



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 19, 2023**

Approved 10-3-23

11:30 AM - 1:00 PM

MH-141

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

Absent: Milligan

I. CALL TO ORDER

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

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

- (Swarat) The Strategic Plan draft is ready for campus review. The President will be sending it out, hopefully today, and the campus will have until the end of October to review it. After the review period, we will take all the feedback back to the committee.

IV. APPROVAL OF MINUTES

4.1 EC Minutes 8-29-23 (draft)

- M/S/P (Valdez/Jarvis) Motion to approve the August 29th minutes. Minutes approved.

4.2 EC Minutes 9-12-23 (draft) - *forthcoming*

V. CHAIR'S REPORT

- I received a request from Cecil Chick to have an Academic Senate rep sit on the Commission for Equity, Inclusion Committee. This committee was formed by Fram with the task to take a look at the Climate Survey. President Alva has taken a big interest in this committee and wants them to work closely with the Strategic Plan and DEI Committee.

The committee will have its kickoff meeting on October 3rd, 1:30 pm – 3:00 pm and after the initial meeting it will break up into five groups of eight and those groups will determine the day and time they meet.

- Carolina Valdez volunteered to sit on this committee.

VI. PROVOST REPORT – 12:30 PM

- HR did an equity study on all ASA II and ASC II across the campus. We completed the study and invited all the assistants to a luncheon and presented them with the results of the study. The study yielded 60 -70 individuals who received an increase. The increase will be retroactive from July 1st. I am finding money, so this is not coming out of the colleges. The letters for those who will receive the increase, will go out this week. We also increased the base for administrative assistants.

Q: (Shepard) Do you have data of the average amount of increase a person is getting?

A: (Provost) I do not have that information.

Q: (Walsh) Was this just within Academic Affairs?

A: (Provost) Yes.

- (Jarvis) So, going along with the recognizing, maybe revisiting the language in the telecommute policy for staff. Because the language of you cannot do Fridays or Mondays, reads as you are taking a three day weekend and we don't trust you.
 - (Provost) In Academic Affairs, I pulled that language back and I gave it each of the departments and colleges to deal with it individually. The only thing I said is we needed to have services for our students.
- The HSS Dean is a really critical position, HSS is 25 percent of our university. I had a listening session for all the faculty and staff, and I am gathering all the feedback. I am accepting nominations, we have great leaders in that college, so send your nominations to me.

Q: (Jarvis) Why an 18 month interim opposed to doing a search now?

A: (Provost) I think this is an important search and I want to make sure we give it the justice it needs. Also, the selection of the search committee is going to be complicated. I want to make sure we do justice for the college.
- We finally got a vendor to commit to us with doing the student planner, so the planner will be coming out. The planner will be available for first time freshmen and transfers for fall 2024. The planner will be available to everyone else, but those are the ones we are going to try and focus on.

Q: (Jarvis) Once it's live, is it live, it doesn't wait for the schedule to be live?

A: (Provost) Correct. Now that we have the full plan, the details will come; what's involved with the departments and the different areas.

Q: (Jarvis) Who is going to be in charge of this?

A: (Provost) Shelly Hsu, Yuying Tsong, and Merri Lynn.
- Graduate admissions have been a problem, we don't make our graduate admissions. For next fall, I asked a small committee to look at the graduate admission process. The graduate admission process from the conception of Graduate Assist to acceptance is completely flawed in many ways. We are going to try and centralize things, change dates, and move things forward. There are a lot of things I am pushing the Graduate Office to do, and I am giving them more resources.

I am going to do a pilot for fall 2024. We have eight or nine majors in business and ECS that we are going to do provisional admissions. That means we can decide to give admission on official transcripts. I am pushing to have the actual process done within six weeks, there are exceptions and delays that could push it.

Q: (Walsh) We spent our Friday retreat on our graduate program. Whose job is it to do recruitment and marketing on the graduate programs? There was a big San Francisco CSU new graduate forum that our McNair faculty went to and asked our graduate program here if they were going and they said we don't do recruitment. Is each department supposed to do recruitment and marketing or is Graduate Office supposed to go to those systemwide forums when they do recruitment?

A: (Provost) Right now our Graduate Office work is very limited. I want the Graduate Office expanded in a way that does marketing, communications, and admissions; I want them to be responsible also for admissions. Admission and Records is doing admissions, but they really don't understand what graduate is. They don't care what graduate is and they really don't want to have graduate students.

So, what we want to do is take that on and do our own graduate admissions. I want graduate admissions to be in Academic Affairs, from start to finish.

VII. STAFF REPORT

- We received the names listed below to fill vacancies on the standing committees and they will be added to the next AS agenda for Senate approval:
 - Carolyn Mraz - Assessment & Educational Effectiveness (ARTS)
 - Vahideh Abedi - Faculty Research Policy Committee (CBE)
 - Montserrat Fuente-Camacho - Student Academic Life (HUM)
- For those liaisons on committees that had UPS documents that were not handled last semester at the Marathon meeting, we need the documents returned with an updated memo.

VIII. COMMITTEE LIAISON REPORTS

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

- The internships and Service Learning Committee (ISLC) met on Wednesday, Sept. 13, at 9 am. Chair Amber Wilson, convened the meeting. There was a quorum. Committee members introduced themselves.
- Chair Wilson discussed work of the committee in the previous years. Worked on a lot of things like UPS and policy revisions in recent years. Happy to have internships and service learning included in revisions of RTP policy. This year, more of an opportunity to develop other priorities.
- Discussion about potential topics included: pros/cons of 6-unit cap on internships (human services may have exceptions); potential revisions for UPS 411.601 (hasn't been updated since 2015, discussion ongoing to update language for remote internships, etc., some things are outdated); workload and how WTU apply to internships; and course numbering.
- Chair Wilson also urged the committee members to think of ways the committee can be proactive in identifying potential problems or issues that come up with in their roles and brainstorm/propose ways to fix them or solve problems to support internships and service learning on campus. She also suggested members serve as ambassadors to their respective colleges in supporting internships and service learning.

