



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 13, 2022**

Approved 9-27-22

11:30 AM - 12:50 PM

PLN-120

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

Absent: Wood

I. CALL TO ORDER

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

II. URGENT BUSINESS

- There seem to be barriers to students accessing Tuffy's Basic Needs. I think you have captured that with what you wrote. Students are required to meet with a staff member in the Dean of Student's office. Similar situation with the ASI Food Pantry. Students must make an appointment.
 - Chair Walsh is going to check with ASI.
- The Excess Units Request Form used to go to department chairs twice, once as "advisor" and once as "chair." Now, students can apparently decide who to send the forms to as advisors. This is problematic. The form apparently allows students to pick anyone with a @fullerton.edu email address, including faculty in other departments, staff, whoever. I'm wondering if the form either just going to chairs or just going to advisors might be the way to go? Maybe that question should get posed to chairs in the University Council of Chairs meeting?

III. ANNOUNCEMENTS

No announcements.

IV. APPROVAL OF MINUTES

M/S/P (Jarvis/Casem) Motion to approve the August 9th minutes. Minutes approved.

4.1 EC Minutes 8-9-22

4.2 EC Minutes 8-23-22 - *forthcoming*

4.3 EC Minutes 8-30-22 - *forthcoming*

V. CHAIR'S REPORT

Issues with the Women's Center are blowing up again. Faculty were told they cannot meet in there; it is only for students.

VI. PROVOST REPORT – 12:30 PM

Provost's conversation addressed the Open Forum held by the Black Student Union. She is sensitive to the ongoing concerns of black students (and other students of color). She discussed the idea of creating an ombudsperson to be a point of contact for these students to receive help and support. There was a discussion about how this could work without adding to the concerns about cultural taxation of our existing black and brown faculty.

Suggestion:

Maybe we could follow the model of the Academic Appeals board and appoint an Emeritus faculty member for that role.

VII. STAFF REPORT

Meeting makers have been sent out for Exec to meet with the Chief of Police candidates. The meetings will take place October 3-6, 2022.

VIII. COMMITTEE LIAISON REPORTS

8.1 Information Technology Committee [Self], F, 9-2-22, 10:00 - 11:00 AM, LH-702

- Brief self-introduction because this was the first meeting of the AY.
- We elected Senator Pradeep Nair (ECS) as the chair of IT Committee in AY 2022-23.
- Minutes from May 13, 2022 was approved.
- VP of IT report: Amir Dabirian.
- We will work on UPS regarding the use of LMS after the CO provides guidelines.

8.2 Faculty Affairs Committee [Kanel], F, 9-2-22, 10:00 AM - 12:00 PM, MH-141

- Quorum met in person. Committee voted unanimously for in person meetings
- There are some technological difficulties in MH 141.
- There is new opportunity through FAR for a faculty member to help with DPS revisions since they need to be updated to keep in line with the newly updated UPS 210. They are recruiting now. A draft of the recruitment announcement was discussed. Committee offered suggestions for the position and announcement.
- Concerns about grandfathering in former DPS criteria or not. But the CBA states faculty must be evaluated on current DPS or UPS 210.
- 210.001 was sent to senate in midst of pandemic, got lost, and now we will send to HRDI to ensure it is in compliance with all policies.
- 210.050 was in Human Resources, some edits made but not many when Natalie returns to FAC we will discuss and approve.
- Resolution to address task force about workload issues. Concern with Chancellors office having a very old policy. Scholarly activities aren't included in workload which is a third of our workload.
- The issue of accounting for assigned time came up. Some departments are already on a 3/3. Since union is working on it FAC will wait on this issue.
- Coache surveys are back and will be disseminated soon. Workload is an issue.
- New policy on writing letters of recommendations for faculty, if they have been reprimanded HRDI can block ability to recommend them from CSUF faculty or admin. This is new chancellor office policy.
- 210.007 appointment of administrative Personnel: should they have experience as tenured faculty? Non academics? Retreat rights and evaluating files are some of the issues.
- Associate deans are an issue, hard job, hard to recruit, pay is pretty low.
- Department chairs and vice chairs work at pleasure of higher ups and may be hesitant to speak up.also no clear evaluation system for chairs and deans.
- Office hours policy came to us from suggestion box by Jarvis. Confusion about online office hours, shift going on. Fac will try to clarify in person and online. Synchronous or asynchronous remote, bichronous.
- How does faculty demonstrate what you did in teaching when online?
- Privacy issues, if evaluators are given permission to look at faculty online class, the faculty could see who and how often evaluators look at the course. Shouldn't be an issue, faculty can upload photos of assignments without given access to whole course to evaluators.
- The issue of associate professors as chairs trying to promote to professor. Can other duties be used in place of teaching? The issue of scholarship.
- 230.000 professional responsibility. Some conflicts with CBA. Fac will work on this. May rescind, is it necessary?
- 210.020 deemphasizing soq quantitative evals. Still remains in eval. of periodic reviews.

