



# **ACADEMIC SENATE ANNUAL REPORT 2018 – 2019**

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## I. STANDING COMMITTEES

### A. Academic Standards Committee – report submitted by Kristi Kanel

#### 1. Committee Membership

Academic Standards Committee		
Committee Membership	Constituency	Term Ends Spring
Zac Johnson	COMM	2019
Greg Childers	NSM	2019
Stephen O'Connor – on sabbatical Fall 2018	SOC SCI	2019
Arsenio Staer	MCBE	2019
Eric Karkhoff	L/A/C	2019
Lisa Draskovich-Long	ARTS	2020
<b>Kristi Kanel, Chair</b>	HHD	2020
Erica Bowers	EDUC	2020
Sudarshan Kurwadkar	ECS	2020
Daniel Rueckert	HUM	2020
Nancy Dority	Ex Officio	non-voting
Claire Jenkins	Student	2019
Student	Student	2019
Michael Perez	Exec Liaison	2019

NOTE: Mark Filowitz (NSM), Phillip Kopp (SOC SCI), and Kevin Tsang (HHD) served Fall 2018.

#### 2. Committee Actions

- a) The committee voted in a new chair for the Spring 2019 semester, Kristi Kanel.
- b) The committee reviewed whether they wanted to add anything to the strategic plan. A few members felt that ASC should have a say in the area of Transformative Education, number 6: Enhance strategic enrollment management to increase outreach to underrepresented student populations. Since this was related to admissions, some thought we should talk about this.
- c) At the request of Chair Stohs, the committee looked at the Instructor-Initiated Drops area of the University Regulations found in the catalogue as related to on-line courses. We approved adding a sentence in that area that states that “For students enrolled in online, hybrid, or televised courses, meetings are defined as logging on to the course on the Learning Management System (e.g., Titanium).” This was approved by Nancy Dority and did not go to the senate floor but instead was considered a regulatory function rather than academic.
- d) At the request of Mark Filowitz, AVPAP, the committee looked at the current Withdrawal Policy, UPS 300.016. We were asked to include wording related to a review team to be the ones that look at medical notes rather than instructors and Chairs. This will assist in adhering to HIPPA and FERPA needs. Also, withdrawals are moving to electronic processes, so that was also added into the document.

### 3. Future Items

- a) The committee has been asked to review UPS 330.164 Posthumous Degree and Recognition, next AY. A faculty member has requested this because she found it confusing. I've asked her for specific feedback and suggestions.

## B. Assessment & Educational Effectiveness Committee – report submitted by Emily Erickson

### 1. Committee Membership

<b>Assessment &amp; Educational Effectiveness Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Teeanna Rizkallah	MCBE	2019
Kristen Shand	EDUC	2019
Binod Tiwari	ECS	2019
<b>Emily Erickson, Chair</b>	COMM	2019
Mike McGee	ARTS	2019
Bonnie Williams	HUM	2020
Adam Glessner	NSM	2020
Ioakim Boutakidis	HHD	2020
Jennifer Trevitt	SOC SCI	2020
Pamella Oliver	Ex Officio	non-voting
Designee: Su Swarat		
Berenecea Johnson Eanes	Ex Officio	non-voting
Designee: Yessica De La Torre		
Mark Filowitz	Ex Officio	non-voting
Amir Dabirian	Ex Officio	non-voting
Designee: Willie Peng		
Su Swarat	Ex Officio	non-voting
Lisa Kirtman	Dean (by Provost)	non-voting
Sheryl Fontaine	Dean (by Provost)	non-voting
Student	Student	2019
Student	Student	2019
Jon Bruschke	Exec Liaison	2019

### 2. Committee Actions

At the start of AY 2018-19, the Assessment & Academic Effectiveness Committee (AAEC) set out to (A) finish drafting a new version of UPS 300.022 and (B) chart a new course of action for its annual assessment work. In April, the Faculty Senate voted to pass the new UPS, and asked the AEEC to look into the resources being dedicated to campus-wide assessment — precisely the type of inquiry that the committee plans to take on in

coming years. Along the way, the committee stayed plugged into the WSCUC accreditation and the site visit, which will take place in Fall 2019.

- a) **The drafting and passage of a new UPS 300.022** – The committee began the revision of this assessment policy in AY 2017-18, and passed the new version in February 2019. Several things inspired the decision to tackle this project: 1) We (CSUF and universities across the nation) have been doing assessment long enough that there’s a better sense of what it looks like on the ground now. 2) Indeed, we’ve come to the ‘end’ of that preliminary period, and see quite a bit of reflection about, and adjustments to, state-mandated assessment processes as we move forward into the next chapter. 3) The existing UPS bore little resemblance to similar policies across the country, and the committee agreed that more specific and clarifying policy language would be useful as we embark on the next phase of university assessment.
- b) **Charting a new course for the AEEC** – In recent years, the AEEC has essentially functioned as bureaucratic office without a clear purpose, taking on small editing jobs from the Faculty Senate and the Assessment Office. This is because one of its initial (and core) mandates — to review and evaluate the implementation of assessment plans — is now in the hands of the Assessment Office and college-level assessment liaisons. As assessment continues across the country today, universities are increasingly withdrawing resources for the work. Moreover, there are a growing body of anecdotes that suggest a need to ensure that academic freedom isn’t compromised along the way. The AEEC should be active in tracking these issues and helping ensure that assessment processes don’t interfere with teaching our students as effectively as we can.

### 3. Future Items

So the first *broad* item of business for the AEEC in AY 19-20 will be to determine how it can do this in the years to come — starting with an answer to the Faculty Senate about resources. However, the committee will also be on-call as CSUF prepares for the WSCUC site visit, coordinating with and assisting the Assessment Office as needed.

**C. Campus Facilities & Beautification Committee – report submitted by Deepak Sharma**  
**1. Committee Membership**

<b>Campus Facilities &amp; Beautification Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Yuhong He	MCBE	2019
April Bullock	HUM	2019
Aja McKee	EDUC	2019
<b>Deepak Sharma, Chair</b>	ECS	2019
Javette Hayes	COMM	2019
Jamie Tucker	ARTS	2020
Hope Johnson	NSM	2020
Sasha Zeedyk	HHD	2020
Gregory Yorba	L/A/C	2020
Kathleen Preston	SOC SCI	2020
Ali Izadian	Ex Officio	non-voting
Designee: Emil Zordilla		
<b>Pending</b>	Staff (by Pres)	Staff
Larry Martin	Staff (by Pres)	Staff
Claire Jenkins	Student	2019
Karen Perez	Student	2019
Amir Dabirian	Exec Liaison	2019

**2. Committee Actions**

The committee dedicated its meetings to enrich CSUF experience for students, faculty, staff and visitors.

- a) The committee voted in a new chair for the academic year 2018-2019.
- b) The committee actively sought committees’ inputs regarding campus facilities’ safety, improvements and maintenance. The inputs included, but were not limited to, sharing information about water refill stations, landscaping, safety during construction, fixing roof and lights in theater of performing arts, and updating GPS database to help improving wayfinding on campus.
- c) The committee welcomed Mr. Emil Zordilla, Campus Architect to the committee. Emil and Ali Izadian from the department of Capital Programs & Facilities Management provided Quad/Promenade campus updates to the committee and ensured that the committee’s concerns were addressed, and recommendations were implemented.
- d) At the request of Stephen Stambough (Senate Executive) the committee discussed and debated the abbreviations for Milton A Gordon Hall. Three abbreviations were considered and discussed namely, GH, MGH and MAGH. The committee unanimously favored GH as abbreviation for Gordon Hall. The new abbreviation for Gordon Hall required changing Green House abbreviation to GRH.
- e) In response to Senate’s request seeking the CFBC committee’s role towards implantation of new Strategic Plan, the committee unanimously decided to get

involved in everything that was associated with facilities and construction as well as Arboretum related developments. Specifically, the committee found that it will be directly involved with the following:

**Financial and Physical Capacity Strategies**

- 4 Foster University-wide community engagement efforts that develop deep, meaningful CSUF presence throughout Orange County
- 6 Complete the final draft of the campus Master Plan in February 2020 for approval and adoption by June 30
- 7 Enlist the concurrent support of the Environmental Impact Report (EIR) consultant to monitor and anticipate any environmental impacts of recommended Campus Master Plan projects both to expedite plan approval and to ensure a sustainable campus
- 8 Incorporate formal milestone meetings with key stakeholders in any major construction and renovation schedule to improve communication, stakeholder satisfaction, and timely completion of projects

**High Quality and Diverse Faculty and Staff Strategies**

- 5 Build and support programs that enhance a sense of belonging and community
  - 6 Establish diversity programming, education, and strategies throughout the recruitment and hiring cycle that promote the recruitment of diverse faculty and staff
  - 8 Diversify and grow opportunities to promote faculty teaching, scholarly and creative activities, and support services to enhance the professional lives of faculty
- f) At the request of Kathleen Preston, Deepak Sharma guided a thesis investigating the feasibility and acceptance of License Plate Reader (LPR) for CSUF campus. The results were presented before the committee.
  - g) With the generous support of Amir Dabirian, AVPIT, Deepak Sharma guided developing a prototype of piezo-electric staircase. The staircase was proposed for a possible inclusion in McCarthy Hall renovation. The findings were presented to the committee.
  - h) The committee voted Deepak Sharma for a second term for the upcoming academic year 2019-2020.

**3. Future Items**

- a) The committee plans to help complete the final draft of the campus Master Plan in February 2020 for approval and adoption by June 30.
- b) The committee will continue to work with the stakeholders with the aim of meeting CSUF's goals and mission.

## D. Diversity and Inclusion Committee – report submitted by Aitana Guia

### 1. Committee Membership

Diversity & Inclusion Committee		
Committee Membership	Constituency	Term Ends Spring
Jennifer Burnaford	NSM	2019
Pending	L/A/C	2019
<b>Aitana Guia, Chair</b>	SOC SCI	2019
Rebecca Dolhinow – on leave Spring 2019	HUM	2019
Chelsea Reynolds	COMM	2019
Gabriela Best	MCBE	2020
Ron Oliver	EDUC	2020
Hyun Sook Kim	ARTS	2020
John Sanders	ECS	2020
Pending	HHD	2020
Bobbie Porter	Ex Officio	non-voting
Josephine Hernandez		2019
Student		2019
Alexandro Gradilla	Exec Liaison	2019

NOTE: Kristi Kanel (HHD) and Annie Petrossian (L/A/C) served Fall 2018.

