



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES - SUMMER
AUGUST 16, 2016**

Approved 9-13-16

11:30 AM - 12:50 PM

PLN-120

Present: Bonney, Brusckke, Gradilla, Matz, Meyer, Oliver, Stambough, Stang (for Dabirian), Stohs, Walker

I. CALL TO ORDER

II. URGENT BUSINESS

No urgent business.

III. ANNOUNCEMENTS

- (Walker) The second big batch of disenrollment happened today and it doesn't look like took a giant FTES hit for the university. Our Financial Aid got their estimated financial aid in, so students should have no problems. The third batch of disenrollments will happen next week.
- (Matz) The letter for the Faculty Fund will go out later this month. This year we are giving faculty the option to give electronically. I have given and I challenge all of you to give as well. Last year we brought in \$400 and I would like to double that amount this year.

Suggestion:

- Put a "make a donation" button on the Academic Senate website.

IV. APPROVAL OF MINUTES

- 4.1. EC Minutes (Draft) 8-2-16 *forthcoming*

V. CHAIR'S REPORT

- Chair Bonney reported that we are supposed to have an AS meeting on September 22nd, and she would like to move it to September 29th. September 22nd is the second day of the Graduation Initiative Symposium 2025 at the Chancellors office. This will possibly allow VP Eanes to attend the meeting for the Athletics Presentation.
- We have discussed moving the Marathon meeting to the Tuesday of finals week in the past. We always have the conversation around March. We could have the conversation today and schedule the Marathon meeting for the May 16th, which is the Tuesday of finals week instead of May 18th, this will allow the CSU Senators to attend the Marathon meeting. We can have a conversation in the Senate before approving the calendar to see what the Senators say.
 - When we look at this issue last time, the issue is the finals don't overlap with Thursday, but do with Tuesday.
- There were two UPS documents that we were going to send on to the Faculty Affairs Committee. One document was UPS 211.000 Responsibilities of Departments and Department Chairs; this was being included to include program coordinators.

Suggestion:

If we are talking about adding titles to the document to make it consistent with people's duties, Executive Committee can do the edits. Then let FAC know we are fixing this particular problem oppose to sending it to them to fix.

The other document is UPS 211.100 Appointment of Department Chairs and Vice-Chairs; the question of the consultation for interim appointments and how to show that.

Chair Bonney will speak with Katherine Dixon to see how much work they left have to finish UPS 210.000. If they have a lot of work left to do, she will bring both documents back to the Executive committee to edit.

- Chair Bonney has exchanged emails with VP Kim regarding parking for opening day. VP Kim said there will be stacked parking available and policeman out to direct traffic. They are doing everything they can to deal with the fact that State College is a mess, which is the City's fault.
- VP Kim will get the information today regarding the impact of the Solar Photovoltaic Project that is going on in two parking structures. They expected the work to be finished before classes started.

Suggestion:

VP Kim talk with CF&B about the McCarthy Hall project and the Fire Life Safety update they are planning.

- Chair Bonney met with Mark Ramont this morning about the Internships & Service Learning Committee, which he chairs. He is asking for more direction and clarification regarding the charge of their committee. Chair Bonney looked at two documents UPS 411.600 and 411.601 and it looks like there is a lot of work there and would like to send the two documents to IS&L for the committee to review.
- Chair Bonney gave an update on the urgent business item from the July 28th meeting regarding the former Acting Director of the Center for Creativity and Critical Thinking. She had conversations with Teresa Crawford, Sharon Chappel, and Greg Saks and has closed the loop on this issue. This issue was internal to the College of Education.
- Chair Bonney had an exchange of emails with Michele Hernandez regarding the Intersession issue that was raised. She pointed out that the Department Chairs get notified about their intersession schedules in May, so this isn't something that appears at the last minute. Michele also shared the timeline and there are numerous times past that initial deadline when departments can go in and reorganize their schedules for intersession all the way up to late September.

Suggestion:

The Chairs requested the intersession timeline be embedded into the traditional timeline because they are currently in two separate places and they cannot see it when they are looking at the whole academic year.

- Steve Walk will come talk to us in September to give an update on the Irvine Campus.
- Debra Cote, chair of the Student Academic Life Committee, says the committee has expressed interest in putting together the resolution on student with disabilities.
- The Orientation for new senators will be on September 15th, time TBD.
- Chair Bonney will check with Academic Programs regarding EO 1100.
- Chair Bonney and Pamela Oliver will schedule regular meetings.

VI. INTERIM PROVOST REPORT – 12:30 PM

- Interim Provost Puri shared a hard copy with additional information on last year's faculty hiring.
 - We had 89 appointments offered, 59 offers were accepted, and 30 offers were declined, (55 positions were posted but some positions had more than one hire).
- New faculty members were welcomed yesterday at the orientation and in the evening at the dinner at the President's house.
- This year we have 42 searches approved.
- The Legislature and Governor made \$35 million in discretionary funding available to us to improve the 4-year graduation rates, in order to comply with the Graduation Initiative 2025. The condition for getting \$35 million is to have the system, that is the CO, submit to the Legislator by September 22nd – 23rd a detailed plan of what the targets are by campus, by four different categories. The CO in the last two or three months convened a group of presidents and they have established the targets for each campus. Interim Provost shared two memos that included the targets for Fullerton.
- The Chancellor's office has asked every campus to submit brief statement of a proposal by September 2nd, with plans for both short term goals or strategies they are going to follow to improve graduation rates for this year 2016-17 and the long term plan for the next nine years. The longer-term plan would articulate more systemic changes the campus would want to make, what strategies to follow.
- All CSU campuses have been doing the first wave of graduation initiatives. They want to put together the best practices together as a showcase for all the campuses in the system and for the legislature. The symposium will take place on September 22nd & 23rd where campuses are invited to submit proposals and talk about what they consider to be successful strategies. They will have sixteen presentations over two days. Proposals are due by this Friday. CSUF will submit two proposals on the use of the Dashboard and Student Success Teams and the campus

will show case how these have worked for us, and hopefully the campus will get selected to make a presentation on September 22nd. The team consist of the President, Provost, Senate Chair, VP Student Affairs, ASI President, two other members the campus selects.

