



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
FEBRUARY 7, 2023**

*Approved 2-28-23*

**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**

- There is concern about fake classes. Students are reporting that without studying they can easily get an A. I know the Academic Integrity Task Force is going to work on it, but maybe the Executive Committee could ask Su Swarat's office to investigate the rigor of online assessment. Maybe because they are the specialist, they can come up with effective short questions to ask the students so we can understand where we stand right now.
  - They might not be able to do assessment, but we could ask them to give us a list of the 100 and 200 level courses where everybody gets A's, and we can start there.
- We recently got an email from Academic Affairs about the assigned time documentation. First issue is them asking folks to do something about fall, when everybody may not be still here. Secondly, not sure about the timing of this, they are asking faculty to have this done by February and we don't have our FAD done and I don't know the deadline for FAD.
  - It's also not clear what exactly they want. Do they want a narrative paragraph, or do they want a checklist?
  - There are some specific and time consuming questions on the AEM form. But it's a bit perplexing that that was not included as an attachment as a point of information for faculty to know what is expected so they could begin collecting the data and writing the answers to the questions. There are very specific things that are supposed to be uploaded and filled out once you click on the form. Some colleges have apparently rolled this out and others have not. For those who have not, there is going to be a lot of complaining and pushback about the details and nuances that faculty are being expected to upload. This email was not from a person, we received a heads up from our associate dean that it was coming, but it is going to raise a lot of questions, concerns, and complaints. If you go to the AEM and search, the form is there.
- I want to address the note we received about being exposed to Covid at the Academic Senate meeting and how we were instructed to do a Covid test and take a picture, then upload the results in the system. Also asked us to list the dates of all our Covid vaccines and boosters. Doesn't the system have our Covid vaccine and booster information already, I have uploaded it several times? And now I have to wear a mask because I have been exposed? What about the fact that I go to the gym and the grocery store without a mask? When are they going to stop doing this? And what happens if I don't do a test, I don't post the results, and I don't wear a mask?
  - Nothing happens if you don't do it.
  - According to HRDI, we are following the rules in the health policies. But there is nothing from the Chancellor's office or from the campus that says you are going to get punished if you do not do it. Maybe we can ask David Forgues or Mary Becerra from the Health Center to come and talk to us about this.
  - We should bring this up at the next Senate meeting since the exposure happened there.
- According to VP Oseguera and Cecil Chik, there is a Land Acknowledgement statement that has been vetted out with the community. My recommendation is to put it on the website and maybe include it on the syllabus link and anywhere we can mention it, as long as it's a university land acknowledgement. They can also include the history of the statement and who they consulted with.
  - When the President signs it, maybe Strat Comm can do release on it in the CSUF News.

- I have a faculty member who has the wrong SOQs and I have been getting the run around on campus on how to get this resolved. Is this a Mark Carrier or and IT thing?
  - It is a Mark Carrier thing, but you can copy VP Dabirian and IT can check to see where the error was as well.
  - I don't know if the whole SOQ is wrong. I have noticed in looking at my faculties SOQ's, there are way more examples where it seems like when the student submitted the SOQ, they were confused about which professor they were submitting it for.

**Additional urgent business:**

The Executive committee went into Executive Session.

### III. ANNOUNCEMENTS

- (Casem) SALC is working on UPS 300.002 on Academic Advising.

### IV. TIME CERTAIN

12:00 PM - 12:15 PM

**Topic: Your Story, Our Story: Campus Climate Survey and Strategic Plan Update**

**Presenter: Cecil Chik and Su Swarat**

- Cecil Chik gave an overview on the Your Story, Our Story: Campus Climate Survey. The PowerPoint slides covered the following:

- |                               |                       |   |
|-------------------------------|-----------------------|---|
| ➤ Inclusive Excellence @ CSUF | ➤ Climate Survey      | ➤ Why is a Campus Climate Survey Important? |
| ➤ History                     | ➤ Committee Formation | ➤ 2022-2023 Steering Committee              |
| ➤ Timeline                    | ➤ Vendor Selection    | ➤ About the Vendor: HERI                    |
| ➤ About the Survey            | ➤ COACHE and HERI     | ➤ Why Take the Climate Survey?              |
| ➤ Join Us!                    |                       |   |

**Q & A:**

Q: (Shepard) How much are we paying the outside vendor on this project?

