



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
JANUARY 25, 2022**

*Approved 2-15-22*

**11:30 PM - 12:50 PM**

**ZOOM**

Present: Barros, Casem, Dabirian, Gradilla, Matz, Milligan, Sheehan, Stambough, Walsh

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

In regards to the new system Concur and the trend of pushing a lot of the work that used to be staff work onto faculty, and these are systems that we have to learn every time they are introduced to us and we are not compensated for the training. What can we do about it?

- Somebody needs to be an expert in Concur, and that would be a staff member in the department.
- In my department we don't travel often and the system changes, so that means we would have to learn it every time we needed to use the system, it doesn't seem like an efficient solution.
- We might want to ask our sister campuses how they are implementing it on their campus in the departments.
- Maybe someone needs to come and explain what the work flow.

## **III. ANNOUNCEMENTS**

- (Stambough) We just received a flyer ASI and Student Affairs is bringing Angela Davis to campus on February 24th. We will put in the flyer in AS announcements.
- (Stambough) The AA/AS retreat has been rescheduled from Friday, February 25th to at Friday, April 15th. I talked with the President and the Provost and since the retreat will be in person, we thought moving it to a later date would be a good idea.
  - (Matz) April 15<sup>th</sup> is Good Friday.

## **IV. APPROVAL OF MINUTES**

Minutes approved.

4.1 EC Minutes 12-7-21

## **V. CHAIR'S REPORT**

- I have had some conversations with the President and Provost and they would like to get a sense of the Senate on the academic calendar and extend the January term back to the way it was. I would like to have this a discussion at our next Senate meeting.
- We will be doing Exec and Senate meetings virtual until the students return to the classroom, we will follow those directions.

## **VI. PROVOST REPORT - 12:30 PM**

- Thank you all for meeting with the AVP Dean of Extension and International Programs candidates, we have four really solid candidates.
- About 33 percent of our faculty (approximately 700 people) have completed the Equitable Pedagogy Module and we have about 2,100 eligible faculty. The data from our departments range from 12 percent of faculty to 55 percent completing the survey. We are almost in the last month, because once we get to February 28<sup>th</sup> the stipend stops because of the way the HERF funding is set up.

I have been working with the Deans and putting it in my Senate update and the Deans have been sending some messages. I think the Deans at this point are reaching out to everyone who has not started, who hasn't yet gone into the Canvas module or those who have not finished. But I actually think it's worth all of us encouraging our colleagues to do this together and I would like it if you would write to your Senate colleagues or write a resolution to concretely urge people to do this, maybe even in language of what you thought about it when you did it.

- (Stambough) We can probably put together a resolution for this week or the following week to endorse/support it.

## VII. STAFF REPORT

No report.

## VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Stambough], T, 12-7-21, 1:15 - 3:45 PM, TSU Legislative Chambers

8.2 Faculty Development Center Board [Milligan], F, 12-10-21, 9:30 - 11:00 AM, Zoom

- There were 13 people in total on Zoom (quorum).
- Approved the November 12, 2021 FDC Board meeting minutes.
- Virtual Mid-Career Faculty Retreat is scheduled for January 11 & 12, 2022 from 9am - 12:30pm. The itinerary will be emailed out shortly.
- Faculty Enhancement & Instructional Award (FEID). Documents were reviewed by the committee. The stipend was increased to \$5,000 and the application deadline was extended to March 7, 2022. I have attached a copy of the changes.

Announcements:

- Faculty Recognition for Scholarly Activities was held on December 9, 2021 at the TSU Pavilion. They used a new format that went extremely well.
- Faculty Research Network (FRN). There are currently 74 participants that have built their Research Profile. FRN is planning to communicate with its members more frequently; 3-4 times per month.
- Next meeting is February 11, 2022 from 9:30am-11:00am.

8.3 Information Technology Committee [Dabirian], F, 12-10-21, 10:00 - 11:00 AM, LH 702/Zoom

### **Announcements**

- Amir - AWS / Canvas outage

### **Amir Report**

- Women in CyberSecurity Webinar
- Information Security Audit is in progress. Report will be discussed in Spring 2022
- The new initiatives for bridging Digital Divide
  - We will be joining in CSU- CSUCCESS program
  - Continue our Laptop TitanTech program
  - IT with Partnership with Library will open a new Center for Equitable Digital Access for both CSUCCESS and Titanware initiative.
- New Email Banner will be deployed by IT for email from our partners such as Canvas

### **WWW Policy**

- Need legal counsel updates – Amir / Legal Counsel
- WWW needs to get together for further discussion and resend to senate IT

Social Media Policy is coming (Amir)

Computer Use Policy Review and committee wants to keep the policy as is.

