



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
DECEMBER 6, 2022**

*Approved 1-17-23*

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

**PLN-120**

Present: Casem, Dabirian, Jarvis Kanel, Milligan, Self, Stambough, Walsh, Wood  
Absent: Shepard

## **I. CALL TO ORDER**

Chair Walsh called the meeting to order at 11:30 am.

## **II. URGENT BUSINESS**

- (Kanel) AB 928 is going to go through for transfer students. It's an 80 percent chance it is going to be standardized with the Cal States.
- (Milligan) Several of the universities that Cozen visited over the summer asked them to come back, they said they were, but they are not going to go back. There will also be no campus by campus report.
- (Walsh) I sent back UPS 330.230 (Recording and Transcription of Class Content by Students) to SALC. They missed the directions we gave them regarding students being able to sell class content.
- (Walsh) The campuses that are under-enrollment will be rebenchd in 2024-25, over a period of three years. The money that has been going to them will go to campuses that were over-enrolled. That could be about a three to four percent for us.

## **III. ANNOUNCEMENTS**

No announcements.

## **IV. APPROVAL OF MINUTES**

M/S/P (Jarvis/Kanel) Motion to approve the minutes. Minutes approved.

5.1 EC Minutes 11-15-22

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

- The UPS issue about the chair election is going to be contentious. At the Provost's request, I talked to the Provost Council this morning about it, they had not seen it and wanted a recap.

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

- Academic Affairs is doing a Spring 2023 Enrollment Effort pilot program to engage in centralized and coordinated efforts to recruit and retain students. There are two proposals aimed at increasing enrollment for spring 2023. One focuses on improving undergraduate student retention and degree completion and the other increasing graduate application yields. Outcomes of each effort will be assessed after census. CSUF is losing a lot of students and we want to grow our graduate student population and encourage students to join us.

We made available sixty-seven \$1,000 Provost Fellowships available for master's students. This is something we want to keep doing.

Last year we estimated approximately 350 undergraduate students were academically disqualified. When you look at the CSU GPA versus the overall GPA, they had fallen below. But when you look at the actual policy, students who have a GPA of 2.0 and above can continue.

College of Humanities and Social Sciences did a pilot last year with a small group of students at junior or senior level they would normally have to disqualify, they kept them and gave them academic advising support, and 90 percent of those students were able to get their GPA up and continue. This year, approximately 350 students with a GPA above 2.0 are not being disqualified, they are all getting 15-weeks of academic support.

They will be tracked to see the outcome. It's our hope to have the same level of success and those students will be able to continue

- Q: (Kanel) What does the academic support consist of?

A: (Provost) An advisor who is a specialist in helping First Generation Students be successful. Giving the advisor some extra time so they can meet with students, making sure they knew where all the resources were, and checking on them with some of the faculty to see how the students were doing.

- I am going to forward you a resolution that was passed by San Diego State Senate, I believe in 2018. The resolution set up eight to nine criteria and inclusive in excellence criteria. Every time your track search, the successful candidate had to fit at least two of those criteria.

I want you to look at the criteria, to me it's broad, but it's a choice in Senate if we wanted to move something like that forward.

## VII. STAFF REPORT

No report.

## VIII. COMMITTEE LIAISON REPORTS

### 8.1 Diversity & Inclusion Committee [Casem], T, 11-15-22, 1:00 - 2:00 PM, PLS-360

The committee met with quorum.

- Minutes of the previous meeting were approved.
- The Provost's office is working on a reporting protocol for incidents involving racist or other discriminatory behavior.
- The committee finalized its review of feedback on UPS 100.XXX on Community and will be sending the document back to Senate Exec to be forwarded to SALC.
- Concerns about UPS 300.030 were discussed. I was asked to speak to the revision of the UPS given my role as a member of Academic Standards and chair of the Academic Appeals Board. The committee is interested in obtaining demographic information to investigate whether there are patterns of discrimination in the charges of academic dishonesty and in the decision-making of the Appeals Board.

### 8.2 Assessment & Educational Effectiveness Committee [Kanel], W, 11-16-22, 1:00 - 2:15 PM, Zoom

1. Guest Speaker Carrie Lane, Professor from American Studies to talk about PPR as she has conducted 3 PPRs.
  - Committee is trying to create a clear and organized template for PPRs. She made some suggestions:
    - Strengths with subheadings with themes, e.g., teaching, enrollment, RTP, future growth etc. What is going well?
    - Challenges and Recommendations: use same categories and subheadings allows for parallel organization and clarity. A recommendation specifically tied to each challenge. Recommendations to Department, College, University creates a good flow into action items.
    - Some recommendations could exist that don't fit into the categories.
    - Summary of the process, any real structural issues? How to move forward?
  - Reviewers oftentimes don't address the categories so maybe the categories from any template created could be populated into the reviewer's evaluation form.
  - Discussed open ended vs. closed ended questions? Open ended seem to be productive over a rating scale, the ppr would feel more like an evaluation rather than a collaborative process of understanding strengths and challenges. Numbers might take precedence over content. Useful information vs. evaluative ratings probably better.

