



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 8, 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

In regards to Proctorio, IT just sent out a message to faculty about privacy, it is important that you share it with all your students. We also provided information about training in the message, we want faculty to get trained on Proctorio. There are universities that do not want to do proctoring, but there are a lot of faculty in different departments who have approached me about a lot of cheating going on and they need the tools to manage it.

Kristin Stang sent out a message stating if somebody does not want to do Proctorio, you should use an alternate assessment system and we are pushing for that because it is a possibility somebody does not want to reveal their house. I also talked to VP Oseguera to make sure assistant deans can help out whenever the students need to do an alternate. The Dean of Students, Vincent Vigil is responding to students' emails.

Suggestion:

Maybe there should be a letter from VP Oseguera and Vincent Vigil to students informing them of their rights and what is appropriate Proctorio usage.

- I will ask Vincent to send out a message to all students about both cameras and Proctorio. If students do not want to turn their camera on, the message will refer them to the assistant dean in the colleges so they know there is a route they can take to work with the faculty.

III. ANNOUNCEMENTS

(Gradilla) We are not using the word Hispanic anymore. One of the promises the Chicax/Latinx faculty got out of administration when we met with them this summer was an official rebranding of our student population to match CSU system, community colleges, UC system, and West Coast naming practices, which is to use Chicax/Latinx when referring to students.

The term Hispanic is appropriate for federal reporting if you have a grant or for other types of federal stats.

IV. TIMES APPROXIMATE

11:45 AM - 12:00 PM

Topic: Realigning Some Portfolios in Academic Affairs

Presenter: Provost Thomas

I have three things that I wanted to bring to you:

- 1) I would like to get the search going for the new dean in the College of Business and Economics. I have been interviewing a couple of search firms because I am pretty interested in having a deep pool of candidates. I would like the Executive Committee to get started on the process of providing search committee members.
 - (Stambough) We will send out the request for nominations from the faculty of the college. We will pick five names to put on the consent calendar. We will do that as quickly as we can. There will also be faculty on the search committee who are picked by you and by the president.

Q: (Gradilla) Is there anything on your wish list in terms of what you want to see in a dean?

A: (Provost) My wish list would be that we stay open initially to their academic background or professional background. We stay open that we might be interested in candidates who have different levels of experience, because we can often see more diversity in leadership if we are willing to think outside of the current structures. At the top of my wish list is someone who is going to come in and be experienced at and committed to creating environment that is collegial, one that respects diversity, and really wants to back department chairs to help have healthy climates in all of the departments.

- 2) I would like the Executive Committee's endorsement of moving forward with a spring modality for campus that looks a lot like fall. As you know, our chairs and our course schedules need to be working, and our registrar needs to get moving. There was a sense of a firm guidance coming from the Chancellor's office in early October, but that is not a date that is reasonable for us. In talking with Cabinet, I did have the endorsement to move forward and start putting this into motion. The plan would be spring would be like fall, we would be largely remote. There will be a process where a small percentage of our courses can be approved to be in person. We launched with approximately 160 courses this fall, so if courses were approved, they can still be approved, and an announcement will go out if people would like additional courses to be considered. Depending on health and safety guidelines, we could ramp up to five, seven, or even ten percent of courses, but we will start out where spring will look like fall. We will cue some things up if faculty are interested in the opportunity of teaching in person, should that remain, or should there be more flexibility in the future.

Q: (Kanel) The faculty is concerned that our resolutions only go until the end of this year, in terms of counting or not counting SOQs, grade distributions, and the tenure promotion/extensions. If we move the same thing to spring, will we need to have another set of resolutions asking for those same kinds of accommodations and exceptions? Is that something you would support if the Senate came up with some resolutions to extend our current resolutions beyond the end of this year and make it throughout the COVID Pandemic situation?

A: (Provost) There are two different processes: 1) we move forward with the plan for the modality of campus, and 2) the Senate request any special dispensation that ought to be in place because of the modality that we are in. Right now, there's a couple of pending things that I see that has to do with this semester's modality. I have both those jobs, I have the one where I come to you to make sure we all are making decisions that we need too about how we teach and then the other one where we have discussions about what this means for our RTP process.