### 2. Committee Actions

- a) Revision of UPS 210.001 – Recruitment and Appointment of Tenure-Tenure Faculty  
D&I has been working since January 2019 in revising UPS 210.001 in order to strengthen the equity components of our recruitment and appointment process. The committee could not fully complete its revisions during the Spring 2019, but since it was close, it agreed to work over the summer via email.
- b) Input into the 2018-23 Strategic Plan  
D&I was asked to identify elements of 2018-23 Strategic Plan where it might have a role in the implementation process. Each member was assigned a goal and the task to contact other stakeholders to learn how this goal could be implemented. Each member will share suggestions for future actions with the committee.
- c) Election of Chair for 2019-20 AY  
Aitana Guia was re-elected as D&I Chair for 2019-20 AY.
- d) Item Carried Over to Next Year  
Revision of UPS 210.001 – Recruitment and Appointment of Tenure-Track Faculty

**E. Elections Committee – report submitted by Sarah Hill**  
**1. Committee Membership**

<b>Elections Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Alvin Rangel-Alvarado – on sabbatical Spring 2019	ARTS	2019
<b>Sarah Hill, Chair</b>	SOC SCI	2019
Merri Lynn Casem	NSM	2020
Fang Zhang	MCBE	2020
Kristi Kanel	HHD	2020
Alexandro Gradilla	Exec Liaison	2019

**2. Election Results**

- a) [ASD 18-133 Special Election, Fall 2018](#)
- b) [ASD 18-147 2<sup>nd</sup> Special Election, Fall 2018](#)
- c) [ASD 19-11 Special Election, Spring 2019](#)
- d) [ASD 19-26 CSU Election, Spring 2019](#)
- e) [ASD 19-57 All-University Election, Spring 2019](#)

**3. Additional Comments**

This year the Elections Committee took it upon themselves to recommend changes to the Senate Constitution and Bylaws to clarify constituencies and election procedures. Their recommendations came out of their experience with questions that arose during the course of administering elections. This includes clarifying the eligibility of part-time faculty to serve in the Senate, as well as the appropriate constituency for members of the CSUF community who have the potential to be part of more than one constituency

**F. Extended Education Committee – no report submitted**  
**1. Committee Membership**

<b>Extended Education Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Debra Ambrosetti	EDUC	2019
Kristen Seaton	ARTS	2019
Mori Jamshidian – on sabbatical Spring 2019	CNSM	2019
Gary Germo	HHD	2019
<b>Jochen Burgtorf, Chair</b>	SOC SCI	2019
Brady Heiner	HUM	2020
Ken Guo	MCBE	2020
Tenzin Dorjee	COMM	2020
Hakob Avetisyan	ECS	2020
Colleen Greene	L/A/C	2020
Willie Peng	Ex Officio	non-voting
Chris Swarat	Ex Officio	non-voting
Student	Student	2019
Student	Student	2019
Katherine Powers	Exec Liaison	2019

**G. Faculty Affairs Committee – report submitted by Sean Walker**  
**1. Committee Membership**

<b>Faculty Affairs Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Atul Teckchandani	MCBE	2019
Jade Jewett	ARTS	2019
<b>Sean Walker, Chair</b>	CNSM	2019
Kazuha Watanabe	HUM	2019
Barbara Miller	L/A/C	2019
Yuying Tsong	HHD	2020
Kate Burlingham	SOC SCI	2020
Carolyn Coal	COMM	2020
Vita Jones	EDUC	2020
David Naish	ECS	2020
Kristin Stang	Ex Officio	non-voting
Ed Collom	Ex Officio	non-voting
Stephen Stambough	Exec Liaison	2019

**2. Work Completed AY 2018-2019**

- a) UPS 230.500 Rules for Acquisition of Archaeological, Ethnological, and Art Objects (see memo- Memo suggests moving these to the Research Numbers not Faculty) AS Approved Memo Sent: September 18, 2018 Approved and signed by President.
- b) UPS 210.070 (quick) Evaluation of Lecturers addition of statement for MCBE (ASCB Accreditation) - AS Approved and signed by President  
[https://www.dropbox.com/s/xjtdu0njbrgab4h/UPS%20210.070\\_MCBE\\_REV.docx?dl=0](https://www.dropbox.com/s/xjtdu0njbrgab4h/UPS%20210.070_MCBE_REV.docx?dl=0)
- c) UPS 260.100 Assigned time for Exceptional Levels of Service to Students. - Approved by AS Jan 24, 2019 and signed by President
- d) UPS 210 - SPLIT - Transmitted to AS on February 01, 2019 Approved by AS on February 21, 2019 and signed by President
  - a. Procedures  
<https://www.dropbox.com/s/56afarsc6w8f7bu/UPS%20210.000%20track%20changes%20to%20remove%20Section%20II.docx?dl=0>
  - b. Standards and Procedures for Standards  
<https://www.dropbox.com/s/7jh83dst0jk0678/UPS%20210.XXX%20track%20changes%20to%20create%20new%20Section%20II.docx?dl=0>
- e) New UPS on Conflict of Interest (COI) - solicited feedback from HRDI & have some revisions  
[https://www.dropbox.com/s/a6nv6ny1xf0hzfy/COI\\_UPS%20\\_Feb28.doc?dl=0](https://www.dropbox.com/s/a6nv6ny1xf0hzfy/COI_UPS%20_Feb28.doc?dl=0) Sent to exec on March 4, 2019, returns to committee fall 2019.
- f) Feedback to Academic Senate on Strategic Plan and FAC Involvement  
<https://www.dropbox.com/s/jtzrlbba6tnibh/Yuying%20Tsong%20->

[%20Strat%20Plan%20-%20Senate%20Exec%20Spr%202019.xlsx?dl=0](#) Sent to exec March 04, 2019

- g) UPS 230.010 & 300.004 Faculty Obligation to Meet Classes, Syllabus UPS sent to exec on March 09, 2019, approved by Academic Senate and Signed by President.
- h) UPS 230.020 Policy on Faculty Office Hours -transmitted to exec on March 25, 2019  
[https://www.dropbox.com/s/hp16dmdnn0svsz2/UPS%20230.020\\_rev.doc?dl=0](https://www.dropbox.com/s/hp16dmdnn0svsz2/UPS%20230.020_rev.doc?dl=0)  
Approved by Academic Senate, transmitted to President
- i) Department of Technical Service, Pollak Library - Revision Memo sent to Library on November 18, 2018; Library approved changes suggested by FAC and the document was sent to Library Dean and FAR on March 25, 2019
- j) *UPS 261.000 Emeritus Status - correcting university committee service portion* <https://www.dropbox.com/s/gh3id4utou6jkwy/UPS%20261.000.doc?dl=0>  
approved by Academic Senate and Signed by President
- k) *UPS 210.020 Periodic Evaluation of Tenured Faculty (REVISED!)*  
*\*approved\** [https://www.dropbox.com/s/1urfwkrx6zpn2p/UPS%20210.020\\_2\\_1\\_1\\_9.docx?dl=0](https://www.dropbox.com/s/1urfwkrx6zpn2p/UPS%20210.020_2_1_1_9.docx?dl=0) Approved by Academic Senate, transmitted to President
- l) *Classroom Observations*  
[https://www.dropbox.com/s/pxi8ymeiq0kyknm/Classroom\\_Observation%20UPS.doc?dl=0](https://www.dropbox.com/s/pxi8ymeiq0kyknm/Classroom_Observation%20UPS.doc?dl=0) Approved by Academic Senate and transmitted to President
- m) UPS 220.000 Policies, procedures, and guidelines for the Administration of Student Opinion Questionnaire (SOQ) forms  
<https://www.dropbox.com/s/moib4tn2m9ad4c4/UPS%20220.000.doc?dl=0> will return to FAC for fall 2019
- n) Completed Annual Review of the Faculty handbook

**3. Work sent to Academic Senate Executive Committee but not approved by Academic Senate at the Marathon Meeting – FAC will review, revise (if needed), and return to Academic Senate Executive Committee for future Academic Senate agenda**

- a) New UPS on Conflict of Interest (COI) review, revise if needed, and send on to AS Executive Committee
- b) UPS 220.000 Policies, procedures, and guidelines for the Administration of Student Opinion Questionnaire (SOQ) forms- review and revise if needed, and send to AS Executive Committee; will also review SOQ ad hoc committee report prior to sending UPS back to AS Executive Committee.

**4. New Work for AY 2019-2020**

- a) UPS 210.000 and 210.002 Faculty Personnel and Procedures
  - i. Review Procedures for Compliance with CBA
  - ii. Review Standards
    - Gather campus feedback
    - Revise in light of feedback
- b) UPS 210.070
  - i. Review Procedures for Compliance with CBA
  - ii. Review section on classroom observations
  - iii. Review Standards

- Gather campus feedback
  - Revise in light of feedback
- c) Review ASD 19-67 Internships and Service-Learning Committee Report & Review workload practices/procedures across the colleges.
- d) Collaborate with HRDI on the revision of UPS 210.050 – Recruitment and Appointment of Temporary Faculty and UPS 210.001 – Recruitment and Appointment of Tenure-Track Faculty

**H. Faculty Development Center Board – report submitted by Sarah Parramore**

**1. Committee Membership**

<b>Faculty Development Center Board</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Sinjini Mitra	MCBE	2019
Sharon Seidman	HHD	2019
<b>Sarah Parramore, Chair</b>	L/A/C	2019
Jidong Huang	ECS	2019
Nilay Patel	NSM	2019
Penchan Phoborisut	COMM	2020
Emily Lee	HUM	2020
Bill Meyer	ARTS	2020
Edward Knell	SOC SCI	2020
Chris Street	EDUC	2020
Erica Bowers	Ex Officio	non-voting
Kristin Stang	Ex Officio	non-voting
Amir Dabirian	Ex Officio	non-voting
Designee: Willie Peng		
Joe Albert Garcia	Ex Officio	non-voting
Student	Student	2019
Student	Student	2019
Shahin Shahi	Exec Liaison	2019

**2. Committee Actions**

For AY 2018-19, the Faculty Development Center Board set out three goals: (a) review and update UPS 101.001, “The Faculty Development Center (FDC)”, (b) provide input on FEID grants, and (c) review the programs and services offered by the FDC.