A: (Chik) the total came out to \$23,000, which includes the three surveys, marketing, and the reporting, and the dissemination and communication.

**Incentive suggestions:**

- (Casem) Some incentives ideas are free lunch or snacks in rooms when they come to complete the survey. Have tablets or laptops available in the room for them to complete the survey on.
- (Graewingholt) Maybe a button or some sort of swag for those who complete the survey.
  - (Chik) We are working with ASI directly; we are participating in one of their community chats. They are going to give out the Titan Walk Farmers Market vouchers to those who participate. They are going to set up survey hubs in ASI the second week in March. We will have laptops, tablets, and snacks available for anyone that comes by.  
We are also working with ASI during Social Justice Week as well to create time, opportunity, and incentives for folks to come by and complete the survey.  
Folks are worried about confidentiality in taking the survey, so you are not automatically entered in. We do not get identifying information, we do not know who has completed the survey. So, we are working with UCLA to have them redirect folks to the Qualtrics form at the end of the survey and you can choose whether you want to enter your name for an opportunity to get prizes.
  - (Dabirian) Entering their name is just for prizes, it's separate from the survey, the survey is completely anonymous.
- (Graewingholt) Utilize faculty who are involved in this process that are good advocates in the press to tell students the longer story of the importance of the survey.
  - (Chik) We are working with ASI to get peer endorsement and we are going to have something in the CSUF News. I am also doing this presentation for our DIRC students.

- Su Swarat gave an update on the Strategic Plan.

Q: (Walsh) Are you also doing this presentation to the Council of Department Chairs? That is the key to get faculty involved.

A: (Swarat) Through Erica Bowers, I have reached out to department chairs. I have sent a message specifically to department chairs to encourage faculty to participate. I did the same thing today in the Provost Council, so hopefully Deans can help encourage faculty as well to participate.

Q: (Stambough) In addition to data collection, what's the faculty and the Senate's role in going through the data and writing the plan?

A: (Swarat) We are going to start building the Strategic Plan Developing Committee this month. We are going to talk about this process, and we will definitely have Senate representatives and faculty on the development committee. My office serves as a facilitator, we are not the ones writing the report. We facilitate and coordinate the process and will provide information to the committee, and the committee will work together to build the plan. That's why the information is incredibly important and really needs to represent the faculty voice.

Q: (Shepard) You are asking faculty to show up for 90 minutes in person or on Zoom, so what might those sessions look like?

A: (Swarat) The majority of the meeting is a conversation and collective data generation process. We want people to engage in dialogue so we can reach a collective vision and collective ideas, so both sources of information can be gathered through the process.

The first set of sessions are about the past five years. I will provide information about what kind of progress we made in the past five years, so we have something to work with. The in-person sessions will also have lunch and giveaways.

## V. APPROVAL OF MINUTES

5.1 EC Minutes 1-17-23

5.2 EC Minutes 1-31-23

## VI. CHAIR'S REPORT

No report.

## VII. PROVOST REPORT - 12:30 PM

- (Casem) This was brought up earlier in the meeting, there is concern about the timing of the message about the assigned time reporting. One concern being that if you are asking for reporting for fall activity, if a part-time person had been given assigned time in fall but is now not hired or not part of the university, you are not going to have that report. Also, the timing of the request relative to when we get our faculty term workloads completed, because a lot of the information is driven by the FAD.

Q: (Provost) When would a better timing be?

A: (Casem) A couple weeks after the FAD is due.

