



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
DECEMBER 8, 2020**

Approved 1-26-21

11:30 AM - 12:50 PM

ZOOM Meeting

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

Absent: Walker

I. CALL TO ORDER

Chair Stambough called the meeting to order at 11:30 AM.

II. URGENT BUSINESS

- Following up on the Provost discussion with Exec about registration and the lag in students and transfer students registering. I emailed our advisors and asked what was going on with registration this year; the numbers were lower than they have been in the past. The advisors said our transfer students always struggle to register because they have holds placed, and this semester the holds are the GPA transcript verification hold. Our students are calling registration for several weeks in a row and not hearing back, and they just can't register, so they come to our advisors and complain. I took all the information from the advisors and shared it with the Provost, and she was appreciative.

I received an email from the dean's office saying tell the advisors to register the transfer students, and they are not getting registered. So, this problem needs to get sorted out.

- There are two things I brought up to both admission and registration, there is no live person for either one of those, you send an email, and then you are stuck until someone responds to you. We are getting calls after calls at the IT Helpdesk about registration and admission. Maybe you should bring it up to VP Oseguera and the Provost and let them know we are in Covid times and we need a live person to answer people or call them back.
- We may want to talk about next year. Our department has had a rough semester; first, we had a faculty death, and last week we had a grad student death, really hard for faculty and students alike. In some ways, the university has been great about how it has helped us respond with CAPS, the significant part. The part that is challenging is the part about students who want to donate or send condolences, faculty who wish to set up a gift, a donation to a local food bank in honor, and the university telling us you can't do that, you don't have access, and we can't give you the address. We have to push to find out the status; if we don't ask, the university doesn't tell us anything. I kept forwarding emails from different people in the department, various groups asking me these questions, and all I can say is I can't give you the mailing address or any information because I don't have permission to do that. Finally, I got permission to call her sister on the telephone, and I am the only one who has permission; and I have to represent 40 people, and what we want is a mailing address to send cards and condolences. It's such a challenging circumstance, and we can probably make it a little better. This isn't to criticize and blame, and I just want to make it a little better for the future. So maybe we can think about that; it's perhaps a Student Affairs issue. CAPS can't come to our classes and talk because apparently, we can't mingle Student Affairs and Academic Affairs, so our faculty are having to do a debrief with the grad students and the ones who are teaching don't have this type of counseling background, so I am joining them for that. Then we will get them into CAPS later.

Q: What do you mean Student Affairs can't mingle with Academic Affairs?

A: That is what we were told, they can't come to speak at our classes.

III. ANNOUNCEMENTS

- (Dabirian) Information Security is becoming problematic; phishing is up 600 percent, Ransomware 100 percent, 200 percent on attacks on institutions, banks come first, healthcare, and then universities. IT will do many things in the background, and we will take some stringent measures come to Spring that will inconvenience some people, but we don't have much choice.

Q: (Stohs) Can you give us a hint of what might become?

A: (Dabirian) Right now, you don't do duo authentication on your email; we will add that in. Emeriti don't do duo authentication, and we are going to have them do it. We are looking at the complexity of the password and people with lower complexity, and we might ask them to change to a higher complex password. We are going to ask people to harden their hardware at home.

- (Wood) Several people are concerned about the dashboard and the security of information there and how it might be used on the IT Committee. Concern was raised about rolling out the dashboard before setting the policies in place. Acknowledging that the dashboard could be used for, but wanting to ensure the policies about not using the information to harm faculty or students. There is a desire for the committee to look at that in the Spring and think through what the responsibility is to protect the faculty and the students' data and how we can carry that out.
 - (Dabirian) One of the things is your faculty account has to access all student records because you are all advisors. What the dashboard has is very small compared to what you can access through TitanOnline.
 - (Walsh) One of our faculty's issues is this information in the hands of the wrong faculty could be used in a way that is harmful to students, and we do need to put some policies in place so faculty understand the limits of what they should be doing.
 - (Dabirian) When we went to the Faculty Affairs Committee, they recommended we put ethical use of data and training on inclusive pedagogy; all of those are now on the dashboard. When you log into the dashboard, it says using the data ethically, and it has all the training you need. The training for FDC is there; there are PowerPoints and things about anti-bias. So, when they log in, that is what they see before going to any tabs.

Q: (Walsh) But can they can bypass it and go straight to the data?

A: (Dabirian) Yes, we don't force them to have to take training before they could use it. But Faculty Affairs Committee recommended putting it all in there, and we did what they asked.

- (Wood) I still think the robust conversation about the limits of the data and the threat that it can pose to unintended consequences is a conversation we need to have in Spring.

(Stambough) We will schedule something on that in Spring, and it could even be a discussion about how to use the dashboard properly.

