



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
OCTOBER 5, 2021**

*Approved 10-26-21*

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

**LH-702**

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

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## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

- We need to staff the ad hoc committee for the Electrical Engineering and Computer Engineering restructure.

Exec reviewed the list of faculty that were suggested to serve. An email will be sent out to faculty asking them to serve and once we receive an acceptance, the faculty member's name will be added to the consent calendar at the next Academic Senate meeting.

Q: Do we have a number on the percent of students who have been vaccinated and shown their proof?

A: As of Monday, we had 443 in-person students that did not respond and were locked out of their accounts. We are reaching out to every single one of them individually, so by the end of today, they should have all been contacted to make sure we could get them back into compliance. Now that we have locked their account, we got their attention. They have been calling in, some have even contacted the President. The Helpdesk can unlock the accounts 24/7, we are fixing them one at a time. Once we contact them, we unlock their accounts for three days until they come compliant and get their stuff in.

Q: What about faculty?

A: The Faculty deadline is October 27<sup>th</sup>, so we are not doing anything to them.

- We need to consider extending the resolution on retirement of courses since we still are not back to normal. I know it would be controversial because Mark Filowitz wants to follow the policy, but there are classes that were not designed to be taught online, that really can't be taught online and we need to extend those before they are retired. I think we also have to make a referral to UCC to update the policy to reflect somehow managing those offered but only offered every other year or every third year, so there is something in the catalog to reflect those.

Q: Would a resolution on this be to just extend what we did last time?

A: Yes, but add in there that UCC needs to look at the policy.

Q: What does everyone think of extending this?

A: I think it's worth extending another year.

- The other thing that is missing in the conversation is departments need to have a curricular review process that considers the retirement or the updating of courses that haven't been offered. So, if we propose something we make a recommendation not a shall or a should to figure out process for which courses need to be retired or updated.
- The problem is it is so much more work to retire a course that you know you are not going to offer than to take the path of least resistance and let it disappear in five years. There needs to be a way to distinguish those courses from the ones that are only taught periodically.

Q: What does everyone think about a resolution for next Thursday? And I will invite Mark Filowitz to Senate since this is his issue.

A: We are all in agreement, the more flexible the better.

- Last week we talked robustly about what to do in the case of parental leave for Senators. I sort of looped some Senators into this discussion and there seems to be an appetite bring this to the Senate Floor as a larger discussion about what exclusionary barriers exist within the Senate's laws and bylaws that we might have the tools to remedy and if we have those tools, we should remedy. So, the thinking was to put this as a question to the Senate as an advisory capacity to ask the Constitution Committee to look at bylaws in terms of identifying what exclusionary barriers there are.

- I agree with the idea and I see two ways to do this. We can add it as a discussion item and have the Senate broadly talk about what are some practices in the Senate that might be exclusionary or we can pass a resolution or task the Constitution Committee directly to look at the policies to see what are some of the policies that could negatively affect some groups or university barriers.

Q: Would the Statement of Opinions be an appropriate place to query the whole Senate?

A: The Statements of Opinion is for all faculty, not just for the Senate.

- If this is what we want, I recommend we just task the Constitution Committee to take a look at it. On the Senate floor it is going to go all over the place. I think having the Constitution Committee look at it, then bring it to the Senate floor is a better way to do it.
  - I agree with that, I see what you are saying that we perhaps want it to come out of the Constitution Committee before debate on the Senate floor, but at the same time I worry about getting a diversity of perspective on this issue, particularly perspectives from people in our community with expertise on these issues.
  - What I was suggesting is that we task the Constitution Committee the same way we task the Standing Committees to review policies before they are taken to the Senate floor, this way it comes out from a committee discussion.

Q: I wonder if it would be appropriate to send this to our Diversity Committee to advise the Constitution Committee so we have the necessary expertise in terms of these issues especially where exclusionary barriers have been identified. I don't think everyone perceives these barriers in the same way, so I would like to see the Constitution Committee being advised by people with greater expertise, for example in gender equity issues or issues of ableism and disability.

A: I think we need to keep in mind it's not really a gender issue, I have more male faculty last year out on paternity leave.

- We could recommend to the Constitution Committee that on certain key issues we can deem an issue to be discussed during the Senate meeting, then there would be a 24-hour period of voting yes or no on the issue. So, the Senators could watch the debate on YouTube or Zoom, then everybody whether they are in person or virtual has 24 hours to vote on the issue.
  - What about somebody doing a substitute amendment or motion? It's not that we debate and then it's one moment. On the more complex stuff, there are several of those moments.
  - Then if it is in real time, then maybe we Qualtrics vote or use the poll option?
  - A simpler way that I was envisioning was allowing those Senators who were not able to vote in person to vote remotely via email to the chair.
  - There are two issues we are looking at; one issue is virtual voting and one is accommodation.

