



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
JANUARY 30, 2024**

Approved 2-20-24

11:30 AM - 12:50 PM

MH-141

Present: Garcia, Jarvis, Kanel, Milligan, Self, Shepard, Swarat, Valdez, Walsh

Absent: Bruschke

I. CALL TO ORDER

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

II. URGENT BUSINESS

- Q: What is going on with construction? The semester just started yesterday and every single on ramp is closed. Leaving campus yesterday was a nightmare. Can the University talk to the City or Caltrans?
A: Caltrans' priority is getting people off the freeway; they prioritize the freeway over all the city roadways.
Q: Is there any idea when the construction will end?
A: No, and Caltrans is not going to be responsive.
- We have the data from Equitable Pedagogy Module 2A. We got 745 people to take it and the overwhelming majority of feedback is positive. Hopefully, some folks will take the next one because that is where we talk about fragility.
Q: Do we have a mechanism to track how many actually made changes to their pedagogy?
A: That will be the third installment. There was EPM 2A in the fall, then we have the spring, which has not gone out yet. Then the third installment, in the summer, they can submit their syllabus that shows track changes of what they added or how they applied some of the strategies, then that is when we can track their changes.
Q: Will there be a way to assess the change?
A: The committee is going to be assessing them.
 - If the faculty would allow us to look at their equity gap of their student grade in their section, that would be nice.
 - In the third installment, you could ask the faculty to self-report their own data.
 - We were going to have an FLC, because of winter break and the strike, it got pushed back. In the feedback a lot of people said it was hard and they would want to do it with other people. I talked with Kathleen about maybe doing it in the summer with a stipend.
- Related to the assigned time for exceptional service, we are finding out since we started this in 2015, we need to review the document and criteria. So, we are sending it to FAC with some of our ideas for them to reassess the document. It seems what is happening is departments are using this to fund ongoing services forever, when FAC may determine colleges should be funding it.
 - The money is from the CBA, and it's designed to be a workload reduction, but it doesn't have to go through a committee at all, it doesn't have to be a competitive selection process. We could just divide the money and give to each department.
- We received an email from Elaine Frey, and she would like us to charge the Graduate Education Committee to look at graduate student success.
 - Exec unanimously agreed to send the charge to the Graduate Education Committee.

III. ANNOUNCEMENTS

- (Swarat) Next week the Strategic Plan launches on Wednesday, February 7th. The launch will take place in Meng Hall from 11:30am - 1:30 pm.
- (Garcia) Training for CHRS will be offered starting next week. Training will be available both hybrid and in person.

Q: (Jarvis) Can you get VP Forgues or someone to send us to us and we can make it a Senate announcement and it will go out to everyone?

A: (Garcia) Yes. They are working on the communication; it should be coming out soon.

IV. TIMES APPROXIMATE

12:30 PM

Topic: CR/NC Course Work and Grad Checks

Presenter: Merri Lynn Casem

Merri Lynn Casem gave Exec an overview on two issues to be considered by the Senate related to the use of CR/NC on our campus.

- The Executive Order related to general education in the context of grades requires that the Golden Four courses must be taken for a letter grade. Anything else in our GE is up to individual campuses if we allow CR/NC or a letter grade. Our campus has always used letter grade, letter grade is the unanimous preference of our current GE Committee.

However, one of the things that we see is many of these courses are set up where students can choose, it's undergraduate grading option. So, when they enroll in a course, they could choose CR/NC for a GE course. Which means at the end they have to go back and petition for a retroactive changing grading basis if they are going to use that course for GE.

There are 573 GE courses of which 56 percent (about 321) allow for students to make that choice between letter grade or CR/NC. This was data we collected last fall. Looking at academic year 2022/23, 483 students took GE course for CR/NC, of those 423 received a credit grade. As of August 22nd, we had 215 students petitioning for that change of grading basis.

In thinking about how to help the students, for enrollments for spring, the Registrar created the option where if a students is choosing CR/NC, there is a pop-up window asking them if they are sure and explaining what it is. We do not have the data yet, we will look at this again after census, so that may have helped. The other thing we brought to the Council of Deans was an idea of an opt-in option for departments and programs that have courses that are currently with that option where the student gets to choose. If they would prefer to move their GE course into the letter grade only option, they could do that, and we could facilitate and streamline the Curriculog process. The Deans pushed back on that saying they might want to have the grade option, the ability to select between letter grade and CR/NC because we want to encourage students to explore these various other programs.

Q: (Jarvis) Are we doing the pop up message for all CR/NC or just the GE credits?

A: (Casem) Just the GE credits.

- The second item related to CR/NC, the current policy says that students are only allowed to take one CR/NC course per term, which has not been enforced for a while.

Q: (Casem) Is it the will of the Senate and Exec to enforce that policy?

A: (Jarvis) Yes.

Q: (Shepard) Do we know when this rule was enforced or when it stopped being enforced?

A: (Casem) No.

- (Casem) So, my takeaway is we should consider a pop up for all CR/NC and stay the course for not enforcing.

V. APPROVAL OF MINUTES

- M/S/P (Walsh/Valdez) Motion to approve minutes. Minutes approved unanimously.

4.1 EC Minutes 12-5-23

4.2 EC Minutes 12-12-23

VI. CHAIR'S REPORT

No report.