- a) Review and update UPS 101.001, “The Faculty Development Center (FDC)”.  
 Revisions include changes to section #2: Appointment of FDC Director including the makeup of the search committee, evaluation of the role, and eligibility to apply. The board voted to switch Director language from tenure track to full time faculty so that full time lecturers can apply and removed language related to the role of technology.
- b) Provide input FEID grants.

The focus for FEID during AY 2018-19 was changed from HIPs to innovative teaching practices, aligning with Goal 1 and Goal 2 of the CSUF Strategic Plan. While HIPs can still be included, it is not the only criteria. The FDC Board provided feedback on the content of the FEID web-based application, including the documents and rubric. All FDC Board members, with the exception of those who applied, served as FEID reviewers. The FDC Board discussed how best to select applications from different colleges to reflect equitable allocation of resources while at the same time maintaining high quality proposals. The Board recommended 13 proposals for funding, a 50% acceptance rate.

c) Review the programs and services offered by the FDC.

During the 2018-19 Academic Year, the FDC offered 223 workshops. Topics addressed were, diversity, work-life balance, teaching, leadership, writing, and scholarship-research. Further, the FDC targets workshops to specifically meet the needs of the lifespan of faculty (new, pre-tenured, and mid-career). Workshops were offered as one-time or in a series. Some of those offered in a series are New Faculty Support Meetings, Scholarship of Teaching and Learning, Pre-Tenured Faculty Support Meetings and a Leadership Series. In addition, the FDC is charged with providing Faculty Recognition Events. This past year the FDC hosted the Outstanding Professor Event, the Second-Year Faculty Celebration, and Faculty Recognition for Scholarly and Creative Activities. In addition, the FDC provides opportunities to build community such as the Year 1-5 social events held both in fall and spring. Finally, the FDC supports the University Department Chairs on behalf of the Provosts' Office and provided 6 monthly Council of Chair meetings, a new chair retreat in May, and all chair retreats in June and August. The FDC continues to offer Certificates, having now issued 137 IMPACT focused certificates. The other certificates offered are INCLUSIVE, MINDFUL and WAC; all of which are newer and have yet to be issued. The FDC board assisted in the careful analysis of attendance to 2017/18 workshops and gave insight to best days and time of year for future planning.

### **3. Future Items**

The FDC Board elected Christ Street to serve as chair for AY 19-20. A first action item should be to discuss the Faculty Mentoring Program. An additional item of business is for FDC to address the Robert E. Lee Collaborative grant. The CSUF FDC has been charged with hosting the CSU Teaching and Learning Symposium on March 13 & 14, 2020.

**I. Faculty Research Policy Committee – report submitted by Nikolas Nikolaidis**  
**1. Committee Membership**

<b>Faculty Research Policy Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Fernando Rodríguez-Valls	EDUC	2019
Alvin Rangel-Alvarado – on sabbatical Spring 2019	ARTS	2019
<b>Nikolas Nikolaidis, Chair</b>	CNSM	2019
Maria Casanova	MCBE	2019
Kiran George	ECS	2019
HyeKyeung Seung	COMM	2020
Debbie Rose	HHD	2020
Jessie Peissig	SOC SCI	2020
Jennifer Yee	HUM	2020
Mark Bilby	L/A/C	2020
Chris Liu	Ex Officio	non-voting
Sydney Dawes	Ex Officio	non-voting
Michael Coughlin	Ex Officio	non-voting
<b>Student</b>		2019
<b>James Rodriguez</b>	<b>Exec Liaison</b>	2019

**2. Committee Actions**

For AY 2018-19, the Faculty Research Policy Committee (FRPC) set out two goals: (I) review and update UPS 610.000 “Conflict of Interest Policy for Externally Funded Projects”. (II) Collect information, review, and report on the variable (supervisor) units distribution across Colleges.

a) Review and update UPS 610.000 “Conflict of Interest Policy for Externally Funded Projects”

The committee spend considerable amount of time identifying the purpose of the policy, existing policies in other Universities, as well as the updated and specific policies of different federal, state, and private entities that provide grant support to CSUF. Furthermore, the committee requested feedback from the auditor’s office at CSUF and CSU. This search resulted in the revised policy, which was sent to the Academic Senate for approval.

b) Collect information, review, and report on the variable (supervisor) units distribution across Colleges.

The committee collected information from different Colleges at CSUF as to how they distribute faculty credit (WTUs) for research, supervision, and thesis courses. The committee also retrieved documents defining these courses and their use. The committee found differences on how different Colleges or Departments distribute these credits. The committee is writing a report to the Academic Senate detailing these findings and asking for further guidance.

### 3. Future Items

The FRPC will continue working on the Variable units distribution (if AS is in agreement) aiming to define specifically what is happening around campus, whether there is a need for an umbrella policy or it should be College (or even Department) specific guidelines, and determine the effect of this discrepancy on faculty research efforts, recruitment, and retention. The next major task of the FRPC will be to define the three top obstacles that faculty researchers face at CSUF.

## J. General Education Committee – no report submitted

### 1. Committee Membership

General Education Committee		
Committee Membership	Constituency	Term Ends Spring
Michele Wood	HHD	2019
<b>Brenda Bowser, Chair</b>	SOC SCI	2019
Jie Tian	L/A/C	2019
Pratanu Ghosh	ECS	2019
Denise Stanley	MCBE	2019
Kathryn Glasswell	EDUC	2020
Greg Childers	NSM	2020
Jason Teven	COMM	2020
Jim Taulli	ARTS	2020
Lana Dalley	HUM	2020
Elizabeth Boretz	Ex Officio	non-voting
Mark Filowitz	Ex Officio	non-voting
Designee: Brent Foster		
Melanie Therrien	Student	2019
Jesus Rojas	Student	2019
Nancy Fitch	Exec Liaison	2019

## K. Graduate Education Committee – report submitted by Rob Watson

### 1. Committee Membership

Graduate Education Committee		
Committee Membership	Constituency	Term Ends Spring
<b>Rob Watson, Chair</b>	ARTS	2019
John (Kenneth) Faller	ECS	2019
Andre Zampaulo	HUM	2019
Penny Weismuller	HHD	2019
Jennifer Chandler	MCBE	2019
Minjung Kim	COMM	2020
Melanie Sacco	CNSM	2020
Pablo Jasis	EDUC	2020
Sam Stone	SOC SCI	2020
Robert Tomaszewski	L/A/C	2020
Mark Filowitz	Ex Officio	non-voting
Joe Albert Garcia	Ex Officio	non-voting
Libby Dumanjug	Student	2019
Vy Pham	Student	2019
Katherine Powers	Exec Liaison	2019

### 2. Committee Actions

- a) The Graduate Education Committee continued to work on a Graduate Education Vision document, refining work from the previous academic year, and forwarding the wording to AVP Mark Filowitz.
- b) Two UPS documents were discussed for updating and amendment, and revisions to each of these documents were forwarded to the Academic Senate for consideration:
  - i. UPS 330.124 Leaves of Absence. Under procedures for granting leaves of absence, wording requiring the student being in good academic standing was removed (II.A.). Wording regarding who at the academic unit level would approve granting more than one semester was also recrafted to fit the campus environment (II.C.). Additionally, wording for grounds for leaves of absence (III.A.) and consequences of leaves of absence (IV., last sentence stricken) were amended.
  - ii. UPS 300.050 Recognition of Superior Student Performance. In order to meet the challenge facing graduate program alumni in which other institutions recognize their alumni who have performed at a superior level in graduate programs, the Graduate Education Committee created two sections within UPS 300.050, the first one retaining the wording and organization for undergraduate honors at graduation, and the second one adding 3 categories of honors for graduate student recognition:
    - ‘academic honors’ for GPA of 3.9 or above;
    - ‘with distinction’ for academic unit-sponsored recognition of superior performance in culminating thesis, comps, or project;

- and ‘academic honors, with distinction’ for candidates who meet criteria for both.
- c) Graduate writing requirement.
  - i. Dealt with course proposals for approval of meeting Graduate Writing Requirements from Accounting (506) and Nursing (502).
  - ii. With regard to UPS 320.020, the GEC approved correcting the wording of the document to state, “academic unit responsible for the student’s academic work and by the Office of Graduate Studies.” (instead of “and by the Graduate Education Committee”).
- d) Drafted a statement made to the Academic Senate (and entered into the minutes of the final AS meeting) in response to the CSU Chancellor’s Office document “Envisioning the Future of Research, Scholarship and Creative Activity in the CSU.” The GEC requested the Senate to draft a resolution to the CSU Senate, and/or the CSU Chancellor’s Office, to defend graduate education within the California State University system, in unambiguous language in the CSU strategic plan for research, including a revision of the plan to acknowledge the importance of graduate students to faculty research and the role of faculty research, scholarship and creative activities in graduate student success.
- e) A new chair for AY 2019-2020 was elected: Melanie Sacco.
- f) Areas for Graduate Education Committee activity in the coming academic year will include:
  - i. Working in tandem with the Graduate Education Task Force to create a vision for graduate education on the CSUF campus;
  - ii. Work with the Academic Senate regarding both the CSU strategic plan for research, and the CSUF strategic plan to adequately address the role and importance of graduate scholarly study, research, and creative activity.
  - iii. Considering the larger financial contribution that graduate student fees carry, versus undergraduate fees
  - iv. Posthumous awarding of graduate degrees.

