



**ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
JUNE 27, 2023**

*Approved 7-25-23*

**11:30 AM - 1:00 PM**

**PLN-120**

Present: Brusckhe, Jarvis, Kanel, Matz (for Swarat), Milligan, Self, Shepard, Stambough (for Garcia), Walsh, Valdez

## **I. CALL TO ORDER**

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

## **II. URGENT BUSINESS**

No urgent business.

## **III. ANNOUNCEMENTS**

No announcements.

## **IV. APPROVAL OF MINUTES**

M/S/P (Jarvis/Self) Motion to approve the minutes. Motion approved.

4.1 EC Minutes 5-23-23 (draft)

4.2 EC Minutes 6-6-23 (draft)

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

- The Senate office's move is scheduled for July 10<sup>th</sup>.
- We will let you know the location for the July 11<sup>th</sup> Exec meeting, because we have not been given control of MH-141. We have put in a request for LH-702, if we are not able to get LH-702 we will discuss the possibility of holding the meeting on Zoom.

## **VI. PROVOST REPORT**

The Provost discussed the following:

### **Space changes:**

- Academic Senate is moving to McCarthy Hall (MH-133).
- MH-141 will become the John "Jack" Bedell Conference Room.
- International Students will be moving into PLN-120 and also on the second floor.
- CAPS will be expanding to taking over approximately 90 percent of the first floor in Titan Hall.
- College of ARTS will be moving from the first floor in McCarthy Hall to the third floor in College Park.
- NSM success centers will also occupy space in MH-133.
- Department of History, History Center, and Institute of Black Intellectual Innovation (IBIR) will be moving to the sixth floor of the library, we are also putting one classroom up there.

I am investing about \$2 million from my funds and the rest of the renovations will get paid by the campus, it does not come out of the College of Humanities and Social Sciences. When they move that will open expansion for Psychology Department and Ethnic Studies.

- The first floor of the library is changing. Academic Advising Center will move to the left side of the first floor, then we will put the University Learning Center, next to that we will have a Reading Center, and the Writing Center.

- The Scholar Center, which would include the Women's Center and SouthWest Asian North African (SWANA), will be moving into the space that Academic Advising is moving out of.

Q: (Walsh) Where are the Native American Artifacts going?

A: (Provost) They are going to the basement of McCarthy Hall.

- (Walsh) We need Estela Zarate and Carl Wendt to continue with the descendant policy, we are not in compliance with federal law.
- (Provost) We will finish the policy.

### **Archives:**

We are not moving the University Archives; they will remain on the third floor. The library has \$3 million philanthropic money they will be using to make it climate controlled. This will be open in fall 2024.

A librarian brought it to our attention that we have beautiful things in archives, no one comes to visit, and our art students are not exposed to it. So, she suggested an area in the library on the first floor for archive display, where we can show case them.

### **Campus SOQ Response Rates:**

SOQ response rate for 2023 was 39 percent, which to me is very low. I really need us to start setting aside time to get the SOQs. I am getting RTP files that are not adequately evaluated.

Maybe we can have a joint message sent out from myself and the Senate chair letting everyone know the change to the UPS document stating they do not need a proctor to get the SOQs.

- (Jarvis) A message needs to go to Deans.
- (Kanel) A message to the Council of Chairs, they are the ones who tell faculty what to do.

Q: (Kanel) My question is regarding the new policy about the digitation of videos. Dean Bonney gave me permission for summer to use what I already have online, but one of the issues we struggle with is smart classrooms do not have DVD players anymore. Many departments, and faculty personally, purchased DVDs to show in our classes and now we cannot show them.

A: (Provost) I talked to IT and Dean Bonney has talked to IT, and we will purchase DVD players for check out. Any faculty member that needs one can check it out and use it until the end of the semester. I will have Dean Bonney send something out so faculty is aware of it and we will handle exceptions one at a time.

### **Additional items:**

#### ➤ **Council of Chairs**

I am looking at inviting back to the Council of Chairs meeting, the associate deans and deans. I know there are some chairs that may not like it, but they need to hear the same message.

- (Kanel) The problem with that is sometimes the chairs might want to talk about their deans and associate deans, and it's not always flattering. So, how about you invite them when there is something they need to know.
- (Shepard) If you are calling it a Council of Chairs, but half the population is the deans and associate deans that dominate the discussion and flow, then it's not the Council of Chairs. Maybe twice a year you could have a deans and chairs joint meeting, but the Council of Chairs remains strictly chairs.

#### ➤ **Lecturers**

What do we do to make lecturers time on this campus better? We have been treating lecturers like a second class citizen for many years. We are working with IT to make sure all lecturers get laptops. We must start working across the board to make sure lecturers are included in everything we do.