VII. STAFF REPORT

- The meeting location for meeting with Trustees has changed. The meeting time for the February 16th meeting has changed from 1:15 pm - 2:00 pm to 1:00 pm - 1:45 pm. I will update the meeting makers with the changes.
- An issue was brought up regarding font size in UPS documents. I am currently working on a document that was signed by the President, but since there is no precedence on changing the font on our UPS documents, I was wondering if I am to start changing the documents. Also, changing the font size is more than the UPS documents, it is also the AS website.

- (Jarvis) I was thinking we would refer this to the IT Committee, because we are using computers. They might be able to come up with a campus font as this might be an accessibility issue.
- (Swarat) Strategic Communications already has guidelines and we have a university font.

Exec agreed to refer this issue to IT Committee and then to Strategic Communications.

- We received an email from Ken Guo stating he will now be teaching every Thursday during the AS meeting time. He doesn't want to give up his Senate seat. He said he will try to make his Thursday classes online so he can attend the Senate meetings, but he may have to miss a couple meetings.

Exec agreed if he is not missing three consecutive meetings, it will be fine.

VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Jarvis], T, 12-12-23, 1:15 – 3:45 PM, TSU Legislative Chambers

No report submitted.

8.2 Academic Standards Committee [Jarvis], F, 12-15-23, 1:00 - 2:00 PM, Zoom

- ASC met by Zoom today (quorum reached). Jarvis chaired the meeting, because Koren Fisher's voice was out (but she was present).
- Two UPS dealt with:
 - UPS 300.021, Academic Dishonesty – final review & vote (m Besser/s Van Bik) passed 10-0.
 - UPS 300.006, Credit by Examination – revision and editing (edited & discussed; tabled until feedback from Casem & Hsu on some details).

8.3 Internships & Service Learning Committee [Shepard], W, 12-13-23, 9:00 - 10:00 AM, Zoom

- Minutes approved.
- Discussion continued on revisions to 411.601: Policy on Academic Internships.
- Document generally approved. Chair Wilson will send a final version and draft summary memo for review and final email vote.
- Next meeting, February 14, we will celebrate Valentine's Day with Sue Swarat discussing internships in context of the university strategic plan.

8.4 Writing Proficiency Committee [Garcia], F, 12-15-23, 9:00 - 11:00 AM, Zoom

- The committee met and we had a quorum.
- Approved minutes from 10/20/2023.
- Reviewed and approved the following courses for writing certification
 - SOCI 308 and Modern Languages 31

- Denied and sent back with revisions
 - AGNG 363
- Meri Lynn attended today's meeting to discuss the changes to GVAR and the implications for CSUF.
 - The highlights from this discussion are as follows:
 - The CO is looking for a singular 3 unit course. One unit courses may not fit into the current layout.
 - Pre or co-requisites associated with 3 semester unit GVAR course shall not increase units toward graduation.
 - Merri Lynn shared the list of complementary courses at CSUF.

8.5 ASI Board [Jarvis], T, 1-23-24, 1:15 – 3:45 PM, TSU Legislative Chambers

- President Alva made a presentation: she didn't approve a student wellness proposal that had been given to Fram because it was messy, including student fees for facilities, so while she likes it, it may require more work to be ready. Lots of student questions. She wants to make sure there's informed student buy-in (consistent with Directive 10) to raise fees. ASI is unhappy,
- Dean Sundaram made a presentation. What got the most attention from students was a presentation on the new "Landmark Hall"—new building next to Mihaylo (near Lot F), lots of public-facing space, no classroom space. He is making community engagement a centerpiece for the college.

8.6 Campus Facilities & Beautification [Swarat], F, 1-26-24, 11:00 AM - 12:00 PM, Zoom

- Facilities took care of some items brought up by the members, which was appreciated.
- Micro-mobility project: In the works.
- CP basement needs seating for students who are waiting for classes. Facilities will communicate to people who manage the CP building.
- CP signage in the lobby is lacking – students don't know where departments/rooms are; CP not welcoming. Facilities will reach out to CP folks and IT for the digital signage (the touchable one, not the TV screen).

IX. UNFINISHED BUSINESS

- 9.1 Academic Budgeting - (Discussion item)
(tabled until next meeting with Provost)

X. NEW BUSINESS

10.1 Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee

- Faculty Affairs Committee - HUM
- International Education Committee - COMM
- GE Task Force Committee – HHD

Exec worked on filling the committee 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 AS agenda.

10.2 Revisions to UPS 210.070 - Evaluation of Lecturers

Exec discussed this document and made suggestions. Chair Jarvis will incorporate their suggestions into the document and Exec will discuss at their February 6th meeting.

10.3 Targeted harassment of professors - (Discussion item)

10.4 Resolution on Creating of New Workload Policy Related to Research

10.5 Revisions to UPS 500.150 - Library Circulation Policies

10.6 Revisions to UPS 508.000 - Policy on Return or Replacement of Library Materials

10.7 Revisions to UPS 620.000 - Protection of Human Participants

10.8 Outstanding Professor Committee - (Discussion item)

10.9 Revisions to UPS 300.021 - Academic Dishonesty

XI. ADJOURNMENT

M/S/P (Garcia/Walsh) Meeting adjourned at 12:50 pm.