Q: (Walker) How quick is this information going to go out?

A: (Provost) The President is in a discussion with Chancellor White and all the campus presidents. He knows I am having this discussion with Exec, so right after this we will be looking to let the campus know. So, I would guess by this week.

Q: (Walker) Did we think about there is a difference between faculty coming back to use their offices and students coming back for instruction?

A: (Provost) It would be good if that question went to the Reentry Leadership Team as a separate item.

- 3) I am looking at the portfolios that I have for the associate vice presidents and what I would like to do is make sure the people who report to me that I can hold them accountable for what is in their portfolio. I have some individuals who have things in their portfolios that do not align, do not make sense and I would like us to correct that. I also like to change the Faculty Support Services position from an assistant vice president to associate vice president and have that position report to me. I think it would be nice if we could do an abbreviated search, as we have a candidate who is already doing the job.

Suggestion:

(Walker) Maybe the Executive Committee can write a letter to the CFA President asking them to do something about the SOQs. There was a lot of confusion when we did a resolution because the faculty thought the Senate had the power to do stuff that we do not have the power to do. We can all sign the letter and send a copy to the Provost so she is aware we are doing this.

12:30 PM – 12:50 PM

Topic: Crowdfunding

Presenter: Todd Frandsen and VP Saks

Todd Frandsen and VP Saks attended the Executive Committee meeting to give an overview on the CSUF Impact Crowdfunding Platform. The PowerPoint consisted of slides covering the following:

- Crowdfunding
- Day of Giving
- Application (Key Elements)
- Key Dates
- Titan Emergency Fund Website Overview

This PowerPoint document has been shared, but we request that you share with the chair and faculty in your colleges. We want to give people the opportunity to support whatever they feel is important.

VP Saks gave an update on commencement:

The events team as developed lots of different options and scenarios to explore for the May commencement. Everything from looking at having regular commencement times for 2021 grads and an entirely separate ceremony for the 2020 grads, we would find out more from surveying as to who would actually come or not come. We would have to limit the number of people, so we are looking at maybe three or four guests per person. We are looking at how we could pull off commencement in this COVID world. Other options we are looking at is having commencement where the graduates are present but guests are not, but they are watching via webcam.

Our goal is to be able to collect feedback from different people so that we can start putting meat on different kinds of options. The team is looking at what we could potentially set up in a way that would allow for adjustment later on. For example, we would plan for four guests per family, but if there is another spike, we pull that away and have families not come and everything is done virtually. They are crunching numbers to see how many students we will have,

Q&A:

A discussion ensued where exec members shared concerns regarding promising something to undergrads that we have no control over. VP Saks acknowledged our concerns and had actually wanted to include that view but thought no one would want to hear tough news.

V. APPROVAL OF MINUTES

5.1 EC Minutes 8-25-20 (Draft)

M/S/P (Walker/Walsh) Motion to approve EC Minutes 8-25-20. Minutes approved.

5.2 EC Minutes 9-1-20 - *forthcoming*

VI. CHAIR'S REPORT

The AS meeting begins right at 11:30 and that is when the Convocation begins streaming, so I am going to call the meeting to order a couple minutes early. Depending on the time, we might be able to take care of some business from the agenda.

VII. STAFF REPORT

Login into the AS meeting as usual, we will stream the Convocation from the link Strat Comm provided. The President will take a few questions after.

VIII. COMMITTEE LIAISON REPORTS

8.1 International Education Committee [Dabirian], W, 9-2-20, 11:00 AM - 12:00 PM, Zoom

Two follow up items from last year

- Large survey was conducted last year. The survey will be sent to committee members. Committee members are asked to provide feedback as to what to do with the survey. April Bullock will send out the survey.
- Discussed the overlapping programs between Extended Education Committee & International Education Committee. There has been a suggestion to merge EEC and IEC, but committee members strongly disagree with the idea of merging.
- A joint meeting with the Extended Education Committee will be scheduled

International Students update

- Lack of clear guidance from federal agencies had made it difficult for international students.
- Export compliance requirements are applicable to international students.
- There is a need to assess what the future international programs in the extended virtual environment look like. VPN is available to international students. Four international students were sheltered in place in their home country. Some students defer a semester, but Spring is unknown.

