



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
SEPTEMBER 20, 2022**

*Approved 10-18-22*

**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**

- We need guidance on how to remind the campus community about the reasons for the ban on the use of state funding for travel to a large number of states. There is, understandably, growing concern about the opportunities that are being missed by faculty, staff and students with the growing list of “banned travel states”. When these concerns are being discussed there is a risk of framing the LGBTQ+ population as a burden for the rest of the campus community, which should not at all happen.

- Another issue we might want to bring up is if the faculty or students must go because of their careers, most conferences are now supported virtually, so that might be the best way for them to attend.

Suggestion:

Ask Admin and Finance to include a reminder of the rationale of the travel ban in campus communication.

- The Finance Department had its faculty meeting last week and the question was asked what's the internal policy regarding Covid with incompletes or students missing class. The Dean said they are going to put together a committee to come up with a proposal.
- I want to bring up the parking situation regarding all the open handicapped parking spots. There are at least 20-25 unoccupied handicapped slots throughout the day, while faculty are circling around to find parking or having to park across the street at College Park.
  - It's a state law, there is a ratio of four percent of the parking spots that must be delegated as handicapped parking to be ADA compliant.

Q: Before the Pandemic, we had stacked parking, is that no longer available?

A: We did stack parking the first two weeks of the semester.

Suggestion:

Invite Parking & Transportation to come and do a report to the Senate on the status of parking across the campus and what they are doing.

## **III. TIME APPROXIMATE**

**12:20 PM - 12:35 PM**

**Karyl Ketchum and Kristin Beals**

Karyl and Kristin gave an overview and expressed their concerns of what was promised regarding the Women's Center and what has happened.

- (Ketchum) the last communication we received was a FAQ document, sent out by Estela Zarate. There was no office or originating author on the document, we didn't know where it came from. The communication has been atrocious.

Q: (Casem) In your vision what would communication look like, what would you like to see?

A: (Ketchum) We would like to have a weekly meeting with Student Affairs, with VP Oseguera present. I have a faculty member, Rebecca "Becky" Dolhinow, who has two course releases this academic year to work with a Student Center that does not exist. And the location in Langsdorf Hall (room 556) is remote and dimly lit.

Q: (Jarvis) What happened to the location in Gordon Hall?

A: (Ketchum) The old space in Gordon Hall is there and it is beautiful, it was a space that was being used for many years by the Women's and Gender Center. They have retained the services for pregnant students in that space along with transfer student and re-entry student services.

Q: (Shepard) Were there discussions about where the space was going to be? When would the coordinator start? Who's in charge of hiring the student assistant? Did any of those conversations happen or did you try to initiate those conversations? Are the communication problems primarily with Student Affairs or is it also partly with Estella and/or others in the Provost office?

- o (Walsh) For clarity, the coordinator is an Academic Affairs position, reporting to the Vice Provost who is the liaison with Student Affairs.
- o (Ketchum) I want to give our gratitude to the Provost and Vice Provost for the work they have done with making this happen. The Provost is the only person who has followed through on this.

A: (Beals) When we met last spring we had a minor victory, which was Rebecca would step into a center. But there has been no communication over the summer, no communication between Student Affairs and us since last spring.

Suggestion:

- o (Dabirian) To have either weekly or bi-weekly meetings with Martha Encino, Rebecca Dolhinow, and Estela Zarate to meet and talk about the step moving forward. Then Rebecca or Estela can bring the information back to you.

**12:35 PM - 12:50 PM**

**Provost Thomas, VP Oseguera, and Vice-Provost Zarate**

Provost Thomas, VP Oseguera, and Vice-Provost Zarate joined the meeting. Chair Walsh gave them an overview of the concerns expressed by Karyl Ketchum and Kristine Beals regarding the Women's Center and the lack of communication.

- (Oseguera) Rebecca Dolhinow was elected as the liaison and Martha Encino, our avp for Identity and Belonging communicates with Estela and Becky on information that we have. My assumption is that Becky then would communicate to the group of faculty. I communicate to the Provost, Estela, or the Deans, I don't normally communicate to the faculty.

Q: (Walsh) Are there regularly meetings between Estela and Martha?

- o (Casem) And how often?

A: (Zarate) We have met this past month around the space. And the answer I shared was we don't have space currently. I think when it's a lack of communication, it's the fact there are a lot of I don't know which is the reality and that's a lot of the frustration.

We haven't done regular meetings, we have talks. We can set-up regular meetings and I can summarize them in email format for everyone.

Your group did produce the FAQ's and those have been shared, but I think the frustration is they do not have answer to the space questions they have.

- (Oseguera) We had a space in the library that we looked at and planned on, but there was a last minute adjustment that occurred in the library for needing that space for something else, so it bumped up.

Q: (Walsh) Can you tell us how that decision was made to put Project Rebound in that space?

