



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
AUGUST 23, 2022**

Approved 9-20-22

11:30 AM - 1:00 PM

PLN-120

Present: Barros, Casem, Dabirian, 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

Q: For the AS committees that did not elect a committee chair last year, is it ok for the liaison to reach out to the continuing members to see if any are interested in chairing the committee prior to the first meeting?

A: Yes, that would be ok.

- There is a controversy about whether the first meeting for the AS committees can be virtual or in person, and whether the vote to go virtual or in person must be unanimous. Last year we did not have to come to campus to discuss whether to go virtual, we voted on it and the meetings were virtual.

The key is accommodation. If everyone on the committee agrees to go 100 percent virtual, there is no problem, but if some do not, then we have to make sure we have accommodations for them.

- I think the first meeting, to be as inclusive as possible, should be hybrid. People should be able to attend how they are most comfortable. The committee then has the vote, and they move forward.
- Several of us have talked and agree that PRBC must meet in person, it is one committee that should not be doing hybrid or virtual.

Q: Can you elaborate on the reason?

A: Because the kind of issues it oversees are complicated and controversial, and at least half of the people on the committee are on campus anyway. The administrators are voting members on PRBC.

- Faculty Affairs does subcommittee work in break out rooms and wordsmithing a document is tricky in hybrid.
- When the committee is working on difficult documents, they can give the committee an advance notice to see if it is possible to shift to in person to make wordsmithing easier.

Chair Walsh will let the AS committee chairs know they can offer hybrid as an option for the first meeting to be as inclusive as possible.

- Last year we had Proctorio. This year we sent a message to all the Deans informing them that Proctorio was through HERF Funds and is no longer funded. We asked if any Dean or college wanted Proctorio to let us know, and for which classes, so we could purchase the number of seats. College of Business wanted Proctorio, so we purchased it for them. IT also purchased an additional 500 licenses for anyone who had curriculum issues, we could give them some.

So, if your faculty need Proctorio, have them talk with the associate dean and bring it to the attention of IT and we can help.

- ## **III.**
- We have the announcement on the AS agenda, but I want to encourage you all to go over and check out Counseling & Psychological Services Resources for Faculty and Staff. I am supportive of the move over there, but I have been asking VP Oseguera for one spot on campus centrally located to be able to walk students to.

IV. ANNOUNCEMENTS

- (Casem) To walk through the newly renovative McCarthy Hall 2nd floor and see students engaging, was amazing. If you have the opportunity, go up and see the second floor.

Q: (Wood) I love the idea of the visual classrooms where you can look in and see all that is happening, but I also wonder how that works with security, of active shooters?

A: There are curtains to pull down.

V. APPROVAL OF MINUTES

4.1 EC Minutes 8-9-22 - *forthcoming*

VI. CHAIR'S REPORT

- I have met with several of the AS committee chairs that have already been elected and talked about what the agendas are for this year. Once we have elected chairs in the other committees, I plan to do the same thing.
- We are reviewing UPS documents that have not been reviewed in the last five years and assigning them to the correct committee for review.
- I had a conversation with Rebecca Dolhinow regarding the course release for the Diversity & Inclusion chair. I informed her that Exec discussed and did not see the workload, so we voted against the course release. She submitted a letter justifying why she thinks she should have course release. The letter was added to Dropbox and we will discuss under new business. Course release may have been from HRDI, they are not in the Senate's budget.
- We worked on UPS 411.104 - Policy on Online Instruction, we have a couple of areas to clean up in the document, then we will bring it back to Exec and Senate.

VII. STAFF REPORT

- Reminder to submit your liaison reports after your committee meetings. You can send either a brief paragraph or bullet points from the meeting.
- If you are the liaison for a committee with a chair, you are to call the first meeting to order. If you need assistance with the agenda, let me know.
- I have received inquiries if the Senate gallery will be open this year.

Exec discussed and the gallery will be open.

Suggestion:

(Dabirian) We ask Health & Safety to put a mask dispenser in front of the room to be available for anyone who wishes to wear one?

VIII. UNFINISHED BUSINESS

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

- IRA Committee (NSM, CCOM, ECS)
- Constitution Committee

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 for the next Academic Senate meeting.

IX. NEW BUSINESS

8.1 Course release for D&I chair

The Executive Committee discussed the letter submitted by Rebecca Dolhinow and agreed to put this item on hold until receiving answer from HRDI to see if they covered the course release last year.

X. ADJOURNMENT

M/S/P (Dabirian/Shepard) Meeting adjourned at 1:00 pm.