How to structure virtual international education

- How do we support faculty who are participating in study abroad? International education is more than study abroad. Bring international education experience to students who cannot afford to study abroad. Being virtual makes it easier to bring the international experience into our classes by inviting international faculty or students. Faculty are not aware international students are enrolled in their courses.
- Committee members are asked to send to April with any suggestions on international education.

8.2 Information Technology Committee [Wood], F, 9-4-20, 10:00 - 11:00 AM, Zoom

1. Introductions
2. Best practices for online teaching were shared: <http://onlineed.fullerton.edu/BestPractices/index.html>
3. The committee is looking for a member for the Web Governance subcommittee
 - a. The Web Governance subcommittee has engaged a vendor to examine our campus website; campus has a great abundance of webpages and the committee is looking to simplify
4. IT Committee Meeting Report Presentation
 - a. Presented the Faculty/Student Success Dashboard; concerns were raised about the implications for faculty and how the information could potentially be misused to the detriment of faculty and students, alike. There was an urgent request for consideration of faculty protections.
 - b. Reentry support for Campus: 24/7 IT support desk; on-campus support for on-campus courses; digital print service is available online; device distribution continues; there are 3Xs the number of people providing IT support coverage in reaction to COVID-19 and it is anticipated that this will continue into the future; of the 6,074 device requests that were approved, 4,570 were picked up—those not picked up in 2 weeks are returned to the pool.
 - c. NVivo Enterprise licenses will be purchased for campus, demonstrating concrete institutional support for qualitative research
5. Considering the continuing introducing of online forms, the question of whether Adobe Enterprise if the best solution for this task was raised and will be discussed in a future meeting.

8.3 Faculty Affairs Committee [Kanel], F, 9-4-20, 10:00 AM - 12:00 PM, Zoom

- After Introductions the co-chairs set about to discuss the order of reviewing items on the agenda for the year based on urgency and perceived importance. Consensus was reached on the order of review.
- UPS 210.000 Tenure and Promotion Personnel Procedures will be discussed in two weeks based on the work done by the sub-committee. In addition to the revisions discussed by that committee, the full FAC committee will review document for areas where diversity and inclusion and antiracist ideas may be included. There is hope to submit to senate during the fall for review.
- UPS 210.002 Tenure and Promotion Personnel Standards will be reviewed after 210.000. Then once that is reviewed, it will better inform the reviewed of 210.070 Evaluation of Lecturers. Since there is a freeze on hiring temporary faculty, UPS 210.050 Recruitment and Appointment of Temporary Faculty will be put as a lower priority item this year.
- UPS 260.104 Guidelines for Granting Difference in Pay leaves should be easy to tackle since the policy on sabbaticals has already been revised to be in compliance with CBA. Kristin Stang will consult with HRDI and report back soon.
- UPS 220.000 SOQ policy will be discussed soon as possible. There are a few issues: going totally online, and how there may be biases against women and faculty of color. WE will weigh the data and theories when reviewing this policy. Discussion dealt with the “window of closure” for SOQs, lack of responses, and more.
- Executive Committee will need to replace Jade Jewett from College of ARTS as she has resigned.
- UPS 210.070 Evaluation of Lecturers need substantial work according to Ed Collom. Grade distributions and organization will help reduce confusion.

- The committee discussed UPS 261.000 Emeritus Status, and an amendment was offered to create a committee of the President, CFA President, an Emeritus faculty appointed by senate, and HRDI rep. Additionally, including specific reasons to remove that status may be placed in the doc. Next meeting will invite senate representative Nancy Fitch to hear her feedback on these ideas.