- (Kanel) I met with Michael Steele, and I will be meeting with him again. One of the issues I know a lot of faculty are dealing with, especially in our college, has to do with commencement. I have been getting some feedback from faculty that basically we were very unhappy with commencement last year. And from what I am hearing, a lot of other departments can't understand why we had such a bad experience compared to the other departments. Basically overall, on the campus what people are wanting is instead of the focus being on a college identity, most faculty and students really support department identity. I know this is going against the centralized notions and focus that has been coming up recently in the past couple years and it's becoming a challenge, people are disagreeing with that model. People who work with students, we don't like it, we like our commencements to be major driven not college driven. Students want to hear from faculty and they want a student speaker, they are not interested in administration. We used to have our own departments graduations, we could nail them within an hour, and now we have to share it with other departments. It's becoming where commencement is not a pleasant time for people.

The branding is becoming more college based rather than department based. Not every department in the same college has the same identity. Students don't go after a college. If you ask a student what college they are in, most have no idea what their college is because they are getting a degree from the department not the college.

When you give permission to the Deans to do what they want, they tend to do what they want and not listen to what faculty want.

- (Walsh) Provost Thomas, this is the agenda item where you and I are going to be meeting with VP Saks, on both the branding issue, emphasizing colleges instead of departments and secondarily commencement and the need for better faculty input for the commencement arrangement.
- (Provost) I will say departments are important and I emphasize the importance of departments and what they do quite a bit. I am not the keeper of centralization, so I'm good with this conversation.

I would maybe separate the things a little bit. On the branding and logo side, the campus pushes one that I have seen all other institutions our size do, and I think it's a good idea. When it's a department and a college, there is a standardized way that logo shows up, it helps people know what our campus is and it helps us translate ourselves to the outside world. I think it's really cool that individual centers, programs, or things that go on inside the college can still have their own logos. However, I am not the logo person, and neither is Mike Steele, so this is just my opinion about the campus shift to having a standard "Cal State Fullerton Department of" that gets used, but it did not come from my office.

- (Stambough) Whether it's Strat Comm or Advancement, Advancement was where some of the changes of graduation came from several years ago. The people around the table where the decisions are being made tend to not to include the Senate committees and tend not to include faculty. So, whoever is not around the table tends to get left out. Even in the branding, I think it's great to have a centralized logo and lettering. If a department is going to do something, it is not necessarily needed to know they are part of a particular college or school. If it's a department letterhead it doesn't have to have everything in there.

With graduation, when those changes started happening, the phrase that kept getting tossed around was commencement was just about the students and not about the faculty. The response I tried to give was commencement was about the university and it includes faculty, staff, alumni, parents, and students.

- (Wood) On the branding issue for departments, I get it's time for change and a unified look. The problem I see with the logos for departments they are not clear it's a department logo, it doesn't say the word department anywhere.
- (Walsh) This becomes really critical when we talk about bringing a consultant in to do web page construction. Students that are coming here and looking for a major don't know what HHD is or HSS, or the college thereof. They are coming here to be a Criminal Justice major, a Kinesiology major, or Psychology major and if we are going to design a webpage that direct students to apply to college based applications, we need to have the departments front and center not the colleges. The exception might be Business.
- (Provost) I don't want web focused on colleges; I think there is some misunderstanding. The core of the concept is how do we make sure each department is able to clearly expressed in a way that is not hard for someone to find why should a student major in this, what are the skills we are gaining, and where would we go with those.
- (Wood) What I have heard is that retention and success is connected to how students identify with their chosen discipline. So, my interest in the website would be grounded in those findings that the website communicates those things and helps foster that sense of belonging to that community.

## VIII. STAFF REPORT

No report.

## IX. COMMITTEE LIAISON REPORTS

### 9.1 International Education Committee [Walsh], W, 2-1-23, 11:00 AM - 12:00 PM, THall 1424

- Shari Merrill gave an overview of the Global Engagement Initiative
  - Introduced the staff. Discussed planned activities for Spring 2023.
  - Challenges are credit articulation. Some study abroad course show on transcript as resident credits while others give transfer units. This varies from department to department as well as from student to student who take the same course.
  - Students shy away from study abroad fearing it will delay graduation.
  - There are challenges serving DACA, undocumented. Many times students may start permission process to study abroad early, but it takes so long that it hampers attendance. They are trying to get more study away experiences for students.