**L. Honors Programs Advisory Board – no report submitted**  
**1. Committee Membership**

<b>Honors Programs Advisory Board</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
<b>Craig McConnell, Chair</b>	HUM	2019
Ken Guo	MCBE	2019
Kathrine Reed	ARTS	2019
Michele Wood	HHD	2019
Phoolendra Mishra	ECS	2019
Scott Annin	NSM	2020
Hunter Hargraves	COMM	2020
Patricia Perez	SOC SCI	2020
Jonathan Cornforth	L/A/C	2020
Malia Hoffmann	EDUC	2020
Pamella Oliver	Ex Officio	non-voting
Designee: Brent Foster		
John Gleaves	Ex Officio	non-voting
Sandra Pérez	Ex Officio	non-voting
Berenecea Johnson-Eanes	Ex Officio	non-voting
Designee: Deanna Merino		
Mansi Kalra		2019
Student		2019
Michael Perez	Exec Liaison	2019

## M. Information Technology Committee – report submitted by Charles Grieb

### 1. Committee Membership

<b>Information Technology Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Nikolas Nikolaidis	NSM	2019
Phoolendra Mishra	ECS	2019
<b>Charles Grieb, Chair</b>	ARTS	2019
Bob Meeds	COMM	2019
Eriko Self	SOC SCI	2019
Nimer Alrushiedat	MCBE	2020
Moon Joo Kim	L/A/C	2020
Kavin Tsang	HHD	2020
Loretta Donovan – on sabbatical Spring 2019	EDUC	2020
Karyl Ketchum	HUM	2020
Framroze Virjee	Ex Officio	non-voting
Designee: Amir Dabirian		
Pamella Oliver	Ex Officio	non-voting
Designee: Steve Walk		
Danny Kim	Ex Officio	non-voting
Designee: Welson Badal		
Amir Dabirian	Ex Officio	non-voting
Designee: Willie Peng		
Berenecea Johnson-Eanes	Ex Officio	non-voting
Designee: Elahe Amani		
Sandeep Chopra	Ex Officio	non-voting
Erica Bowers	Ex Officio	non-voting
Shelli Wynants	Ex Officio	non-voting
<b>Priyanka Kunder</b>	<b>Student</b>	<b>2019</b>
<b>Minesh Barot</b>	<b>Student</b>	<b>2019</b>
<b>Shahin Shahi</b>	<b>Exec Liaison</b>	<b>2019</b>

NOTE: Timothy Green (EDUC) served Spring 2019.

### 2. Committee Actions

For AY 2018-19, Information Technology Committee continued their role (a) acting as an information technology advisory board with monthly CITO updates and provided committee feedback, (b) review and update UPS 411.104, “Policy on Online Instruction, (c) were tasked by the Senate Exec to review provided Online Task Force Reports, and (d) to provide input on the latest IT Strategic Plan. The committee concluded the year with electing Prof. Chuck Grieb to serve as for the 2019-20 AY.

- a) **Acting as Information Technology Advisory Board.** Issues of note which were discussed include the hiring of a new AVP of IT/Innovation Officer, implementation of Multi Factor Authorization (MFA), on campus digital/electronic signage, TITANium Engagement, and changes to ShareStream. The committee will continue to act as an advisory board and monitor implementation of these and other academic technology strategies.
- b) **UPS 411.104, “Policy on Online Instruction”.** The committee consulted with AVP Dr. Brent Foster and drafted recommended changes to the policy as it pertains to online administrative drops. These recommendations were submitted to the Senate Executive Committee for their consideration. Further discussion pertaining to the entirety of UPS 411.104 were initiated in response to point (c) and are ongoing.
- c) **Review Online Task Force Reports.** Working in concert with the IT Department, implementation of online services as they apply to financial aid, scheduling, advisement, etc. were identified and the needs were highlighted. A subcommittee was formed to further address UPS 411.104, “Policy on Online Instruction” and extensive revision has been recommended to bring the UPS into compliance with current practice and CSU norms. This discussion is ongoing and will be resumed by the committee in the fall of 2019.
- d) **IT Strategic Plan.** The committee participated in a SWOT exercise, helping to guide development of the new IT Strategic Plan and reviewed and approved the draft IT Strategic Plan proposal.

### 3. Future Items

Review of UPS 411.104 is ongoing and a priority for the committee to conclude in 2019-20. A representative from the Library to serve on the committee has yet to be identified – one needs to be appointed to the committee. Any further recommendations pertaining to the review of the Online Task Force reports will be concluded. The IT Committee has once again raised the concern of Intellectual Property. The University lacks an Intellectual Property Policy. Recent negotiations between the Chancellor’s Office and the CFA have reset the status of IP policy being developed by the CSU. Discussion of the need for an IP Policy will be a topic in the 2019-20 AY. Conclusion of the ShareStream concerns must be confirmed. The committee will continue its service as an information technology advisory board.

**N. International Education Committee – no report submitted**  
**1. Committee Membership**

<b>International Education Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Sarah Parramore	L/A/C	2019
Peng Liu	MCBE	2019
Michele Wood	HHD	2019
Rebecca Gutierrez Keeton	EDUC	2019
Andre Zampaulo	HUM	2019
Darren Sandquist	CNSM	2020
Linda Kroff	ARTS	2020
Laichen Sun	SOC SCI	2020
<b>Dean Kazoleas, Chair</b>	COMM	2020
Sudarshan Kurwadkar	ECS	2020
Chris Swarat	Ex Officio	non-voting
John Beisner	Ex Officio	non-voting
Ankit Sharma	Student	2019
Student	Student	2019
Amir Dabirian	Exec Liaison	2019

**O. Internships and Service Learning Committee – report submitted by John Haan**  
**1. Committee Membership**

<b>Internships &amp; Service Learning Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Brady Heiner	HUM	2019
Grace Cho	EDUC	2019
<b>John Haan, Chair</b>	NSM	2019
Patricia Prestinary	L/A/C	2019
Kyeung Hae "Karen" Lee	HHD	2019
Vahideh Abedi	MCBE	2020
Amber Chitty	COMM	2020
Meriem Doucette	SOC SCI	2020
Kathryn Wilson	ARTS	2020
Rakeshkumar Mahto	ECS	2020
Elizabeth Zavala-Acevez	Ex Officio	non-voting
Designee: Douglas Stude		
Dawn Macy	Ex Officio	non-voting
<b>Rana Salem</b>	<b>Student</b>	<b>2019</b>
<b>Student</b>	<b>Student</b>	<b>2019</b>
<b>Jon Brusckke</b>	<b>Exec Liaison</b>	<b>2019</b>

**2. Accomplishments & Activities:**

During the 2018-19 academic year the committee:

- a) Discussed in great length the UPS 411.601 revisions that were proposed by the same committee (some crossover in membership) the previous year. The committee determined that the revisions were not needed and put too much emphasis (and workload) on CICE. The existing policy statement was found to be in agreement with EO 1064, which covers internships, so additional changes were not pursued. A few minor changes were noted that could be addressed in a revision, but they were determined to not be significant enough on their own to require a full revision of the policy.
- b) Invited 3 speakers to give presentations at committee meetings to support the discussion in #1: Andrew Gonzelez (CICE), Dawn Macy (CICE), and Michael Coughlin (Risk Management). These presentations sparked active and informative discussions with the committee.
- c) Gathered information across campus on internship practices primarily via a subcommittee led by member Kathryn Wilson. The main purpose was to make the committee aware of the broad experiences across campus with internships and identify areas in which departments or colleges need assistance from the committee or from CICE. Two key observations were made from initial consideration of this information and discussed in great length in committee meetings:

- i. There is significant disparity in faculty workload for internships across campus; in many cases faculty are not adequately compensated for their efforts, which can lead to a diminished high-impact practice of internships for our students. The committee drafted a statement to the Academic Senate in May and looks forward to further discussion with the Senate on this issue.
- ii. Several departments expressed a need for assistance from CICE in strengthening their internship programs. Dawn Macy (CICE Director) was made aware of these needs and is in contact with specific departments to support their efforts.

**3. Future Outlook**

During the 2019-20 academic year, the committee will:

- a) to examine the workload issue in collaboration with the Academic Senate
- b) Invite presentations from experienced faculty internship coordinators from campus departments
- c) Explore service learning, first inventorying departments that perform such activities and then addressing the needs of these departments as well as those who would be interested in starting service learning courses.

**P. Library Committee – report submitted by Mark Bilby**

**1. Committee Membership**

Library Committee		
Committee Membership	Constituency	Term Ends Spring
Lingxiao Li	MCBE	2019
Sinan Akciz	NSM	2019
Frank Russell	COMM	2019
<b>Mark Bilby, Chair</b>	L/A/C	2019
<b>Pending</b>	HHD	2019
Christopher Slogar	ARTS	2020
Pratanu Ghosh	ECS	2020
Jeanette Solano	HUM	2020
Maritza Lozano	EDUC	2020
Natalie Fousekis	SOC SCI	2020
Emily Bonney	Ex Officio	non-voting
Student	Student	2019
Student	Student	2019
Mark Stohs	MCBE	Exec Liaison

## 2. Committee Actions

- a) Passed a Green Open Access Policy and Referred a Successful Green Open Access Resolution to ASCSU.

At the start of AY 2018-2019, in our September 17 and October 22 meetings, the committee reviewed the Green Open Access policies that it had unanimously passed the last two years, policies that for various reasons did not receive a vote in Academic Senate. The committee formulated a slightly revised version of the Green Open Access policy and passed it unanimously on November 5. Committee ex officio members Stohs and Bonney discussed the policy with Executive Committee and campus legal counsel and did not receive formal approval for the policy to proceed to Academic Senate for a vote. During our February 11 meeting, Stohs and Bonney recommended bringing this matter to ASCSU to consider making a formal referral to the CSU Office of the Chancellor and its Office of General Counsel. As committee chair, Bilby drew on the committee's Green Open Access policy as a template to create a draft Green Open Access Resolution, which Stohs brought to ASCSU. Bilby also requested and obtained related letters of support from legal counsel at Harvard, the University of California, and the University of Kansas. The resolution was routed to the ASCSU Faculty Affairs Committee, sponsored by ASCSU Senator Bruschke, and revised and passed by committee on March 13. The resolution had its first reading in ASCSU plenary on March 15, where Bruschke introduced it, Stohs spoke in favor, while Bilby attended and advised. The ASCSU Faculty Affairs committee again took up, revised, and passed the resolution on May 15, where Bilby again attended and advised. On May 17, ASCSU [unanimously passed AS-3376-19/FA](#) after Bruschke again introduced it.

- b) Reviewed Implications of Curzon 360 Report.