The lecturer evaluation is unfair because we do not do that to our regular faculty. We have them evaluated every year and we do not pay them for the evaluation process. So, I need Senate to look at the lecturer evaluation policy.

We also need to make the process easier for them. We should load all the SOQs for them, the class roster should be in there, and if we need to, we can directly load the course outlines from Canvas. There are things we can do to make it automated, so their process is simpler.

- (Jarvis) One thing is a simple change on the timing side. When IT has been uploading the materials, it has been before the SOQs are recorded for that current semester.
- (Shepard) Thank you for making this a priority, because this has forced some of my best lecturers to retire early. I have had lecturers who teach one course for us, who are experts in their one niche field, crying on the phone to me about how many hoops they have to jump through.  
And the stakes in our college have gotten increasingly high if you make an innocent mistake by not including a particular semester worth of work. Because nobody tells them what their period of review needs to be, is it five semesters or is it six? And if they miss one, they get an unsatisfactory from the dean and they are not brought back.
- (Walsh) We also need to work on letting them know a year ahead what their tentative schedule is.
- (Provost) I am going to send something out to all the chairs, and I know CFA also agrees with this. We need to send something so that the order of class, order of assignment is done properly.  
We also need to look at the scheduling. We know these classes are coming and we don't have enough full-time faculty to teach them. So, why do we wait so late to give them the classes?
- (Walsh) We also can take people up to 15 units. Not everyone, but there are people who can teach 15 units. And not everyone can do this, but if your department has the money like Sociology, we pay them to come to our retreats. If they want to be on the assessment committee, they get a stipend.
- (Jarvis) In HSS, our workbook form that Mitch designed years ago, takes the CBA and makes the order of assignment easy.  
Q: (Provost) Can you present it?  
A: (Jarvis) Paul Levesque does a great presentation on it.
- (Milligan) CFA does webinars for the adjuncts to help them do their portfolios, and it is helpful.

## VII. STAFF REPORT

No report.

## VIII. UNFINISHED BUSINESS

### 8.1 Executive Committee Statement - ([Google document](#))

M/S/P (Walsh/Shepard) Motion to table our statement until we receive the Cozen report. Motion passed.

### 8.2 Liaison Choices 2023-2024

Exec reviewed the spreadsheet of committee selections that were submitted.

## IX. NEW BUSINESS

### 9.1 UPS Documents for Review AY 2023-24

### 9.2 Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee, 2023-2024

Exec worked on filling AS Standing Committees and Misc. Boards 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 August 24, 2023 Academic Senate meeting.

### 9.3 Calendar AS Mtgs F 2023 - SP 2024 (draft)

Exec approved the draft of the AY 2023-2024 AS meeting dates. The document will be forwarded to the Senate to approve at the August 24, 2023 meeting.

- (Walsh) I have a proposal for the Fiscal State of the University Report. I would like to ask VP Porter to prepare the report ahead of time so it can be sent out with meeting materials and at the Senate meeting we would only have questions and answers, not a PowerPoint presentation, because we never get through it and end up have questions at the next meeting.
  - There were no objections to the proposal regarding the change for the Fiscal State of the University Report.

- (Walsh) Athletics wants to come to the Senate to do a presentation. Last spring our calendar was full, so they were not able to come. I told them they could come in the fall and do their presentation.
- (Jarvis) September 7<sup>th</sup> would be a good meeting for them to come and do their presentation, because we won't have much business from the committees yet.

Q: (Kanel) Why do we focus solely on athletics? It feels a little inequitable that we only look at athletics and not the other major teams we have.

A: (Stambough) Business wise, one of the reasons for athletics is for them to report publicly about APR, which is a NCAA requirement.

We could have them report on the APR and have a couple of people from the teams and have a resolution congratulating them. This would put them on the receiving side and not telling stories on all the teams.

- (Walsh) I will talk to Jim Donovan and Mike Perez to see if we can do that and have the report ahead of time.
- (Kanel) Can we give them a time certain of 10 minutes.
- (Jarvis) Nothing is preventing us from having resolutions for the other academic teams at the same time.

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

9.5 AA/AS Annual Retreat, Fall 2023 - Date TBD / Topic TBD

- (Walsh) I think Strategic Plan should be the topic of the retreat. We have people working over the summer on the Strategic Plan and I think it would be a good time to bring the university and the new president in.

We received dates the Marriott is available, once we hear back from the President and Provost, we will set the date of the retreat.

9.6 Blended Program Task Force - Provost Council, Spring 23

## **X. ADJOURNMENT**

M/S/P (Shepard/Self) Meeting adjourned at 1:05 pm.