This issue will be referred to the Constitution Committee to review.

### III. ANNOUNCEMENTS

- (Dabirian) The Division of Information Technology and Associated Students, Inc. will host a movie screening of "Just Mercy" on Friday, Oct. 15, at 6 p.m. on the Intramural Field. This event is open to students, faculty and staff.
- (Dabirian) Change your password.

#### IV. TIME APPROXIMATE

12:30 PM - 12:50 PM

**Subject: New Proposal for Summer School**

**Presenter: Joe Shapiro and Karen McKinley**

Joe Shapiro and Karen McKinley joined the meeting to discuss re-envisioning summer session, the updates and next steps and to kick off the planning session of 2022.

There was a PowerPoint covering the following:

- Supporting Student Success
- Collaborative decision-making and communication throughout AY 2020-2021
- Collaborative decision-making and communication throughout AY 2021-2022

Q: (Stambough) Would the classes that are special consideration, graduate courses fit into that?

A: (McKinley) Yes.

Q: (Casem) If we have two classes in Biology and one has 50 students and the other one has 12, is there any way to compensate the person who is teaching 50 students?

A: (McKinley) At this point no. There isn't any information in the CBA about additional compensation for large classes. Generally, if something were K-2 level in summer or winter, we'd match what the colleges do in fall and spring.

Q: (Casem) What formula do you use for K-2, because that varies college to college?

A: (McKinley) Whatever the college does, we get direction on that from the Deans office of the college.

Q: (Barros) Do we know if the number of sessions went down? How does it impact the number of sessions being offered in the fall and the spring, if at all? Does this have an impact on the total of units the students took in the summer, compared to other summers and overall? I'm asking specifically about the sessions offered in the summer because there is only so much we could do in terms of faculty salary, even to recruit faculty to come to Fullerton. One of the selling points is we usually have summer sessions and intersessions for them to teach. If those are reduced, Cal State Fullerton becomes less attractive to faculty.

Q: (Sheehan) The faculty teaching assignment opt out deadline for Summer Session A is May 9<sup>th</sup>, but the date for determining employee compensation is June 6<sup>th</sup>. So, could the compensation go down?

A: (McKinley) It could go down or up. I'm totally open to another way to do this.

- (Sheehan) I'm very concerned about that, because that will incentivize faculty.
- (McKinley) Maybe an option could be decided as a division that whatever it is at that time, it can't go lower.
- (Sheehan) Yes, because here's the problem, we will see faculty dropping their grading standards, dropping the amount of work in order to attract students, to keep students in the class.

#### V. APPROVAL OF MINUTES

M/S/P (Matz/Casem) Motion to approve two sets of minutes. Minutes approved.

5.1 EC Minutes 9-14-21

5.2 EC Minutes 9-21-21

5.3 EC Minutes 9-28-21 - *forthcoming*

#### VI. CHAIR'S REPORT

- The Constitution Committee met today, they looked at quorum and membership of the committees. They recommend an ad hoc committee or task force to look at committee restructuring broadly.

## VII. STAFF REPORT

### 7.1 Elections

1. Academic Senate Vacancy: 2 part-time seats (1-year term, ending May 2022)
2. Faculty Research Committee: CCOM seat (1-year term, ending May 2022)

We still have two vacant seats for part-time Senators and the CCOM seat is vacant on the Faculty Research Committee. If we do not get a faculty as the Senate nominee approved at the October 14<sup>th</sup> AS meeting we will not be able to fill that vacancy until spring.

- (Matz) I informed the chairs in CCOM we need a faculty person for FRC.
- (Stambough) I sent an inquiry to a couple of part-time faculty members as well as Monisha "Moe" Miller, who is the Lecturer Rep for the CFA to see if we could get some people for the part-time seat. When you talk to people, let them know they get a small stipend serving as the part-time Senator.

## VIII. COMMITTEE LIAISON REPORTS

### 8.1 Curriculum Committee [Gradilla], F, 10-1-21, 12:00 - 2:00 PM, Zoom

UCC discussed three main items:

- First there was a discussion regarding the syllabus policy. UCC was alerted that the GE committee approved the use of a link on the GE page as sufficient for covering the info for classes. So, this has made UCC more open to delving into simplifying our syllabus and creating a new CSUF student policies and rights document.
- We also heard from Joe Luzzi and a salesperson for the syllabus maker application. After the presentation many of us were underwhelmed--many of us believed IT and Amir could do it for cheaper.
- And lastly, I led the discussion on the UPS on academic jurisdiction. UCC feels the current UPS is good but it leaves out a lot of proactive positive aspects of innovative curriculum development. And we discussed creating a new "cross listing" courses UPS or embed the policy on cross listing courses in the UPS on curriculum document. The UCC felt it strange the cross-listing guidelines only appear as a remedy or coerced conclusion to a jurisdiction dispute.