Sue Curzon, former Library Dean at CSU Northridge, conducted an extensive external review of the Library. Associate Dean of the Library Ann Roll identified four action items for the AS Library Committee based on this review:

- i. In partnership with the Academic Senate's Library Committee, conduct an updated survey of faculty needs to inform a plan of continuous outreach to faculty.
- ii. In consultation with the Academic Senate's Library Committee and college faculty, develop a long-range collection development plan that supports the curriculum.
- iii. In partnership with the Office of Research and Sponsored Projects and the Academic Senate's Library Committee, conduct or obtain a survey of faculty research and grants activities to develop a multi-year collection development plan that supports faculty research.
- iv. In partnership with the Academic Senate's Library Committee and college faculty, identify strategic scholarly communication priorities to be developed, funded and implemented.

At our December meeting, the committee decided that all four action items should be done together as part of a single survey so as not to overburden faculty. The committee also thought it best to wait until the hiring of the new Collections Development Librarian before creating and conducting this survey.

- c) Passed the Electronic Core Collection Resolution.  
On March 18, the committee unanimously passed a resolution asking the Office of the Chancellor to increase base funding to the systemwide Electronic Core Collection (ECC), a budget which has stagnated at \$5M since 2008 and has resulted in cuts to systemwide electronic resource subscriptions. An earlier form of this resolution was passed by ASCSU in AY 18-19. On April 25, Academic Senate voted in favor of this resolution. CSUF thus added its support to similar resolutions passed by ASCSU and several other CSUs.
- d) Passed an ORCID Resolution and an ORCID Endorsement Statement.  
On March 18, the committee unanimously passed a resolution in support of ORCID (Open Researcher and Contributor ID), a non-profit, ISO-based standard and international registry that allows individual researchers to identify themselves uniquely and to be associated clearly with their publications and other scholarly works and accomplishments. Senate Executive Committee considered this resolution on April 23 and asked Bilby to attend and advise. Executive Committee agreed that initial promotion of ORCID would proceed best through statements and/or letters of endorsement. Based on this feedback, Bilby used the committee's ORCID resolution as the basis to draft an ORCID endorsement statement, which received formal votes of approval of several AS committees: Library, Faculty Affairs, Faculty Research Policy, FDC Board, and Information Technology. Several administrators also added their endorsements: Emily Bonney (Pollak Library), Vice President Dabirian (IT), Ed Collom (FAR), Erica Bowers (FDC), and Shelli Wynants (OET). On May 14, the ORCID endorsement statement was read at AS plenary by LAC Senator Megan Wagner and its text unanimously approved to be accepted into the AS minutes.
- e) Decided on Strategic Plan Implementation Roles.  
The committee discussed the Strategic Plan strategies and members variously suggested that the committee would be well-suited to consult on the following: FPC #4, TE #7 and #8, and SC #6 and #7.
- f) Selection of AY 19-20 Chair.  
On April 15, the committee's last physical meeting, the committee elected Mark Bilby as chair for the next academic year.

### **3. Future Items**

- a) Pass a Green Open Access Policy.  
In concert with the ASCSU Green OA Resolution and its outcome, the Library Committee will seek to pass a Green OA Policy.
- b) Oversee Library Services Survey.  
Work with a team of Librarians to create and conduct a survey of Library services related to outreach, collection development, grant support, and scholarly communications.
- c) Strategic Plan Implementation.  
Consult on Strategic Plan strategies assigned by Exec.
- d) Open Educational Resources Policy/Resolution.  
Consider creating a policy or resolution designed to increase faculty usage and creation of Open Educational Resources.

**Q. Planning, Resource, and Budget Committee – report submitted by Stacy Mallicoat**  
**1. Committee Membership**

<b>Planning, Resource, and Budget Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
<b>Stacy Mallicoat, Chair</b>	SOC SCI	2019
HyeKyeung Seung	COMM	2019
Peter de Lijser	NSM	2019
Sherif Khalifa	MCBE	2019
Dave Mickey	ARTS	2020
Mikyong Kim-Goh	HHD	2020
Craig McConnell	HUM	2021
Binod Tiwari	ECS	2021
Maria Estela Zarate	EDUC	2021
Megan Wagner	LIBRARY	2021
Framroze Virjee	ADMIN	Ex-Officio Voting
Designee: Danielle Garcia	ADMIN	non-voting
Pamella Oliver	ADMIN	Ex-Officio Voting
Berenecea Johnson Eanes	ADMIN	Ex-Officio Voting
Danny C. Kim	ADMIN	Ex-Officio Voting
Greg Saks	ADMIN	Ex-Officio Voting
Amir Dabirian	ADMIN	Ex-Officio Voting
David Forgues	ADMIN	Ex-Officio Voting
Emeline Yong	STAFF	Ex-Officio Voting
Nelson Nagai	STAFF	Ex-Officio Voting
Meghan Waymire	Student	2019
Rebecca Hesgard	Student	2019
James Rodriguez	Exec Liaison	2019

## 2. Committee Actions

Meeting Number and Date	Principal Activities
September 7, 2018	<ul style="list-style-type: none"> <li>• Approved 15-16 AY meeting schedule</li> <li>• Presented overview of PRBC process, governing documents, and budget process</li> <li>• Reviewed 2017-2018 Budget Recommendations</li> <li>• President Virjee presented the annual budget memorandum to the committee</li> <li>• Development of subcommittees for review and feedback of strategic plan.</li> <li>• Agenda ideas for 2018-19</li> </ul>
September 21, 2018	<ul style="list-style-type: none"> <li>• VP Kim presented Budget 101 basics to the committee</li> <li>• Approved new certificate in Forensic Anthropology</li> </ul>
October 5, 2018	<ul style="list-style-type: none"> <li>• Updates on McCarthy Hall Revisions, Dean Johnson</li> <li>• Review of Tenure Track Density Data, AVP Swarat</li> </ul>
December 7, 2018	<ul style="list-style-type: none"> <li>• Presentation on Fiscal State of the CSU, VP Kim</li> <li>• Presentation on Sources of Funding, Alyssa Adamson and Laleh Graylee</li> <li>• Presentation on Strategic Enrollment Management, AVP S. Swarat, AVP Bush and AVP Gunn</li> </ul>
February 1, 2019	<ul style="list-style-type: none"> <li>• Presentation on CSU Budget Update, VP Kim</li> <li>• Elected Dave Mickey as Vice Chair</li> <li>• Approval of Bachelor of Arts, Business Administration, Concentration in Business and Economics Analytics</li> <li>• Approval of Bachelor of Music, Concentration in Piano Pedagogy</li> <li>• Approval of Minor in Adolescent Studies</li> </ul>
February 22, 2019	<ul style="list-style-type: none"> <li>• Presentation on Library, Dean Bonney</li> <li>• Presentation on Deferred Maintenance, AVP Izadian</li> <li>• Presentation on Graduate Studies, Joe Garcia</li> </ul>
March 8, 2019	<ul style="list-style-type: none"> <li>• Update on Philanthropic Activities, VP Saks</li> <li>• Presentation on Disability Support Services, Laurie Palmerton</li> <li>• Reviewed Goal Mapping of Strategic Plan, accepted proposed tasks as suggested by Senate Exec.</li> </ul>
March 22, 2019	<ul style="list-style-type: none"> <li>• Presentation on South County Operations, AVP Walk</li> <li>• Presentation on Student Affairs, VP Eanes</li> </ul>
April 12, 2019	<ul style="list-style-type: none"> <li>• Approval of BFA Theater, Concentration in Devised Performance/Physical Theater</li> <li>• Approval of MPA, Concentration in Public Policy</li> <li>• Approval of New Degree, BS Public Health</li> <li>• Presentation on Extension and International Programs, AVP C. Swarat</li> </ul>

April 19, 2019	<ul style="list-style-type: none"> <li>• Approval of Certificate in Translation: Spanish to English/English to Spanish</li> <li>• Presentation on Academic Programs, Provost Oliver and Alyssa Adamson</li> <li>• PRBC Memo Priority Setting Activity</li> </ul>
April 26, 2019	<ul style="list-style-type: none"> <li>• Preliminary draft memo from Mallicoat, Mickey, Tiwari, Zarate, and VP Kim presented to committee.</li> </ul>

### 3. Summary of Committee Activity

a) Reviewed requests and subcommittee work:

- i. Reviewed request from Senate Exec on task alignment of strategic plan for PRBC. Agreed with suggested tasks.
- ii. Began White Paper discussions regarding Tenure Track Density. Tabled until next academic year.
- iii. Created subcommittee on budget shortfall recommendations related to increase in graduation rate and average unit load. Memo of recommendations to President is forthcoming

b) Program reviews:

i. Reviewed and approved proposals for:

- New certificate in Forensic Anthropology
- New Concentration in Business and Economics Analytics, Bachelor of Arts, Business Administration
- New Concentration in Piano Pedagogy, Bachelor of Music
- New Minor in Adolescent Studies
- New Concentration in Devised Performance/Physical Theater, BFA Theater,
- New Concentration in Public Policy, Masters in Public Administration
- New Degree, BS Public Health
- New Certificate in Translation: Spanish to English/English to Spanish

c) Received multiple presentations across campus that have or will have budget implications.

d) Preparing budget recommendations to President Virjee

### 4. Looking Ahead

Over the past several years, the PRBC has drawn attention to the funding status of Fullerton in relation to the other 22 campuses across the system. Fullerton has the lowest funding rate per student FTE (full-time equivalent), a fact which has been, and continues to be a detriment to our students, faculty and staff, programs and ultimately, our institutional mission. The committee’s memo will encourage the President to continue the push on the Chancellor’s office on this issue. While we acknowledge that a re-division of baseline resources is unlikely, the distribution of new allocations during the CSU budget process or a distribution of new monies with an awareness of these initial inequities is a valuable approach for consideration.

While the proposed Governor’s budget provides valuable funding in a number of areas, it still falls short of the total budget request by the Chancellor’s office. As a campus, we are

facing several long term budget challenges, including the shortfall from declining headcount enrollment, ongoing maintenance and infrastructure needs, and the budgetary demands from the implementation of the Strategic Plan. While our memo proposes some prioritization of tasks, we acknowledge that there are limited funds available to meet these needs once mandatory costs are satisfied. We encourage the campus to not only continue its advocacy with public leaders, but also look for additional financial opportunities and partnerships to help meet the needs of the campus community.

