) We will have the WSCUC Overview and "How to Run a Meeting" (Roberts Rule of Order) on next week's AS agenda.

  - (Gradilla) We also have the Graduate Education Task Force Committee which was pulled from the Consent Calendar by Senator Filowitz at the August 29th AS meeting and is now the first item of new business.

X. ADJOURNMENT

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