Q: (Gradilla) Amir, you mentioned we were hitting capacity and non-sustainability with issuing students the MiFi. What is being done to address that?

A: (Dabirian) We have not stopped it; we have increased it. IT looked at the usage of all the MiFi's, and we were able to reduce 600 lines that were not being used, so that gives a buffer to make sure we can continue giving them out. We didn't disable them, so we are not paying the monthly payments, so if they come back and say they need it, we will put it back on within 24 hours. We have already secured enough money to handle another 400 lines, which would make it 1,000 accounts until the end of the fiscal year. We are not going to refuse anyone of a MiFi.

Q: (Gradilla) I wondered if you sent out a notice to the faculty to inform them if they have a MiFi but not using it, it would be shut off, so they are not surprised if they go somewhere and are planning to use it?

A: (Dabirian) IT has sent them an email of the accounts that have been disabled and to contact IT if they plan on using it.

IV. APPROVAL OF MINUTES

Minutes were approved.

- 4.1 EC Minutes 10-20-20
- 4.2 EC Minutes 10-27-20
- 4.3 EC Minutes 11-3-20
- 4.4 EC Minutes 11-10-20

V. CHAIR'S REPORT

- I spoke with the Provost about room and building ownership issues that we discussed via email, and she would like us to explore them. I propose to have a couple of people from CF&B and PRBC and other people the Provost selects for a task force to look at room and building ownership issues in terms of Scheduling and budgets. They can do it as a report, who pays for classroom stuff, and how Scheduling works. I don't think this has been looked at in a long time. Morteza took a look at classroom utilization and presented something to Cabinet about four or five years ago.
 - (Dabirian) When they do classroom utilization, they didn't do it into the number of chairs; they did it by the capacity that was set by the chair of the department, and sometimes those don't match. So, if you are going to look at class utilization, you have to look at the classroom's size and how many people you can put in there.
 - (Wood) There is a lot of concerns about it because, in some departments with specialized needs, there has been a lot of investments in the classroom space; in terms of financial dollars poured in, I know we have done that in our department for all the classes that Kinesiology and Public Health share. There is concern about access to the classrooms. One of the large meeting rooms in our building that we do not have first right to we could fill with 100 students, but it is being given out to other departments that put 40 students in there. So, part of it is larger departments and departments with larger classrooms can fill them are hypersensitive about losing that access because it impacts budgets, faculty happiness, and the ability to offer double sections. It is complicated based on past dollars and future dollars.
 - (Matz) One of the areas that some people brought up is you might have access and scheduling rights for a classroom, so you have designated it for the whole semester, then you only use it a couple of days a week or a few hours room is vacant. So, they need to look at the time that people use it to utilize the space when the people who have the rights to that classroom aren't using it. We have many classrooms that go vacant for many hours and many days, so they need to be something they look at.
 - (Dabirian) They need to put in the report what comes after Covid. This concept of virtual/non-virtual, can people go into the classroom afterward. They should look at the idea of virtual into hybrid.
 - (Dabirian) The conference rooms on campus go unused at night, and they are ideal for graduate students, so why can't those be scheduled for graduate classes.
- Next week at Exec, Greg Saks will talk about different options for commencement to get our feedback.
- I have a meeting next Monday with the Chair of Internships & Service Learning Committee to discuss the idea of a high impact practice committee.

VI. STAFF REPORT

The special election for the vacant seats in ARTS and Social Science on Faculty Personnel Committee started on Monday, December 7th.

VII. COMMITTEE LIAISON REPORTS

7.1 ASI Board, [Stambough], T, 12-1-20, 1:00 - 2:15 PM, Zoom

No report submitted.

7.2 International Education Committee [Dabirian], W, 12-2-20, 11:00 AM - 12:00 PM, Zoom

- Summer Session envisioning
 - One of the barriers is the tuition structure.
 - Students need to pay for units and program fees.
 - Currently, the summer session fee structures us 1-6 units or seven or more. If the fee structure is approved, it will be useful in summer 2021.
 - The new fee structure will be \$320/unit for undergrad, \$330/unit for the credential, \$360/unit graduate/postbac
 - Enrollment based compensation for faculty
 - Self-support and stateside class offerings are confusing to students.
 - Realign the marketing effort to enhance summer enrollment

- Study Abroad updates
 - How does the pandemic affect global education/international education models/pillars?
 - Global oriented study away
 - Virtual global engagement
 - Access
 - Utilize the EDUCAUSE model of restore, evolve and transform for the Global Education program
 - How to define global education pillars for the pandemic
 - Ask faculty what they are doing to internationalize their courses
 - Collect feedback from faculty
 - Cost reduction opportunities for virtual global learning
 - IRA funding opportunities for virtual global learning
 - A toolbox for faculty on virtual global education
 - Enrollment of International Students is still trending lower