A: (Oseguera) I cannot speak to that. But what I can tell you is that we pivoted really quickly and were able to identify a different temporary space that is in the library. We do have a permanent space identified to move into and we are trying to expedite it as soon as possible, we are targeting for spring or summer.

Q: (Walsh) Has it been communicated that we have space?

A: (Oseguera) It has not been communicated where the space is. What I can communicate very clearly is we have a permanent space. We are working on it, and as soon as we can, we will have that space.

Q: (Shepard) Is it accurate from your view that you committed to these four things?

A: (Oseguera) No, I saw that and I was surprised. I will say that in terms of being in the space within DIRC, absolutely. What we did is the Women's Resource Center, like all of our other identity and gender based resource centers that come under DIRC, the space they will have and the programming will be equitable across all our resource centers.

Q: (Shepard) So, in your mind, did you agree to a space that would be open in the fall semester? But you did not agree to at least two private offices and larger area for gathering and community space?

A: (Oseguera) In all my communication, it talks about a space. So, we have a temporary space and we will have a permanent space equitable across all our resource centers. It did not include two office and a larger gathering space. Eventually it will include them, but not right now.

Q: (Shepard) And the coordinator level position filled by fall?

A: (Oseguera) We tried. We are hiring a coordinator, but we have two coordinator positions that were in the queue beforehand. We just finished our coordinator position for African American Resource Centers. We are in the mid-point of our coordinator search for our Latinx Research Center.

Q: (Stambough) To get programming in a short period of time, is there a way to utilize Becky in that role in terms of hiring?

A: (Oseguera) Absolutely.

- (Casem) It sounds like it's a lot of work going on, but it's not being communicated.
  - (Oseguera) I agree. I will let Martha know to start meeting monthly with Estela so they can start communicating with Becky.
  - (Dabirian) I would include Becky in their meetings and Becky will be the liaison to Karyl and Kristin.
- (Kanel) The way the centers get students through the departments, we are the ones that make announcements to our students the center is opening. We are the ones to bring in people, have our students go, otherwise they don't know about it. So, I cannot over emphasize the importance of faculty being completely involved with Student Affairs and the faculty being respected that we have a place in Student Affairs as well.

#### **IV. ANNOUNCEMENTS**

- (Dabirian) IT will have a project in place soon for Zoom Phones. I will have an official timeline and present it to Exec in about two weeks and I will also do a presentation to Senate. We are looking at a possible timeline of either January or the fall break.

#### **V. APPROVAL OF MINUTES**

M/S/P (Jarvis/Casem) Motion to approve the August 23<sup>rd</sup> and August 30<sup>th</sup> minutes. Minutes approved.

4.1 EC Minutes 8-23-22

4.2 EC Minutes 8-30-22

4.3 EC Minutes 9-13-22 - *forthcoming*

#### **VI. CHAIR'S REPORT**

- I will be meeting with the Provost to go over the list of ex-officio's on the AS committees to get her input. I will bring her input back to Exec before we talk about changing the Bylaws.
- We are conducting interviews this week for the ASC position in the Senate office.

#### **VII. STAFF REPORT**

- Mara said thank you to everyone for her gift.