### 8.2 Information Technology Committee [Dabirian], F, 10-1-21, 10:00 - 11:00 AM, LH-702/Zoom

- We had Quorum.
- Chuck reported the result of Sub-committee report on UPS 411.104.
- The committee spend most of its time to review/change and approve the 411.104 (Attached is approved version with and without track changes.
- Next step is UCC - Amir will report the 411.104 to UCC on 10/22 (Chuck is not available).
- Amir updated the group about password change and info security month.

### 8.3 Faculty Affairs Committee [Barros], F, 10-1-21, 10:00 AM - 12:00 PM, PLS-256/Zoom

- The committee met on October 1. There was quorum. About half of the members attended in person and the others attended via ZOOM.
- VP Estela Zarate and AVP Su Swarat presented the tool that will be used to assess faculty's perception of institutional climate. The tool is part of the university's initiatives to promote retention of faculty. FAC members' concerns primarily focused on privacy of respondents and the need to follow-up the assessment with action. Some suggestions to increase faculty "buy-in" were made (e.g., include in the presentation some concrete examples of how other institutions have used the results of the assessment to improve climate). The proposal was generally well received.
- The second half of the meeting was devoted to review the work of the subcommittee focused on UPS 210.001. Section 1 of the document had been reviewed on the Sept 17 meeting. There was significant discussion about the need/appropriateness/value of the department chair declaring the PAF "complete". In an online system, that process appears unnecessary, adds to the chair's workload, and puts the chair on a difficult position (i.e., if during the evaluation process someone says a document is missing, is the department chair "responsible"?). On the other hand, faculty appreciate the additional "set of eyes" to help them prepare their PAF. Another item that received some scrutiny was the maximum length allowed for narratives. A long narrative increases the workload of reviewers. Alternatively, a short narrative limits faculty's ability to provide context to their materials and encourages skirting of rules (e.g., including text-heavy tables). It is my impression that FAC will complete work on UPS 210.001 on October 15.

8.4 Planning, Resource & Budget Committee [Stambough], F, 10-1-21, 1:00 - 2:30 PM, CP-1060/Zoom  
No report submitted.

8.5 Graduate Education Committee [Sheehan], F, 10-1-21, 2:00 - 4:00 PM, Zoom

- Reviewed and Approved meeting minutes from September 3, 2021
- Elaine Fray agreed to serve on the Writing Proficiency Committee
- Policy Statement Review: Discussed and revised the following UPS:
  - UPS 270.103 (Staffing for Graduate Courses) - 2nd Read and Discussion  
Debate over what “well qualified” means.  
Eliminated adjectives about “well” and “appropriate” to simplify and to ensure that these were criteria departments have authority over.
  - UPS 410.106 (Academic Standards for Graduate Degree Students) - 2nd Read and Discussion  
Elaine Fray went through her revisions to Section XIII – creates two categories – post-baccalaureate and graduate students.  
Committee thoroughly debated and revised policies regarding standing and standards for graduate students outlined here.

8.6 Student Academic Life Committee [Milligan], T, 10-5-21, 9:00 - 10:00 AM, Zoom

- There were 12 members on Zoom. There was a quorum. Meeting minutes approved unanimously.

#### **New Business**

- Phil Contz, Associate Director of Residential Engagement, talked to the committee about student housing before and after the pandemic. There are currently 1700 students living on campus. They have lifted some rules to allow the students to interact and socialize (within limits). Basically, they are trying to get back to normal.
- UPS 300.002, at the senate’s request, was discussed. UPS 300.002 had not been reviewed in several years. Elizabeth Boretz explained that Provost Thomas thought the term “advisement” should be replaced with “advising”. No one knows how the term advisement was chosen. In fact, in UPS 300.002 the use the term “advising” throughout the document. Elizabeth Boretz offered to edit the document and have it back to the committee next meeting for a vote.

#### **Old Business**

- The committee also reviewed UPS 230.100 at the senate’s request. The committee decided to remove one line. It is the line that says professors cannot let their students out early to vote. The change was voted on and passed. UPS 230.100 will be moved on to the senate.
- Through ASI, the committee is going to reach out to students to join the committee. To get feedback and find out what the students are looking for and need.

### **IX. UNFINISHED BUSINESS**

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

### **X. NEW BUSINESS**

10.1 Faculty Workload (Discussion item)

1. ASD 20-14 Resolution on Faculty Workload: Policy and Procedures EPR 76-36

(Stambough) We will have a discussion on this next week to figure out what our action items would be.

10.2 AA/AS Spring Retreat - GE (Discussion item)

(Stambough) Start thinking about our spring retreat, which will be in February.

### **XI. ADJOURNMENT**

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