



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES - SUMMER  
AUGUST 20, 2019**

*Approved 8-27-19*

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

**Offsite**

Present: Dabirian, Gradilla, Matz, Powers (for Wood), Stambough, Stohs, Walker, Walsh

Absent: Graewingholt

## **I. CALL TO ORDER**

Chair Stohs called the meeting to order at 11:35 am.

## **II. URGENT BUSINESS**

We need to discuss at an upcoming Exec meeting the issues with Admissions. Last week I had 35 extra transfer students show up and I don't have a seat for them which means they cannot take the core classes they need this semester, so they are going to be behind on graduation. The same thing happened in spring, but to happen a week before the fall semester and there are no seats means we are doing a disservice to our students.

- This is an enrollment management problem.
- Someone is giving the green light to keep admitting when we don't have the capacity.
- There are two issues: 1) they are late registrations and 2) they are transfers and their TDA's aren't not there.
- Admissions is trying to move to a department controlled impaction, so I'm thinking there was a target number and something went wrong.

### Suggestions:

- List the issues that need to be fixed with admissions.
- Have Karyn Scissum Gunn, Tonantzin Oseguera, and Michelle Taylor come to an Executive Committee meeting early in the semester to discuss what happened and what is the plan for next year to make sure things like this gets communicated in advance to the departments. We also need to discuss the timelines and the capacity. Ask them to bring the enrollment management map so we can see the process.

## **III. ANNOUNCEMENTS**

- (Stohs) I will be out of town, so Alexandro Gradilla will run the first Senate meeting on August 29<sup>th</sup>.
- Exec committee discussed the concerns on how the information surrounding the stabbing on campus was distributed and concerns of why the campus was not placed on lockdown.

## **IV. APPROVAL OF MINUTES**

4.1 EC Minutes 8-6-19 (Draft)

M/S/P (Stambough/Walker) Minutes passed.

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

- Special Consultant Pay

Chair Stohs reviewed which Exec members were eligible to receive the stipend for attending summer meetings.

- Matt Jarvis has agreed to serve as the Parliamentarian for AY 2019-20, his name will be added to the August 29<sup>th</sup> AS agenda for the Senate's approval.

- There are different ways we may need to communicate, so I think it would be useful for everyone to give their cell phone number to Sheretha.
- The President wants to have a State of the University Address in October and it will be during a Senate meeting time, so we will remove the October 10<sup>th</sup> AS meeting date that is on the draft calendar which is scheduled to go out next week with the meeting materials for approval at the August 29<sup>th</sup> AS meeting.
  - (Dabirian) There should be no problem with that and as an option we could activate one of the “if needed” meetings in spring, because we need more senate meetings in spring.

## VI. STAFF REPORT

OC Choice Express sent us an email stating they can provide the refreshments for the AS meetings but they no longer deliver, so we would have to arrange pick-up of the refreshments.

### Suggestions:

- (Walker) Contact Aramark to see if they are able to provide the refreshments for the AS meetings
- (Stohs) The Provost is also concerned with the cost of the AA/AS Retreat, so find out if Aramark is also available to provide the food for the retreat.
- (Dabirian) Review the list of approved vendors to compare prices for food for the AA/AS Retreat.

## VII. UNFINISHED BUSINESS

### 7.1 Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee, 2019-2020

Worked on filling the standing 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 consent calendar for the first AS meeting in Fall 2019.

Due to vacancies on the General Committees, we will need to have a special election. We need recommendations for the senate nominees for the following: Faculty Research Committee (FRC), the COMM and Library constituencies, and Faculty Personnel Committee (FPC), the ECS constituency.

### Recommendations:

- FRC: Rahul Chakraborty (COMM); Barbara Miller (Library)
- FPC: ECS waiting for a recommendation from Susamma Barua

The recommendations will be added to the August 29<sup>th</sup> AS agenda, listed as the Senate nominees and once approved by the Senate they will be added to the ballot in the upcoming special election.

### Suggestion:

Have the Constitution Committee look at the current list that breaks down which departments in H&SS are Humanities and which are Social Sciences and make the necessary corrections.

### 7.2 AA/AS Annual Retreat Agenda

- (Stohs) I sent out a revised version of the agenda for you to review. The rsvp email and the survey email will go out today or tomorrow.

### Suggestions:

- (Dabirian) Theresa Harvey would be a good person to invite to come provide input at the retreat. It would be good to have an external view. You could invite people from the ASC Board to come and provide information at the tables.
- (Stohs) We are also going to invite the center directors, we are going to ask department chairs to identify one key faculty member, we are thinking of inviting people from Internship & Service Learning, and University Advancement committee as well as people in advancement. We have a capacity of up to 300.
- (Dabirian) This is an important initiative for the President, so if the Provost doesn't have the budget, ask the President to cover the cost of the retreat.
- (Stambough) Another community group to invite would be the Alumni Board.
- (Dabirian) Record the question and answers, so we have the answers the panelist give out.

Q: (Dabirian) The results of the retreat will come back to Exec. What is the next step after the retreat?

A: (Stambough) Information will go off to the Internships & Service Learning, University Advancement, and Faculty Research Policy Committees and from there the committees can share with liaisons and appropriate administrative offices.

- (Gradilla) It would be nice to send an executive summary to Cabinet.
- (Dabirian) I would suggest the Mark do an executive summary report at a PAB meeting and let them provide input to what the next steps are.
- (Walker) Send it to PAB and also to the department chairs.

## VIII. NEW BUSINESS

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

(Stohs) I was thinking that instead of one day, Alexandro and I will get together and plan for several days focusing on the new chairs.

Q: (Dabirian) Could you let us know what was communicated to the committee chairs so we can enforce it?

A: (Stohs) We could get the schedule of the committee liaisons so they could attend the meetings.

### 8.2 Review Annual Report from Academic Senate Committees 2018-19

Executive committee discussed the overall report and identified the committee chairs that submitted a report and those that did not.

#### Suggestions:

- (Walker) We should look at combining the Extended Education and the International Education Committees next year. We could consult both committees and let them know we are looking at combining them and have both committees work on together to revise the Bylaws.
- (Dabirian) We could ask both chairs to have a combined meetings, maybe 2 or 3 times, so they can begin merging, then reduce the number of meetings each committee has.

The Annual Report will be published on line.

### 8.3 UPS 300.023 - Grade Changes

(Walker) We need to make a recommendation to the committee on how to solve the problem with the document.

### 8.4 Graduate Commencement - Spring 2020

### 8.5 UPS Documents for Review - 2019-20

## IX. ADJOURNMENT

M/S/P (Dabirian/Matz) Meeting adjourned at 12:50 pm.