



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MARCH 14, 2023**

Approved 4-4-23

11:30 AM - 12:50 PM

PLN-120

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

I. CALL TO ORDER

Chair Walsh called the meeting to order at 11:40 am.

II. URGENT BUSINESS

The Executive committee went into Executive Session.

III. ANNOUNCEMENTS

No announcements.

IV. APPROVAL OF MINUTES

Minutes were approved.

4.1 EC Minutes 3-7-23

V. CHAIR'S REPORT

We will have an election at the next AS meeting to replace Amir on Exec. I will send an email out to the Senators letting them know we will be having the election.

- (Jarvis) We have Senators who are the chair of a standing committee, so you need to let them know if they chose to join Exec, they will vacate their seat on the standing committee.

VI. STAFF REPORT

- We need someone to cover the CF&B meeting on Friday, March 24th, 11:00 AM - 12:00 PM.
- Phil Weir-Mayta from COMM is separating from CSUF effective April 1st, so we need to fill vacancy on Library Committee.

VII. COMMITTEE LIAISON REPORTS

7.1 ASI Board [Walsh], T, 3-7-23, 1:15 - 3:45 PM, TSU Legislative Chambers

- Consent Calendar (Minutes) and agenda approved.
- Appointment of Director to NSM, Jennifer Uribe Rodriguez, approved.
- Appointments to Communication Coordinator positions and Community Engagement approved.
- Greg Pongetti presented an update and overview of the Arboretum.
- Senate Chair gave an update on Search for COTA Dean; encouraged input to Strategic Plan; reported on process to get input on Interim Provost qualities; and, the review of Scott Jewett proposals. Students asked when we expect an announcement and whether it will be an internal search. One student asked if the advising "system" designed by Provost Thomas would be affected. I replied that I am certain the Interim Provost will be assessing it.
- Alex Porter and the Team from Administration and Finance presented updates on:
 - A. Capital improvements in the pipeline
 - B. Changes in Parking and transportation

- C. ASC corporation discussed the food court and markets on campus. Student questions about the Gastronome food quality, etc. which VP Porter reported were under purview of Housing and Student Affairs, but he noted that the contractor is currently in receipt of an “on demand” letter for immediate improvements. He was aware of the issues students were noting.
 - D. Introduced new Police Chief Frisbee. Student questions focused on mental health services within the police department—they are exploring three different vendors used on other campuses to provide MH experts to respond to some calls.
- Student leaders reported on their activities and announced coming attractions.
- 7.2 Diversity & Inclusion Committee [Casem], T, 3-7-23, 1:00 - 2:00 PM, PLS-360
- The committee met in a hybrid modality with quorum.
 - Minutes from the 2/21 meeting were approved.
 - There were no updates provided on the work on UPS documents 260.102; 210.000; 300.030; 300.021 or 210.050.
 - A subcommittee was identified to work on developing a disability statement to be included in syllabi.
 - Proposed changes to the GE diversity goals was forwarded to the GE Committee.
 - The D&I committee is interested in supporting faculty and departments across campus that are interested in forming DEI committees:
 - The committee would like to gather information through a Qualtrics survey to identify and collect best practices across campus.
 - This liaison brought up the question of focus of the D&I committee.
 - The committee considers their task of “formulating” policy to require data collection.
 - The D&I committee Chair will correspond with the Senate Chair regarding how best to gather data to inform formulation of policies.
 - The letter from Psyc faculty was discussed.
 - Cecil Chik provided context on the process followed by DHR.
 - The letter alone was not considered sufficient to initiate an investigation by DHR
 - Faculty, staff and students may file DHR complaints
 - Faculty who signed the letter may choose to file their own individual complaints
 - The committee was concerned about “people will come to us and ask things” - and they sought guidance on how to respond.
- 7.3 Internships & Service Learning Committee [Jarvis], W, 3-8-23, 9:00 - 10:00 AM, MH-141
- Committee met via Zoom, 3/8. Quorum present (but no votes taken).
 - Announcements: AB 1390: mandatory service learning for undergrad degrees
 - a. ASCSU folks: is this a real effort? Seems to have caught CO off-guard
 - Numbering for Internship Courses
 - a. Lots of departments not in compliance with -95 requirement
 - b. Wrinkles:
 - i. PAJ, NURS, CAS
 - ii. Programs that need a 400-level for secondary education vs undergrad
 - 1. Like MUSE 449i
 - iii. Some programs have multiple internship courses
 - c. What’s the history and the reason for -95?
 - i. If there’s no real compelling reason WHY courses have to be -95, might just drop that requirement
 - d. Bigger issue: staffing formula variation
 - i. Grievances have been filed in some colleges
 - ii. HUGE variation in ratios of students to WTU
 - 1. Was -95 a way to get data on this?

