



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 21, 2021**

Approved 10-5-21

11:30 AM - 12:50 PM

LH-702

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

- I have a student who is requesting to drop a course because of the vaccine mandate. I don't know if this is impacting anyone else at this point.
 - I know you couldn't ask, but did the student say they went through the exception process and was denied?
 - The student's petition stated they weren't going to make the September 30th deadline. I advised the student they had alternatives and directed them to resources and told them I would hold off on my approval until they confirmed they wanted to be dropped.
- I would like to discuss the email regarding AS Committees meeting virtually. Committee members are volunteering their time, so they definitely should have a voice on how they meet. I wonder if we should have a resolution that the committees have the opportunities to decide how they want to meet. I think instead of having a mixed modality of meeting, they need to decide virtual or in person. It's probably not much we can do now, but maybe at the end of the spring semester they can decide how they want to meet for the fall.

Q: What is the objective of forcing the committees meet in person rather than over Zoom? Is it that we think the quality of work coming out of these committees is diminished if they are meeting over Zoom? Then it comes to why someone may or may not want to meet in person, and that becomes very personal. So, I think we need to measure all sides.

A: We need to intentional think of what has to be here and what does not have to be here and that a different way of approaching the question opposed to saying it's not convenient for me today, so we going to do Zoom. We need to make sure we have a in person culture for our students.

- Maybe it's the university level committees that we don't have to bring back on campus. These are people who are already going above and beyond and they are being very productive in the Zoom meetings.
- We are discovering that certain meetings work better on Zoom, then in person. There are also certain meetings that work better in person, then on Zoom. When you are intensively involved in a process, we noticed those work better in person. If we had it over Zoom, we would have to over compensate for it. When you do mixed meeting modality, it's a lot harder. You have to make sure the materials are sent and the people around the table are involved. Meeting in person is probably the easiest as far as logistics, or you have Zoom, or a combination of the two, which is a lot harder to do. I think it is better if you set the meeting logistics from the beginning.

Q: Are we expecting action or a decision from this conversation or is the idea just to keep monitoring this?

A: I think collect information. We will send out an inquiry to the committee chairs on how things are going. At some point, we will have to give direction to the committees for spring.

We are not going to be back to normal, for all the people who have small children, until they can vaccinate the two and three-year-old. We have to be very sensitive to that if we want to have a diverse faculty.

III. ANNOUNCEMENTS

(Barros) There is an email exchange to coordinate how UPS 210.000, UPS 210.001 and UPS 210.002 are progressing.

- UPS 210.002 was approved in the spring, there are so me tweaks that we might do as a result of reviewing other documents.
- UPS 210.001 passed through both Diversity & Inclusion (D&I) and Faculty Affairs Committees (FAC), and had a first reading at the Senate. A small working group met to incorporate the suggestions/recommendations from the Senate into the document. I believe the document went back with the D&I, but not sure if FAC would want another look at the document. I also remember Exec saying it would manage the document over the summer.
 - (Stambough) Exec was not going to make the changes to the document, but would review to make sure the changes from all the committes aligned.
 - (Gradilla) In the chain emails, it states UPS 210.001 was complete and with Exec and UPS 210.002 is almost out of D&I and will go back to FAC.

Q: (Barros) Is D&I working on the document that was approved by the Senate last spring?

A: (Gradilla) I will have to check and see.

- (Staff) No one has requested the updated word document of UPS 210.002 that was passed by the Senate last spring.
- (Stambough) We need to make sure the current chair has the updated version of UPS 210.002 to use when making additional amendments.

IV. TIME APPROXIMATE

12:30 PM - 12:50 PM

Subject: Grouping/Categorization Exercise
Presenter: Maria Estela Zarate

Maria Estela Zarate joined the meeting to discuss our current GI 2025 strategy. Looking to see if there are opportunities that we have missed.

There was and exercise she performed with Exec to identify opportunities to significantly improve degree completion and erase equity gaps.

V. APPROVAL OF MINUTES

5.1 EC Minutes 9-14-21 - *forthcoming*

VI. CHAIR'S REPORT

- We need 3 more faculty to fill for the Dean of EIP Search Committee
 - (Matz) I volunteer to serve on that search committee.

VII. STAFF REPORT

- The Special Election for the Faculty Personnel Committee and vacant Senate seats starts on Monday, September 27th.
- We received eight nominations for the Outstanding Lecturer Award 2021-22.
- We received five nominations for the John W. "Jack" Bedell Faculty Leadership in Collegial Governance Award 2021-2022.

VIII. COMMITTEE LIAISON REPORTS

8.1 Internships & Service Learning Committee [Walsh], T, 9-15-21, 9:00 - 10:00 AM, MH-141/Zoom

- The quorum of eight faculty were introduced to each other.
- Jon Haan reviewed the committee's accomplishments from last year and noticed that revisions to 210.002 did not address the issues the committee raised last year. He will re-send the memo outlining recommended changes to recognize service learning in the RTP process.