8.4 Planning, Resource & Budget Committee [Walker], F, 9-4-20, 1:00 - 2:30 PM, Zoom

1. Welcome and Introductions Occurred
2. Vice Chair Election will occur in October
3. PRBC Approved May 1, 2020 meeting minutes
4. New Business
 - a. Welcome from President Virjee
 - i. President Virjee and VP Kim are working on their response to the PRBC recommendation from last year.
 - ii. President Virjee reviewed the current CSU and CSUF budget scenario for this year. As exec is aware, funding for the CSU and CSUF will be much less than last year and next year is likely to be worse. This will very likely be a multi-year budget downturn for the CSU.
 - iii. This year's PRBC will be working with the cabinet and President to discuss priorities, alternative sources of funding (e.g. philanthropic), and trying to keep the eye on the University Mission and Strategic Plan with regard to spending etc. This year we will be able to backfill with reserves, but this won't be the case next year. So, PRBC will be deciding where not to spend instead of where to spend new money.
 - iv. CSUF baseline cut \$24 million and CSUF's self-funded operations have lost ~ \$20 million
 - b. Bylaws were reviewed and committee charge
 - c. Reviewed UPS 100.201
 - d. Reviewed the Schedule for meetings
 - e. Reviewed the recommendations from last year.
 - f. Vice President Kim reported on the reduction to campus. All divisions took a 6.54% cut. Academic Affairs took a \$16 million cut but was backfilled with \$8 million (only a 3.41% cut)
 - g. Budget 101 training - will be recorded so folks can do it at their leisure. We will have a Q&A at a future meeting.

8.5 Graduate Education Committee [Wood], F, 9-4-20, 2:00 - 4:00 PM, Zoom

1. Introductions
2. Discussed purpose/focus of UPS reviews: update for inclusive language, updated titles, changed procedures, alignment with other UPS, should/shall, etc.
3. Reviewed UPS 410.200, made revisions, and will revisit at next meeting
4. Reviewed UPS 430.00, made some revisions, but need more information/research to move forward with revisions
5. The committee requested clarification on the roles of the curriculum and graduate education committees in reviewing/approving new programs
6. University writing proficiency committee waived the GVAR (graduate writing assessment requirement) during COVID; will need to come up with alternative to make up for the GVAR. Looking for a default standard approach that departments can replace (with their own approach) if they choose
7. The committee recommended updates to section III of UPS 320.020, University Writing Requirements
8. Grad Studies AVP Frey reported:
 - a. Campus is pilot testing a "TDA" for graduate programs as an advising tool moving forward
 - b. Graduate enrollments were strong this past year
 - c. The Grad Studies Office is providing an orientation to new grad advisors, email incoming
 - d. AVP Frey wants to consider benchmarks for measuring graduate student success, along with barriers and facilitators

Additional Report:

(Wood) They want clarification on the roles of the Curriculum Committee and the Graduate Education Committee in the process of approving new degree programs. They looked through the UPS and thought it was unclear who had what role. There was a discussion that Curriculog is supposed to reflect the process and they can't look at Curriculog for the answers.

They wanted to see some updates to Section 3 of UPS 320.020 in terms of the university writing requirements because the section they are using for guidance is under undergraduate writing requirements. It needs to be inclusive of graduate writing requirements or a parallel section.

Q: (Walker) Do they want to change what the graduate writing requirements is?

A: (Wood) They were responding to the request to review and revise their documents. As soon as they got into this document on writing they could see there was so much work that needed to be done.

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

The committee is working on survey to gather data on needs for scholarly and creative activity. The committee had a very robust discussion about the survey and how to improve support for research, scholarly, and creative activity. The committee is working to get the survey done soon, but it probably won't be completed until November.

IX. NEW BUSINESS

9.1 Proposed New Courses & New GE Courses - Fall 2020

(Stambough) I got a note that there is one course they are holding; I will have that one removed from the list.

This will be added to the AS agenda as a Consent Calendar Item.

9.2 Procedures for conducting virtual Senate meetings

9.3 Revisions to UPS 100.001 - Academic Senate Bylaws

(Stambough) These are the changes from the Election Committee. They took out the in-person part of the petitions so we could do it virtually. They provided language to address the instances where there is no candidate for a seat in an election.

This will be added to the AS agenda as a First Reading Item, then referred to the Constitution Committee. After the Constitution Committee reviews the changes to the document it will return to the Senate for approval.

X. ADJOURNMENT

M/S/P (Dabirian/Stohs) Meeting ended at 12:55 pm.