



ACADEMIC SENATE ANNUAL REPORT 2022 – 2023

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I. STANDING COMMITTEES

A. Academic Standards Committee – report submitted by Zac Johnson

Committee Membership

Academic Standards Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Zac	Johnson	zjohnson	Human Comm Studies	CCOM	2023
Greg	Childers*	gchilders	Physics	NSM	2023
Philip	Kopp	pkopp	PAJ	SOC SCI	2023
Gang	Peng	gpeng	ISDS	CBE	2023
Pending				L/A/C	2023
Bongshin	Ko	bko	School of Music	ARTS	2024
Koren	Fisher	kofisher	Kinesiology	HHD	2024
Sung Hee	Lee	sunghee	Special Education	EDUC	2024
Yoonsuk	Choi	yochoi	Computer Engineering	ECS	2024
Kenneth	Van Bik	kvanbik	English, Comp Lit, and Linguistics	HUM	2024
Shelly	Hsu	shsu	University Registrar	Ex Officio	non-voting
Ximena	Romo	ximenaromo@csu.fullerton.edu		Student	2023
Lydia	Kelley	aspresident@fullerton.edu		Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Merri Lynn	Casem	mcasem	Biological Science	NSM	Ex Liaison

Committee Actions

Throughout the year the Academic Standards Committee was tasked with reviewing several UPS documents. The review of these documents consisted of vibrant discussion and thorough revision. Across the academic year ASC reviewed **UPS 300.002 Academic Advisement Policy**, throughout the review of this document we worked closely with Associate Vice President for Student Success Yuying Tsong. This document was passed and sent on to Senate. From there we worked as a committee to revise **UPS 300.021 Academic Dishonesty**. These revisions included adding language to include taking credit for any work created by, not only another person, but also another entity (e.g., ChatGPT). We also worked to bring this UPS into alignment with the processes being used by Judicial Affairs regarding cases of Academic Dishonesty and to address a procedural gap in cases where students are suspected of academic dishonesty on final assignments/exams. Specifically, the UPS did not account for the appropriate grade distinction; more simply, no grade or grade markers accounted for these cases. Working with Shelly Hsu, our member from the Registrar’s office, we recommended a grade marker of RH (report held) which would turn to RD on student transcripts. Our review of this document is complete, but we were unable to send the completed revisions to Senate due to a lack of quorum at our final meeting this Spring. It should be sent after the first meeting of ACS in the fall. We also worked with Ed Fink in his role as Associate Vice President for Undergraduate Academic Programs to revise **UPS 300.006 Credit by Examination**. This document was not in compliance with various executive orders and campus processes. Our review of this UPS is ongoing.

I am thankful for the work of my colleagues on this committee and from across the university. It has been a honor to chair this committee.

B. Assessment & Educational Effectiveness Committee – report submitted by Gary Germo

Committee Membership

Assessment & Educational Effectiveness Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Sinjini	Mitra	smitra	ISDS	CBE	2023
Rosalinda	Larios	rolarios	Special Education	EDUC	2023
Yu	Bai	ybai	Computer Engineering	ECS	2023
Jon	Bruschke*	jbruschke	Human Comm Studies	CCOM	2023
Eric	Karkhoff	ekarkhoff	Library - Administration	L/A/C	2023
Kathryn	Wilson*	katwilson	Theatre and Dance	ARTS	2023
Judit	Palencia Gutiérrez	jpalenciagutierrez	Modern Languages and Literature	HUM	2024
Bill	Hoese	bhoese	Biological Science	NSM	2024
Gary	Germa	ggermo	Human Services	HHD	2024
Mariam	Ashtiani	mashtiani	Sociology	SOC SCI	2024
Pending			Provost/VPAA	Ex Officio	non-voting
Tonantzin	Oseguera	toseguera	VP Student Affairs	Ex Officio	non-voting
Kevin	Thomas	kethomas	Student Health and Counseling Ctr		
Amir	Dabirian	adabirian	VP IT	Ex Officio	non-voting
Willie	Peng	wpeng	IT		
Su	Swarat	sswarat	Dir of Assessment and Educational Effectiveness	Ex Officio	non-voting
Pending				Ex Officio	non-voting
Lisa	Kirtman	lkirtman	Dean EDUC	Dean (by Provost)	non-voting
Sheryl	Fontaine	sfontaine	Dean HSS	Dean (by Provost)	non-voting
Student				Student	2023
Student				Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Kristi	Kanel	kkanel	Human Services	HHD	Ex Liaison

Committee Actions

The Assessment & Academic Effectiveness Committee undertook four action goals for the year: 1) review the Guidelines and Procedures for Program Performance Reviews that align with UPS 410.200, provide feedback and update the document to create a more standardized approach, 2) address issues and department concerns with the current reimbursement process for external reviewers’ stipends and travel reimbursements, 3) develop a standardized PPR rubric for external reviewers, 4) review and provide feedback on the WASC interim report review on graduate student success for the OIEP.

- 1) The committee began the year by eliciting feedback from department chairs and others who undertake Program Performance Reviews. The committee then reviewed the Guidelines and Procedures for Program Performance Reviews document line by line. Notable changes included: removing references to “evaluation” and opting for assess and recommend as well as other changes to help guide reviewers, making sure they focus on the aspects to be assessed listed in the guidelines.
- 2) The committee reached out to the PRBC regarding the University reimbursement process to outside PPR reviewers, noting the challenges that reviewers faced in receiving reimbursement and the challenges departments encountered. The committee was notified that the process was subsequently changed to an easier and faster process facilitating reimbursement payments to external reviewers.
- 3) The committee invited several department chairs to attend a meeting to share their thoughts and suggestions on the need for a standardized rubric for PPR external reviewers. Two department chairs attended separate meetings and the Chair of the AEEC also reached out to other department chairs for their feedback. Committee members incorporated this feedback to create a standardized PPR rubric that matches the terms used in the guidelines, with the result of a thoroughly and intentionally developed rubric for external reviewers. The

committee decided to make the rubric available as a resource but not mandatory for reviewers to help structure their reviews. Su Swarat will post this rubric to the OIEP website.

4) The committee reviewed the WASC interim report on graduate student success and provided their feedback to the OIEP.

Future Items

For AY2023-2024, the committee expressed their interest in exploring ways in which assessment can address students' use of Artificial Intelligence (AI). The committee would like to take part next year in the development of a UPS on AI.

C. Campus Facilities & Beautification Committee – report submitted by Cotton Coslett

Committee Membership

Campus Facilities & Beautification Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Fangfang	Du	fangfangdu	Finance	CBE	2023
Mugdha	Yeolekar	myeolekar	Religious Studies	HUM	2023
Loretta	Donovan	ldonovan	Elementary & Bilingual Education	EDUC	2023
Deepak	Sharma	dsharma	Civil & Environmental Eng	ECS	2023
Philip	Weir-Mayta	pweir-mayta	Comm Sciences and Disorders	CCOM	2023
Josh	Grisetti	jgrisetti	Theatre and Dance	ARTS	2024
Darren	Sandquist	dsandquist	Desert Studies	NSM	2024
Mojgan	Sami	msami	Public Health	HHD	2024
Cotton	Coslett	ccoslett	Library - Administration	L/A/C	2024
Natalie	Fousekis	nfousekis	History	SOC SCI	2024
Sarab	Singh	sdsingh	Interim AVP-Facilities Mgmt	Ex Officio	non-voting
Pending				Staff (by Pres)	Staff
Larry	Martin	larrymartin	Student Affairs	Staff (by Pres)	Staff
Ja'ren	Kenyatta	jkenyatta@csu.fullerton.edu		Student	2023
Adrian	Tuala	adriantuala@csu.fullerton.edu		Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Pending					Ex Liaison

Committee Actions

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

1. a) The committee actively sought committee members' inputs regarding campus facilities' safety, improvements, and maintenance. The inputs included, but were not limited to,
 - i. Reviewing the accessibility ramp between the Pollak Library and the Education Building.
 - ii. Meeting with Dean Holland (COTA) to discuss the creation of more culturally diverse and welcoming artwork on campus.
 - iii. Discussing the campus Health & Safety plan for food workers.
 - iv. Reviewing the Campus Master Plan's sustainability efforts
 - v. Examining the possibility of increased public-private partnerships as a means for updating campus infrastructure (EV stations) and improving sustainability efforts (via carbon capture program).
 - vi. Meeting with the offices of Campus Police as well as Parking & Transportation to discuss the proliferation of micro mobility devices and their impact on campus.
 - vii. Reviewing traffic safety measures on Folino Drive
 - viii. Discussing Facilities costs & fees.
 - ix. Discussing Parking enforcement policies and signage
 - x. Reviewing the process for receiving temporary parking passes for visiting instructors/educators.
 - xi. Holding preliminary discussions on the planned mural to be painted on the outside of the DSS building.

