



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 1, 2020**

Approved 9-29-20

11:30 AM - 12:50 PM

ZOOM Meeting

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

- I would like to change the way the Senate does meetings to improve efficiency. The virtual hand raising does not work well and is not very efficient. I recommend using the zoom polling tool; senators can respond “yes”, “no”, or “abstain.” The problem is that the Zoom attendees can also vote. I propose we move to adding senators as a panelist; and we can create for the participants in the gallery a YouTube Streaming link to show the meeting. Virtual gallery attendees will be able to see the meeting and send questions via YouTube. Someone will have to monitor YouTube for the questions. The panelist will have the option to vote anonymously and if you do not want anonymous voting we can do polling, for a roll call vote and everyone will get to see the results right away. This will be faster and easier to get voting done. We will test everything so we can get it up and going.

I also recommend that we use the chat feature instead of raising hands for questions. The chat will log the questions in order asked and the secretary will see the questions; and everyone will also be able to see the order for transparency. I want to briefly speak at the beginning of the next Senate meeting explaining the rules and expectations. Chair Stambough could also write in his chair’s report what are the rules of engagement for the Senate in the virtual setting. This way everybody is on board and non-elected constituents will not be confused. We will be doing a lot of new business this year that could be critical, it is important to get the rules of engagement established.

Q: Is there a better format for parliamentary type work that we are doing? I am sure there are other vendors.

A: There are other products. For web conferencing there are three or four solutions that exist. What they are doing is for the web conference use conferencing for that piece and they are using voting for something else, for parliamentary procedures. But the issue becomes people are going to get confused because they are going to have the software available and have to go someplace and then come back. If you use the polling on zoom for parliamentary functions then it is a lot easier in the chat, it is more integrated. If it doesn’t work, then we can look at other options. I have looked at other platforms and I thought from a training perspective it’s harder. Most of the faculty already know how to do polling in zoom.

Q: What if we embedded the Senate Zoom in a Senate Canvas site? That way we can say please switch to this for the anonymous voting, because when we have students, the students can’t see certain things. Maybe that will be another option.

A: We could, but the polling works well. What it does, when you start a poll, you create a pre-determined poll, which for Senate would mean a yes, no, and abstain. You can pick for the poll to anonymous or not anonymous, then after the polling is done, you share the results and everybody gets to see it. This is very fast and similar to what they do in the State Legislation. We can try it in an Exec meeting to see how it works with the small group before doing it at a Senate meeting.

- Another issue at the Senate meetings is how we manage the documents. It gets very confusing when you are looking at them in a virtual world and you really do not know which document you are working on when the amendments happen. My recommendation is whenever we have an amendment or modification, that piece of the document gets posted to the chat so everybody can double click on it and actually look at it while the discussion is going on and before we pass anything we could post it in the chat and on the screen so everybody can see it.

- I think the Chair should not ask people if they have an amendment. If you ask them for an amendment it ends up taking longer because people are trying to write instantaneously. I understand why it is done, but in the virtual world it creates more chaos because people try to jump back in after they have thought for five minutes.
- What do you think about saying it sounds like you have an amendment brewing, we will put you on the second time speakers list and we will come back to you but have the language ready.
- What would be better is if you to create a document and put it in the chat so people can see it.
- The idea of using canvas to create a community with a page or tab for every meeting where the documents are listed in the order, they will be reviewed might also be a way to structure the materials for folks. They go in, the zoom link is there, the documents are listed clean and easy to move through them and folks who are members would have access to them. Something to consider if it is easier than the chat box.
- We are currently using Dropbox, so we would have to upload the documents into Dropbox and Canvas which will be more work for the Senate staff. Canvas provides a better structure, but having people go back and forth for the voting piece and the document piece, not sure how efficient that would be.

Q: Is it clear that Alexandro is watching the chat room?

A: Yes and no, it depends on what we are working on. When we had our resolutions, since I was aware who was already going to speak to it; it was easier as opposed to if we had to talk about new business. We have to figure out if the chat comments will be a separate list or is it only to document that you want to talk? I think we need chat rules, is it a separate speakers list or is it merely only to get onto the speakers list, because it could get a little wild in terms of managing that.

Q: How do you think people would respond if we said reserve the chat for getting on the speakers list and posting amendments, but not for random comments or chatter?

