



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES - SUMMER
JUNE 27, 2017**

Approved 8-1-17

11:30 AM - 1:00 PM

PLN-120

Present: Bonney, Brusckhe, Brunelle, Casem (for Myck-Wayne), Dabirian, Gradilla, Oliver, Patton, Shahi, Stambough, Stohs

I. CALL TO ORDER

Chair Stambough called the meeting to order at 11:32 am.

II. URGENT BUSINESS

- The travel ban has been expanded and we have junior faculty members in our department who have submitted papers and got accepted to a conference in Texas, which they now cannot attend.

Questions:

- Can go at their own expense?
- Do they get to count the paper towards their tenure promotion since they couldn't show up at the conference to present it?
- For service activities, if they are the chair of the committees, do those activities drop off their portfolios?

Suggestions:

- Compile the questions and forward them to VP Danny Kim for answers.
 - An official letter from the University that can be forwarded to the chair of the conference, explaining why faculty cannot attend.
- Concern about faculty retention. We have another key faculty member leaving HSS recruited to another campus. What is our strategy for retaining faculty? Although faculty does have a right to go where they want, but when it becomes a pattern, it shows we don't have a very well organized approach to Strategic Plan #3.
 - The first thing we need to know is if this is a college problem or a campus-wide problem? If it is a college problem, then it sounds like there needs to be conversations within the college.
 - Ask people what the problem is? I think that pretty quickly, what that need to be addressed will come up. The question is whether or not the things that are driving people out are things that campus are willing or able to address.
 - The problem is not unique to HSS, it requires a systematic response.
 - It isn't just that people are being driven away by things here, they are being actively recruited by other Cal States in particular. It's a complex thing that will require a very thoughtful solution.
 - This could be something for the Faculty Affairs Committee.
 - We need to do exit surveys.
 - Colleagues have noticed an increase in vehicle traffic in the quad. Not all are maintenance vehicles, some are people using the electric carts and they are being driven very fast.

III. ANNOUNCEMENTS

No announcements.

IV. TIMES APPROXIMATE

12:00 PM - 12:30 PM

Topic: UPS 100.620 - Review of Administrative Units

Presenter: Su Swarat and Pamela Oliver

Su Swarat and Pamela Oliver gave an Overview of the following: WASC Senior Colleges and University Committee timeline (WSCUC), Program Performance Review, UPS 100.620 Review of Administrative Units, Executive Order 1071, Executive Order 1100, and EAB.

WASC Senior Colleges and University Committee timeline:

- There is a Steering Committee and five subcommittees serving. The Steering Committee that has been appointed met during last semester.
- The Executive Committee, Faculty, and Departments were asked last semester for suggestions of people to serve on various subcommittees and the listing of the subcommittees are posted on the website. The subcommittees are working this summer on writing the various modules of the Institutional Report. There are writers appointed on each of the committees that have criteria for review and specific topics they are addressing. They are writing stand-alone modules that they will bring back to the subcommittees in the fall. By October we will put together the stand-alone modules, they will be edited and formulated into one document. The document will be presented to the Steering Committee for review and by the Spring semester the document will be rolled out to campus for review and we will have time to make edits.
- In Summer 2018 there will be a final edit and a review by a former WASC Vice President, Barbara Wright. She will do the final editing to make sure we covered everything we needed to cover and we integrated things well and smoothly.
- The process is we finish the Institutional Report and turn it in ten weeks before we have the Zoom Conference with the committee. The committee reads the report and the lines of inquiry are the things they will be investigating when they come to campus. They will tell us ahead of time the inquiries that will be investigated and it will be made known to the campus, it will be public information posted on our WASC website. We are working on getting it listed in the A-Z search under WASC to make it easier to find.

Program Performance Review:

- We talked about redoing the UPS, right now it is in a holding phase.
- We are up to date with the PPR's, we are on track. We have it posted on the website for the next seven years which programs are supposed to be there. We have twenty we are going to review next year and we have nine who are going to do their culminating meetings.
- At the culminating meetings we want feedback on what's not working with the PPR system and what kind of things people need help with.
- One thing programs have asked for is a guideline on what to do with external reviewers. How do you choose them? Where do you get them? How much do you pay for them? And what are they supposed to do? What kind of questions should we be asking?
- We would like to have a guideline for external reviewers. Either the Assessment Committee can draft it or Su Swarat's office can draft it and the Assessment Committee can edit it.