2. b) The committee expressed its sentiments and requested the Academic Senate to make the following changes.
 - i. Provide more of an emphasis on culturally diverse and welcoming campus artwork. The proposed DSS mural is a fantastic start.

ii. Consider personal mobility devices (specifically electric scooters/skateboards/bikes) and the outsized impact that they will continue to have on campus life. There needs to be consideration placed on how these devices will be used *and* stored across campus as well as within individual buildings. These devices will only increase in number and are not addressed anywhere in the current master plan.

Future Items

The committee will continue to work with the stakeholders to meet CSUF's goals and mission.

D. Diversity and Inclusion Committee – report submitted by Rebecca Dolhinow

Committee Membership

Diversity & Inclusion Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Parvin	Shahrestani	pshahrestani	Biological Science	NSM	2023
Anthony	Davis	anthonydavis	Library - Administration	L/A/C	2023
Brian	Lovato	blovato	PAJ	SOC SCI	2023
Rebecca	Dolhinow	rdolhinow	Women & Gender Studies	HUM	2023
Miya	Williams Fayne	mwilliamsfayne	Communications	CCOM	2023
April	Franklin	apfranklin	Marketing	CBE	2024
Joyce	Gomez-Najarro	jgomez-najarro	Literacy & Reading Education	EDUC	2024
Scott	Bolman	sbolman	Theatre and Dance	ARTS	2024
Jaya	Dofe	jdofe	Computer Engineering	ECS	2024
Mikyong	Kim-Goh*	mkingoh	Social Work	HHD	2024
Cecil	Chik	cchik	Interim AVP HRDI	Ex Officio	non-voting
Maria Estela	Zarate	mazarate	Vice Provost	Ex Officio	non-voting
Maysem	Awadalla	asicido@fullerton.edu		Student	2023
Monica	Sorto	monicasorto@csu.fullerton.edu		Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Merri Lynn	Casem	mcasem	Biological Science	NSM	Ex Liaison

Committee Actions

A. UPS Documents

- a. UPS 100.006 i. The committee integrated the Senate revisions and sent a final version into the Senate in September 2022. The UPS was passed and called A Commitment to Community.
- b. UPS 260.102 i. This UPS is still “under review.” But it was put on a back burner as it does not appear to be a priority for the current Senate leadership.
- c. UPS 211.00 & 211.100 i. The committee began reviewing the UPS on department chairs in the 21-22 year. This year the committee finished and submitted UPS 211.000 in early March.
- d. SALC free speech UPS i. D&I was asked to review this UPS by SALC and other campus organizations so as a committee we read over the document and discussed the controversy surrounding its creation and intent. The committee decided this UPS has merit and the D&I committee would like to contribute to its creation.

B. Non-UPS work

- a. Fielded university community concerns/questions about:
 - i. Land acknowledgment for AA use
 - ii. Disability statement for Syllabi
- b. Worked with Math department and others to help with creating diversity and inclusion committees and resources.
- c. Created our own sub-committee on departmental resources for D&I
- d. We met with the new Police Chief to discuss his D&I program and see how our work intersects and can compliment this.

C. Plan for 2023-2024 academic year

- a. Work on UPS 260.102
- b. Continue to work on Academic Dishonesty UPS 300.021 & 300.030 to follow up on changes SALC makes and for general review
- c. Any work requested by Senate chair

E. Elections Committee – report submitted by Elections Committee

Committee Membership

Elections Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Javette	Hayes	jhayes	Human Comm Studies	CCOM	2023
Paul	Stapp	pstapp	Biological Science	NSM	2023
Janice	Myck-Wayne	jmyck-wayne	Special Education	EDUC	2024
Brenda	Bowser	bbowser	Anthropology	SOC SCI	2024
Sagil	James	sagiljames	Mechanical Engineering	ECS	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Matt	Jarvis	mjarvis	PAJ	SOC SCI	Ex Liaison

Election Results

- a) [ASD 22-95 Special Election, Fall 2022](#)
- b) [ASD 23-26 Special Election, Spring 2023](#)
- c) [ASD 23-29 CSU Election, Spring 2023](#)
- d) [ASD 23-56 All-University Elections, Spring 2023](#)
- e) [ASD 23-60 Statements of Opinion, Spring 2023](#)

F. Extension and International Programs Committee – report submitted by Hakob Avetisyan

Committee Membership

Extension and International Programs Committee (formerly Extended Education Committee)					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Debra	Ambrosetti	dambrosetti	Secondary Education	EDUC	2023
Bill	Meyer*	wmeyer	Theatre and Dance	ARTS	2023
Maria Soledad	Ramirez	msramirez	Biological Science	NSM	2023
Toby	Rider	trider	Kinesiology	HHD	2023
Devon	Thacker Thomas	dethomas	Sociology	SOC SCI	2023
Nathan	Carr	ncarr	Modern Languages & Literature	HUM	2024
Lambe	Papoulias	lpapoulias	Marketing	CBE	2024
Michael	Mcalexander	mmcalexander	Communications	CCOM	2024
Hakob	Avetisyan	havetisyan	Civil & Environmental Eng	ECS	2024
Pending				L/A/C	2024
Berhanu	Tadesse	btadesse	IT - Operations	Ex Officio	non-voting
Debra	Leahy	dleahy	Dean/AVP, EIP	Ex Officio	non-voting
Vivien	Dolivo	viviendolivo@csu.fullerton.edu		Student	2023
Akshita	Sharma	sharmaji@csu.fullerton.edu		Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Pending					Ex Liaison

ACKNOWLEDGMENTS (ADMINISTRATION AND STAFF SUPPORT)

- Cierra Chahyaddie
- Karen McKinley
- Jessica Solis-Bado
- Sandy Wong
- Addison Jones

COMMITTEE MEETINGS (ALL INPERSON AND VIA ZOOM), MONDAYS, 3P-4P

- 09/12/2022
- 10/10/2022
- 11/14/2022 - cancelled
- 12/19/2022
- 02/06/2023
- 03/13/2023 - cancelled
- 04/10/2023 - cancelled
- 05/08/2023

APROVED CERTIFICATE REVISIONS

- Revision to the Certificate in Crime and Intelligence Analysis

APPROVED PROPOSALS

- SEDU 7297 – Schools and Families: Creating Partnerships through Models of Empowerment.
- SEDU 7298 – Virtual Reality and Literacy Strategies that Support Pre-Schoolers.
- SEDU 7299 – A People’s Education Conference: Building the Education We Deserve.
- SHSS 3224 - Law Enforcement Research and Statistical Methods
- SHSS 3401 - Crime Analysis Data Analysis
- SHSS 7300 - Open Source Intelligence Gathering and Analysis
- SHSS 7301 - Computer Applications for Crime and Intelligence Analysis I
- SHSS 7302 - Computer Applications for Crime and Intelligence Analysis II

G. Faculty Affairs Committee – report submitted by Christine Scher

Committee Membership

Faculty Affairs Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Chethan	Srikant	csrikant	Management	CBE	2023
Pending				ARTS	2023
Nicole	Bonuso*	nbonuso	Geological Sciences	NSM	2023
Emily	Kuffner	ekuffner	Modern Lang and Lit	HUM	2023
Sarah	Parramore	sparramore	Library	L/A/C	2023
Katherine	Bono	kbono	Child and Adolescent Studies	HHD	2024
Christine	Scher	cscher	Psychology	SOC SCI	2024
Irene	Matz	imatz	College of Communications	CCOM	2024
Maritza	Lozano	malozano	Educational Leadership	EDUC	2024
Ankita	Mohapatra	amohapatra	Computer Engineering	ECS	2024
Kristin	Stang	kstang	AVP Faculty Affairs and Support	Ex Officio	non-voting
Mark	Carrier	mcarrier	Director FAR	Ex Officio	non-voting
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Kristi	Kanel	kkanel	Human Services	HHD	Ex Liaison

FAC has been extremely productive during Academic Year (AY) 2022-23- Ten University Policy

Statements (UPS) were reviewed and a UPS on joint faculty appointments was written. Highlights are listed below.

