



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
FEBRUARY 21, 2023**

Approved 3-7-23

11:30 AM - 12:50 PM

LH-702

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

Concern was expressed by members of the NSM faculty regarding the manner that information is shared from UPD. Even though the “threat of a gun” or the “threat of an attack” was determined NOT to be an emergency – social media spread rumors. Emails to faculty (sent around midnight) were not necessarily seen until “too late” leading to frustration and confusion.

III. ANNOUNCEMENTS

No announcements

IV. TIME CERTAIN

11:45 AM

**Topic: Interim President CSUF
Presenter: Beth Steffel**

The Executive committee went into Executive Session.

V. APPROVAL OF MINUTES

- 5.1 EC Minutes 2-7-23 - *forthcoming*
- 5.2 EC Minutes 2-14-23 - *forthcoming*

VI. CHAIR’S REPORT

No report.

VII. STAFF REPORT

No report.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 Assessment & Educational Effectiveness [Kanel], W, 2-15-23, 1:00 - 2:15 PM, MH-141
 - Committee met with quorum on zoom.
 - Worked on the Guidelines and Procedures for Program Performance Review that goes along with UPS 410.200 on PPRs.
 - Went through line by line and removed references to “evaluation” and opted for assess and recommend. There are other changes as well to help guide reviewers, making sure they focus on the aspects to be assessed listed in the guidelines. Did not complete the rubric for reviewers yet.
 - A big emphasis was on making sure that resources available are highlighted so as not to approach programs with punitive flavor is because of lack of resources programs were unable to meet various goals, etc. Expectations and resources should be connected clearly. Wanted to make sure this document is in line with the UPS.

8.2 Writing Proficiency Committee [Graewingholt], F, 2-17-23, 9:00 - 11:00 AM, Zoom

- Called to order.
- Minutes approved from 12/16/22 Meeting.
- No current student petitions to review.
- Course Certifications:
 - EGCP 441: Sent lengthy request for edits via document “Suggestions for EGEE and EGCP Upper Division Writing Requirement”. Still found mention of the EWP. Does not appear any changes were made. Chair will send a message to faculty member directly. Janna suggested they send back details on how they addressed each area or share tracked changes.
 - EGCP 471: Confirmed suggested edits were made as requested by the committee. Stanley moved to accept the proposal. Seconded by Joanna.
 - EGEE 303L: Still needs work, makes mention of the EWP. Uses he/him pronouns. Spelling errors. No learning objective for writing listed.
 - EGEE 310L: The writing learning objective needs fleshed out. Mentions EWP. Explain breakdown of homework portion on syllabus. Curriculog breakdown unclear. Lab report grading is not demonstrated to be timely. It was suggested to add a statement to syllabi that make it clear four 1-unit courses contribute towards the writing requirement over the course of multiple semesters. Students should incorporate feedback gleaned from each course.
 - EGEE 313L: Percentage of total grade associated with the writing requirement needs updated.
 - EGEE 485: Approved course with suggestion to chair to pull out how individual student writing is assessed. Peer reviews on each group members participation, etc.

8.3 Faculty Affairs Committee [Kanel], F, 2-17-23, 10:00 AM - 12:00 PM, PLS-256

- Met with quorum in person.
- Spoke about potential of splitting FAC in half: some concerns that the task force committee should consider have to do with how to maintain consistency in policies that cross pollinate between policy and evaluation, how to staff two committees, meeting times, not enough time to do the work...
- From a request from Stacy Mallicoat, Director of Honors Program: Suggested FAC takes a look at policy on SOQ Administration UPS 220.000. Very poor response rates since they went online. CBA does not say a proctor must be in the room and perhaps faculty could have students just take out their phones and do SOQs in class since responses will still be very anonymous without possibility of faculty knowing what was written even if they are in the room.
- Request from Provost to look at creating a new UPS about Joint Appointments. FAC has decided to form a subcommittee to create this based on the suggestions by FPC and the FAC comments today about evaluation, faculty meetings, commencement, how to get out of joint appointments and how to get one once hired in a single department. The subcommittee will meet and get back to FAC before spring break with a draft of new policy so that senate may vote on it no later than Marathon meeting.
- 210.007 Appointment of Administrative Personnel: really trying to work out the issue of retreat rights, making sure candidates know about the potential of those rights and clarifying when they should know and the role of DPC.

8.4 Academic Standards Committee [Casem], F, 2-17-23, 1:00 - 2:00 PM, PLS-256

- The Academic Standards Committee met over Zoom with a quorum.
- The primary focus of the meeting was a review and suggested revisions to UPS 300.021 – Academic Dishonesty.
- The Chair will reach out to the Dean of Students to check on some language related to the work of Student Conduct and will report back to the committee.
- The revised document will be forwarded to Senate Exec pending an online vote following the feedback from Student Conduct.

8.5 Planning, Resource & Budget Committee [Graewingholt], F, 2-17-23, 1:00 - 2:30 PM, PLS-299

- Announcements: Call for additional volunteers for drafting committee. Sam Stone and Megan Graewingholt volunteered to join.
- COMD Master's Preparatory Certificate: Highly competitive Master's program. Many coming in don't have the undergrad degree requirements in order to qualify. This gives a certificate option to meet competencies in order to apply for CSUF's masters programs. No costs affiliated. Craig/Dabirian motioned/seconded. Approved.
- New Business: Memo Drafting Plan. Survey will be sent on priorities, responses needed by 3/3. Rank priorities for the memo you feel are most important. Distribute draft after the feedback is discussed. April 7th present memo for a vote.
- Revisions to UPS 100.201: Updates to current language and deadlines, mostly. Other changes involve addressing diversity, equity, inclusion, and aligning with current practices. Any new language needs carefully considered to avoid overly adding to/restricting the work of the committee. The original drafting group will revise more permissive language to bring back for discussion.
- Lecturer Proposal: To ensure more reliable scheduling for contract faculty, the proposal is to implement a software tracking system that ensures open courses are first offered to existing lecturers to expand entitlements before there are new hires. Added benefit of improved tracking for offers and declines, clearer separation between requests for preferences and formal offers, and better CBA compliance. This could easily run parallel to the Part Time Faculty Task Force recommendations. Department Chairs should also be consulted.

IX. NEW BUSINESS

9.1 General Committee Senate Nominees

Exec began working on filling the General Committees vacancies. An email will be sent out to faculty asking them to serve as the Senate nominee. Once we receive an acceptance, the faculty member's name will be added to the consent calendar for the March Academic Senate meeting.

9.2 Statements of Opinion

Exec began working on developing a statement of opinion question and agreed to brainstorm for next week's meeting if there is anything they want to put on a statement of opinion.

9.3 Revision to UPS 210.000 - Tenure and Promotion Personnel Procedures

1. Revision to UPS 210.000 - Tenure and Promotion Personnel Procedures - clean version

- This UPS document will be added to the next AS agenda as a new business item.

9.4 New UPS 100.XXX - A Commitment to Community at CSUF

- (Jarvis) Lines: 15-18: reword the sentence to read: "To accomplish "an inclusive, transformational, just and equitable educational experience for all members of our Titan community," (CSUF's Guiding Principles for Social Justice) our community and all members of it acknowledge, understand, and practice the following principles:"
- This UPS document will be added to the next AS agenda as a new business item. It will be listed as a replacement of the existing document, UPS 100.006, instead of a new UPS document.

9.5 New Course Proposals - Spring 2023

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

9.6 UPS 300.002- Academic Advising Policy (Discussion Item)

Exec discussed the UPS document and agreed to do a resolution instead of changes to the UPS document.

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

X. ADJOURNMENT

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