- Present information that is easy for reviewers to see aligned strengths and challenges. The idea of making sure resources is available when reviewers make note of the need for resources. There are some inequities from college to college in terms of resources allocation.
  - Heavy burden on the Chair, workload is very serious issue.
2. Good news, reimbursement to outside PPR reviewers has been changed to an easier and quicker process making it easier to find people to do this work. Thank you Chair Brusckke of PRBC!
  3. Committee discussed how to create a streamlined template for PPRs. Inclusion of aligning learning goals and outcomes with Departmental processes. Budgetary issues, structure....Should we undertake looking at UPS 410.200 Section II.B.3?
  4. Committee members will gather information from departments about what they would like to see in a template. A subcommittee will be formed to start this process. The goal would be to create a template with clarity and organizational structure. Two templates: for departments to give to reviewers and one for reviewers to be part of the guidelines from Provost office.
- 8.3 Writing Proficiency Committee [Walsh], F, 11-18-22, 9:00 - 11:00 AM, Zoom
- Met with a quorum.
  - Committee considered three student petitions:
    - Denied two for failing to meet A) feedback provided; B) less than 60% of grade from writing.
    - Approved one.
  - Art 300 approved as an excellent example of syllabus and rubrics
  - Music 351 B. Returned to department to provide timely feedback, revise learning objectives and clarify if exam is assessment only or instruction
  - EGCP 441. Return for revisions; Learning objects do not mention writing; change rubric
  - EGCP 303. Return for revisions; clarify assignment descriptions
  - EGCP 310. Return for revisions, individual vs. team writing?
  - EGCP 313. Return for revisions, more clarification about lab reports
  - EGCP 485. Return with questions; how much of power points is writing
  - Discussion on how to transition students to post pandemic writing standards
- 8.4 Faculty Development Center Board [Milligan], F, 11-18-22, 9:30 - 11:00 AM, PLS-256
- Met with quorum.
  - Welcomed three new members.
  - September 9, 2022, & October 14, 2022, FDC Board Meeting minutes were approved.
  - Report from Dr. Erica Bowers:
    - Mentor calls have gone out. Can have more than one mentor.
    - Spring lecturer onboarding. New faculty (lecturers) and students.
    - Intersession Dept Chair Retreat
    - Earlier start for new TT faculty 2023, August 2 or 3, 2023.
    - Faculty recognition for teaching. Estimating about 130 participants; deans and professors.
    - FDC Faculty Fellow for DEI applications is being accepted.
    - The outstanding professor was a great event. Held November 7th, 2022.
    - Mid-Career Faculty Retreat is being planned for January. A suggestion is that they bring in HR.
  - FEID Call and Rubric:
    - Faculty Enhancement & Development Award: going to do it as is but added to it later. Can expand because FEID has gotten additional funds from CO. Committee made suggestions for the FEID Award.
- 8.5 Faculty Affairs Committee [Kanel], F, 11-18-22, 10:00 AM - 12:00 PM, PLS-240
- FAC met 11/18/22 with quorum.
  - We spent the entire two hours going over the UPS 211.100 Appointment of Chairs utilizing the notes from the senate floor and from various FAC members, including thorough CBA inspection of requirements.