- UPS 210.000 *Tenure and Promotion Personnel Procedures*. FAC revised this document with a primary goal of ensuring that Assistant and Associate Professors who take on the role of department Chair have equitable opportunities to succeed in the Retention, Tenure, and Promotion process. The UPS based on this revision was effective 5/8/23.
- UPS 210.001 *Recruitment and Appointment of Tenure-Track Faculty*. FAC reviewed this UPS for congruence with current Human Resources, Diversity, and Inclusion policy, with the Collective Bargaining Agreement, and with other UPS. FAC also added information to ensure that recruited faculty arrive with experience and/or knowledge that promotes diversity, equity, and inclusion within an academic environment. The UPS based on this revision was approved by Academic Senate (AS) 5/18/23.
- UPS 211.100 *Appointment of Department Chairs and Vice-Chairs*. FAC revised this UPS primarily to emphasize the importance of collaboration and transparency in the appointment process and reinforce the option of an external search for personnel. The UPS based on this revision was effective 2/28/23.
- UPS 230.000 *Statement of Professional Responsibility*. FAC voted to rescind this UPS in part due to outdated emphasis on the primacy of one's profession over other interests and obligations and potential conflicts with the Collective Bargaining Agreement, law, and CSU policies. FAC recommended that the university develop its own *Statement of Professional Responsibility and Ethics* in lieu of the current document.
- Draft UPS on joint appointments. FAC developed a draft UPS on joint appointments for tenure-line faculty. Highlights of this draft include:
 - o It provides guidance on recruitment of new faculty to joint appointments, with an emphasis on transparency.

- o It specifies the evaluation process, including, for department level evaluations, development of a peer review committee consisting of individuals in the relevant academic units.
- o It addresses workload, role in collegial governance, and practical support for joint appointees.
- o It specifies the process for reappointment from a single academic unit to two or more academic units.
- o It specifies the process for reappointment from two or more academic units to a single academic unit.
- o It notes that changes in appointment do not alter the probationary period.

A UPS based on this draft was approved by AS 5/18/23.

Priorities for AY 2023-24

FAC anticipates another very productive AY. Priorities include:

- UPS 210.007 *Appointment of Administrative Personnel*. FAC plans to consider comments made during the 5/18/23 Academic Senate (AS) meeting and revise this UPS as needed.
- UPS 210.050 *Recruitment and Appointment of Temporary Faculty*. FAC plans to consider comments made by the university's Diversity, Equity, and Inclusion committee and revise this UPS as needed.
- Draft UPS addressing freedom of expression and peaceable assembly. In accord with the request of the university's Student Academic Life committee, FAC plans to review and provide input on this potential UPS.
- UPS 210.080 *Classroom Observations*. FAC plans to review and revise this UPS to better address the concept of "classroom observation" as it applies to asynchronous online learning environments.

H. Faculty Development Center Board – report submitted by Kristy Forsgren

Committee Membership

Faculty Development Center Board					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Min	Choi	choimin	Management	CBE	2023
Shelli	Wynants*	swynants	Child & Adolescent Studies	HHD	2023
Michaela	Keating	mckeating	Library - Administration	L/A/C	2023
Rakeshkumar	Mahto	ramahto	Computer Engineering	ECS	2023
Kristy	Forsgren	kforsgren	Biological Science	NSM	2023
Gayle	Brisbane	gbrisbane	Communications	CCOM	2024
Leslie	Bruce*	lbruce	English, Comp Lit, and Linguistics	HUM	2024
Rob	Watson	rwatson	School of Music	ARTS	2024
Kate	Burlingham	kburlingham	Histry	SOC SCI	2024
Loretta	Donovan	ldonovan	Elementary & Bilingual Education	EDUC	2024
Erica	Bowers	ebowers	Director Faculty Dev. Ctr	Ex Officio	non-voting
Kristin	Stang	kstang	AVP Faculty Affairs and Support	Ex Officio	non-voting
Amir	Dabirian	adabirian	VP - IT	Ex Officio	non-voting
Berhanu	Tadesse	btadesse	IT - Operations		
Elaine	Frey	efrey	Asst VP, Grad Studies	Ex Officio	non-voting
Songhee "Judy"	Baik	bxixsong@csu.fullerton.edu		Student	2023
Kasandra	Miranda	miranda_99@csu.fullerton.edu		Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Michael	Milligan	mmilligan	Finance	CBE	Ex Liaison

Committee Actions

For AY 2022-23, the Faculty Development Center Board set four goals: 1) Continued work with FDC-sponsored programs including: Mentor Connex, Faculty Recognition for Teaching, and FEID funding; 2) Create a focus group based on College of the Arts (COTA) faculty survey of FDC needs (based on FDC Member, Rob Watson's COTA faculty survey of needs); 3) Expand DEI programming that may include topics of disability and accessibility; and 4) Host additional mid-career faculty event to support faculty post-tenure.

The FDC continued to offer a range of support for CSUF faculty. The number of Faculty Fellows who receive reassigned time or faculty additional pay is now at 7.

1. Gina Harmston: Faculty Fellow for Teaching and Learning/Mindfulness
2. Terri Patchen: Faculty Fellow for Scholarly and Creative Writing/Retention Efforts
3. Kathleen Preston: Faculty Fellow for Quantitative Research Support (co-sponsored by ORSP)
4. Guadalupe Diaz Lara: Faculty Fellow for Qualitative Research Support (co-sponsored by ORSP)
5. Kelly Ruppert: FDC Instructional Designer
6. Michele Barr: Lecturer in Residence
7. Alison Dover: Facilitator for Teaching for Social Justice

1. Continued FDC-sponsored programs. The FDC Board continued its work on several FDC-sponsored programs. Examples that supported goal #1 included:

- Mentor Connex 2022 cohort (24 mentors matched with 27 mentees) completed their one-year of participation (program runs spring to fall). In January 2023, the FDC recruited 25 mentors that were matched to 24 mentees. Each mentee has 2-3 mentors spring through fall 2023. The Mentor

Connex Program offers a networking event to meet prospective mentors, a mentor/mentee virtual meeting (aka Conversations), and two professional development meetings for mentors.

- The Faculty Recognition for Teaching (Dec 8th) with 70 faculty honored for their outstanding achievements in teaching and Outstanding Professor, Sam Behseta, (Nov 7th) events were held on campus during AY22-23. The Author Awards ceremony was co-hosted with the library (Feb 27th) with 60 in attendance.
- The Faculty Enhancement and Instructional Design award received 30 proposals. They were peer reviewed by FDC Board members and previous awardees and 13 (43%) will be funded.
- New Faculty Orientation/Support included 27 new tenure track hires (one faculty converted from visiting professor to assistant professor) for an in-person/on-campus event Aug. 17 and 19, 2022. New faculty received monthly support from the FDC and the RTP Open Lab is scheduled for summer 2023.
- FDC led onboarding and support for CSUF lecturers both fall and spring for AY 2022-23. Throughout the academic year workshops were targeted specifically for lecturers. They included: Building a Strong Case in the Lecturer Evaluation Process (facilitated by Gina Harmston, Michele Barr) and Writing a Great CV (facilitated by Michele Barr).

2. College of the Arts (COTA) focus group. The FDC Board made progress in discussion of how the FDC can better serve COTA faculty. We aim to provide support to faculty involved in creative projects. This stems from concern that COTA faculty and creative projects do not receive the same support as do research faculty and projects. This FDC goal is ongoing and we continue to make progress.

3. Develop DEI learning community. Dr. Alison Dover is leading a small learning community of DEI.

4. Mid-Career Faculty Support. The FDC Board's goal to support associate professors professionally and to provide information for decision-making for promotion to full professor was continued for a second year. A virtual mid-career retreat was held January 23 and included several topics of interest to mid-career faculty including: human resources perspectives on promotion to full professor and benefits, university service, and building community.

Future Items

The FDC Board elected Gayle Brisbane to serve as chair for AY 2023-24.

Priorities for the next academic year may include:

- 1) continue to offer successful FDC programs (e.g., Mentor Connex, Faculty Recognition, POWWA [Powerful Online Writing with Accountability], and FEID funding;
- 2) continue the focus group to support College of the Arts faculty;
- 3) expand DEI programming that may include topics of disability and accessibility;
- 4) host additional mid-career faculty event to support faculty post-tenure; and
- 5) expand new tenure-track faculty to a 5-day campus orientation (moving from a 2-day).