## VIII. COMMITTEE LIAISON REPORTS

- 8.1 Internships & Service Learning Committee [Jarvis], W, 9-14-22, 9:00 - 10:00 AM, Zoom
- Committee met virtually.
  - Committee reviewed last year and planned this year. This year: review UPS 411.601, work on getting internships into UPS 210.002, and discussions of faculty workload for internships (concerns over equity across colleges).
  - Committee members introduced themselves.
  - Vote to hold meetings this year by Zoom (passed 6-0, some didn't vote)
- 8.2 University Advancement Committee [Shepard], W, 9-14-22, 9:00 - 10:00 AM, CP-810
- The committee elected Ella Ben Hagai (Soc Sci) as committee chair.
  - The committee selected Satoko Kakihara (Hum) as its note taker for the fall semester, and Tara Suwinyattichaiporn (CCOM) as the notetaker for the spring semester. T
  - The committee voted unanimously to hold its meetings via Zoom, with the exception of its February 8, 2023 meeting as being in person (first meeting of the spring semester).
  - The committee heard presentations from the following: Greg Saks presented about University Advancement Overview; Katie McGill presented about "Somos Titans"; Brooke Fessler Owens presented about the CSUF Impact Crowdsourcing Campaign and the Faculty/Staff Top 10 Challenge; and Justin Gerboc presented an Alumni Engagement Update.
  - The committee approved unanimously its minutes from April 13, 2022.
  - Finally, the Senate Exec liaison brought up questions about faculty engagement with Commencement, based on feedback. Todd Frandsen reported that the UAC was not the best committee for action on this, suggesting the appropriate committee is the Commencement Leadership Team, which is the overarching administrative committee coordinating commencement. (He noted the CLT is modeled after the university's Covid Re-Entry Leadership Team). The CLT includes representatives from all divisions. Frandsen suggested that the likely working group that should address faculty concerns is the Ceremony Program Working Group, chaired by Mike Steele from the provost's office.
- 8.3 Academic Standards Committee [Casem], F, 9-16-22, 1:00 - 2:00 PM, PLS-256
- There was a quorum
  - I volunteered to serve as the secretary for the group.
  - Chair Johnson provided an overview of the various task (UPS revisions) assigned to the committee
  - There were two questions requesting further clarification regarding the following:
    1. Changes to UPS 300.018 Withdrawal Unauthorized – UPS was updated June of 2022. What more needs to be done?
    2. Does it make sense for the committee to revise UPS 300.002 Advising if we are not certain how the structure of advising will be changed?
  - The committee began the work of addressing feedback on UPS 300.030 Academic Appeals from campus stakeholders. The committee has received feedback from Student Conduct (Prisbey) Title IX (Bauer), and Assoc Deans (multiple).
- 8.4 Faculty Affairs Committee [Self for Kanel], F, 9-16-22, 10:00 AM - 12:00 PM, PLS-256
- The meeting was called by the chair
  - Review of UPS 230.000 Statement of Professional Responsibility
  - The committee discussed multiple issues of the current UPS. They voted and decided to rescind the current version. The committee would like the AS Executive Committee to approve this rescission. If so, the committee requests guidance from the EC about how to develop a new professional ethics statement. Would AS convene a work group or should FAC work on this?
  - Revision of UPS 210.050 Recruitment and Appointment of Temporary Faculty
  - The committee discussed the revision of UPS 210.050 and approved it. It will be now forwarded to D&I committee.

#### 8.5 Writing Proficiency Committee [Walsh], F, 9-16-22, 9:00 - 11:00 AM, PLS-360

- Quorum present.
- Introductions of members
- Approved minutes of April 15, 2022
- Questions regarding revisions to 320.020—should Grad Ed committee or Writing Committee take lead. Elaine Fry advised that the CO had eliminated a grad writing requirement and the Grad Committee is discussing whether CSUF should implement one. Committee decided to let Grad Ed take the lead on UPS revisions on grad section of the policy and bring back to Writing Committee for other revisions.
- Chair reviewed a power point he prepared for Engineering Chairs on requirements for complementary writing course recertification. New members had several questions about process.
- Chair reviewed the Curriculog form X for certification of writing intensive and writing complementary courses.
- Other questions and issues: whether the “Writing across the curriculum” webpage should link to the student petition form; what is submitted if a department has many sections of a course to be reviewed.

#### 8.6 Planning, Resource, Budget Committee [Jarvis for Barros], F, 9-16-22, 1:00 - 2:30 PM, PLN-130

- PRBC met for 45 minutes today. Many absences, but enough for quorum.
- They mostly discussed agenda for the year.
- As a personal observation, the elected vice-chair (Jidong Huang) did not seem to be aware of PRBC’s tradition of “vice-chair becomes next year’s chair.” Also, another personal observation: this is two meetings in a row where somebody other than Amir made the motion to adjourn and both of those meetings ended much earlier than they normally do. Correlation is not causation.

#### Additional Report:

- (Casem) We need someone from Academic Standards Committee on the Academic Appeals Committee.
  - (Walsh) We have asked someone to serve, we will send out a follow up email.

Q: (Stambough) Can we get a report to the Senate on commencement?

A: (Shepard) Mike Steele is the chair of the ceremony working group, so he would be the ideal person to invite.

- (Milligan) The Student Academic Life Committee does not have a chair, no one volunteered.
  - (Walsh) I will contact Stacy Mallicoat, who is a Senator serving on the committee to see if she would be willing to serve as the chair.

### **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.

### **X. NEW BUSINESS**

#### 10.1 Scott Jewett Selection Committee

- (Walsh) We need one more person faculty person for this committee. They are going to begin meeting in October to determine the criteria, and the work happens in February.

#### Suggestions:

Someone with department chair experience would be good.

- Al Agnew (NSM)
- Jade Jewett (ARTS)

## 10.2 Search Committee - Dean of the College of the Arts

- (Walsh) We need five faculty members to serve on the search committee.
  - (Dabirian) We usually send an email to the college and ask them to nominate faculty to serve on the search committee. Then we use that list to pick faculty from each department within the college.

## 10.3 Updating "Ex-officio" titles in Bylaws (Discussion item)

## 10.4 New Course Proposals – Fall 2022

- (Walsh) We will add this to the AS agenda for Senate approval.

## **XI. ADJOURNMENT**

M/S/P (Dabirian/Jarvis) Meeting adjourned at 1:05 pm.