7.3 Information Technology Committee [Wood], F, 12-4-20, 10:00 - 11:00 AM, Zoom

1. IT Plan Update – VP Dabirian reported we need to update our IT plan based on our experience with COVID; IT to report at next meeting updates on IT Security, device distribution, projects.
 - a. 2020 Security Stats – Phishing attacks up 600%, Organization attacks up 200%, Breaches up 273%, Ransomware up 109%, attack weakest links in the Organization, attacks on accounts and servers.
 - b. 6272/7901 devices requested were picked up this AY. There has been a great demand for MiFi, with 2144/2396 picked up. This will not be sustainable beyond this AY. The campus is working on a plan for limited loc-cost internet access for students in the future.
 - c. Senator Bruschke raised concern about hackers breaking into TitanOnline and getting access to data. VP Dabirian responded by reporting that DUO provides excellent protection for faculty.
2. TDA Upgrade – Grad TDA is now rolled out and is getting put in place.
3. Interfolio Automation - IT is working with Ed Collom to import SOQs, Graded Class lists, automating case creation, etc., to simplify the Interfolio process. Senator Wood asked about automating the lists of which lecturers are eligible and upload of prior evaluations. Senator Bruschke raised the issue of Dropbox as an alternative software solution.
4. Canvas grade import tool—need to be careful not to confuse the current grade with the final grade. Final grade only visible by running grade report in Canvas. Instructors can import manually or integrate grades. I need to make sure they are correct.
5. Web Committee: Ran a survey about what web governance group felt were top priorities. The group meets twice per semester and will be holding the next meeting before the semester ends.
6. Faculty Dashboard—Senator Bruschke expressed vital concern about releasing such personal student information to faculty without protective policies in place, as well as concern about data being used to evaluate and potentially harm faculty. These data can harm students and faculty alike. He argued that we need the protections in place before releasing the data. Others expressed support for these concerns. There was a brief discussion and decision to continue the conversation when we reconvene in Spring.

7.4 Faculty Affairs Committee [Kanel], F, 12-4-20, 10:00 AM - 12:00 PM, Zoom

FAC met with a quorum. Subcommittees met. The committee I was on dealt with the attached UPS documents. Revisions are captured on these documents. Each of the subcommittees worked independently on a variety of UPS related to faculty evaluations. The use of mentors was discussed. Subcommittees are reviewing 210.002 for detailed changes.

7.5 Curriculum Committee [Walsh for Gradilla], F, 12-4-20, 12:00 - 2:00 PM, Zoom

The committee reviewed UPS 411.104 Online Instruction. The two-hour edit session resulted in an approved document that will come to Senate Exec on Monday.

7.6 Graduate Education Committee [Wood], F, 12-4-20, 2:00 - 4:00 PM, Zoom

1. ANNOUNCEMENTS—Dr. Elaine Frey
 - a. Grad TDA has been rolled out to 6 pilot departments.
 - b. Working on revisions to tuition waivers to make them a more effective recruitment tool. More information is coming soon.

- c. Writing requirement UPS focuses on undergraduates. Committee would like a shorter, more transparent set of guidance for grad courses and reviewed an example of a potential Curriculog form. A subcommittee was formed (Frey, Watkins, Stone, and Weismuller) to draft Curriculog screens and will share for review and approval.
2. Discussion on deficiency courses (John Faller). This was a follow-up to a debate at a Chair's meeting that described requiring incoming graduate students to take deficiency courses as not allowed. Computer Engineering gets a lot of international students with engineering coursework but not enough programming training. Sometimes the department asks incoming students to take such deficiency courses. Not allowing this would create a burden for the departments. Mark Filowitz: As long as there are no hidden requirements, you can recommend courses. Elaine Frey: It's not common to require incoming graduate students to take 100-200 level courses, and students may not take a leave of absence to take any such courses.
3. Graduate Student Success Survey – Elaine Frey shared draft survey items for a student questionnaire. Michele Wood noted the many demographic and CWID questions could be auto-populated depending on how the survey is administered. Wood, Weismuller volunteered to work with Frey on the questionnaire.
4. UPS 430.000 – The committee has been unsure how to work on UPS 430.000 (Guidelines for the Submission of Proposals for the Addition of New Degree Programs to the University's Master Plan). Senator Wood encouraged Chair Weismuller to work with Senator Matz on proposed revisions to the UPS. Once drafted, these would be submitted to senate exec, put on the agenda, and presented at a senate meeting.

7.7 Planning, Resource & Budget Committee [Matz for Walker], F, 11-13-20, 1:00 - 2:30 PM, Zoom

- Impact of Racial Climate on Staff and Faculty of color – Bobby Porter from HRDI presented this topic. It was mostly an overview of what has been going on. Good discussion about training, issues with training associated with bargaining units, and how we roll it out to everyone. Going to be difficult, but I think folks were generally positive about getting inclusive pedagogy into the classroom, more inclusive practices in hiring, etc.
- The Improvement Science Certificate Program from the College of Education was approved.
- PRBC discussed the Equitable Funding resolution. A subcommittee will start work based on previous resolutions and information. Again, reliable support for this action from the committee.