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

Committee Membership

Faculty Research Policy Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Gavin	Tierney	gtierney	Secondary Education	EDUC	2023
Heather	Denyer	hdenyer	Theatre and Dance	ARTS	2023
Nikolas	Nikolaidis	nnikolaidis	Biological Science	NSM	2023
Richard	Parry*	rparry	Management	CBE	2023
Kiran	George	kgeorge	Computer Engineering	ECS	2023
Henry	Puente	hpuente	Communications	CCOM	2024
Kate	Bono	kbono	Child and Adolescent Studies	HHD	2024
Berna	Torr	btorr	Sociology	SOC SCI	2024
Jennifer	Yee	jyee	Asian American Studies	HUM	2024
Ilda	Cardenas	ildacardenas	Library - Administration	L/A/C	2024
Binod	Tiwari	btiwari	AVP Research and Special Projects	Ex Officio	non-voting
Yolanda	Uzzell	yuzzell	Manager, Research and Special Project		
Sydney	Dawes	sdawes	Director ASC (Sponsored Pgrms)	Ex Officio	non-voting
Michael	Coughlin	mcoughlin	University Risk Management Rep	Ex Officio	non-voting
Student					2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Michele	Wood	mwood	Public Health	HHD	Ex Liaison

Committee Actions

For AY 2022-23, the Faculty Research Policy Committee (FRPC) reviewed and revised (I) the UPS 630.000 POLICY TO INVESTIGATE INSTANCES OF POSSIBLE RESEARCH MISCONDUCT and (II) the UPS 620.000 PROTECTION OF HUMAN PARTICIPANTS.

(I) The committee made specific textual changes to increase clarity, reworded definitions, and redefined terms, and updated the policy wording on CSUF entities. Before these revisions, the committee researched and collected such policies from different CSUs, research-intensive Universities, and several Federal and State policies to determine common practice and ensure compliance.

(II) The committee conducted thorough research to gather policies from various CSUs, research-intensive universities, and Federal and State policies, in order to establish best practices and ensure compliance. They then carefully reviewed and updated the policy wording, making specific textual changes to enhance clarity, redefining terms, and providing clearer definitions. Additionally, the committee revised the policy wording related to CSUF entities to ensure that it accurately reflected current practices and regulations.

The committee also reviewed and further analyzed data from the FRPC survey on faculty RSCA issues and identified specific pathways that could help alleviate these issues.

The committee disseminated the major survey findings to the Academic Senate and the full-time faculty.

Future Items

The FRPC will continue working on the major obstacles that faculty researchers face at CSUF on obtaining extramural funding by further analyzing the survey findings. Our aim is to identify the top issues and propose how to resolve these issues. Additionally, the FRPC will collect data from different CSUs and colleges within CSUF to investigate how RSCA is incorporated in faculty workload. The committee will also work on the 630.000 procedures. Additionally, we will work on generating an export control policy and investigate the status of Intellectual property policy for our campus. If there is a need the committee will be ready to work on new policy on the Gene Synthesis Equipment Procurement Overview.

J. General Education Committee – report submitted by Greg Childers

Committee Membership

General Education Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Matthieu	Hoffmann	matthoffmann	Kinesiology	HHD	2023
Zia	Salim	zsalm	Geography & The Environment	SOC SCI	2023
Barbara	Miller	bmiller	Library - Administration	L/A/C	2023
Pratanu	Ghosh*	pghosh	Civil & Environmental Eng	ECS	2023
Larry	Howard	larryhoward	Economics	CBE	2023
Calli	Lewis Chiu	clewischiu	Special Education	EDUC	2024
Greg	Childers*	gchilders	Physics	NSM	2024
Erika	Thomas*	erthomas	Human Communication Studies	CCOM	2024
JR	Luker*	jmluker	Theatre and Dance	ARTS	2024
Kevin	Lambert	klambert	Liberal Studies	HUM	2024
Elizabeth	Boretz	eboretz	AVP Student Success/Dir-Acad Advising Svcs	Ex Officio	non-voting
Ed	Fink	efink	AVP-Undergrad Academic Programs	Ex Officio	non-voting
Ali	Mashaël	alimashaël@csu.fullerton.edu		Student	2023
Clarisa	Iskandar	clariskaiskandar@csu.fullerton.edu		Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Stephen	Stambough	sstambough	PAJ	SOC SCI	Ex Liaison

Committee Actions

The committee reviewed and approved 13 courses for GE.

- The committee reviewed seven and approved two new topics for variable topics GE courses.
- The committee completed the GE PPR. The committee reviewed the extensive list of recommendations. Following the recommendation of the GE committee and the external review team, the Provost committed to appointing a Director of the GE program.
- The committee received a report on the outcomes of the GE oral communications assessment and agreed to pause assessment this year to rewrite Goal 5 and its outcomes. The committee approved a revision of Goal 5 incorporating feedback from the Office of Assessment and the Academic Standards and Diversity & Inclusion committees.
- Three committee members received support to attend the virtual AAC&U Conference on GE, Pedagogy, and Assessment. The committee encourages ongoing support for professional development of faculty serving on the GE committee.
- The committee approved cross listing of BUAD 100 with UNIV 100 for Area E up to and including the Spring 2025 semester. CBE should submit a FYE course for inclusion in the GE program by the normal process to be offered Fall 2025 and later if they choose.
- Kevin Lambert was elected chair for 2023-2024.

Future Items

- GE review templates should be revised to reflect new syllabus requirements.
- The GE committee will begin implementing changes required by the upcoming revision of the CSU GE Breadth Requirements (EO 1100) made in response to AB 928.
- The committee should work with the Senate to develop a sustainable model for GE recertification.
- The committee should work with the new Director of GE to implement recommendations from the PPR final report.

K. Graduate Education Committee – report submitted by Nancy Watkins

Committee Membership

Graduate Education Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
John	Koegel	jkoegel	School of Music	ARTS	2023
Pratanu	Ghosh*	pghosh	Civil & Environmental Engineering	ECS	2023
JC	Westgate	jwestgate	English, Comp Lit, and Linguistics	HUM	2023
Gordon	Capp	gcapp	Social Work	HHD	2023
Pawel	Kalczynski	pkalczynski	ISDS	CBE	2023
Ying (Roselyn)	Du	rdu	Communications	CCOM	2024
Sinan	Akciz	sakciz	Geological Sciences	NSM	2024
Nancy	Watkins	nwatkins	Ed Doctorate	EDUC	2024
Jochen	Burgtorf	jburtorf	History	SOC SCI	2024
Barbara	Miller	bmiller	Library - Administration	L/A/C	2024
Elaine	Frey	efrey	Asst VP, Grad Studies	Ex Officio	non-voting
Student				Student	2023
Student				Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Matt	Jarvis	mjarvis	PAJ	SOC SCI	Ex Liaison

Committee Actions

The Graduate Education Committee began last fall with a focus on three agenda items: A) UPS review and revision, B) Updates to programs and practices that serve graduate students, and C) profiles of graduate faculty to highlight our programs and degrees. Below is a summary of committee accomplishments.

UPS review and revision. A significant accomplishment of the Graduate Education Committee was the review and revision of three UPS. UPS 300.041, UPS 330.163, and UPS 320.020 were revised by the committee and sent to the Academic Senate. The collective work to update these UPS was the focus of committee work during fall 2022. In spring 2023, the committee sent the items to the Academic Senate, where they were updated and reviewed. UPS 300.041 was approved and sent to the President for signature.

Updates to programs and practices that serve graduate students. Partnering with Graduate Studies, the Graduate Education Committee worked on updating award programs for graduate students and staff. The Committee shared updates about 4 +1 programs, strategic planning, steps to increase graduate enrollment with their respective colleges and departments.

This is Grad Ed. This is Grad Ed was a video series of graduate faculty representing a variety of graduate programs. Faculty shared their experiences at CSUF, and their videos were shown at each Graduate Education Committee meeting to highlight the amazing work our students and faculty do. Graduate studies may use some of the videos in promotional campaigns.

Future Items

The Graduate Education Committee intends to continue advocating for graduate students. We hope that all colleges/departments are represented by committee membership next year. Future items include accreditation activities and continuing policy reviews and updates that serve graduate education.