**R. Student Academic Life Committee – no report submitted**

**1. Committee Membership**

<b>Student Academic Life Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Yingdi Wang	MCBE	2019
Armando Garza	EDUC	2019
<b>Paula Hudson, Chair</b>	NSM	2019
Patricia Literte	SOC SCI	2019
Megan Wagner	L/A/C	2019
Phoolendra Mishra	ECS	2020
Kyeung Hae "Karen" Lee	HHD	2020
Rebecca Dolhinow – on leave Spring 2019	HUM	2020
Ying-Chiao Tsao	COMM	2020
Jamie Tucker	ARTS	2020
Elizabeth Boretz	Ex Officio	non-voting
Berenecea Johnson Eanes	Ex Officio	non-voting
Designee: Hallie Hunt		
Amanda Davidson	Ex Officio	non-voting
Sara O'Toole	Student	2019
Student	Student	2019
Student	Student	2019
Nancy Fitch	Exec Liaison	2019

**S. University Advancement Committee – report submitted by Richard (William) Laton**  
**1. Committee Membership**

University Advancement Committee		
Committee Membership	Constituency	Term Ends Spring
Rob Watson	ARTS	2019
Irene Matz	COMM	2019
Pratanu Ghosh	ECS	2019
<b>Richard (William) Laton, Chair</b>	NSM	2019
Satoko Kakihara	HUM	2019
Lidia Nuno	SOC SCI	2020
Natalie Tran	EDUC	2020
Daniel Cavagnaro	MCBE	2020
Alice Lee	HHD	2020
Colleen Greene	L/A/C	2020
Greg Saks	Ex Officio	non-voting
Chris Liu	Ex Officio	non-voting
Dianna Fisher	Ex Officio	non-voting
Rebecca Hesgard	Student	2019
Student	Student	2019
Steve Stambough	Exec Liaison	2019

**2. Committee Actions**

For AY 2018-19, the University Advancement Committee (UAC) set out with several goals: (a) to review and provide input to Advancement, (b) complete a survey of all departments on alumni outreach, and (c) to review any policies that the Senate may need reviewed.

- a) **Review and Provide input to the University Advancement group.** The Chair of the UAC met with Vice President Saks in Fall 2018. Additionally, several staff members provided updates to the committee throughout the fall and spring. The UAC would listen, question and provide input to staff to all outreach activities. These ranged from; homecoming, dinner with 12 titans to Fullerton days.
- b) **Complete a Survey of all Departments in regard to their alumni outreach efforts.** This effort was started in the spring of 2018 but was not initiated until February 2019. This survey was sent to all the college deans to disseminate to the various department. A total of 22 departments participated in the survey. This survey will be used to guide the UAC through the next several years as they begin to produce “Best Practices” for faculty when interacting with alumni. An example maybe developing a department level “Alumni of the Year” or an alumni dinner.
- c) **Review any policies that the Senate may need reviewed.** No policies were reviewed during the 2018-19 year.

### 3. Future Items

The first item of business for the UAC in AY 19-20 is to select a Chair. The first action will be to review the survey results and plan out efforts to completed throughout the year. The UAC has primarily been involved in providing input into specific University Advancement programs. It has not, however, been actively engaged in discussing true integration of faculty in advancement efforts. It is not entirely clear the degree to which the UAC should or wants to be involved in activities of University Advancement, or if occasional consultation is sufficient. It may be helpful to revisit the Development Culture Strategic Task Force’s recommendations to see if there are particular areas for UAC to encourage faculty engagement in building a culture of philanthropy.

## T. University Curriculum Committee – report submitted by Robert Mead

### 1. Committee Membership

University Curriculum Committee		
Committee Membership	Constituency	Term Ends Spring
Fred Kinney	ARTS	2019
Rahul Chakroborty	COMM	2019
Koren Fisher	HHD	2019
Sandra Perez	HUM	2019
Samuel Barber	L/A/C	2019
Aitana Guia	SOC SCI	2020
<b>Robert Mead, Chair</b>	MCBE	2020
Benikia Kressler	EDUC	2020
Esther Chen	CNSM	2020
Phoolendra Mishra	ECS	2020
Mark Filowitz	Ex Officio	non-voting
Designee: Brent Foster		
Alex Muir	Student	2019
Student	Student	2019
Alexandro Gradilla	Exec Liaison	2019

### 2. Committee Actions

- a) **Revision of UPS 411.100 – Curriculum Guidelines and Procedures: Courses**  
UCC proposed modifications based upon EO 1110. In the proposed revision, remedial classes were to be replaced with pre-Baccalaureate courses which could only be offered in conjunction with regular classes.
- b) **Revision of UPS 100.250 – Definition of an Academic Unit**  
UCC proposed revisions which add a *broad responsibilities* section to the existing UPS. This new section requires that each academic unit is responsible for having and maintaining its own documented formal procedures for relevant academic unit

functions. While the UCC believes that most, if not all, academic units already have such processes in place, it is less clear that such processes have been formally adopted or documented within individual academic units. UCC's intent for adding new language is to insure that academic units have their own procedural roadmaps should disputes and disagreements arise.

c) **Revision of UPS 411.101 – Policy on Courses: Numbering and Requisites, Standard Codes, and Controlled Entry**

UCC's initial modifications addressed issues of remedial classes that arose because of EO 1110. Additional changes include adding the term "requisites" to the UPS title and making wording changes to the language dealing with prerequisites. Other changes included elimination of the *H* special code since University Honors classes now have their own four letter prefix and footnotes because the campus has now moved to electronic publication of course schedules.

d) **Revision of UPS 410.115 – Academic Credit Certificate Programs**

UCC added language allowing a designee of the campus Academic Liaison Officer (ALO) to undertake some of the correspondence between California State University, Fullerton and WASC Senior College and University Commission.

e) **Revision of UPS 410.104 – Undergraduate Subprograms: Concentrations**

UCC spent much of the Spring 2019 semester revising this UPS as a result of issues arising from EO 1071-Revised. In particular, for National Center for Education Statistics (NCES) reporting purposes, academic subprograms must be less than 50% of a particular degree's requirements. The existing UPS document was not helpful in guiding some programs to become compliant this requirement because it was internally inconsistent and had non-compliant examples within the document. Moreover, the distinction between different types of subprograms within different types of undergraduate degrees was cumbersome, uninformative, and not intuitive.

In the process of revising the document, the UCC attempted several trial versions for consideration. However, after reaching out to associate deans through the Office of Academic Programs and direct outreach to several programs who would be notably affected by the trial versions, the UCC's proposed modifications are to identify all subprograms as *Concentrations*. This proposed change makes the new document shorter, less cumbersome, and clearer.

The UCC's modifications also indicate that *Concentrations* are the only academic subprogram that will be noted on a student's transcripts. As such, they are the only type of academic subprogram which can be formally identified in the University Catalog.

f) **Revision of UPS 410.103 – Curriculum Guidelines and Procedures: Academic Programs**

This revision was motivated by revisions to UPS 410.104. With the move to all undergraduate subprograms being identified as concentrations, these modifications remove reference to *options* and *emphases* as undergraduate subprograms.

### **3. Committee Input as an Advisory Board**

#### **a) Asked to intervene in the course approval process.**

UCC was asked to intervene in an internal dispute regarding course approval. After much discussion, UCC decided not to intervene. However, UCC did move to revise UPS document to insure that all academic units have formalized their internal governance procedures.

#### **b) Asked by History Department for advice on expediting new course proposals.**

As a result of EO 1100, History Department is undergoing a substantial revision of their GE course offerings. Though no formal action was taken, informal discussion within the UCC and guidance through the Office of Academic Programs laid out a path for the department to move forward.

#### **c) Approved Honors 210A: Course change from GE category C3 to C2 and overlay with Z**

As a result of EO 1100, University Honors program needed to re-categorize one of its courses. UCC is involved because it acts as the “college curriculum committee” for the Honors Program since Honors is not housed in a single college.

#### **d) Input into the 2018-23 Strategic Plan**

UCC was asked to identify elements of 2018-23 Strategic Plan where it might have a role in the implementation process.

### **4. Other Actions**

#### **a) Approval of Gerontology name change to Aging Studies**

#### **b) Election of Chair for 2019-20 AY**

Fred Kinney was elected as UCC Chair for 2019-20 AY.

### **5. Item carried over to next year**

#### **a) UPS 430.000 – Guidelines for the Submission of Proposals for the Addition of New Degree Programs to the University’s Master Plan**

UCC began revisions to this document late in Spring 2019. While the committee agreed to substantial changes, said revisions were made rapidly at the end of the academic year. Since the changes were likely to be too late to be acted upon by the Academic Senate, the UCC decided to let the item carry over to next year so that fresh eyes could give the revisions full review and serious consideration.

**U. University Writing Proficiency Committee – report submitted by Janna Kim**

**1. Committee Membership**

<b>Writing Proficiency Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Brad Biggs	EDUC	2019
<b>Janna Kim, Chair</b>	HHD	2019
Richard Cho	L/A/C	2019
Garrett Struckhoff	ECS	2019
Kevin Lambert	HUM	2019
Jonathan Markley	SOC SCI	2020
Teeanna Rizkallah	MCBE	2020
John Koegel	ARTS	2020
Irene Matz	COMM	2020
Catherine Brennan	NSM	2020
Mark Filowitz	Ex Officio	non-voting
Martha Webber	Ex Officio	non-voting
Leslie Bruce	Ex Officio	non-voting
Melanie Sacco	Ex Officio	non-voting
<b>Student</b>	<b>Student</b>	<b>2019</b>
<b>Michael Perez</b>	<b>Exec Liaison</b>	<b>2019</b>

**2. Committee Actions**

In AY 2018-2019, the main objective of the University Writing Proficiency Committee (UWPC) was to develop a timeline, procedure, and set of materials that would allow the University to implement the newly revised UPS 320.020 Upper Division Writing Requirement (UDWR), which was approved by the Academic Senate in Spring 2018. The UPS now requires courses counted toward students’ UDWR to be certified (and re-certified) by the UWPC as “writing intensive,” “writing complementary,” or “thesis courses.”

To this end, the UWPC engaged in the following activities this year: (a) develop an 8-year review cycle and plan of communication with academic units for UDWR certification/recertification; (b) create materials to facilitate the review and certification/recertification process; (c) Revise UPS 320.020 for better alignment with current curriculum review practices; and (d) improve materials for student petitions requesting credit for the UDWR.

