



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES – SUMMER
JUNE 16, 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. URGENT BUSINESS

Cleaning restrooms

- The restrooms are getting unsanitary. When will they be cleaned?
 - The janitorial services are "deep cleaning" in different areas. They are setting it up to do groups of areas at a time. Ali Izadian will send out the schedule for the deep cleaning.
 - The cleaning occurs in shifts; all of the custodians are not on campus at the same time. There needs to be a week's notice before they bring people back onto campus and unsure what the timeline is.

Grade change policy parameters

- There is unclear messaging regarding grade changes and C/NC.
 - They are told there is a petition for a retroactive grade change for credit/no credit, but that cannot be done, only changes such as a petition from credit/no credit to a grade, it cannot be done from the inverse for the summer. Is there more precise information that is not on forms?
 - Not sure.
 - Bring that up when the Provost joins the meeting, but the campus is not going to extend the C/NC option.
 - It is not possible at this point.
 - IT and help desk support

Q: Is there a link for students who need IT support?

A: They can call the IT Helpdesk x8888 for assistance 24/7.

Ventilation systems of campus buildings

- In terms of campus safety and health (because of the issue the virus circulates in enclosed areas), is the university planning to put in filtering systems for the air conditioning?
 - Ali Izadian stated they do have filtering systems already that should prevent it.

Revisiting the topic of IT and help desk support

- Faculty need help with basic language for their syllabus for the new online technology (scenarios such as what happens if there is a power outage and they cannot do zoom?).
 - IT and the Provost will put guidelines together and send it to all faculty.

Proctorio and student identity verification

- Do we have a guideline for Proctorio for students who say they are unable to activate the camera or refuse to turn on the camera? Do we have an alternate test-taking situation worked out?
 - No, we do not.
 - Proctorio has different levels with full monitoring through lockout browsers, so depending on what level they want to do, it has a range of abilities. IT is trying to put some training out for faculty to use different types of this with Proctorio. If students refuse to use it, we cannot enforce it, and campus legal counsel will be consulted.

- Amanda Davidson, Associate Dean of Students (Student Conduct), has been informed about this, and some guideline verbiage regarding identity verification is in process, but none is ironclad. Students could refuse to verify their identity. Both of these problems have happened at the end of the semester to NSM faculty. A general policy will be sent out to both the students and faculty; extreme caution must be exercised.
- VP Oseguera will be asked to send explanations to all students regarding identity verification expectations.

Office hours during remote instruction

Q: What about meeting office hours for the fall?

A: The consult department chairs for best practices.

III. ANNOUNCEMENTS

Computer Rollout

- (Dabirian) IT is trying to refresh every department's computers. Moreover, we are getting enough computers for part-time faculty and incoming students this fall. There is a big order going out this week and beginning to roll out in mid-July. Old computer returns will not be accepted until late in the fall semester. We will tell them to keep old equipment as a backup. We will have an email sent out to all part-time faculty and chairs at the beginning of August.

Supreme Court Ruling on DACA

- (Gradilla) This Thursday, we need to be prepared for the Supreme Court ruling on DACA. VP Oseguera and I have been in contact, and she has prepared me with the university's response and university information. If you have students coming to you, refer them to Dr. Sofie Leon, DIRC Coordinator, or Martha Zavala, Titan Dreamers Resource Center Coordinator.

IV. APPROVAL OF MINUTES

4.1 EC Minutes 5-19-20 (Draft) - *forthcoming*

V. CHAIR'S REPORT

Since our last official meeting, we learned the news about our incoming Provost. Dr. Carolyn Thomas will be joining us in July and we are currently scheduling a time for her to meet with the Executive Committee. Campus is slowly re-opening and we are starting to learn about budget items—but slowly.

The main focus for this Chair's report is an overview for how we may need to approach the upcoming year. We have a lot of work ahead of this year and we will do all of it in a time of higher anxiety than we often have. The coming year includes campus re-opening at some time and faculty, staff, students, and administrators working in a mostly virtual environment until then. As part of the larger community, we recently had events that reminded us about items for reform that have been left on the shelf far too long. The recent killing of George Floyd sparked an international movement, moment of clarity, and call to action but let's not forget that it is not just about George Floyd. It's about Breonna Taylor, Ahmaud Arbery, and, if these cases weren't enough, it is also about a list of others that is horrifyingly long.

This moment has reminded us all that the problems are not isolated but the result of systematic causes. Systematic problems related to structural bias means that we all need to critically examine our systems, our structures, and our humanity. One of the many agenda items we will act upon this year and in the coming years is a critical re-examination of the structures under our purview to discuss, debate, and address structural problems we have that we may not even realize.

We are also entering an economic downturn and will need to handle budgetary issues on campus. We are also entering what is likely to be an emotional and potentially divisive national election season which ends in 5 months. Think back on everything that has happened in the last five months and realize that the next five months are unpredictable.

Given all of that, as campus leaders both the Senate and Senate Executive Committee will need to focus on actions that need to be taken on our campus for these issues and others that will inevitably arise. Resolutions are important and can serve a vital cathartic function. Beyond that, however, we need to focus on substantive agenda items, including some structural changes. We need to do this very quickly and while modeling our tradition of collegial, shared governance. It will be important for all of us to have this approach the rest of the summer, take that laser-focus to the committee meetings as liaisons, and model that behavior as senators at the Senate meetings. This is an important and historic time for our campus and for the Senate. The challenges we face are ones that I know we can meet.

