



## ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES FEBRUARY 27, 2024

*Approved 3-19-24*

**11:30 AM - 12:50 PM**

**MH-141**

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

Absent: Shepard

### **I. CALL TO ORDER**

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

### **II. URGENT BUSINESS**

- Search Committee - Director of Faculty Development Center

Suggestions:

- |                                       |                          |
|---------------------------------------|--------------------------|
| • Loretta Donovan (FDC Board member)  | • Carolina Valdez (EDUC) |
| • Katie Burlingham (FDC Board member) | • Gary Germo (HHD)       |
| • Shanara Reid-Brinkley (COMM)        | • Richard Parry (CBE)    |
| • Claudia Evans (COMM)                | • Ana Reyes (HHD)        |
| • Erica Thomas (COMM)                 | • Jeffery Jolley (CBE)   |
| • Jennifer Piazza (Public Health)     |                          |

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.

- My issue is the travel policy and how it is being implemented in the different colleges. When I first got to CSUF we had 30 days for domestic travel, they have since increased it to 45 days. To make sure I don't miss it, I put it on my calendar to submit it on the 45<sup>th</sup> day, and I give myself a couple of days of cushion. I submitted something on Friday, I went to the website and followed every single rule. It said \$55 per day per diem, but when I went into Concur it was tabulating something different. Since it has to be perfect on day 45, I sent an email, and I received an automatic reply stating due to high level of request, don't expect us to respond for 5 - 10 days. Nobody had emailed us from the college saying there's a high level of request make sure you add extra two weeks.

So, I email the Provost to see if there was someone University-wide who could answer my question. He loops me into somebody who response and tags my college person. They said as of this date it's changed; it's now based on state and how much cost is per state. My website has not been updated and now it's going to get kicked back. My college person emails me and says it changed and you are going to have to update, I'm going to send you a separate email with what you need to revise. That was yesterday and my deadline is today.

In my question response, I asked if she was telling me my college policy is we actually need to submit 60 days in advance since you are telling me it's an additional two weeks? I asked for a hard deadline of when I need to submit to make sure my stuff gets approved. They are telling me it needs to be perfect when their website is not correct, so where am I supposed to go? I am really frustrated, and it's not even Concur, it's the directives being given that are not clear or reasonable. I need to get the money to travel, and it is expensive to travel, and I need this in order to go up for full.

- There was an email sent from Laleh Graylee to DL-Campus Employees, there was a change on January 3<sup>rd</sup> to the travel policy. Our budget analyst reached out to all of us to make sure we were aware of the change, so your college should have reached out to you to inform you that you needed to revise your travel.

#### Suggestions:

- Campus needs to centralize the processes.
- Invite VP Porter and Laleh Graylee to come to Exec to discuss this and hear some of the horror stories.
- Faculty should not have to deal with Concur, they should be able to submit supporting documentation and administrators fill out Concur.
- Before we have VP Porter and Laleh here, can we gather some examples from different colleges? There is a lot of uniqueness in how each college manages it. This way they can come prepared with answers and be able to tell us what is supposed to be done and what is not supposed to be done.

### **III. ANNOUNCEMENTS**

- (Milligan) The CSU Senate is talking about expanding the Senate to include lecturers. There will be three seats, so not every campus will have a lecturer representative. Lecturers wishing to join the CSU Senate would have to compete for the seat, and it will be a Statewide election.

### **IV. APPROVAL OF MINUTES**

- 4.1 EC Minutes 2-13-24 (draft) - *forthcoming*
- 4.2 EC Minutes 2-20-24 (draft) - *forthcoming*

### **V. CHAIR'S REPORT**

- I met with Eric Hanson from the Library, they are looking to creating courses, possibly doing a master's in library science or around that area. Another idea was creating one units which could be partner with majors.
- I met with ASI to discuss their priorities for Senate. They would like a physical posting of the Senate agenda outside our door. We are going to take the display case right across the hall from us to display it. They want to get into classroom to talk about the wellness initiative and get feedback from students, so we are going to try to help them at Senate promote it.
- At the Statewide Chairs meeting, nothing was all that shocking. The campuses that are going to miss target by 10% are now going to have their budgets cut by 3%, not 5% as originally stated. They are upset about this.
- We need a resolution on Committees on Committees. Last year we passed a resolution in the Senate saying Exec would come back with the membership in the fall, and we didn't. We can come up with faculty names for Senate approval at our next Exec meeting.
- We are going to get a resolution from the GE Committee on AB 928, that will be brought up as urgent business for the Senate's approval.