8.2 University Advancement Committee [Self], W, 9-13-23, 9:00 - 10:00 AM, CP-810

- Kathryn Wilson volunteered to be the secretary (take minutes). The committee voted on the modality of the meeting. It was decided that the first meeting of the semester will be in person, followed by virtual meetings unless the chair decides to have an in-person meeting.
- Presentation of UA structure and crowd funding.
- First discussion of UPS 103.005 (WWW Policy) revision draft. Members are asked to email comments to the chair prior to the next meeting.

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

- Met with quorum.
- The committee approved the minutes for the April 21, 2023 meeting.
- The committee agreed to meet via Zoom on the 3rd Friday of each month.
- Chair Janna Kim provided an overview of the development and history of the committee, the committee's charge, and UPS 320.020.
- FY 2023-2024 cycle will focus on the first round of HSS courses: AMST 250, ANTH 480, and 481, MLNG 301, SOCI 308, and HIST 300B.
- Discussion occurred around ChatGPT and student work regarding academic integrity and how to provide guidance and address AI in the classroom.
- During the summer, Leslie Bruce worked with other faculty to develop a GI Faculty Resource Page via Canvas.
- The committee will begin to review proposals by October.

8.4 Faculty Affairs Committee [Walsh], F, 9-15-23, 10:00 AM - 12:00 PM, MH-141

- FAC met in person but allowed me to attend on zoom since I'm out of town and Eileen couldn't make it, nor could anyone else.
- Quorum was met. They met in person in MH 141 and discussed modality and agreed in person works out better so it will stay in person.
- A secretary was put in place.
- UPS 210.007 Appointment of Administrative Personnel.
- Discussed in detail, especially related to retreat rights of administrators. Seems to be two sided debate: protect faculty who move to leadership positions and protecting departments from potential faculty who may not be competent or having to hold TT lines. (perhaps the solution for that is to change budging practices).
- Put in detailed wording about administrators who are not academic affairs being placed in academic units as instructors if they retreat.

- Went through both UPS 210.500 and 210.007 to eliminate unnecessary repetition or inappropriate policy.
- In fact, since these two policies are tied together, they voted to change the number of 210.500 to 210.006.
- Current policy UPS 210.500 Procedures: Search Committees for Administrative Personnel will be changed to UPS 210.006 to proceed 210.007 which is the policy on appointment of administrative personnel.
- For this policy, clarifying changes also made about noted retreat rights in announcements and during search process.

8.5 Academic Standards Committee [Jarvis], F, 9-15-23, 1:00 - 2:00 PM, MH-141

- Quorum was met.
- Members introduced themselves.
- Motion to postpone election of chair to next meeting – unanimous approval.
- Remainder of meeting will be conducted by Matt Jarvis.
- Announcements
 - Dream to Degrees
 - Concerns about undeclared students
 - Emphasis on HIPS/Experiential learning
- Unfinished Business
 - UPS 300.006 Credit by Examination revision – committee discussed suggested revisions.

8.6 Planning, Resource & Budget Committee [Bruschke], F, 9-15-23, 1:00 - 2:30 PM, PLS-299

- Presentation on strategic plan development (Eileen & Su): Scheduled for November.
- Meeting date change from 10/13 to 10/20: Moved to allow people attend the academic senate retreat.
- Budget 101 presentation: Informational presentation by AVP Laleh Graylee and Senior Director Joe Lipinsky
 - Amir: AA will address structural deficit; Will set up process to monitor position management to reduce hiring on one-time money.
- Vice Chair election
 - Nominated and elected: Sam Stone
- PRBC member inputs for division presentations:
 - Committee wants division presentations ahead of the day of presentation, so the members can prepare. Committee would like to be able to request data points from the divisions. Committee is eager to provide more focused recommendations in the memo to the President.
 - Amir: PRBC can help put forth recommendations to help university prioritize resources and reallocation.
- PRBC priorities and subgroups for AY23-24 (Tabled to next meeting)
 - Chair Huang asked members to talk with their colleagues to bring back priorities for discussion in the next meeting.
 - Amir recommended the committee to look at the President's convocation speech to see her priorities.

8.7 Extension & International Programs Committee [Shepard], M, 9-18-23, 3:00 - 4:00 PM, THall 1424

- Hakob Avetisyan, Ph.D., associate professor in the Department of Civil and Environmental Engineering, called the meeting to order.
- Ten individuals attended via Zoom, and six individuals attended in person from a conference room in Titan Hall.
- Members introduced themselves.
- The committee was provided an overview and links to relevant UPSs and CSU policy governing extended education and international programs.
- The committee was also provided a list of functions of the EIPC committee. Committee members asked questions about current EIP programs and new opportunities.

IX. UNFINISHED BUSINESS

9.1 Cultural Taxation - (Discussion item)

- (Walsh) I spoke with Dean Kirtman this morning and she is bringing the document to the deans and Provost to discuss it before we send it out to the campus.

X. NEW BUSINESS

10.1 Faculty Committee Assignments

- Professional Leaves Committee

The Executive Committee went into Executive Session.

XI. ADJOURNMENT

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