8.3 Curriculum Committee [Stambough], F, 9-2-22, 12:00 - 2:00 PM, Zoom

The committee had a brief discussion about the modality of meetings and it was decided that the meetings would continue to be held virtually. The committee had an initial discussion on UPS 300.004 (Policy on Syllabi) to start thinking about adjusting the syllabus policy to reflect the realities of our various LMS. There was a suggestion of having all the boilerplate material concerning university policies auto-populated into everyone's Canvas page (or later with whatever replaces Canvas one day). That would streamline the syllabus to something more manageable and avoid the problem of syllabi for proposed courses being sent back for things related to general policy instead of course content. There was also an initial discussion about requirements for double majors and the committee will seek more information from Brent Foster and some on campus who raised some concerns about these policies. Finally, there was a discussion about the resolution that was passed at the Senate meeting and whether it would be referred to UCC to look at the question of what percentage of an in-person course could be virtual for any reason and if any adjustments to the requirement to meet courses policy should be made in a COVID world.

8.4 Planning, Resource, Budget Committee [Barros], F, 9-2-22, 1:00 - 2:30 PM, PLN-130

- The committee met on September 2. There was quorum. Dr. Tonantzin Oseguera sent Dr. Vincent Vigil as her designee. A few individuals attended in the gallery.
- After introductions, the minutes for the previous meeting was approved. President Virjee then delivered remarks and the committee's charge. The president stated that the cabinet is preparing the response to PBRC's recommendations and gaining clarity about this year's budget. We were told the Academic Senate should expect a full presentation about the budget by Alex Porter.
- The committee then reviewed the AY2022-2023 meeting schedule and meeting format. The PBRC will meet in person. Cases where a presenter wishes to present virtually will be decide on a case-by-case basis.
- The PBRC chair then provided a chair's overview describing some of the history/mission of the PRBC and what he sees as the PBRC's priorities for the year.

8.5 Graduate Education Committee [Jarvis], F, 9-2-22, 2:00 - 4:00 PM, MH-141

- Committee has 3 UPS to review, at least two of which are largely governed by systemwide policies.
- Committee elected to meet in hybrid format for 22-23.

8.6 ASI Board [Walsh], T, 9-6-22, 1:15 PM - 3:45 PM, TSU Legislative Chambers

No report.

8.7 Student Academic Life Committee [Milligan], T, 9-6-22, 9:00 - 10:00 AM, MH-141

- Twelve members in attendance, enough for a quorum.
- May 3, 2022 minutes approved.
- No volunteers for AY 2022-2023 SALC Chair. No chair.
- Old Business: Academic Appeals Process- UPS.300.021, SALC feels that we can make the process timelier. If faculty files paperwork, the process can start much quicker, especially in the late spring semester. Syllabi should contain the professor's policy on cheating and the consequences.
- Topics for this year: Online exam proctoring software.

8.8 Diversity & Inclusion Committee [Casem], T, 9-6-22, 1:00 - 2:00 PM, PLS-360

- The committee has decided to encourage in-person meeting for the first meeting of the month and virtual Zoom meeting for the second meeting of the month.
- The committee is looking for guidance from Senate Exec regarding priorities for this academic year. There is interest in reviewing UPS on Academic Dishonesty & Academic Appeals.
- The status of the request for course-release for the D&I chair was discussed. Senate Exec needs to follow up.
- Need to revisit the status of the committee's work on UPS 100.006. Proposed rescinding the original UPS 100.006 and replacing it with a new document (ASD 22-59).
- There was a question about an older Senate Resolution (prior to 2018) regarding reparation of Indigenous Peoples cultural items in possession by the University.