- Large discussion and confusion over what constitute HIP and how badging works. As soon as the constitution committee approves the change of scope for this committee, Jon will invite Su Swarat and Kristin Stang to do presentations on their role in HIPS. He does not, however, want to begin HIPS discussions until the change in scope is approved and communicated to the committee by Chair Stambaugh.
 - Next meeting will be presentation on CICE by Dawn and on internships by Andrew.
- 8.2 Assessment & Educational Effectiveness Committee [Casem], W, 9-15-21, 1:00 - 2:15 PM, MH-141/Zoom
Hybrid meeting: five people in attendance in person and the rest on Zoom – quorum was met
1. Welcome and Introductions
 2. The committee voted to remain virtual (Zoom) for the semester
 3. Su Swarat presented an update from the Office of Assessment and Institutional Effectiveness
 - a. Personnel changes in the office – Jyenny Babcock will be retiring. Yessica De La Torre Roman is the Assoc. Director of Assessment
 - b. Assessment report from AY 2020-2021 is in process
 - c. Annual Assessment workshops will be offered starting next week. These workshops are open to faculty and staff
 - d. Data governance guidelines have been developed; establishing a data request process and University-wide survey coordination
 - e. Results from the Undergraduate Exit Survey (survey of 5 WASC Core Competencies) reveals weakness in the area of Quantitative Reasoning. Improvement in student perceptions of time to graduation
 - f. GE Assessment will focus on the Oral Communication Learning Outcome
 4. Chair Boutakidis shared a set of aspirational goals for this year
 - a. Inventory of student learning measures- what assessment tools are being used across the campus? Looking at Program/Dept level.
 - b. Examine the association between SLOs and other metrics of student success. Is the data gained from assessment useful? How do we use the data to “close the loop?”
 - c. Support Dept & Programs assessment efforts. University-level support? What is the minimum standard to ensure high quality assessment?
 - d. Standardize a level of rigor of assessment. Use of FDC as centralized resource for workshops.
 - e. Consider modality as a variable in assessment – how to ensure quality of instruction in online?
 - f. Review function of the committee as set forth in the Senate By-laws. Are the functions still accurate?
- 8.3 Writing Proficiency Committee [Walsh], F, 9-17-21, 9:00 - 11:00 AM, Zoom
- Chair called the meeting to order and we all introduced ourselves. There was a quorum.
 - Chair reviewed the committee mission and scope of work. She reported there were no student petitions for consideration but reported during the summer a student submitted a petition that had already been rejected.
 - After a lengthy discussion about whether we need an appeal process and a revision of UPS 320.020, Mark Filowitz said an appeal process already exists.
- 8.4 Faculty Affairs Committee [Barros], F, 9-17-21, 10:00 AM - 12:00 PM, PLS 256/Zoom
- There was a quorum. FAC opted for a hybrid format for the meeting. About half of the members attended in person and the others attended via ZOOM. The committee agreed that a hybrid format would be used for Fall 2021 and if issues came up the committee would discuss the possibility of change.
 - The committee will also choose to use subcommittee to work on different task at simultaneously, a strategy that has been effective in the past.
 - After introductions the committee discussed priorities for the upcoming year.
 - Some additional information is required before making final decisions on the priorities but it appears that the options include: UPS 210.000 Tenure and Promotion Personnel Procedures, 210.050 Recruitment and Appointment of Temporary Faculty, 210.060 Nepotism and Conflict of Interest in Employment, 211.000 Responsibilities of Departments and Department Chairs, 211.100 Appointment of Department Chairs and Vice-Chair, 220.000 Policies, Procedures, and Guidelines for the

Administration of Student Opinion Questionnaire (SOQ) Forms, 230.000 Reaffirmation of Statement of Professional Responsibility, 260.100 Assigned Time for Exceptional Levels of Service to Students, 260.104 Guidelines for Granting Difference in Pay Leaves.

8.5 Academic Standards Committee [Casem], F, 9-17-21, 1:00 - 2:00 PM, MH-141/Zoom

- The meeting started on time with a quorum – all but one member was in attendance (absence due to a family emergency) with two members (liaison and Rob Bodeen) in person.
- Introductions were made followed by election of a Chair. The Chair election took time as members were either already carrying heavy workloads or were new to the committee.
- In the end, Phillip Kop agreed to co-Chair the committee with assistance from me (this is his first time on this committee and first time chairing).
- The decision was made to keep meetings virtual until circumstances change.
- The committee discussed the charge from the Senate and decided to give priority to consideration of the review of UPS 300.030 Academic Appeals.

Additional Report:

(Dabirian) The chair of the IT committee, Chuck Grieb, has put together a sub-committee which will meet tomorrow afternoon to get the Online Policy edited and ready for the full committee on October 1st. The timeline for the policy is to have it to the UCC for their October 15th meeting, then to Exec in November, and to the Senate in December. The sub-committee members are: Loretta Donovan, Erica Bowers, Shelly Wynants, and myself.

If you would like, either Chuck or myself can come to the next Senate meeting and give a committee report and ask the Senate if they have any input on the policy.

- (Walsh) On that same subject, I received an email from a colleague at East Bay and several other chairs across the CSU's chiming in, that there is a new WASC directive that came out today that is re-categorizing things.
- (Dabirian) I will follow up with Su Swarat to make sure those changes are incorporated in the policy. But as the Provost has stated, we may have to get both modalities into all of our programs.

IX. UNFINISHED BUSINESS

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

Exec continued working on filling AS Standing Committees and Misc. Boards 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.

X. NEW BUSINESS

10.1 Resolution in Support of an Expedited Approval Process for Colleges Seeking One Time Additional On-line/hybrid Course Offerings for Spring 2022

(Stambough) I was talking with the Provost and the concern was having a resolution that has a cut off before the resolution is voted on seemed odd.

- Line 33: change the date from "September 14th" to "September 23rd".
- Line 28: change the year "2020" to "2021".
- Lines 24 & 32: change "curriculog" to "curricular management system".

We will send out the revised document to the Senators with these changes.

10.2 New Course Proposals - Fall 2021

This document will be added to the AS agenda or Senate approval.

XI. ADJOURNMENT

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