UPS 100.620 - Review of Administrative Units:

- As we are looking at all the things that need to be in place for WASC, we want to make sure that we are up to date, the UPS's makes sense, and we are doing what we are supposed to be doing according to policy and procedures.
- This UPS was written in 1982 and it has extensive process for reviewing the administrative units. For the administrative units everyone on campus is doing assessment. The majority of each unit is doing assessment, does that serve as a review. It really doesn't because assessment is for improvement of program not for evaluation.
- We are fine with WASC, we have something in place for WASC. We have the assessment review of each program, each department and those are reviewed by the liaisons and then each administrative unit does have an annual report they use, so there is a review. But making the assessment public is not the purpose.
- In the last few years, there has been major restructuring of Academic Units; new people coming in and new offices reshuffling.

Suggestions:

- A guideline form for the reviewers.
 - The guidelines would need to have two parts: 1) what are the things that the administrators will be looking at the PPR would like to see, and 2) the faculty need to really think through what they want their PPR reviewers to look at review.

- Come up with a list of five to ten issues that are the central things you want to discuss with the reviewers and make sure there are opportunities for the reviewers to discuss those issues with you.

You can decide if you want the Assessment Committee to start from scratch or if you want the Assessment office to come up with the framework, either way is fine.

Executive Order 1071:

- We have to put EO 1071 in place. It says every departmental or program based major must have a core of shared courses. If they have concentrations, the concentrations cannot be more than 49.5 percent of the courses. The core has to be the majority of the courses in order for reporting to the Education. That has to be done by the time the department comes around for the PPR. We have notified the department if they are not in compliance.

Executive Order 1100:

- We have been getting feedback on that, it is the breadth of the GE.
- Academic preparation, we can no longer offer courses on our campus that have not credit to them. We will not have any remedial classes, every class will get units.

EAB:

- They bought EAB, which is an advising system. They said the campuses get to choose if they get to do it or not, but I think we will all be doing it. We have EAB as a system on this campus, hopefully the Chancellor's office will pay for part of it.

V. APPROVAL OF MINUTES

5.1 EC Minutes (Draft) 5-23-17

M/S/P (Patton/Brunelle) Minutes were approved as amended.

VI. CHAIR'S REPORT

- Met with the provost and we discussed the need for some plan down the road for faculty success. We also went over the budget.
- Send me any ideas or thoughts you have via email or you can come by the office.
- We do have a number of people who are new that are coming in who I will be having meetings with.
- We have a new Associate Vice President for Government and Community Relations (Tami Bui). She has a lot of meetings set up for when she arrives.
- Chief of Police, Dennis DeMaio is retiring.
- Lisa Kopecky is leaving CSUF.
- I will be meeting with VP Eanes on some of the issues we just talked about expressing some of our concerns.
- Think about how we want to handle our Statement of Opinion regarding researching SOQ's. Do we want to send it to a standing committee or have an ad hoc committee take a look at it?
- I will be meeting with Michele Cesca about the Senate foundation accounts. We have a decent amount of money in the Faculty Fund Account, but there is no more money left in the Carol Barnes Award Fund. There has been talks of putting together a fund for Senate to sponsor some activities/events in terms of faculty and staff. We are going to go over what we can do with some of the money.

VII. STAFF REPORT

No report.

VIII. NEW BUSINESS

8.1 A.S. Calendar of Meetings 2017-18 (Draft)

M/S/P (Patton/Dabirian) Calendar was approved as amended. The calendar will go to the Academic Senate for approve at the August 24th meeting.

- Add a February 15th meeting and make March 22nd an "if needed" meeting.

8.2 Executive Committee Liaison Choices for 2017-18

The liaison choices were approved.

8.3 Continue Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee, 2017-2018

8.4 Orientation for Committee Chairs [A Friday in September, an AM /PM session]

8.5 AA/AS Annual Retreat, Fall 2017 – September 29th, Location: TBD, Topic: Shared Governance

- The Marriot and the TSU are not available for this date.
- We will be going to tour the conference facility in the ASC Building today. If that room is not large enough, we will consider the Holiday Inn or Residence Hall.
- We need volunteers for the retreat planning.

8.6 Setting Goals and Priorities for Academic Senate 2017-18

IX. DISCUSSION ITEMS – FROM MARATHON MEETING 5-18-17

9.1 ASD 17-47 Revision to UPS 320.020 - University Writing Requirement

9.2 ASD 17-48 Revision to UPS 230.020 - Policy on Faculty Office Hours

9.3 ASD 17-56 Revision to UPS 211.000 - Responsibilities of Departments and Department Chairs

9.4 ASD 17-61 Revision to UPS 411.101 - Policy on Courses: Numbering, Standard Codes, and Controlled Entry

9.5 ASD 17-57 New UPS 2XX.XXX - Open Access Policy

9.6 ASD 17-106 Revision to UPS 411.601 - Policy on Academic Internships.

X. ADJOURNMENT

M/S/P (Dabirian/Bruschke) Meeting adjourned at 1:01 pm.