VI. PROVOST REPORT – 12:40 PM

- We thought our request to the Chancellor's office on those classes that will be done face-to-face would be done by Friday, but we had a request from the Chancellor's office that we were not aware of, it was not in the document they originally sent us. We need to have a process to approve sites and agencies for internships. If the site is following the CDC guidelines, our students could go and work at those sites. The student would sign a waiver indicating they are doing it voluntarily and not that they have to do it, they could have an alternate assignment or maybe a virtual placement. We are trying to get the wording correct for the waiver, then the document will come to the Cabinet to review, and then we will send it to the Chancellor's office.
- The summer internships are following the same procedure our spring internships did, but we have to get this in place by the fall semester.
- It looks like everything will be in place on June 29 regarding faculty being able to come onto campus to do research. I am supposed to send something out this week, but we still do not have the final approval on everything. Our campus does the approval for the researchers to come on campus, not the Chancellor's office. There was a glitch regarding the custodians being able to clean, that was a union issue, and it has been settled, so we are moving along. I will send that document out as soon as it is ready.

Q & A:

Q: (Wood) What do you think the chances are that we might work all fall semester virtually?

A: (Provost) My guess is that for those classes starting virtually, I think the chances are very high that we will be working all semester virtually. That is simply based on health situations. We have not seen a decrease in Orange County or Los Angeles yet in terms of the cases, and we have not even had a plateau, things are going up. Also, if we were virtual for most of the semester, it would be challenging for faculty and students to come back.

Q: (Walker) We did not put an Independent Study Course on our list because we thought that until the faculty returned for research, we did not know what is happening. Do we know if we need to put those classes on the list to convert to online or not? Or should we just leave them as TBA and not worry about it for now?

A: (Provost) I think we should leave them the way they are for right now because what an independent study would be is one faculty member with one student. What we are concerned about is the number of people that are on campus, how do you get into and out of the buildings. We have to have signage; one door is entrance and one door is exit.

For classrooms that only have one door, we have to give something to the faculty member that says first you let everybody out, then there is an hour break where the room gets cleaned, then the next group can come in. Independent Study is more on the line of a researcher coming to campus to work.

Q: (Walsh) What about credit/no credit extending into summer and fall?

A: (Provost) I know that it is not in the summer because we told students it's graded, it's assigned grades. For the fall, that is a conversation that you all are going to have to have. I said to the Deans this needs to be a campus conversation. The Provost's had a conversation about it last week and Alison Wrynn said there has been no conversation about this at all, there has been no conversation about changing EO 1037. Some of the Provosts were very firm on the fact that this is a regular semester; the students know that it is going to be virtual. They know that many faculty are getting professional development, so it would hurt the students not to give them assigned grades. They are concerned about graduate school and prerequisites and that is a conversation for you all to have, you need to decide what do you think as a campus what we should be doing.

Q: (Wood) Regarding returning to campus, what is the planning for department offices and staff in those offices? Is this going to be consistent across the campus or how much leeway will there be?

A: (Provost) It is not clear yet because we don't know which classes are going to be approved. It depends on what are you offering in your department and then it's a decision that you will make and talk with your Dean about who needs to be there and who doesn't.

VII. STAFF REPORT

No report.

VIII. NEW BUSINESS

8.1 Calendar Academic Senate Mtgs F 2020 - SP 2021

M/S//P (Dabirian/Walsh) Motion to approve the Calendar Academic Senate Mtgs F 2020 - SP 2021. Calendar was approved.

8.2 Revisions to UPS 100.000 - Academic Senate Constitution

The changes in the document were previous approved by the Senate. Chair Stambough will mention this in his chair's report and the document will be added to the August 27th AS agenda as a Consent Calendar item.

- (Stambough) Keep in mind we also need a parliamentarian for the Senate. Executive Committee discussed and Chair Stambough will reach out faculty that were suggested to see who is willing to serve as parliamentarian.

8.3 Resolution in Response to Systemic and Persistent Anti-Black Violence in the United States of America

Suggestion:

(Walker) Have Chair Stambough send out something from the Executive Committee to let the campus know we are going to be working on a resolution with action items with the Senate in the fall.

8.4 Structural Examination - Discussion Item

The Executive Committee began discussion on this item.

8.5 AS Committee Charges - Discussion Item

The Executive Committee began discussion on this item.

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

Executive Committee worked on filling vacancies on the IRA Committee. An email will be sent out to faculty asking them to serve.

8.7 Committee Reorganization Task Force

1. Constitution Committee
2. Some Committee Chairs

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

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

8.10 Setting Goals and Priorities for Academic Senate 2020-21

The Executive Committee began discussion on this item.

8.11 Fall Events: Convocation – Tentative: September 10th, 2:30 - 3:30 pm

This date is tentative. Add it to your calendars, if it changes we will let you know.

8.12 Ethnic Studies Preparation

8.13 UPS Documents for Review

IX. ADJOURNMENT

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