- 7.4 University Advancement Committee [Shepard], W, 3-8-23, 9:00 - 10:00 AM, Zoom
No report submitted.
- 7.5 Writing Proficiency Committee [Graewingholt], W, 3-8-23, 9:00 - 11:00 AM, Zoom
- Quorum met, Committee called to order. December Minutes approved.
 - Reviewed Student Petition: International university writing requirement petition from Mechanical Engineering. Came in very late, plans to graduate this semester. Unanimous approval, will send note to advisor.
 - Committee Approved EGME 306A, EGME 306B, EGME 476A, and EGME 476B with minor revisions to include boilerplate language that the course meets the University writing requirement and underscore feedback process.
 - Committee Approved EGCE 428L with no edits needed.
 - Committee Approved EGCE 324L with minor revisions to include writing in learning objectives.
 - Committee Approved EGCE 325L with no edits needed.
 - Committee Approved EGCE 377 with minor revisions to remove 'good technical English'.
 - Committee sent back EGCE 494A and B to department. Need better grade breakdown and detailed percentage of writing component.
 - Chair will send friendly suggestion about recent UPS changes to syllabi requirements to include "Student Learning Outcomes."
- 7.6 Faculty Development Center Board [Milligan], F, 3-10-23, 9:30 - 11:00 AM, PLS-256
- Met with quorum.
 - Approval of 2/10/23 FDC Board Meeting minutes
 - Kristy Forsgren is resigning from the chair of the FDC Board at the end of the Semester. Will get names together of potential candidates in April and vote for a new chair in May.
 - Train members to review FEID proposals more specifically the process of scoring.
 - Author Awards update: It went well. Maybe partner with the scholarship award in the same year.
 - FEID Review/Discussion: Reviewers will be in groups of 3.
 - a) Will try to place reviewers from the same college with the same submissions.
 - b) The recipients of last year will also review faculty only.
 - c) Deadlines:
 - i. 3/10 overview review process for FDC Board,
 - ii. Deadline Submission 3/13
 - iii. 3/14 send screencast to past FEID recipient reviewers
 - iv. 3/20 access to FEID online system opened to all reviewers
 - v. 3/20-4/10 review window
 - vi. 4/14 board recommendations routed for approval,
 - vii. 4/28 announce approval/denial to submitters.
 - d) Discussion regarding concourse
- 7.7 Planning, Resource and Budget Committee [Graewingholt], F, 3-10-23, 1:00 - 2:30 PM, PLS-299
No report submitted.
- 7.8 General Education Committee [Stambough], F, 3-10-23, 2:00 - 4:00 PM, MH-141
No report submitted.
- 7.9 Library Committee [Shepard], M, 3-13-23 11:00 AM - 12:00 PM, PLS-256
No report submitted.

7.10 Faculty Research Policy Committee [Wood], T, 3-14-23, 9:00 - 10:00 AM, MH-141

- The committee met with quorum.
- The committee will be communicating with Chair Walsh about presenting information from their survey to the Senate at a future meeting.
- The committee completed the review of edits to UPS 630.000 and will be forwarding that document to Senate Exec.

VIII. UNFINISHED BUSINESS

8.1 General Committee Senate Nominees

➤ Faculty Personnel Committee - ARTS

Exec continue 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 next Academic Senate meeting.

IX. NEW BUSINESS

9.1 Revisions to UPS 211.000 - Responsibilities of Departments and Department Chairs

- (Walsh) Lines 20 - 21: delete the wording "department faculty (defined in UPS 211.100) and restore the words "department members".
- (Jarvis) Move the wording from the footnote "In some cases other entities within a College (e.g., Schools and Divisions) may be a functional unit equivalent to a department" to the end of the preamble. And reword it to read "...and in some cases Schools and Divisions may be equivalent to a department."
- (Kanel) Line 35: add the word "or".
- (Casem) Lines 53-54: reword to read "...which could include departmental constitutions, bylaws, policies, or guiding principles".
- (Jarvis) Lines 55-58: reword to read "The department members may vote to enfranchise temporary faculty and staff members with the exception of personnel committees and other enfranchisements prohibited or mandated by the Collective Bargaining Agreement".
- (Shepard) Line 81: remove the wording "of the College" and reword to read "...through their Dean or appropriate administrator".
- (Walsh) Line 95: change the word "partake" to "take part".
- (Walsh) Line 98: change the wording "improve the experiences" to "enhance the experiences".

9.2 AB 1390 - University of California: graduation requirements: service learning - (Discussion Item)

9.3 Cal Poly Humboldt Senate Resolution - (Discussion Item)

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

X. ADJOURNMENT

M/S/P (Shepard/Self) Meeting adjourned at 12:50 pm.