- We almost completed it all with many revisions, but before we could vote to approve, some had to leave so we lost quorum to approve.
  - FAC will complete and approve this newly revised document at its 12/2/22 meeting for sure, and thereafter will attempt to complete the work about Chairs in 210.000 about RTP for Chairs that are not tenured since CBA requires that any tenure track faculty may be a Chair.
  - Great meeting overall, and much was accomplished, and it looks like it's a good document that the senate will approve. It is greatly improved and wordsmithed.
- 8.6 Campus Facilities & Beautification Committee [Dabirian], F, 11-18-22, 11:00 AM - 12:00 PM, Zoom  
No report.
- 8.7 Information Technology Committee [Self], F, 12-2-22, 10:00 - 11:00 AM, Zoom  
IT Committee's main item on 12/2 was hearing experience of using Concourse (syllabus automation system) from people at SJSU. The major issues that need further conversation at CSUF can be:
- Need to decide which parts of the template are fixed at which level (university, college, department, course).
  - Are these customizations enough for individual faculty?
  - All syllabi will be public (see Q&A).
  - One major motivation to use syllabus automation system was to make sure that a sample syllabus submitted to Curriculog will contain all the required items & be ATI compliant. But SJSU's answer was that they do not use Concourse for the courses that do not exist yet. This may not help when faculty prepare sample syllabi for Curriculog.
- 8.8 Faculty Affairs committee [Kanel], F, 12-2-22, 10:00 AM - 12:00 PM, PLS-256
- Met with quorum
  - Continued work on UPS 211.100 Appointment of Department Chairs. Committee has offered quite a few revisions related to the role of the liaison making it stronger and clearer role, even stating up to two liaisons.
    - Discussed requiring an option for abstaining or adding a none of the above.
    - Added announcement of election results within 5 days.
    - Timeframe for President to announce.
    - Document was approved as revised ready to go back to senate floor.
    - Added having a list of duties provided by Dean.
    - Defined consultation processes clearly.
- 8.9 Curriculum Committee [Stambough], F, 12-2-22, 12:00 - 2:00 PM, Zoom
- UCC met via zoom and there was a quorum.
  - The committee discussed a proposal to add a BUAD crosslist to UNIV 100. Apparently, there are requests coming from COMM and COTA for this as well. The issue is that with the closing of the First Year Experience office within AA, there is no money/faculty line to hire anyone to teach the class. CBE wants to offer their version of it and by adding the cross-listing, they can do that, pay for it, and staff it. The committee wondered why there was the request for the cross-listing instead of just receiving a proposal for a new course from CBE to create their own first year experience course. That question is going to the Provost office and it brings up the bigger question of what happens to UNIV 100 as a course.
  - The committee also agreed to relax the course retirement policy for supervision type courses. The committee also continued its work on the UPS on course syllabi and are debating what should be on the syllabus related to tech and whether to require all syllabi to be available on Canvas. The committee had a lengthy discussion on the suggestion to recommend a diversity statement on the syllabus. The committee will forward the revised document to the Senate Chair with a request that it be given a first reading on the Senate floor.

8.10 Graduate Education Committee [Jarvis], F, 12-2-22, 2:00 - 4:00 PM, MH-141/Zoom

- Grad Ed met on 12/2, mixed modality. Quorum met.
- Much of meeting was taken up with discussions of enrollment patterns at grad level (down recently) and “4+1”/“blended” programs.
- UPS 320.020 (writing requirements) was discussed. Recent change from CSU makes parts of this obsolete. Committee discussed a much more slimmed-down, program-centric approach. Should have a draft for Senate soon.

8.11 Planning, Resource & Budget Committee [Dabirian for Barros], F, 12-2-22, 1:00 - 2:30 PM, PLS-299

The following were presented:

1) IRA Funding

Five faculty came and talked about the process of IRA and how cumbersome was the process.

2) Dean Presentation - by Sheryl Fontaine presented for the Deans

They recommend consistent and predictable baseline funding for the actual cost of teaching of learning:

- Funding to hire faculty
- Support faculty scholarship and creative activities
- Provide adequate staffing levels and positions

3) Divisional presentations

- Division of Admin and Finance - VP Porter
- Division of University Advancement - VP Saks

8.12 Student Academic Life Committee [Milligan], T, 12-6-22, 9:00 - 10:00 AM, Zoom

- Met with a quorum.
- Minutes approved.
- UPS 330.230, students' recording of lectures, was word smithed and approved. The committee spent most of the meeting on this UPS.
- SALC was not able to get to New or Old Business.

## IX. NEW BUSINESS

9.1 Revisions to UPS 640.000 - Rules for Acquisition of Archaeological, Ethnological, and Art Objects - *forthcoming*

9.2 Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee, 2022-2023

- IRA Committee - CBE Representative
- ISL Committee - SOC SCI

- Exec discussed and 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 for the next Academic Senate meeting.

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

- (Jarvis) Line 443: Change the word “specifically” to “normally”.

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

9.4 Revisions to UPS 300.004 - Policy on Syllabi (Course Outlines)

1. Revisions to UPS 300.004 (Clean version)

- (Jarvis) Lines 10 and 17: add the wording “end of the”.
- (Casem) Line 10: add “ADA”.
- (Self) Line 20: add the word “in”.

- (Jarvis) Line 19: delete the wording “learning outcomes and content described by approved course proposals and”.
- (Jarvis) Line 45: add the words “if any”.
- Casem) Line 47: add the words “and late submission” and remove the words “if any”.
- (Walsh) Line 54: remove wording “number length, and etc.”.

This document will be added to the AS agenda for senate approval.

9.5 Concourse - Syllabus Automation System (Discussion item)

## **X. ADJOURNMENT**

M/S/P (Dabirian/Milligan) Meeting adjourned at 12:50 pm.