- Veterans have a hurdle where some programs force them to give up benefits. Staff are working on this issue.
  - Program offerings: CSUF International programs, reciprocal exchange, department programs, co-curricular (no credit), non CSUF programs, and Virtual programs
  - Reviewed the advising process for international study abroad
  - Discussion of upcoming revisions to UPS. (I had to leave at 12:02 for another meeting)
- 9.2 Information Technology Committee [Self], F, 2-3-23, 10:00 - 11:00 AM, LH-702
- ITC met via Zoom with quorum
  - Approved the minutes from 12/2/22 meeting.
  - Discussion on Concourse
    - The initial plan was to run a pilot program in the spring 2023 semester (now), but the plan was revised to run a pilot program in the fall 2023 semester, and those who conduct the pilot will report back to ITC in the late fall 2023 semester.
  - VP of IT Report
    - Beginning of the semester statistics
    - Zoom Rooms will be installed in the classrooms to make AV process simpler and more convenient
    - ESport at TSU will open around 3/23/23
    - All campus digital files will transition from IBM FileNet to OnBase
    - Next Movie Night: 3/24/23 @ Intramural Field
- 9.3 Faculty Affairs Committee [Kanel], F, 2-3-23, 10:00 AM - 12:00 PM, PLS-256
- FAC met with quorum.
  - Approved revisions to 4 different documents.
    - 210.000
 

Added a section whereby if someone is assigned duties full time and not engaging in any instructional activities for an evaluation period, they may waive evaluation for teaching for that evaluation period. A waiver form will be created by FAR for those faculty to include in their WPAF.
    - 210.000
    - 210.007
    - 210.001
 

Made the sections about retreat rights for appointment of administrative positions consistent in all 3 documents. Removed FPC involvement in the process and removed the need for positive recommendation by recommending entities and just left it as evaluation and recommendations.
- 9.4 General Education Committee [Stambough], F, 2-3-23, 2:00 - 4:00 PM, MH-141
- The GE committee met via zoom on Feb 3rd and there was a quorum.
  - Most of the meeting centered around meeting with the external review team for the GE PPR and a discussion of BUAD 100 using UNIV 100 as a cross-list including its GE Category E status.
  - The committee solicited feedback from committee members on questions of GE advising, the importance and uniqueness of upper division GE, how American Institutions is handled, budgeting, and scheduling. We will receive the report from the external review later this year.
  - The committee discussed the BUAD 100 proposal and were uneasy about it. The committee was sympathetic to the argument that something should be done to help the course since the change was due to organizational change within Academic Programs but were reluctant to change process due to a problem created by Academic Programs. The committee seeks advice from Exec if there is a mechanism to conditionally approved the cross-list and GE status but that it would sunset after a year and half which would give BUAD time to propose a new course.
- 9.5 Library Committee [Shepard], M, 2-6-23, 11:00 AM - 12:00 PM, PLS-256
- Senate Exec liaison Jason Shepard called the meeting to order. The previous committee chair, Megan Graewingholt, is no longer eligible to serve on the committee or as chair as a result of her separate election as a Senator to the Senate Executive committee. The Senate has confirmed Lisa Mix to replace Megan as the L/A/C representative.

- Election of chair: There were no volunteers, and it was mentioned that Brenda Bowser, not in attendance, had previously expressed interest in serving as chair. Chair election tabled to next month (motion by Norman, seconded by Virginia). If Brenda was still interested in being chair, she can have the job [Subsequent to the meeting, Bowser asked to be excused from committee service for the Spring semester but would like to return to the committee in the fall because of personal reasons.] The committee will discuss at its next meeting the selection of a chair for the remainder of the spring term.
- Presentation: In her role as reference Social Sciences & Government Documents librarian, Megan Graewingholt gave a presentation about reference resources at the library. She discussed the history CSUF library reference resources; provided a summary of service currently provided at the research center (no longer called reference desk to keep with changing times); and virtual reference services.
- Discussions/questions included topics about book weeding, library book loan due dates, orientations for students and faculty.
- Space discussion: A question was raised in the fall about the lack of space dedicated to DSS students on the first floor of the library. Dean Bonney and Megan Graewingholt answered questions and discussed the new space called the "Accessibility Technology Room" on the 4th floor of the library.
- Shepard shared with the committee that VP Amir Dabirian gave a brief presentation about the new space at the Dec. 6 Academic Senate meeting. Shepard shared a written description of the space as included in the Academic Senate's Provost Report from the Dec. 6 meeting.