- It seems like people are using the chat room in lieu of being recognized by the Chair. They are using it to state their opinion about things and that is not the protocol of the Senate for people to free flow and say stuff.
- We will take ten minutes at the beginning of the next Senate meeting to lay out the ground rules for the chat room.
- Private chats are fine, public chats are not allowed. Public chats are done for parliamentary reasons, to ask a question.

Q: If the chat is to be used for parliamentary issues, why wouldn't the parliamentarian be in charge of the chat room instead of the secretary?

A: I did talk to Ed Fink this morning about what his role is. For the motions, the parliamentarian can weigh in on those, but keeping the speakers list is the secretary.

- Let's keep the Zoom chats to Senate business only because a lot of people will be sending motions to the chair privately because they will not know how to change it back. Maybe we need to give them another channel they can use for their private chats if they choose.
- Tell people to communicate with each other to use the method of communication they used when we held in person Senate meetings.
- If we emphasize to the Senators the chat history is part of the official record it will help to limit the unnecessary chatter.

➤ I did not realize until last week that the only ones we honor at the Senate meetings for in memoriam is faculty members. Since we are a Senate that is made up of administrators, students, and staff, I believe that we should be honoring all people when they pass. If they have emeritus status, that might be a distinction, because some people are here a long time, and some are here a short time. The people that have been here a relatively long time, they helped build our university, and we should not forget them. I would like for the Senate to acknowledge all people who pass. Whether you want emeritus status, that's fine, but I think we need to be more inclusive.

- I agree and think it is really key that we do this. I brought up emeritus was a long time ago emeritus was only faculty then we converted to staff. The Senate did not include staff, it was only faculty and administrators, so as we have turned the Senate in a more inclusive, we need the memoriam to also be more inclusive.
- I think we can do something like this, even if its just the names up during the memoriam.

- I am getting a lot of notices from students as well as from staff people, as well faculty that work with students that Financial Aid is really backed up and it's a big mess. They need more workers, they are overwhelmed with the virtual conditions. Their new format is they spend half their day taking phone calls and the other half of the day processing forms. They do not have enough half days to get everything done with the very tight turnaround deadlines and we are getting a lot of unhappy students. It is beyond customer service style issues. As a university, financial aid is the life blood of our first-generation students to be able to attend classes in a timely way. Financial Aid and Student Affairs need to repurpose staff that are in offices that does not make sense right now that we are in virtual world. Financial aid needs to double its staff so the phone call people can be the less experts and the paper handling can be the real experts on financial aid. What is happening now and what is happening for the spring and the FAFSA deadline, I am truly worried that financial aid thought they could handle this virtual environment and it is not the same as an in-person environment. We do not want an office to be overwhelmed when there is no need for them to be overwhelmed.
- I spent the first two weeks of August working with students and working with Financial Aid. We had a big meeting with Financial Aid, and they are totally overwhelmed. The fact that taxes deadline was changed from April to July made it very impossible for them to get things done. It would seem that at a higher level, somebody would have seen they are getting over 300 emails a day, 700 phone calls a day that you have to deploy staff from somewhere else. We have had students who were ready to graduate, and they have been dropped even though all of their financial information was in for two months, because Financial Aid did not have the staff to process it. It really does need to be focused at a high level to deployed people before we run into this again in spring. They are working really hard, it is just they are short staffed.
- I have a meeting with VP Oseguera next week, I will definitely bring this up. I will send her a note before that meeting as well.
- If we see there is a wait on financial aid and there is a backlog, we can actually talk to the Student Financial Services to move the deadline to drop the student later at a later date. We have done that before. But that has its limitations because if we do not drop them, those classes will not be open for students to pick. About five years ago we had the same problem come up and the university actually made an exception and gave them three full-time counselor positions to catch up. That needs to be recognized again.
- Maybe they need to make this an annual thing, where they move people over there, whether they come from campus or not.

III. ANNOUNCEMENTS

No announcements.