**a) Develop an 8-year review cycle and plan of communication with academic units for UDWR certification/recertification.**

In consultation with the Office of Academic Programs, we established an 8-year review cycle and plan for communication for the certification and recertification process. The committee decided to begin with high-use courses in English (e.g., ENGL 301) and the Mihaylo College of Business and Economics (e.g., BUAD 301)

that are taken by many majors. These two units have been notified by memo of their need for UDWR certification in the next academic year. In the future, other units will be similarly notified by memo at least one year in advance of their scheduled UDWR certification.

- b) **Create materials to facilitate the review and certification/recertification process.** In conjunction with the Office of Undergraduate Studies and General Education, we developed and piloted a flowchart that could be used in the online curriculum review system (i.e., Curriculog) for UDWR certification and recertification. The flowchart takes into account the type of writing course (i.e., intensive, complementary, or thesis) that is being submitted. A draft of the form has been built in Curriculog as a new review form and will be ready to launch in Fall 2019.

The form and procedure were successfully piloted on one intensive writing course (CAS 300) and two complementary writing courses (EGCE 306 and POSC 340), which were all approved for UDWR certification by the committee.

- c) **Revise UPS 320.020 for better alignment with current curriculum review practices.**

In the process of creating this flowchart and review procedure, the committee was made aware of a need to clarify sections of UPS 320.020 that described the certification/recertification process. Changes to the UPS were proposed by the committee to provide closer alignment with current curriculum review practice and with the online curriculum review system. These revisions were approved by the Academic Senate in April 2019.

- d) **Improve materials for student petitions regarding UDWR.**

Working with Debbie Briggs and the Office of Records and Registration, we revised the form used by students to request UDWR credit. We also developed additional materials that can be shared with students to help clarify our expectations about the UDWR petition and review process. Reviewing student petitions for their UDWR is one of the ongoing activities of the committee, and in AY 2018-2019, we reviewed and approved six such petitions with the help of these new documents.

### 3. Future Actions

We will meet with and provide support to academic units that are scheduled for UDWR certification in the next two academic years, including representatives from English and the Colleges of Business and Economics, Health and Human Development, and Natural Sciences and Mathematics. We will work with representatives from Writing Across the Curriculum to create a set of online resources regarding UPS 320.020 and the UDWR certification and recertification process. Such online materials include the 8-year review cycle for UDWR certification, an online list of UDWR-certified courses, and sample materials from UDWR-certified courses.

## II. GENERAL COMMITTEES

### A. Faculty Personnel Committee – report submitted by Reyes Fidalgo

#### 1. Committee Membership

Faculty Personnel Committee		
Committee Membership	Constituency	Term Ends Spring
Kuen-Hee Ju-Pak	COMM	2019
Yuan Ting	SOC SCI	2019
<b>Reyes Fidalgo, Chair</b>	HUM	2019
Binod Tiwari	ECS	2020
Eve Himmelheber	ARTS	2020
Gulhan Bourget	NSM	2020
Fatima Alali	MCBE	2021
Janice Myck-Wayne	EDUC	2021
Mikyong Kim-Goh	HHD	2021
John Hickok	LIBRARY	2021

#### 2. Committee Actions

The FPC held seventeen meetings, mostly during the Spring semester, to:

- a) Review and make recommendations on **fifteen (15) faculty portfolios** from Anthropology; Accounting; Counseling and Psychological Services; Information Systems and Decision Sciences; Biological Science; Civil and Environmental Engineering; and Nursing.
- b) Review and make recommendations on **seventeen (17) additional material requests**.
- c) Hold **five (5) conferences** with the Department Chair
- d) Hold **one (1) conference** with one faculty member from one department.
- e) Hold **three (3) conferences** with the Provost

#### 3. Recommendations

The FPC recommends that a representative from the committee participate in future discussions regarding the revision of UPS 210.000, 210.002, and other RTP-related processes and documents.

## B. Professional Leaves Committee – report submitted by Carolyn Coal

The Professional Leave Committee (PLC), in association with Faculty Affairs and Records (FAR), is tasked with reading, reviewing and ranking sabbatical proposals submitted by CSUF faculty members.

### 1. Committee Membership

Professional Leaves Committee		
Committee Membership	Constituency	Term Ends Spring
Ajay Bhootra	MCBE	2019
Timothy Green	EDUC	2019
Renae Bredin	HUM	2019
Jennifer Burnaford	NSM	2020
Shawn Wang	ECS	2020
Carter Rakovski	SOC SCI	2020
Adolfo Prieto	LIBRARY	2020
Suzanne Robertson	HHD	2021
John Koegel	ARTS	2021
<b>Carolyn Coal, Chair</b>	COMM	2021

### 2. Committee Actions

Two Professional Leaves Committee members attended the workshops provided by Faculty Affairs and Records for potential applicants. These members played an important role as they answered many of the questions during the workshops. The committee met four times in Fall 2018. Our first kick-off meeting was to learn the process and discuss the rating rubric from UPS 260.102. Next, we held a calibration meeting in which we discussed our ratings of several applications from past cycles (we only practiced with applications from past applicants who had agreed to share their applications with others). The third meeting was the pre-submission one. At this meeting, all of the PLC members had rated each application, but had not submitted their scores. This is the meeting when applications are discussed and PLC members can change their ratings prior to submitting them. After all of the ratings were submitted, FAR ran the reports and the committee met for its final recommendations meeting. This is where we saw the applicants rated from high to low and decided where to draw the lines and create our final recommendations of Highly Recommended, Recommended, and Not Recommended.

#### Award Recommendations

Of the 78 applications, 7 applicants requested a one-year leave and 71 requested a one-semester leave.

Forty-three (43) one-semester leave proposals and six (6) academic year leave proposals were **HIGHLY RECOMMENDED** for awards.

Twenty-four (24) one-semester leave proposals were **RECOMMENDED** for awards.

Four (4) one-semester leave proposals and one (1) one-year leave proposal were **NOT RECOMMENDED** for awards.

Funding

The Provost funded the 43 one-semester and 6 academic year proposals that the committee rated as “Highly Recommended.” Applicants who were not funded received their overall rating, ranking, as well as comments Professional Leaves Committee members recorded when evaluating the proposals.

Follow-up Inquiries

After the award letters were distributed, several faculty members contacted me as Chair as well as Ed Collom (FAR Director) to discuss their denials. Ed met with a two candidates and exchanged emails with others.

**3. PLC Chair Comments**

Several committee members fulfilled their service obligations as of this spring; therefore, we decided to elect a new chair in FA19.

**C. Faculty Research Committee – report submitted by Katherine Bono**

**1. Committee Membership**

<b>Faculty Research Committee</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Jidong Huang	ECS	2019
Mark Ellis	EDUC	2019
Kevin Lambert	HUM	2019
Edward Knell	SOC SCI	2019
Michael DeMars	LIBRARY	2019
Steven Chen	MCBE	2020
Zair Ibragimov	NSM	2020
Rebecca Sheehan	COMM	2020
<b>Katherine Bono, Chair</b>	HHD	2020
Katherine Powers	ARTS	2020
Chris Liu	Ex Officio	non-voting
Tariq Marji	Ex Officio	non-voting
Adriana Fernandez	Student	2019

**2. Committee Actions**

For AY 2018-2019, the Faculty Research Committee (FRC) was tasked with implementing two intramural funding opportunities for faculty, including the Research, Scholarship, and Creative Activity (RSCA) and the Junior/Senior grants. For each of these programs, the committee reviewed and revised the call for proposals and the scoring

rubric. After faculty had submitted proposals, the FRC reviewed all eligible proposals, scored them, and made recommendations for funding to the Office of Research and Sponsored Projects and to the Provost. In addition, the chair of the FRC met individually with faculty who had submitted proposals and were not funded at the request of those faculty to discuss why they were not funded and what they can do in the future to improve their proposals.

**3. Future Items**

In AY 2019-2020, the FRC will complete the same tasks as were completed in AY 2018-2019.

**III. MISCELLANEOUS COMMITTEES**

**A. GE Task Force – report submitted by Merri Lynn Casem**

**1. Membership**

<b>GE Task Force</b>		
<b>Committee Membership</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Debra Ambrosetti	EDUC	2019
<b>Merri Lynn Casem, Chair</b>	NSM	2019
K. Jeanine Congalton	COMM	2019
Janna Kim	HHD	2019
Sergio Lizarraga	ARTS	2019
Eliza Noh	HUM	2019
Teeanna Rizkallah	MCBE	2019
Lisa Tran	SOC SCI	2019
Kevin Wortman	ECS	2019
Brent Foster	Ex Officio	non-voting
Matthew Bui	Student	2019
Rebecca Hesgard	Student	2019
Amir Dabirian	Exec Liaison	2019

NOTE: Jessica Stern (SOC SCI) served Fall 2018.

**2. Task Force Actions**

The GETF met twice a month for a total of twelve meetings during the academic year.

The GETF pursued two lines of activity this past academic year: exploration of the recommendations from our preliminary report from AY 17/18 and responding to the findings of the Statewide Academic Senate GE Task Force (ASCSU GETF). Our specific

mandate from the Senate Exec as related to our preliminary report was to:

- a) Consider the role of First Year Experience in GE
- b) Begin a campus-wide discussion of GE including an alumni survey

- c) Discuss the possibility of a new Global overlay
- d) Consider the appointment of a Director or Faculty Fellow for GE
- e) Explore “menu-izing” (organizing around broad themes) our existing GE courses

In addition, the GETF spent time responding to reports from the ASCSU GETF and assisting with the Academic Senate Spring Retreat on GE. The GETF met with Provost Oliver on May 8<sup>th</sup>. The following summarizes the work of the GETF this year. Recommendations are indicated in bold.