9.6 Extension & International Programs Committee [Dabirian], M, 2-6-23, 3:00 - 4:00 PM, THall 1424

- Alison Dover - SEDU 7297 and 7298 (SEDU 7299) course proposals for participants to earn CEUs in conjunction with the CSUF College of Education's
- Committee discussed recent survey about possible renaming of the "Fullerton Arboretum". Karen McKinley encourages all committee members to answer the quick survey if they got it and still haven't submitted.

9.7 Student Academic Life Committee [Milligan], T, 2-7-23, 9:00 - 10:00 AM, Zoom

- Met with quorum.
- December minutes were approved.
- Reviewed new UPS 100.XXX A Commitment to Community on the Google Doc. Comments and suggested edits completed; discussion included identifying the aspirational nature of the document rather than prescribing requirements for the community, which could be provided by other UPS documents.
- Senate request SALC review UPS 300.00 (Student Rights) and UPS 370.200 (Exclusion of Persons from Campus Meetings).
- UPS revisions 330.230, Unauthorized Sharing of Class Files and Recording Content By Students, has been returned to the committee after review by the Senate.
  - SALC is asked to get direct input from DSS, especially to take into account DSS students recording and posting for their own study. Other changes needed: Title was restricting to recording not dissemination.
  - The process will be: DSS input, back to SALC, parliamentarian, then entire senate.
- SALC draft of new UPS on hate speech.

Additional liaison report:

Q: (Stambough) The GE Committee wants Execs feedback on whether there can be a temporary carve out for that business course?

A: (Jarvis) There is nothing in the UPS that allows us to do that.

- (Walsh) The reason that I could have a small opening about this is it has to do with hiring faculty. There is no ability for Academic Affairs to be able to hire faculty for the business school, and they want it in their curriculum. I would be ok with a one year extension approved with an expiration date just to get through this hump allowing them to staff up for fall.
- (Jarvis) I am wondering if there is a solution with not doing it formally, but rather TDA accepting it, because I worry about the advising standpoint.
- (Walsh) We need to see if GE would be ok with that. We need a way to hire the business faculty who are doing to teach it fall 2023, then we come to a solution.

- (Stambough) Strategically, I don't know how we sunset it after a year because it's an actual course approval that has to go through.

## X. UNFINISHED BUSINESS

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

- ISL Committee - L/A/C
- IT - NSM

## XI. NEW BUSINESS

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

### 11.2 Program Suspension - Spring 2023

### 11.3 Revisions to UPS 100.001 - Academic Senate Bylaws

### 11.4 Appointment to COTA Dean Search - (ARTS)

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

- ISL Committee - L/A/C
- Library Committee - L/A/C
- IT – NSM

- Exec discussed the vacancies, 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.

### 8.3 Revisions to UPS 210.002 - Tenure and Promotion Personnel Standards

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

### 8.4 Joint Appointments - (Discussion item)

- (Walsh) I passed on to Kristin Beals all the UPS documents from other Cal States that have joint appointments. Kristin is going to discuss it at the Faculty Personnel Committee meeting, and they will come back with bullet points for Faculty Affairs Committee to consider drafting a new UPS document on joint appointments.

### 8.5 Tenets of Governance - (Discussion item)

- (Walsh) This is the document that Kristi shared with us that came out of the Statewide Senate.

Q: (Stambough) Will we use this for a foundation for discussion in the Senate and then draft it into a UPS document that we would approve in the Constitution and Bylaws?

A: (Walsh) That is what I was thinking.

The Executive committee went into Executive Session.

## XII. ADJOURNMENT

M/S/P (Dabirian/Jarvis) Meeting adjourned at 12:55 pm.