7.8 Faculty Research Policy Committee [Walker], T, 12-8-20, 9:00 - 10:00 AM, Zoom

No report submitted.

VIII. NEW BUSINESS

8.1 Board of Trustee/CO Action on Ethnic Studies

- (Stambough) Whatever feedback we have will go directly to the GE Committee, which meets the day after our Senate meeting to finalize, and we will have these as action items in January.

This is the first tangible look at what they were doing in Area F. They did some last-minute tweaks because when the Board of Trustee's memo came out, they did clarify a couple of things and changed one thing: we had to adapt too. They explained there had to be lower-division options, but it could be upper-division courses. The second part is it had to meet a minimum of three of the five core competencies. We had it mapped out a slightly different way, so that had to be adjusted.

Q: (Stambough) Any thought or comments on what the committee put together as a first reading draft proposal?

A: (Walsh) I thought it was very clear, nicely done.

- (Stambough) The second part is the two different options for Area D. I want to get people's thoughts on the two options or how to structure the debate for that on Thursday? One proposal takes half of American Institutions and puts it into Area C. The other proposal is to remove American Government outside of the GE graduation requirement.
 - (Dabirian) The easiest one is to move it to Area C, making it a more complicated graduation requirement.

- (Wood) Moving it will upset people in HSS and impact the HSS folks, but if you move it outside, it will affect the rest of the campus. It is essential to keep our eyes on the bigger picture and think about what data we have that can help inform our decisions. How many different programs would be impacted, in what way? How many exceptions would need to be made? People will be angry, and that's unfortunate, but it might help lead the discussion to look at the bigger picture of our campus overall.

8.2 Revision to UPS 100.001 Academic Senate Bylaws (High Impact Practice Committee) - *forthcoming*

8.3 Land Acknowledgement Marker/Diversifying Art on Campus (via CF&B and D&I)

Q: (Stambough) Are you ok with me sending this to CF&B and D&I Committees for the diversifying art on campus?

A: (Dabirian) That's a great idea; we talked about it already, putting different art around campus. My recommendation is to ask the chair to create a small subgroup to go around the campus with facilities and identify all the skills and identify where we will put the diversified art.

8.4 Revisions to UPS 411.104 Online Instruction

(Stambough) Does anyone have any before we sent this to the queue for AS agenda?

- (Kanel) Faculty Affairs Committee modified a document that was related to online, in terms of pier observations. We also updated the document to talk about if the class is an asynchronous online class, and we went with the word web-based because the schedule is using the term web. The web is either online asynchronous or web-based synchronous. I don't know how everybody feels about continuing to use the word online versus web-based. We can change the schedule, so it says online, but students get confused because it says web-based.
- (Dabirian) I told Mark Filowitz it is very confusing when you say web-based. Web-based is when you are doing something on Canvas, asynchronous, a web-based, but it is not reflective.
- (Walsh) Rosie from Scheduling went through this document to ensure it was consistent with Scheduling, and Su Swarat went through the document and made sure it was consistent with everything they needed for WASC. So, it's been through several other reviews to try and make sure it is consistent language.
- (Dabirian) Scheduling has it wrong the way they do it, and I brought it to them. They are calling it online synchronous and online asynchronous, which is entirely confusing. Whenever you talk online, you talk about asynchronous; this is the terminology industry has been using for years. Now when you use synchronous, you are talking about virtual; that is the new terminology that came out of Covid.
- (Walsh) The committee will be more than happy to see that changed to be consistent with industry standards.

Q: (Kanel) Couldn't anything that is a synchronous zoom type class where you meet at a specific time, why can't they just put virtual synchronous?

A: (Dabirian) I think that is great and should be reflected in the class schedule.

Suggestions:

- (Walsh) Have Amir review the document's terms to make sure they reflect industry standards and then return the document to the committee and explain what the changes are.
- (Gradilla) A glossary of keywords will also be helpful.
- (Matz) In the state meeting with Faculty Affairs, they talked about people caring about people and a simple thing like contacting another Senator about how they were doing. I wondered if we would like to divide our Senators and each contact them and ask how they are doing?
- (Walsh) I would like to make sure something we talked about doesn't get lost going forward. We talked about having a small group of chairs that meet with the Provost and the Senate Chair to understand the chairs' issues; that interface is lacking right now.
- (Stambough) I will try to formalize that with the Provost.

IX. ADJOURNMENT

M/S/P (Dabirian/Walsh) Meeting ended at 12:45 PM.