8.4 Extension & International Programs Committee [Dabirian], M, 12-13-21, 3:00 - 4:00 PM, THall 1424/Zoom

### **Hakob**

- Urgent Business? None
- Minutes: m/s/p
  - Maria / Denise / motion passes

### **User Experience program revision curriculum proposal – Christina Kim**

- Revision to certificate in User Experience (UX)
- Changed name and length of the program and number of courses
- Changed program hours
- Using expertise of “LearningFuze” (third-party provider)
  - Question: Any issues with using third-party provider?
  - Nathan: Probably better to do in-house and lower cost.
- Move to accept with revisions
  - Nathan / Denise - Passes

### **CEU course proposals (SECS-7289 and SECS-7290) – Dr. Sagil James at 3:30pm**

- SECS-7289 - Advanced Quality Engineering
  - Materials already on Canvas
  - Asynchronous Modality
- Both tabled to next meeting.

### **Library requirement for extended ed proposals - John Hickok**

- For credit bearing, extended ed students have library privileges
- For non-credit bearing, extended ed students DO NOT have library privileges beyond guest privileges. Does this create non-equity?
- Tabled to next meeting.

### 8.5 Faculty Research Policy Committee [Sheehan], T, 12-14-21, 9:00 - 10:00 AM, Zoom

#### **Discussion items:**

- Update on the status of the survey administered during summer and fall 2021
- Arrange for data analyses and presentation, define interested parties

#### **Continued Business:**

Revision of the UPS 630.000 (Policy to Investigate Instances of Possible Research Misconduct)

#### **Discussion Items:**

1. AS requires policy documents to be brief. How can we conform with this while ensuring everything is appropriate?
2. Can we have one policy (UPS) that describes the basics (definitions; responsibilities) and then have the rest of the document as an action policy? If yes, which office should host it?
3. Will this policy cover only Research or any type of RSCA? (Currently it does not)
4. What about students?
5. What about conflict of interest (at all levels)?
6. Which office (-s) should be responsible in each case?
7. Other questions for the Senate Exec?
8. Examples: please see UCI/UCLA/UCSD other CSUs websites here:  
<https://policy.ucop.edu/doc/2500496/IntegrityInResearch> <https://rpc.research.ucla.edu/research-misconduct/> <https://blink.ucsd.edu/research/policies-compliance-ethics/ethics/index.html> <https://doresearch.stanford.edu/policies/research-policy-handbook/conduct-research/research-misconduct-policy-allegations-investigations-and-reporting> <http://www.columbia.edu/cu/vpaa/handbook/appendixc.html> <https://www.uaf.edu/ori/responsible-conduct/research-misconduct/> <https://www.cu.edu/ope/aps/1007> <https://www.csulb.edu/academic-senate/policy-statement-16-01-misconduct-research-creative-activity> <https://osp.uccs.edu/research-compliance/misconduct-in-research-scholarship-and-creative-activities> <https://policy.arizona.edu/ethics-and-conduct/investigations-misconduct-scholarly-creative-and-research-activities>

More information on our policy (folder on Dropbox)

<https://www.dropbox.com/sh/cadxgmj414mzo9y/AABXQlpgBoS4hE7Eu-KePIlta?dl=0>

Committee has decided to incorporate final suggestions for revisions to current document and send it to the Academic Senate for discussion (with both policy and procedures sections) and to forward the questions above with the recommendation that they be discussed on the senate floor. Committee would like AS to debate and formally vote on procedures even if procedures are housed under ORSP or another entity on campus.