### **VI. STAFF REPORT**

No report.

### **VII. COMMITTEE LIAISON REPORTS**

- 7.1 ASI Board [Jarvis], T, 2-20-24, 1:15 - 3:45 PM, TSU Legislative Chambers

No report submitted.

- 7.2 Diversity & Inclusion Committee [Garcia], T, 2-20-24, 1:00 - 2:00 PM, PLS-256

- The committee met with a quorum.
- The chair reported she met with Senate Chair Jarvis regarding the reason D&I has not been asked to review any documents.
- Senate Chair Jarvis provided a spreadsheet with all UPS noting which committee is currently reviewing the documents.
  - The D&I Committee was charged with reviewing the spreadsheet and providing recommendations to improve the spreadsheet.
  - The D&I Committee was charged with reviewing the UPS in the spreadsheet and deciding which one the committee would like to review.
- The D&I Committee was charged with continuing to review UPS 100.001 and provide any recommended changes.

7.3 Assessment & Educational Effectiveness Committee [Swarat], W, 2-21-24, 1:00 - 2:15 PM, Zoom

- Director of Assessment provided updates on the current assessment reporting cycle, including reports from academic units, as well as updates on how assessment will support strategic plan tracking/reporting.
- The committee wants to help address the WSCUC recommendation on the “diversity” graduate learning goal by surveying departments. The committee will ask the assessment liaisons to reach out to the graduate programs and get feedback on the status on meeting this learning goal, as well as support needed to do so. The Office of Institutional Effectiveness and Planning will assist with this effort.

7.4 Campus Facilities & Beautification Committee [Swarat], F, 2-23-24, 11:00 AM - 12:00 PM, Zoom

- Abby Holmen, Emergency Preparedness and Continuity Manager, introduced herself and gave an overview of her responsibilities, and progress towards emergency preparedness. Faculty expressed concern for the sensitivity of this issue – it is not just a training issue.
- CP Basement seating issue: Admin/Finance will look into it.
- Wayfinding sign in CP lobby: IT responded that it exists but will work with CP management to look into moving it to a more visible location.
- Micromobility subcommittee: Faculty leads met with OIEP and appropriate OC agency; Faculty want to see if we could survey the students – in collaboration with parking or add to existing surveys.
- Over \$1M damage due to the last storm. Admin/Finance is working with Risk Management to prioritize repairs to ensure safety and minimize disruption to campus operation.
- Noisy air handler on top of McCarthy Hall: Admin/Finance will monitor the noise level and see the estimated cost to reduce noise. They are supposed to be replaced as part of the building renovation.

7.5 General Education Committee [Bruschke], F, 2-23-24, 2:00 - 4:00 PM, Zoom

No report submitted.

## VIII. UNFINISHED BUSINESS

8.1 [Statements of Opinion](#)

- Exec continued to work on the Statements of Opinion, and they will be added to the March 7<sup>th</sup> AS agenda for a first reading.

8.2 Resolution on Creating of New Workload Policy Related to Research

- Exec reviewed and made edits to the resolution; it will be added to the March 7<sup>th</sup> AS agenda as a new business item.

## IX. NEW BUSINESS

9.1 New Course Proposals - Spring 2024

- This will be added to the March 7<sup>th</sup> AS agenda as a consent calendar item.

9.2 Revisions to UPS 500.150 - Library Circulation Policies

- Exec reviewed the document; it will be added to the March 7<sup>th</sup> AS agenda as a consent calendar item.

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

- Exec reviewed the document; it will be added to the March 7<sup>th</sup> AS agenda as a consent calendar item.

9.4 Revisions to UPS 620.000 - Protection of Human Participants

- Exec reviewed the document; it will be added to the March 7<sup>th</sup> AS agenda as a new business item.

9.5 General Committee Senate Nominees

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

- University Advancement Committee – CBE
- Assessment & Educational Effectiveness Committee - ECS

9.7 Revisions to UPS 300.010 - Policy on Final Grade Reporting

9.8 Proposed changes to awards of sabbaticals - (Discussion item)

## **X. ADJOURNMENT**

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