IV. TIMES APPROXIMATE

12:00 PM – 12:20 PM

Topic: Capital Programs and Facilities Management Fall Semester Safety Preparation and Efforts
Presenter: John Ramirez, Director of Facilities Operations
Pearl Boelter, Director of Environmental Health and Safety

John Ramirez and Pearl Boelter attended the Executive Committee meeting to give an overview of the fall semester safety preparation and efforts for the campus. The PowerPoint consisted of slides covering the following:

- COVID-19 Industry Guidance: Institutions of Higher Education
- Promote Healthy Hygiene Practices
- Train Staff & Students
- CSUF Class Schedule General Information
- Intensify Cleaning, Disinfection, and Ventilation
- Plan for when a staff member, student, or visitor becomes sick
- COVID-19 Prevention Plan Efforts
- Implement Distancing on Campus

Q&A:

Q: (Kanel) I have seen lack of wearing masks and social distance every time I went to shipping and receiving and the library, it is mostly operations staff and maintenance staff. What is being done about that?

A: (Ramirez) I have been on campus every day and over 99% of the time I see people wearing mask and personal protective equipment. There are folks that are not, but nobody I have seen so far has refused to wear it, usually they say I am sorry and put it on.

What we have done to try to explain to everyone the reasons and rationale is given them documentation, we do regular reminders. We have discussed with Human Resources next steps on the regular folks who are not following directions, how do we get those things moving. As you know, the police are not giving tickets for it. Human Resources is hoping we can resolve it internally and it will not be a labor relations issue.

- (Dabirian) We have a directive that was passed last week, and it talks about wearing masks. It also talks about disciplinary actions. So maybe we need to get Directive 21 out to the campus.

Q: (Gradilla) Can you define “deep cleaning” versus “cleaning”?

A: (Ramirez) In deep cleaning, we are doing the floor with machinery to actually deep clean the surfaces. That is really the biggest difference between cleaning and deep cleaning.

Suggestion:

(Dabirian) I think it would be great to include this presentation in the next Senate meeting or send it to the all Senators. Maybe send it to the entire campus, I am communicating this to the rest of the faculty is very critical.

- (Boelter) We will work with Strategic Communications to find a good way to distribute it.

V. APPROVAL OF MINUTES

5.1 EC Minutes 8-25-20 (Draft) - *forthcoming*

VI. CHAIR’S REPORT

The Strategic Enrollment Management group is working, we have another meeting scheduled. If you have any ideas for that, send them to me and I will forward to the group.

VII. STAFF REPORT

No report.

VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Stambough], T, 8-25-20, 1:15 - 3:45 PM, Zoom

The Board covered many routine and important items such as approving the meeting schedules, approving the authorized users for financial accounts, and approving the Commission of Student Leaders.

8.2 Campus Facilities & Beautification Committee [Dabirian], F, 8-28-20, 11:00 - 12:00 PM, Zoom

- I started the meeting at 11:02 AM, with introductions and committee chair’s election. Dr. Sharma was re-elected as the chair.
- The committee members had concerns about safety on reopening, and Emil Zordilla reported all the campus was doing to keep our student/faculty/staff safe.
- Library’s open space was discussed for students with a need for Wi-Fi and space to take exams.
- Emil Zordilla discussed all the construction projects on campus, including the renovation of the McCarthy Hall 2nd floor and opening of Library 4th and 5th floors.

IX. NEW BUSINESS

9.1 Academic Senate Annual Report 2019-2020

(Stambough) This document will be added the Academic Senate website.

9.2 Planning for Spring Retreat

(Stambough) We talked about themes for the retreat, I would like to get a couple who would like to form a tiny working group. We will end up working with the Provost office on the retreat. The theme for the spring retreat had a lot to do with anti-racism and incorporating it into process, procedures, and curriculum. We need to try to figure out how a retreat would work, assuming we would have to do it virtually.

We have two different things: 1) theme and content, and 2) logistics, which would be very different from our normal logistics of going over to Titan Hall or the Marriott.

(Dabirian) I can have Dhusdee Chandswang from IT be part of the committee to help facilitate and see what the possibilities are for the virtual retreat. A virtual retreat will require a lot more work. Having her and Rommel work with the Senate staff can help them with setting this up from a logistic perspective.

Volunteers for working group:

Walsh, Matz, Gradilla, Wood

Recommendation:

(Dabirian) Have the working group look at the status of Ethnic Studies. We need to incorporate the status of that into the retreat.

X. ADJOURNMENT

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