Future business: Export control policy

- 8.6 Diversity & Inclusion Committee [Walsh for Gradilla], T, 12-14-21, 1:00 - 2:00 PM, Zoom
- Call to order @ 13:02 with nine members and two ex-officio members
  - Minutes approved by acclamation
  - Vice Provost Zarate and Bobbie Porter introduced the COACHE survey coming out in February
  - Committee resumed review of UPS 210.002 and completed changes to return document to Faculty Affairs Committee
- 8.7 Writing Committee [Walsh], F, 12-17-21, 9:00 - 11:00 AM, Zoom
- Chair called meeting to order at 09:05
  - Six members plus ex-officios present
  - Committee agreed to continue via Spring for zoom
  - November minutes approved
  - Approved CTVA 350
  - Approved BIO 398
  - Discussed COMM 335—returned for small changes and clarifications
  - Discussed COMM 351—return to professor to clarify contradictory language on “academic language” vs. advertising language.
  - Discussed COMM 362—no table showing how many points or percentage each assignment is worth. Return. To professor’
  - Discussed COMM 377—return to professor to indicate if there is feedback
  - Discussed COMM 435—return to clarify if it is all in class writing with no feedback; no boilerplate language; clarify prerequisites; clarify additional work required for graduate credit
- 8.8 Faculty Affairs Committee [Barros], F, 12-17-21, 10:00 AM - 12:00 PM, Zoom
- There was quorum. Most members attended via ZOOM and the others attended in person.
  - The committee discussed UPS 230.000 - Statement of Professional Responsibility. The policy duplicates the Statement on Professional Ethics by the American Association of University Professors (AAUP). FAC specifically discussed three possibilities: 1) reaffirming the policy as is; 2) updating the language of the policy; and 3) eliminating the policy. Although FAC members feel the policy doesn’t provide clear guidance to faculty or spells out consequences for not following the policy, it appears that it has been used as part of disciplinary processes. FAC has opted to update the language of the policy. This work will be conducted early in Spring 2022.
  - FAC will take up UPS 210.001 in early Spring 2022 as well. Currently, Natalie Bersig is reviewing the work completed by FAC and D&I since 2018 to make sure the policy aligns with CBA and HRDI procedures.
  - FAC will also tackle UPS211.000 - Responsibilities of Departments and Department Chairs and UPS 211.100 - Appointment of Department Chairs and Vice-Chairs. The issue here is complex and will require considerable input from the Academic Senate. There are two main issues: 1) How not to penalize associate professors who “step up” and take on the role of department chair (being chair largely prevents associate profs from engaging in the activities that allow them to earn promotion to full professor)? And 2) How do we ensure chairs, who can have a large impact on the faculty AND staff of a department, are evaluated in a productive/supportive/non-punitive way?
  - In the last hour of the FAC meeting, UPS 260.100 - Assigned Time for Exceptional Level of Service to Students was revised. The revisions were minor and mostly focused on removing references to a specific CBA year and creating a more predictable timeline for the work of the committee. The revision of that policy should be completed in the first meeting in Spring 2022.

8.9 Academic Standards Committee [Casem], F, 12-17-21, 1:00 - 2:00 PM, Zoom

- Quorum was met.
- The committee is continuing to revise UPS 300.030 - Academic Appeals.
- The committee has completed a review of the language regarding appeals of academic dishonesty and will continue our discussion of appeals based on a charge of arbitrary or capricious grading in the new year. It is likely that an updated version of this UPS will be available for consideration by the senate by the middle of spring 2022.

## **IX. UNFINISHED BUSINESS**

9.1 Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee, 2021-2022

- Vice President for Administration and Finance/Chief Financial Officer
- Associate Vice President of Student Success
- Professional Leaves Committee - Library
- Faculty Research Committee - CCOM

Executive committee worked on names of faculty to ask to serve on the AS Standing Committees, Misc. Boards, and Search 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 at the next Academic Senate meeting.

9.2 Revisions to UPS 411.104 - Policy on Online Instruction

Executive Committee discussed where the Senate left off on this document at the AS meeting and how to make sure the classifications that meets WASC requirements are incorporate into the document.

## **X. NEW BUSINESS**

10.1 Revisions to UPS 260.104 - Guidelines for Granting Difference in Pay Leaves

Document will be added to the AS agenda as a new business item.

10.2 Revisions to UPS 300.002 - Academic Advising

Document will be added to the AS agenda as a consent calendar item.

10.3 Revisions to UPS 411.100 - Curriculum Guidelines and Procedures: Courses

Document will be added to the AS agenda as a consent calendar item.

## **XI. ADJOURNMENT**

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