- a) **Consideration of the role of First Year Experience in GE** – The GETF recommended that this be considered as a potential Academic Senate retreat topic. The discussion of this idea requires input from all campus stakeholders. The role of FYE was discussed with Provost Oliver at our last meeting of the year. **FYE and GE remains a topic for discussion.**
- b) **Begin a campus-wide discussion of GE including an alumni survey** – The GETF initiated *Open Forums* across campus. During an Open Forum, one or two members of the GETF would visit a department or program during a faculty meeting and opening the floor to questions/comments/concerns from individual faculty regarding anything related to GE. The conversations were recorded and transcribed. At the time of this report, the GETF had conducted a total of nine Open Forums from the following departments:
  - Geological Science
  - Mathematics
  - Mihaylo C4
  - CTVA
  - Child and Adolescent Studies
  - Human Communication
  - Computer Science
  - Communication Science & Disorders
  - Theatre & Dance

It is our observation that these Open Forum sessions are very informative and capture a more granular perspective of GE on our campus. Analysis of the Open Forum transcripts will occur over the summer. We made no progress on developing an alumni survey.

**Open Forums should be a priority for next year\*\*\*.**

**The GETF should collaborate with ASI to provide Open Forums to capture the perspective of diverse student populations on campus.**

- c) **Explore “menu-izing” our existing GE courses** – The idea behind “menu-izing” was to provide students guidance in their selection of courses from the various GE Areas by organizing existing courses under subheading reflecting topics or themes appropriate to that GE Area (like categories on a menu). The GETF ran a pilot activity to develop subheadings for GE Area D.1 Introduction to Social Sciences. Members of

the Task Force each developed their set of subheadings based on a review of the existing D.1 courses. The following are examples of potential sets of headings:

**GE Area D.1 Introduction to the Social Sciences – Potential subheadings**

Seeing yourself in the world	Stories of the Human Family	Stories of the Human Experience	Society & its Structure
Intro to a Discipline	Intro to Global Topics	Intro to American Culture	Intro to American History
Economics	Language	Culture	History & Identity
We the People	Modernity	Economics	Non-Western culture
Diversity	Race	Global Issues	Justice, Equity, and Inclusion
Unfamiliar times and places	Empathy towards the marginalized	Systematizing a Complex World	Lateral Thinking through a Discipline
Understanding the Individual	Understanding the World	Understanding Society	

It was agreed that while it is possible to develop subheadings that could function to organize existing course offerings, it would be very challenging to arrive at consensus. It is not clear whether the logistical effort that would be required to develop sets of subheadings for all GE Areas, working in coordination with all stakeholders, would translate into an improved experience for students.

GETF explored the idea of adding ‘# tags’ or meta tags as a way to facilitate student searches for classes with specific themes or keywords. Concern was expressed over who would determine the assignment of such tags/keywords. The structure of Curriculog is not compatible with the addition of #-tags, but we could add key words to the course attributes field.

**Menu-izing could be an option but would require significant effort from departments and Academic Affairs.**

**Consider the option of building on the GETF pilot:**

- **Work with an ad hoc committee representing faculty with D.1 courses to determine if consensus on subheadings is possible**
- **Conduct focus group analysis of those subheadings with student groups to determine if the addition of subheadings is helpful. Do students find the expansive lists of GE classes a problem?**

d) **Respond to reports from the ASCSU GE Task Force** – The ASCSU GE Task Force distributed an Update in October of 2018. The GETF spent time reviewing the update and responses from other CSU campuses prior to writing a formal response to that document. Our response was forwarded to the CSUF Senate Exec for approval before it was sent to the Chairs of the ASCSU GE Task Force in December of 2018 (separate attachment).

The GETF spent time discussing the *General Education Task Force Report: Recommendations for GE Review and Reform* document that was released by the ASCSU GE Task Force in February of 2019. A draft response to the ASCSU GE Task Force Report was created by the CSUF GE Task Force, but a campus-wide response has not

been finalized. The CSUF GETF response was sent to the Chair of the ASCSU in March 2019 (separate attachment).

The members of the CSUF GETF contributed to the Academic Senate GE Retreat in March 2019 and subsequently reviewed the retreat data. Key concerns that were identified included:

- Impact of the proposed reduction in units
- The dynamic between the proposed integrative model and the need for more advising
- Problems aligning the proposed structure with variation in student preparation
- Recognition that GE needs to be promoted to highlight its value to a student's education
- Need for the University to arrive at a unified message about GE that is shared with all

The GETF discussed the following in response to those ideas:

- Should the University consider increasing the number of minors and certificate programs?
- How does the current GE curriculum align with the Strategic Plan?
- How can GE advising contribute to reforms to the GE curriculum?
- What can the University do to raise awareness among students about the value and meaning of GE?

**A full campus response to the ASCSU GE Task Force Report needs to be finalized.**

**Discussions should continue about the alignment of the Strategic Plan with the GE program.**

**Consideration should be given to questions about building minors and the role of GE advising.**

**GE should be promoted to raise awareness and understanding among students about its educational value.**

- e) Discuss the possibility of a new Global Overlay – The GETF did not address this topic this year.
- f) Consider the appointment of a Director of Faculty Fellow for GE – The GETF did not address this topic this year.

**B. Institutional Review Board (IRB) – report submitted by Matt Englar-Carlson**  
**1. Membership**

<b>Institutional Review Board (IRB)</b>	
<b>Committee Membership</b>	<b>Constituency</b>
Miriam Ashtiani, Ph.D.	Sociology (alternate)
Justine Baldacci, MPH	Environmental Health and Safety
Rebecca Bodan, Ph.D.	Nursing
Richard Boucher, MD.	Student Health Center
Ioakim Boutakidis, Ph.D., Vice Chair	Child and Adolescent Studies
Daniel Choi, Ph.D.	Educational Leadership
Pablo Costa, Ph.D.	Kinesiology (alternate)
Matt Englar-Carlson, Ph.D., Chair	Counseling
Russ Espinoza, Ph.D.	Psychology
Jorge Fontdevila, Ph.D.	Sociology
Barbara Glaeser, Ph.D.	Special Education
Maureen Jakocko, RN	Community Member Representative
Robert Lockie, Ph.D.	Kinesiology
Michelle Martin, Ph.D.	Social Work
Jessie Peissig, Ph.D.	Psychology (alternate)
Rachel Ruggieri, Student	Kinesiology
Lee Ann Stone, Ed.D.	Community Member Representative (alternate)
Veronica Thomas, Ph.D.	Prisoner Advocate Member

**2. Committee Actions**

For AY 2018-19, the Institutional Review Board (IRB) had three main goals: (a) prepare the campus for the 2019 changes to the Common Rule, and (b) update the IRB website so it was more user friendly, and (c) provide more campus trainings for Cayuse IRB through the Faculty Development Center (FDC) for faculty as well as department specific trainings for students.

a) Prepare the campus for 2019 changes to the Common Rule.

Changes to the Common Rule were announced on January 18, 2017 by the U.S. Department of Health and Human Services and fifteen other federal departments. Most of these Common Rule changes went into effect on January 21, 2019. These changes included:

- The revised Common Rule contains a more detailed definition of “research”, specifically pointing out certain areas that are NOT “research.”
- Under the revised Common Rule, continuing review is not required for research eligible for expedited review, exempt research conditioned on limited IRB review, research that has completed all interventions and now only includes analyzing data, even if the information or biospecimens are identifiable, and research that has completed all interventions and now only includes accessing follow-up clinical data from clinical care procedures.

- No continuing review required of expedited research unless the IRB documents a rationale for requiring it

To prepare for these changes, notifications of the Common Rule changes were posted on the website, and new forms and online Cayuse IRB templates were updated.

- b) Update the IRB website so it is more user friendly.

<http://www.fullerton.edu/doresearch/compliance/>

Completed the new RESEARCH COMPLIANCE web pages within the Titan Research Gateway to cover the various areas for compliance: IRB, IACUC, Financial Conflict of Interest, RCR, NSF/NIH Anti-Harassment Policy, Research Misconduct, etc. Having the menu on the far left of the webpages allows the users to easily navigate through the compliance sections for all relevant resources. Links, documents and forms are embedded within the text and hyperlinked so the user can easily open up the file needed so they do not have to go to a long Resource Library page to try to find the file they were looking for. The links within the pages and the links for any files that are under the resource library are the same so there are no duplicate files on the back end. All updated documents will still have the same link for consistency and to avoid any dead links in the event that someone has saved an old link as a bookmark trying to locate documents. Particularly the IRB section highlights the new Cayuse IRB online electronic system implemented across campus in Spring 2018. This new protocol submission system has streamlined the IRB approval process and provided faculty/students a user-friendly platform to upload IRB applications, amendments and renewals, as well as providing a quicker turnaround time for reviews, edits and approvals. For the PI and Faculty Advisors, the quick reference on the step-by-step instructions of what is needed for an IRB online application is outlined in the IRB Basic Steps webpage: [http://www.fullerton.edu/doresearch/compliance/irb\\_basic\\_step4.php](http://www.fullerton.edu/doresearch/compliance/irb_basic_step4.php)

- c) Provide more campus trainings for Cayuse IRB through the Faculty Development Center (FDC) for faculty as well as department specific trainings for students.

Collaborated with FDC to set up centralized campus location for faculty Cayuse IRB trainings. Conducted ~23 face-to-face training workshops this past fiscal year via FDC or one-on-one faculty training and scheduled ~15 additional dates for Fall 2019 with FDC. In addition, provided an overview of Research Compliance to the McNair Scholars on Tuesday, June 18, 2019. The presentation consisted of a brief presentation on IRB and IACUC as well as a step-by-step tutorial on how to navigate through the Cayuse IRB system.

## AY 2018-2019 Statistics

**Total # of Protocols: 701** (July 1, 2018 - June 30, 2019)

### REVIEW TYPE

Exempt	371
Expedited	221
Full-Review	109
<b>Total:</b>	<b>701</b>

### SUBMISSION TYPE

Initial	317
Modification	136
Renewal	206
Incident	1
Closure	40
Relying on External IRB	1
<b>Total:</b>	<b>701</b>

### Principal Investigator

Faculty/Staff	460
Students	241
<b>Total:</b>	<b>701</b>

### Student Status

Graduates	218
Undergraduates	23
<b>Total:</b>	<b>41</b>

### College/Program

Other	16	2.28%
BUS	28	3.99%
COTA	3	0.43%
COM	40	5.71%
ECS	20	2.85%
EDU	112	15.98%
HHD	214	30.53%
HSS	232	33.10%
NSM	36	5.14%
<b>TOTAL:</b>	<b>701</b>	<b>100.00%</b>