L. Honors Programs Advisory Board – report submitted by Elaine Rutkowski

Committee Membership

Honors Programs Advisory Board					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Erin	Hollis	ehollis	English, Comp Lit, and Linguistics	HUM	2023
Ting	Luo	ting.luo	ISDS	CBE	2023
Heather	Denyer	hdenyer	Theatre and Dance	ARTS	2023
Elaine	Rutkowski	erutkowski	School of Nursing	HHD	2023
Kanika	Sood	kasood	Computer Science	ECS	2023
Valbone	Memeti	vmemeti	Geological Sciences	NSM	2024
Hunter	Hargraves	hhargraves	Cinema & Television Arts	CCOM	2024
Taylor	Cruz	tacruz	Sociology	SOC SCI	2024
Jonathan	Cornforth	jcornforth	Library Administration	L/A/C	2024
Rosario	Ordonez-Jasis*	rordonez	Literacy and Reading Education	EDUC	2024
Carolyn	Thomas	ccthomas	Provost/VPAA	Ex Officio	non-voting
Ed	Fink	efink	AVP-Undergrad Academic Programs		
Nicole	Bonuso	nbonuso	Univ Honors Adv Council	Ex Officio	non-voting
Stacy	Mallicoat	smallicoat	Director, Honors Program	Ex Officio	non-voting
Tonantzin	Oseguera	toseguera	VP Student Affairs	Ex Officio	non-voting
Andrea	Cendejas	ancendejas	Asst Director of Admission		
Clarika	Iskandar	clariskaiskandar@csu.fullerton.edu		Student	2023
Student				Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Eriko	Self	eself	Psychology	SOC SCI	Ex Liaison

Committee Actions

1. Voted to accept the proposal for Upper Division Honors Pathway
2. Voted to accept the proposal for Interdisciplinary Minor
3. Voted to accept the revisions to the Honors Program Bylaws
4. Accepted self-nomination of Taylor Cruz for Chair, 2023-2024.

M. Internships and Service Learning Committee – report submitted by April Bullock

Committee Membership

Internships & Service Learning Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
April	Bullock	abullock	Liberal Studies	HUM	2023
Aja	McKee	amckee	Special Education	EDUC	2023
John	Haan	jhaan	Chemistry and Biochemistry	NSM	2023
Kevin	Thomas	kethomas	Student Health and Counseling	L/A/C	2023
Laura	Chandler	lchandler	Public Health	HHD	2023
Huiran	Pan	hpan	Economics	CBE	2024
Amber	Chitty Wilson	achitty	Communications	CCOM	2024
Robert	Castro	rcastro	Politics, Administration and Justice	SOC SCI	2024
Elizabeth	Holster	eholster	Art	ARTS	2024
Anand	Panangadan	apanangadan	Computer Science	ECS	2024
Jennifer	Mojarro	jmojarro	Director - Career Center	Ex Officio	non-voting
Halee	Harrell	hharrell	Career Center		
Dawn	Macy	dmacy	Dir-Ctr Internships & CE	Ex Officio	non-voting
Student				Student	2023
Student				Student	2023
Cierra	Chahyaddie	echahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Matt	Jarvis	mjarvis	PAJ	SOC SCI	Ex Liaison

Accomplishments & Activities:

During my semester as chair of the committee we discussed potential revisions to UPS 411.601. After a consultation with Academic Programs, we determined that the course numbering part of the UPS should be eliminated and that we should ask Academic Programs to consider developing a CMS code for internship courses instead. A code (such as NTRN which is used at other Cal State campuses) would allow for tracking and reporting without the need to do a large-scale re-numbering.

We also discussed a recommendation that individual programs be allowed to request an exception to the limit on internship units when several different internships formed a potential part of their degree. The committee will take up this discussion in the coming academic year.

Workload for supervising internship and service-learning courses was also discussed over the course of this year. That is an ongoing conversation that is taking place system-wide as well.

Amber Chitty-Wilson was unanimously elected chair for the 2023-2024 academic year.

N. Information Technology Committee – report submitted by Pradeep Nair

Committee Membership

Information Technology Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Joshua	Der	jder	Biological Science	NSM	2023
Pradeep	Nair*	pnair	Computer Engineering	ECS	2023
Jade	Jewett	jjewett	Art	ARTS	2023
Emily	Erickson	eerickson	Communications	CCOM	2023
Samuel	Stone	ssstone	Politics, Admin & Justice	SOC SCI	2023
Ken	Guo	kguo	Accounting	CBE	2024
Lisa	Mix	lmix	Library	L/A/C	2024
Truyen	Nguyen	trunguyen	Human Services	HHD	2024
Erin	Besser	ebesser	Elementary & Bilingual Education	EDUC	2024
Patricia	Schneider-Zioga	pzioga	English, Comp Lit and Linguistics	HUM	2024
Franroze	Vijee	fvijee	President	Ex Officio	non-voting
Amir	Dabirian*	adabirian	Provost/VPAA		
Carolyn	Thomas	cethomas	Provost/VPAA	Ex Officio	non-voting
Elaine	Frey	efrey	Asst. VP, Graduate Studies		
Alexander	Porter	porter	VP Admin & Finance/CEO	Ex Officio	non-voting
Christine	Muriel	cmuriel	Dir HR Special Projects and Budget		
Amir	Dabirian*	adabirian	VP-IT	Ex Officio	non-voting
Willie	Peng	wpeng	IT		
Tonantzin	Oseguera	toseguera	Interim VP Student Affairs	Ex Officio	non-voting
Liz	Zavala	ezavala-acevez	Career Center		
Sandeep	Chopra	schopra	Director IT, UEE	Ex Officio	non-voting
Erica	Bowers	ebowers	Director FDC	Ex Officio	non-voting
Shelli	Wynants*	swynants	Director Online Ed & Training	Ex Officio	non-voting
Songhee "Judy"	Baik	bxixsong@csu.fullerton.edu		Student	2023
Student				Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Eriko	Self	eself	Psychology	SOC SCI	Ex Liaison

The IT Committee membership for the 2022-23 academic year is shown in the table below. The NSM constituency was represented by Kathryn Metcalf in fall 2022 and by Joshua Der in spring 2023. After Amir Dabirian left his VP-IT role to become the Provost during the 2022-23 AY, Rommel Hidalgo became the VP-IT and served in the IT Committee in that role.

Committee Actions

A. Committee Chair election for AY 2022-23: A new chair (Pradeep Nair) was elected in fall 2022 as the previously elected chair could not continue on the committee.

B. Updates and Discussions: The committee received regular updates from the Chief IT Officer and (VP-IT). The committee deliberated on the updates and provided feedback and advice to the IT administration. The topics discussed include, but are not limited to, statistics related to post-pandemic usage of IT resources, goals of the Division of IT for the

AY, IT initiatives and projects for the AY, including infrastructure improvement and asset management, proctoring software usage, Zoom phone and security, generative AI, etc.

C. Proctoring software: Solutions for the continued use of proctoring software were discussed in the light of the end of Proctorio proctoring software license that was used during the pandemic. The committee was apprised of the use of a replacement resource for Proctorio called Respondus. The committee discussed potential ramifications and limitations of such tools.

D. Zoom phone: Campus IT introduced Zoom phones this academic year. The implementation and its effects on faculty and staff were discussed in the committee. The IT Committee also discussed and gave feedback on user experiences after the switch to Zoom phones was implemented.

E. Syllabus Automation: The committee explored options for an automated syllabus generator, which could serve as a very important tool for faculty members to automate their syllabi. In addition to potentially saving time for syllabus generation, an automated syllabus generator could also play a crucial role in meeting consistency goals and compliance requirements.

Samuel Stone and Erica Bowers took the lead on this topic. The potential use of a syllabus automation tool called Concourse at CSUF was considered and discussed in the IT Committee. Guest speakers from Concourse (Judd Rattner and Brian Hopewell) were invited to speak to the Committee. Subsequently, Guest speakers from San Jose State University (Thalia Anagnos and Jennifer Redd), where Concourse is being used, were also invited to share their experiences on syllabus automation. CSUF is now considering to start a pilot program for syllabus automation in spring 2024 under the leadership of Elaine Frey.

