



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MAY 19, 2020**

Approved 7-14-20

11:30 AM - 1:00 PM

ZOOM Meeting

Present: Dabirian, Gradilla, Kanel, Matz, Stambough, Stohs, Walker, Walsh, Wood

I. CALL TO ORDER

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

II. INTRODUCTIONS

III. URGENT BUSINESS

No urgent business.

IV. ANNOUNCEMENTS

- (Dabirian) IT is allowing people to take their monitor, keyboard, mouse, and office chair's for home use. The office desktop computeres are to remain on campus.
Q: (Matz) Can we move everything on our desktop to Dropbox.
A: (Dabirian) Yes. If you need assistance, contact the helpdesk.
- (Dabirian) Proctorio will be available June 1st for faculty to use in proctoring their exams. FDC is working on setting up training for faculty.

V. TIMES APPROXIMATE

11:45 AM – 12:05 PM

Subject: Graduation

Presenter: Greg Saks and Todd Frandsen

Greg Saks, Todd Frandsen, and Andrea Kelligrew came to Exec to discuss the Virtual Commencement Celebration that will take place on June 13. They give an overview of how the decision was made to do a virtual commencement ceremony along with a tutorial of the Virtual Commencement Celebration Website. Marching Order, who is our existing vendor, will be used to create an online celebration.

What it is:

- The Virtual Celebration is an online website that will house pre-recorded content and virtual yearbook. Social media will drive all real-time aspects of the celebration day.
- Pre-recorded messages will include the University President, Deans, and the ASI President.
- The Virtual yearbooks are a collection of graduate slides with names and degrees organized by College. Grads are being allowed to personalize with a photo and a quote.
- An opportunity for family, friends, faculty, staff, alumni, and others to share short congratulatory messages, videos and photos via social media can be curated and directly shared on the homepage of the site on June 13.
- It is a light, informal touchpoint for the grads to participate in some way during the traditional Commencement season.

What it is not:

- It is not a Commencement Ceremony and is not intended to replace one.
- It is not mandatory for the participation of graduates, faculty, or others.
- There will not be the traditional ceremonial aspects like a processional, platform parties, hooding of postbaccalaureate candidates, or ceremonial degree conferral.
- There is no real-time participation; there will be no elements live streamed.
- There is not a staged production.
- It is not a replacement for the elements of the traditional pomp and circumstance associated with our ceremonies.

How campus can participate:

- Each department can ask faculty and staff to contribute short congratulatory messages and post to their social media using #CSUFGRAD2020. Share videos, photos, or just a quick message. The colleges would share on their official social media platforms.
- University channels will share on social channels and repurpose videos.

What's next:

- Using the scientific guidelines established by the CDC, California State Department of Health, Orange County Department of Health and the Chancellor's Office, University Advancement will work with Academic Affairs, Student Affairs and the President's Office to determine the possibilities and timing of having in-person Commencement Ceremonies sometime this Fall or Winter
- If we are not able to hold ceremonies during Fall semester or Intersession, we will determine with campus partners the best ways to include 2020 grads during the 2021 Commencement ceremonies
- Communications will be updated through all stages of the process

VI. APPROVAL OF MINUTES

M/S/P (Matz/Walker) Motion to approve EC Minutes 5-12-20. Minutes approved.

4.1 EC Minutes 5-12-20 (Draft)

VII. CHAIR'S REPORT

There should be an announcement going out to campus later this week or early next week announcing our new Provost.

VIII. PROVOST REPORT – 12:40 PM

- Chancellor White announced that our classes would be primarily virtual in Fall 2020. Any exceptions would be for lab classes or studio classes that could not be taught virtually. We will need to submit a list of courses that we want to teach face-to-face in the fall, based on those criteria.
- The deans ask department chairs to identify priorities 1, 2, and 3 in terms of classes that need to be on campus.
- We are gathering information about whether the courses that will be taught virtually will be synchronous or asynchronous so that the schedule can be updated to inform the students properly.
- In terms of the budget all we are doing right now is scenarios, what would it look like with a five percent cut, what would it look like with a ten percent cut. We are trying to figure out creative ways of reallocating. On June 1, we will bring what we think we could do in our various divisions, and we will talk about it and see what the university's core mission is. We cannot cut the core mission things; we will discuss what we could cut.

Q & A:

Q: (Kanel) We are not getting enough agencies for all of our fieldwork classes, which is about 600 students. We were checking to see if some of them would offer face-to-face, but they have to follow the CDC guidelines. If they meet all the CDC requirements and have received permission from the university if a student falls ill at an agency and they think it is from the agency, but who knows where they catch it from, is the university liable for everybody who goes out and catches something?

How do we prove it is from an agency? My fieldwork coordinator is afraid to send students to agencies face-to-face, but other departments like counseling, nursing, and social work are doing that.

A: (Provost) We have a process for getting the placements approved and that the students will sign waivers indicating that they are choosing to go in person to these sites. The departments need to have alternative assignments if the students do not want to work face-to-face. We ask John Beisner permission, who I believe will be creating a general form for departments to use for their requests. His office also has the waivers to be signed by students.

Q: (Kanel) You said you wanted to know by tomorrow about the classes' format. However, I gave my faculty until Friday to tell me if they wanted to switch over because they are busy grading, and I did not want to rush them since May 22 is the last day they have to be on call for me. Is a Friday submission ok?

A: (Provost) The list that we are gathering needs to be gathered by today. Do you have a guess? If it is one of those classes that have to be on campus, we need that by tomorrow. If it is one that is preferred to be on campus for various reasons, that can come in a little bit later.

- (Kanel) I don't have all that, I only have if they are switching from synchronous or asynchronous.
- (Provost) There is no time limit for that, that is not the same as what we are requesting for tomorrow.

IX. STAFF REPORT

No report.

X. NEW BUSINESS

10.1 Summer - Meeting Dates/Times - Summer 2020/ Alternates

M/S//P (Dabirian/Matz) Motion to approve summer meeting dates. Summer meeting dates were approved.

10.2 Executive Committee Liaison Choices for 2020-21

M/S/P (Stohs/Walsh) Motion to Executive Committee Liaison Choices for 2020-21. Executive Committee Liaison Choices for 2020-21 were approved.

10.3 Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee, 2020-2021

Worked on filling vacancies on the miscellaneous committees. 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 August 27th AS agenda as a consent calendar item.

10.4 Calendar AS Mtgs F 2020 - SP 2021- *forthcoming*

10.5 Committee Reorganization Task Force

1. Constitution Committee
2. Some Committee Chairs

(Stambough) Because most of our committees were created some time ago, there are gaps in the actions and priorities of our university and our committee jurisdictions. Some committees may need to have their charge updated, some new committees may be warranted, and others may need to be consolidated. I would like to put together a task force to review our committee structure and to make recommendations to the Senate and the Constitution Committee about this.

In addition, I agree that we should consider an ad hoc Senate committee for Student Affairs and will discuss this with the VPSA before our next meeting. In the meantime, please send me ideas for the potential purpose for such an ad hoc committee.

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

10.7 AA/AS Annual Retreat, Fall 2020 - Date / Topic TBD

10.8 Setting Goals and Priorities for Academic Senate 2020-21

10.9 Fall Events: Convocation - TBA

10.10 Ethnic Studies Preparation

XI. ADJOURNMENT

M/S/P (Dabirian/Walsh) Meeting ended at 1:00 pm.