Question:

Q: Have they described how they will allocate the \$35 million across the 23 campuses?

A: No. There was an academic council conference call last week and they did not commit to how or when.

Suggestion:

It was recommended that the campus include in its proposal a submission on Supplemental Instruction (SI). Senators have volunteered to help with this proposal.

- There is another appointment the Interim Provost will make to the Academic Affairs office. He will appoint Associate Dean Mark Filowitz to the leadership team. Dr. Filowitz will cover some of duties of Deputy Provost McMahan's. The associate dean will still serve in his role as associate dean for NSM; he will be serving a dual role. He will serve as the acting AVP for one year and he will be given a very specific portfolio of duties in his portfolio.

VII. STAFF REPORT

Staff has been busy getting ready for the new year and working hard to fill committee vacancies. We have received very good responses from faculty and once the consent calendar has been approved at the August 25th AS meeting, we will update the committee membership list on the AS website. We have prepared a memo that will go out to campus next week with a brief description of all the UPS changes.

VIII. UNFINISHED BUSINESS

8.1 Continue Faculty Committee Assignments or Standing Committees/Misc. Boards/Committees, 2016-17

Working to fill the remaining vacancies on the carious standing and miscellaneous committees.

8.2 Senate role in finalizing the AMP

The integrated report will get posted and go out for campus comments tomorrow. Chair Bonney will ask each of our committees to review different sections of it to see if they can identify particular "gaps". Please take the time to read through AMP draft to see if you think there are gaps or other concerns, for example if there are places where we need to fill in information, or a topic we might have left out.

IX. NEW BUSINESS

9.1 Liaison for IT Committee

We need a liaison for the IT committee because Senator Walker is unable to do it. The committee meets on the first Fridays from 10:00 am – 11:00 am. If nobody can do it, I will attend from 9:00 am – 10:00 am on the days when it overlaps with the FAC meetings.

9.2 UPS 320.020 - University Writing Requirements

This document was worked on last year by the Writing Proficiency committee and is currently with the Graduate Education committee. The Grad Ed committee reported that there were a lot of issues that needed to be addressed.

Question:

Q; While Grad Ed is addressing the issues, does the GE committee need to look at the document?

A: No

9.3 Draft UPS Academic Unit to UCC

Do you have any comments about the draft UPS for academic unit? If not, the document will be sent to the UCC to look at and return to us.

9.4 UPS 410.103 - Curriculum Guidelines and Procedures: New Programs (Clarification on Academic Units)

The President has not signed this UPS document. This is the UPS we discussed; it had the issue that the Academic Unit UPS is going to resolve. I will see the President on Monday and see why she has not signed it.

9.5 UPS 411.100 - Curriculum Guidelines and Procedures: Courses

This document also has the same issue of the Academic Unit. We will get the UPS on Academic Unit approved first then go back and ask the UCC to take care of this document and UPS 410.103.

9.6 Graduate Program Learning Outcomes

1. Goals

We received 15-20 emails. Chair Bonney has forwarded the document back to the Grad Ed committee along with all the emails received.

9.7 New Senator Orientation – May 2017

Chair Bonney would like to think about doing new senator orientation within a week or two weeks after elections before the senators show up to the Electoral meeting. This way they have an idea of Senate business is done and they will be better prepared for the first meeting in August. It will be include on the AS calendar.

9.8 Request for UPS on Program Suspension & Concentration Discontinuance

We had a request for two new UPS documents.

Comments:

We have asked repeatedly to key stakeholders if they wanted to revise the UPS on Program Discontinuance and the response is no even though there are obvious concerns and a hesitancy to address those concerns.

- We have to try one more time because we have a program discontinuance coming up
- We need two separate processes:
 - One for department/program initiated program discontinuance.
 - One for administrator initiated discontinuance.
 - We also need to include something about suspension. There are programs that want to go into a state of suspension to regroup; they don't want to disappear.

Questions:

Q: What do we do with the students? What kind of plan do we have for them if we discontinue a program that they are invested in? The language and the description that we have needs to be stronger.

A: The Chancellor's office will not let you discontinue a program until there is no chance of students finishing the program they are in.

Q: Are we talking about amending this to be an umbrella document or two separate documents?

A: It can be all in one document as long as we separate the processes.

ITEMS BELOW WILL BE MOVED TO NEXT AGENDA 8-23-16.

9.9 Upcoming Program Discontinuance: MA in biotechnology

1. UPS 100.610 – Program Discontinuance

9.10 UPS 100.015 - Review and Revision of University Policy Statements

1. UPS 100.006 - A Commitment to Civility at CSUF
2. UPS 210.200 - Performance Review of Administrative Personnel
3. UPS 430.000 – Guidelines for the Submission of Proposals for the Addition of New Degree Programs to the University's Master Plan

9.11 UPS 410.200 - Program Performance Review Policy

1. FAC Response for PPR
2. AEEC Response: PPR Policy
3. AEEC Minutes 5-6-15
4. AEEC Minutes 5-13-15
5. PPR Guidelines – April 2016

9.12 UPS 260.100 - Assigned Time For Exceptional Levels of Service to Students

X. DISCUSSION ITEMS

10.1 General Education Gets an Integrative Learning Makeover

XI. ADJOURNMENT

M/S/P (Stang/Walker)