F. Chair for 2023-24: Pradeep Nair was reelected chair for the 2023-24 academic year.

G. Future Items: The IT Committee performed an initial review on UPS 103.004 and UPS 103.005. The committee decided to reconsider these UPS documents along with other possible relevant UPS documents for potential changes in the 2023-24 academic year.

I would like to thank Nene Williams for all her help in the preparation of meeting minutes for the committee. I would also like to thank Eriko Self, Cierra Chahyaddie, and Sheretha Benjamin for all their help during this academic year.

O. International Education Committee – report submitted by April Bullock

Committee Membership

International Education Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
John	Hickok	jhickok	Library - Administration	L/A/C	2023
Rommel	Salvador*	rsalvador	Management	CBE	2023
Joe Albert	Garcia	kgarcia	Human Services	HHD	2023
Rebecca	Gutierrez Keeton	rgkeeton	Educational Leadership	EDUC	2023
April	Bullock	abullock	Liberal Studies	HUM	2023
Sinan	Akciz	sakciz	Geological Services	NSM	2024
Scott	Bolman	sbolman	Theatre and Dance	ARTS	2024
Susan	Sy	susansy	Psychology	SOC SCI	2024
Cylor	Spaulding	espaulding	Communications	CCOM	2024
Sagil	James	sagiljames	Mechanical Engineering	ECS	2024
Debra	Leahy	dleahy	Dean/AVP, EIP	Ex Officio	non-voting
John	Beisner	jbeisner	Director of Risk Management	Ex Officio	non-voting
Ross	Hunter Boak	rosshunter@csu.fullerton.edu		Student	2023
Andy	Flores	andyf9609@csu.fullerton.edu		Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Eileen	Walsh	ewalsh	Sociology	SOC SCI	Ex Liaison

Committee Actions

This year began with the committee reviewing the survey the committee did in 2019 on students and study abroad. We learned more about how study abroad is handled in different colleges at CSUF. Given the great variety in the colleges' investment in study abroad and in attracting international students, this information sharing is critical. Going forward we hope to clarify EIP's role in both studies abroad and incoming international student recruitment and service and to help raise the visibility of these programs on campus.

Given that a new Dean and AVP was starting this year, the committee spent some time learning about her priorities for international education and thinking about revisions to the UPS. We learned about the work flows in EIP for international education and thought about how this should translate into policy and procedures. Given the very serious staff reduction in EIP over the pandemic, some time is needed to rebuild that unit and create new priorities. The committee hopes to support EIP in all of this.

The Senate Exec representative suggested that we clean up with UPS to include policy and up to date terminology, and then create a set of by-laws for procedures that could be amended more easily as changes in law, state and system policy, etc. frequently impact International Programs. Members of the committee, Dean Leahy, and her staff will work on this over the summer.

April Bullock was unanimously re-elected Chair for the 2023-2024 academic year.

P. Library Committee – report submitted by Jason Shepard and Megan Graewingholt

Committee Membership

Library Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Desen	Lin	desenlin	Finance	CBE	2023
Virginia	Isava	visava	Geological Sciences	NSM	2023
Pending				CCOM	2023
Lisa	Mix	lmix	Library	L/A/C	2023
Natsuki	Atagi	natagi	Child and Adolescent Studies	HHH	2023
Ning	An	nian	School of Music	ARTS	2024
Huda	Munjy	hmunjy	Civil and Environmental Engineering	ECS	2024
Nathan	Carr	ncarr	Modern Languages & Literature	HUM	2024
Erin	Besser	ebesser	Elementary & Bilingual Education	EDUC	2024
Brenda	Bowser	bbowser	Anthropology	SOC SCI	2024
Emily	Bonney	ebonney	Interim University Librarian	Ex Officio	non-voting
Student				Student	2023
Student				Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Jason	Shepard	jshepard	Communications	CCOM	Ex Liaison

Committee Actions

In the Fall, there was a tour of University Archives & Special Collections, a tour of Titan Communications, and Librarian Megan Graewingholt presented on the library’s Reference Services.

Librarian Jonathan Cornforth had to cancel his visit last minute, but had planned on presenting about the Library’s Instruction Program. The committee also had an interest in hearing from the University Learning Center, but did not hear back from them.

In the spring, the committee stuck to the schedule of presentations that Megan Graewingholt and Emily Bonney had set up at the beginning of the AY.

Future Items

The results of library’s student survey are forthcoming. It was mentioned to the committee, but the results from the survey have not been shared yet. This will be a good starting point for planning out the work of the committee for AY 2023-24.

Q. Planning, Resource, and Budget Committee – report submitted by Jon Bruschke

Committee Membership

Planning, Resource, and Budget Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Bill	Meyer*	wmeyer	Theatre and Dance	ARTS	2023
Mikyong	Kim-Goh*	mkingoh	Social Work	HHD	2023
Craig	McConnell	cmconnell	Liberal Studies	HUM	2024
Jidong	Huang	jhuang	Electrical Engineering	ECS	2024
Minerva	Chavez	mchavez	Secondary Education	EDUC	2024
Anthony	Davis	anthonydavis	Library - Administration	LIBRARY	2024
Sam	Stone	sstone	PAJ	SOC SCI	2025
Jon	Bruschke*	jbruschke	Human Comm Studies	CCOM	2025
Catherine	Brennan	cbrennan	Biological Science	NSM	2025
Eric	Rodriguez	erodriguez	Marketing	CBE	2025
Framroze	Virjee	fvirjee	President	ADMIN	Ex-O Voting
Danielle	Garcia	daniellegarcia	President's Office		non-voting
Rommel	Hidalgo	rhidalgo	VP - IT	ADMIN	Ex-O Voting
Tonantzin	Oseguera	toseguera	VP Student Affairs	ADMIN	Ex-O Voting
Alexander	Porter		VP-Admin & Finance/CFO	ADMIN	Ex-O Voting
Greg	Saks	gsaks	VP-UA	ADMIN	Ex-O Voting
Amir	Dabirian	adabirian	Provost/VPAA	ADMIN	Ex-O Voting
David	Forgues	dforgues	VP-HR	ADMIN	Ex-O Voting
Nelson	Nagai	nnagai	Contracts & Procurement	STAFF	2023
Carly	Culhane	cculhane	IT - Administration	STAFF	2024
Mayra	Martinez	asicco@fullerton.edu		Student	2023
Student				Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Megan	Graewingholt*	mgraewingholt	Library - Administration	L/A/C	Ex Liaison

Committee Actions

I am pleased to submit for your consideration the Planning, Resource, and Budget Committee’s (PRBC) recommendations on planning, strategic priorities, and budgetary matters for FY 2023-2024. The recommendations presented herein reflect the committee’s discussions regarding changes in the strategic context in which the University operates, the budget outlook for the next fiscal year, and the strategic and operational priorities identified throughout the year. I hope you find the committee’s recommendations helpful as you work with the members of your cabinet on the finalization of the budget for the next academic year.

FY 2023-2024 Budget Outlook

Based on the Governor’s Preliminary Budget, the CSU system anticipates receiving for FY 2023-2024 a baseline General Fund increase of \$227.3 million to support operational costs (equal to a 5% increase) and a 1% enrollment growth (\$16 million). CSUF’s share of these is \$4.4 million for operational costs (of the \$70 million that has been allocated to date in the Preliminary Budget) and estimated \$2.6 million net revenue for new enrollment. These increases are tied to a multi-year compact aimed at improving time-to-degree rates, closing equity gaps for first generation and underrepresented students, reducing total costs of attendance, and aligning curriculum with workforce

needs in the areas of STEM, education, and social work. While these baseline fund increases are good news, the preliminary budget allocations are significantly lower than the request made by the CSU. As such, we recognize that there may be limited funds available to address the strategic priorities addressed in this memo. Given the resource limitations, we acknowledge that funding our recommended priorities may require cutting back in other areas, but in order to maintain standards and excellence at CSUF, we believe that revisiting funding ratios across and within divisions may be warranted. In prior budget cycles, the campus benefited from one-time money to help bridge the gap between campus needs and revenues including tuition and state funding allocations. As of this writing, we anticipate the Board of Trustees issuing the following request:

“The CSU requests \$1.3 billion of one-time funding to continue to address the growing maintenance backlog of building and utility infrastructure systems that have passed their useful life.

The \$1.3 billion one-time funding request will allow the university to address additional systemwide deficiencies, improve the reliability of systems, and prevent costly and disruptive outages caused by system failures. Aligned with the CSU’s overarching academic mission, system repairs, and replacements will provide safer and healthier environments that support teaching and learning across all 23 campuses.”