- 8.9 International Education Committee [Barros], W, 9-7-22, 11:00 AM - 12:00 PM, THall 1424
- The committee met on September 7. There was a last minute change and the committee met virtually. There was quorum.
 - After introductions and brief member announcements, Dean Leahy discussed her activities since joining CSUF in the Spring. She also shared some general plans for international education for the coming year. She offered to deliver a more formal presentation in the next meetings. The committee welcomed that idea.
 - The committee then discussed the charge for the committee and generally discussed an agenda for 2022-2023. The committee is very interested in identifying ways to support faculty interested in study abroad and ways to make study abroad more attractive to students. Dean Leahy shared that interest. There was also some interest in updating policies to match current study abroad practices/models.
- 8.10 Faculty Development Center Board [Milligan], F, 9-9-22, 9:30 - 11:00 AM, PLS-256
- There were enough members present for a quorum.
 - FDC will hold meetings in person (PLS-256) the remainder of the year.
 - They approved last May's minutes.
 - The bulk of the meeting was reviewing the role of the FDC Board.
 - There was a review of FDC's activities from last year which are included in the annual report to Academic Senate.
 - FDC also discussed our goals for the coming year and invited new ideas.
- 8.11 General Education Committee [Barros for Stambough], F, 9-9-22, 2:00 - 4:00 PM, Zoom
- The committee met via ZOOM. There was quorum.
 - After introductions, the chair made announcements about the upcoming GE program assessment and the status of the implementation of AB928.
 - The committee discussed meeting formats and given the effectiveness of the committee last year, members decided to keep virtual meetings at least through Fall. The committee will reassess then or if members feel it is necessary.
 - The committee then reviewed its charge and some of the items on the agenda for this year. These include reviewing new GE course proposals, GE Program Performance Review, review of GE outcomes and AB928. The committee also discussed the possibility of revising GE policy requirements and rules for GE committee procedures.
- 8.12 Library Committee [Shepard], M, 9-12-22, 11:00 AM - 12:00 PM, PLS-256
- All members except Arts and ECS (not yet identified) were in attendance.
 - The committee elected a chair (Lingxiao Li from CBE for fall, and then Megan Graewingholt from the Library for Spring as Li will be on sabbatical.
 - The committee decided to rotate the role of minutes taker, and Chair Li will assign individuals for each meeting.
 - The committee voted unanimously to hold meetings in-person, with the caveat that if as a result of illnesses or no need for in-person meetings, that modality could be changed later for individual meetings by a vote of the committee.
 - The committee then discussed goals for the year. These include learning more about library spaces and resources and communicating about those more effectively to faculty.
 - At the next meeting, the Committee will receive a tour of the library and will then brainstorm specific topics for each of its upcoming meetings.
- 8.13 Extension & International Education Committee [Dabirian], M, 9-12-22, 3:00 - 4:00 PM, THall 1424
- Report from the Dean
- Per Debra, EIP is in the process of reorganizing, and will recruit the following:
- Director of International Programs and Outreach (Previously held by Jack Hobson – Targeted start date of Nov/Dec 2022)
 - Associate Dean of Strategy and Innovation for Extended Education (Previously held by Carol Creighton – Targeted start date of March / Apr 2023 – NOTE: EIP IT will report to this role)

- Director of Student Experience (Previously held by Toni Bartter – Targeted start date of April / May 2023)
- EIP Programs Updates (Karen & Christina)
- Approvals from Last Year:
 - CyberSecurity CEU - launching this Fall (starts next week - 3rd party provider)
 - Revised user experience curriculum (3rd party provider - will launch for Spring)
 - Spring - Revisions for Primate Intelligence Analysis Program and Project Management
 - Change name to one of the education programs - Advancing teachers of Mathematics Learn for All - Teaching for Equity and Education in Mathematics - Mark Ellis
 - Biomanufacturing - CEU certificate program will launch in January, Partnership with Dr. Sagil James

8.14 Faculty Research Policy Committee [Casem for Wood], T, 9-13-22, 9:00 - 10:00 AM, MH-141

They have decided to continue in person meetings for the remainder of the semester.

1. The committee discussed the status of their revisions to UPS 630.000 Policy for Investigating Incidence of Possible Research Misconduct.
 - a. Waiting to receive feedback from other campus stakeholders.
 - i. DO WE KNOW WHO IS CURRENTLY REVIEWING THIS DOCUMENT?
 - ii. Does this policy potentially impact students and if so – should Student Conduct be included in the review?
 - b. Discussed need to have a policy statement that aligns with expectations from external (federal) granting agencies
 - c. Procedures for investigation of potential misconduct has been split into a separate document
 - i. Inclusion of a document outlining procedure is important for transparency
 - ii. Can the procedure document also be a UPS? Possibly UPS 630.001.
 - iii. Need to pay attention to potential sanctions for finding of misconduct
 1. Is there a potential impact on RTP
 2. Should FAR and/or FAC be looped in
2. The committee will begin review of UPS 620.000 Protection of Human Participants
 - a. Committee members will read existing UPS
 - b. Committee will invite Matt Englar-Carlson to their next meeting to discuss the work of the IRB committee

IX. UNFINISHED BUISNESS

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

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.

9.2 Course release for D&I chair

The Senate Executive Committee discussed the course release issue for D & I Chair again. Although the General Committee Chairs get a course release, other standing committee chairs have not been funded by a course release although several have substantially heavy workloads: Academic Standards and UCC are two examples.

Exec discussed the issue the memo raised about workload for junior faculty who might avoid chairing D&I because of the service burden absent a course release. Exec agreed that untenured faculty should not be put in a position of chairing a heavy workload committee.

In trying to track down how these releases were funded last year; we discovered the course releases were funded by WGS department funds last academic year.

The final decision was the Academic Senate does not have funds for additional unbudgeted course releases this year.

X. NEW BUSINESS

- 10.1 Scott Jewett Selection Committee
- 10.2 Search Committee - Dean of the College of the Arts
- 10.3 Program Discontinuance - Fall 2022
This will be added to the AS agenda
- 10.4 Updating "Ex-officio" titles in Bylaws (Discussion item)

XI. ADJOURNMENT

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