Our campus currently has a deferred maintenance backlog of \$350M. While the receipt of such funding is welcomed and serves a need, such designations also limit our flexibility as well, since many of our efforts on campus are often funded with one-time money.

Another substantial challenge will be the possible revenue shortage as a result of reduced enrollment outcomes. Reductions in community college transfer applications, an increased melt between semesters, and lower retention numbers all threaten the ability to make target. This translates into a loss of faculty, low enrolled classes, and late cancellation of classes, all of which can delay student time to degree. Addressing these challenges will require a significant and concerted effort across campus including Admissions and the multiform Academic Affairs areas that enroll, attract, and retain students.

Budget Priority Recommendations

The PRBC commends the administration and particularly President Virjee for vigilant and effective advocacy to address statewide SFR/FTE funding ratios. Slow but material progress appears to have been made and we look forward to more equitable per-campus funding at a statewide level moving forward. Despite recent improvements, CSUF still ranks in the bottom 2-3 campuses for state allocation per student, and state allocation plus tuition per student. As identified in the Collective Bargaining Agreement Article 20.34, resource strains put limits on educational quality.

The PRBC continues to advocate for equity in per-campus SFR funding levels. Given the forthcoming changes in leadership in the Chancellor’s Office, this committee strongly recommends that we continue our advocacy efforts to improve our funding status amongst other CSUs. The lower per-student funding on our campus is especially limiting due to the cost of living in Orange County; for example, lower salary ranges exacerbate the challenges of recruiting and retaining high-quality faculty and staff and do so more starkly in high cost-of-living areas.

The most significant development of the past two years has been responding to COVID-19 challenges. Many on campus made heroic efforts to keep courses active and quality high, but it came with a toll in terms of sharply increased workloads, deterioration of work/life separation, and the development and implementation of new processes and procedures on an unprecedented scale. In particular it should be acknowledged that faculty modality conversions were time consuming and, in many cases, overwhelming. Campus-wide burnout and stress is evident; morale has been strained. These pressures should be acknowledged and addressed moving forward with additional allocation of resources.

After addressing mandatory costs and mission-critical mandates, the committee has identified the following priorities for new or additional support. We have organized our recommendations into three priority tiers. All three tiers are critical to the mission of the university, however, we acknowledge that our allocation of resources is limited. We do encourage Divisions to also review these priorities to assess how we can address these issues in the coming years. Short-term priorities require immediate attention and long-term priorities may require immediate planning, but should be addressed in an ongoing manner.

First Tier Priorities

Recruitment and Retention of Staff

Almost all divisions identified a need to hire more staff and increase compensation in order to recruit and retain staff. We encourage all divisions to identify staffing priorities and address areas of acute need, share those with responsible budgeting authorities, and fill the gaps as soon as possible. In particular, student feedback, ASI, and PRBC have all identified Counseling and Psychological Services (CAPS) as a unit in need of increased staffing. The campus is encouraged to meet the nationwide benchmark of 1 counselor for every 1,500 students.

Equally important is the retention of our current staff. As an ongoing issue, the strategic plan identifies that we should establish benchmarks for faculty and staff retention and encourages the pursuit of an “inclusive campus culture.” We encourage campus leadership to explore opportunities for competitive and equitable salaries to help support the mission of staff recruitment and retention.

Deferred Maintenance

Deferred maintenance continues to be a high priority need across the campus. The current deferred maintenance needs far exceed the university's available resources. The state and/or the Chancellor's office has not provided consistent funding for addressing this issue. In most cases, one-time funds were used to address the deferred maintenance issues. To compound the issue, the longer a deferred maintenance issue exists or is not addressed, the more expensive and complex it will become. Furthermore, deferred maintenance will adversely impact the useful life of a building/facility and/or its efficient operation. Therefore, PRBC continues to recommend the provision of sufficient funds from the university budget to cover deferred maintenance needs across the campus, including the maintenance of many performance and exhibit spaces, classrooms, labs, studios, and specialized equipment and machinery.

Restoring Baseline Funding to Divisions and Programs that Suffered Cuts

Restoring baseline funding to Divisions and programs that suffered cuts during the pandemic was identified as a high-ranking need. The enrollment surge of AY 2020-21 was replaced with an enrollment plunge for AY2021-22; gaps have been filled temporarily with HEERF and other one-time sources. It is important to return these groups to their pre-pandemic budgets to ensure stability. In addition, the campus should address any potential shortfalls resulting from compensation increases above and beyond CSU funding levels. The current staffing in the Library is inadequate to meet the needs of students and faculty. Recent PPR recommendations show there is a need for a larger library budget to meet teaching and research needs that match the FTEs and population of the current campus, particularly one aspiring to achieve Research-2 status. Budget cuts not restored since 2008 and rising costs of academic resources make staffing decisions come at the expense of maintaining database subscriptions, which in turn, hurt student and faculty research. The campus has only a single confidential advocate for all sexual harassment and assault issues that might arise; this is a dangerously inadequate circumstance. An area of conjunction between the top priorities are situations where one-time funding has been used for staff hiring; these positions should be made permanent where appropriate and funded at a baseline level.

Recruitment and Retention of a Diverse Faculty

The recruitment and retention of a diverse faculty was identified as a key priority. This encourages investment in the Strategic Plan goal of “Increase the number of tenured or tenure-track faculty, with concentrated attention to those from historically underrepresented groups, and report annually.” We encourage the campus to continue to expand and provide funding for additional tenure-track faculty. In addition, we note that roughly two-thirds of the faculty are lecturers, and the power of diversity is in the ideas and experiences of those leading classes and discussions. Students benefit from faculty of color regardless of faculty rank, and the largest and most immediate gains are in the lecturer ranks. To this effort, we argue that recruitment and retention should be a faculty-wide goal. The Guiding Principles for Social Justice defines “equitable” as including “access, opportunity, and advancement” and as such should not focus only on the most privileged positions.

Second Tier Priorities

Consistent and Predictable Baseline Funding for the Actual Cost of Teaching and Learning

Current baseline funding levels to the colleges are FTES-based. It is often insufficient for the colleges to cover the actual cost of instruction and operations. There is a heavy reliance on one-time funds to cover unfunded/underfunded baseline needs. Consistent and predictable baseline funding reflecting the actual cost of instruction and operation will enable the Deans to adequately staff the colleges and their constituent departments at appropriate levels, and thus support curricular innovation and ensure impactful student learning. Additionally, colleges such as the Arts, ECS, HHD and NSM have a high percentage of required classes with labs and/or experiential learning components that will require additional baseline funds to maintain, fix and/or periodically upgrade labs, studios and equipment. Other colleges, such as HSS and COMM, face historically inadequate SFR levels that need adjustment. Furthermore, accreditation requirements put a limit on class size for various academic disciplines. These considerations should be factored into the actual cost of teaching and learning for providing consistent and predictable baseline funding to the colleges.

Faculty-led Advisement

Funding assigned time for faculty-led advisement was also noted as a second-tier priority. Adequate advisement is an ongoing issue and nobody understands the curricula more than faculty, and faculty are key in ensuring student retention and graduation. Failure to utilize faculty expertise in this area misses the opportunity to leverage a key asset, and we encourage campus-level planning and support for department-level major advisement.

Increased Support for the Office of Research and Sponsored Projects (ORSP)

The work done by ORSP is critical in that it produces resources other than state support and tuition for the University. While faculty publications and grant submissions and awards are on the rise, the junior/senior grant program has not had funding increases for decades, RSCA matching grants strain the budget, and there is only a single compliance employee. Grant supported research helps many faculty achieve tenure and promotion. Teaching loads can be impediments to these activities. Course reassignments to engage in them, therefore, benefit both faculty individually and the University as a whole. In addition to additional support, bureaucratic procedures and reporting requirements should be streamlined.

Increased Support for High Impact Practices (HIPs)

The campus should provide assigned time for faculty working on high-impact, equity- focused activities. The Guiding Principles for Social Justice lays out an aggressive agenda that the PRBC fully endorses; we note that faculty time is limited and ambitious goals require time and resource commitments. The Principles seek “real, sustainable, systemic change at all levels of our campus community” and systemic change includes budget systems. A theme the committee heard was that even applying for resources was a form of cultural taxation. Campus leadership should seek to centralize means for faculty to access resources for the crucial equity work they are engaged in. Individual programs seek funding across a number of programs, including Instructionally Related Activities funds, grant opportunities, EATC applications, CCF requests, sabbatical applications, etc. This dispersal of responsibility for support makes it difficult for programs to receive adequate and sustained support where appropriate. Funding for High Impact Practices should be streamlined and clarified in ways that reduce application and reporting burdens (a portion of funds might be assigned directly by Deans or equivalent offices), and multi-year or baseline awards should be considered. Without ongoing resource support, the danger of cultural taxation might frustrate our equity goals amongst our faculty who are best positioned to make a meaningful difference. Finally, there is some tension between a program being high-impact and scalable; some clarification would help. While this is listed as a “second tier” priority in terms of ranking against other issues, we cannot underscore enough its importance in terms of attention and funding.

Baseline Funding for Student Support Centers

Finally, the campus should pursue baseline funding for state-support centers that are currently supported by one-time funds or that simply lack adequate support. Programs such as University Honors and the Faculty Development Center are areas that will be stronger with permanent funding. Centers in Student Affairs like Title IX and Gender Equity, Male Success Initiative, and Disability Support Services accommodations would greatly benefit students if awarded baseline funding. The Women’s Center is another crucial area where inclusivity and campus culture can be enriched; it can be invigorated with stable and permanent funding. The PRBC encourages campus Leadership to explore ways to house the Women’s Center program in Academic Affairs in connection with the

Women and Gender Studies department. Progress has been made since last year but the need for enhancements is ongoing.

Enhanced Support for Graduate Programs

Support for graduate education is also key for student success. The Strategic Plan asks the campus to “Implement a graduate studies task force to identify and articulate benchmarks and recommendations for graduate education.” We encourage planning at this level to include conversations about equitable funding models for Post-Baccalaureate and Graduate level programs. Graduate assistantships and fee waivers should be provided to make graduate programs more competitive. Not only would this be a low-cost item for the campus, but results in a significant benefit for students and programs and takes advantage of currently under-utilized intellectual resources.

Fund Information Technology Requests

IT requires funding for information security; ongoing baseline needs for cloud computing; and ATI which is currently an unfunded mandate. Funding for instructional designers should be reviewed and resized appropriate to end user needs.

Increase Number of Sabbaticals Supported

The annual number of sabbaticals should be augmented. This is a highly-ranked priority of this PRBC and has historical precedent on the campus. It is a key component of faculty recruitment and retention as elaborated in the Strategic Plan. It is an opportunity for rejuvenation and innovation, and highly competitive processes have lowered morale and discouraged faculty and their projects. The PRBC encourages adding more funds for additional sabbaticals beyond the minimum number required by the CBA. The selection process should be examined and efforts made to make sabbaticals available evenly for faculty members of all disciplines.

Third Tier Priorities

Increased Support for Assessment

Funding for assessment should be provided on an ongoing basis. Although the Office of Assessment and Educational Effectiveness has highly professional staff and can offer assistance, there is little support for department- or unit-level data collection or analysis nor are there many resources for the implementation of assessment findings. It is not realistic to expect departments to engage in widespread data collection and analysis, nor to be able to implement changes based on findings, if few resources are available. Simply put, there is not a free and easy way to link data to student learning outcomes that is more meaningful than grading. With funding it might truly enable the 6-step process to be an important part of curricular planning.

Administration and Finance Requests

The university is dedicated to ensuring the safety of the campus. Therefore, PRBC considers it important to continue funding the division of Administration and Finance on installing more lighting and security cameras across the campus. PRBC recommends the continuation of funding this multi-year project.

Process and Planning Recommendations

In addition to priorities for funding, the PRBC discussed and discovered a number of process-planning improvements that would advance university goals, the strategic plan, and serve our roadmap for advancing Social Justice. In short, the PRBC believes these changes will help us make better use of the resources we have. Five items deserve special attention and the rest are contained in an Appendix. The items below are presented in roughly ranked order by the PRBC found all to be valuable and worth pursuing.

1. The committee highly recommends that the campus review the lecturer appointment processes to promote career advancement. A past PRBC report completed by Laleh Graylee discovered that hiring fewer lecturers with higher entitlements could save a seven-figures cost in benefits. This data was confirmed by Chair Brusckie, which underscores that lecturer stability advances the goal of faculty retention and enhances a sense of belonging among lecturing faculty. This cost savings would largely self-fund lecturer advancement, extend security for lecturers, and advance the social justice goals of the campus. Providing stable and continuous employment incentivizes high-quality teaching, capitalizes on instructor experience, advances the University goal of equity-minded practices that can address marginalization due to class and rank, and supports the retention goals of the Strategic Plan. Developing a consistent policy with a tracking process, deadlines, and a value placed on lecturer career advancement would be efficient, improve the quality of the student experience, and better align campus practice with its values. Transparent budgeting processes would need to track the reallocation of benefits savings to the Division that generates the resources. Additional details are provided in the attached Lecturer Stability White Paper.

2. In light of the severe challenges faced by the University regarding the hiring and retention of faculty and staff, flexible telecommuting was deemed the highest reallocation or low-cost priority by the committee. As campus salaries are 10-15% below market, 20% of the staff turnover regularly. HRDI is combating this trend with other benefits like flexible telecommuting, 9/80 shifts, and benefits packages that include vacation, sick time, wellness programs, and a pension. VP Forgues confirmed for the committee that the biggest reason people leave the University is due to salary, the second is personal issues. With inadequate state support for increased salaries, flexible telecommuting is a strategic solution with the ability to provide a better employment experience at little to no cost. Administrators are encouraged to take advantage of these recent initiatives and consider taking additional steps towards more telecommuting flexibility.

3. To address bottlenecks and improve the flow of hiring and retention, the committee recommends streamlining Human Resources training and processing with a central website. The average time required to fill an open position during recent years is significantly longer than before the pandemic. Training workshops on hiring procedures, requirements, and best practices may help hiring supervisors and search committee members avoid common delays and accelerate the overall hiring process. Recorded training workshops can be hosted on the site for easy access to campus. Support for a robust data management system for HRDI would allow the campus to better strategize and convey the big HR picture for the entire University. This solution could also be extended to the campus as a dashboard that would allow hiring managers to keep abreast of the open positions in their departments and recruitment progress. This recommendation may include expansions of the CHRS system or another compatible software solution.

4. Students, faculty, and staff alike have expressed preferences for reduced waitlists for child care and lower child care tuition rates. The Children’s Center’s capacity to achieve these goals is unknown. The PRBC recommends a review of ways to expand capacity and more study to explore additional support for parents, potentially by creating relationships with off-campus child care providers.

5. Extension and International Programs (EIP) reimbursement for Student Affairs Services during winter and summer sessions. Extension courses during the summer and winter sessions can facilitate time to graduation but may be cost prohibitive for students. We encourage Extension and International Programs and Student Affairs Services to work together to explore ways to make intersession courses more accessible and affordable for students.

CONCLUSION

The PRBC believes that recent positive trends at the system-wide level, and in terms of per-campus funding, make now a crucial time to establish priorities and improve processes. While our resource scarcity difficulties are far from over, it is possible to make meaningful progress towards our campus goals and be even better stewards of the resources that we have. Attention to these issues can improve the campus overall.

APPENDIX: REQUESTS FOR REALLOCATIONS OR LOW-COST CHANGES

As noted above, the PRBC feels that process improvements are crucial and there is considerable progress to be made even if no additional sources of revenue are forthcoming. The list below is presented in rough priority order, although the top two items received especially strong support from the committee. We acknowledge that some changes are difficult and few issues can be resolved in a single year; many issues require cross-divisional cooperation. These items are intended to document ongoing issues and serve as guideposts for directions in which the campus should be moving.

First, as the campus implements strategic enrollment and college-based admissions, it is crucial that enrollment planning is linked with SFRs, targets, and actual costs. Since all these parts work together any substantial change to enrollment processes should intentionally and transparently incorporate all elements in a way that stakeholders can understand and use. Existing shortcomings to the budget process should be addressed as part of the plan. An ideal system would give colleges and departments their target semesters in advance when courses are scheduled, guarantee a budget to meet that target, review and adjust SFR funding rates to meet actual needs, and adjust enrollment and admissions to maximize the ability of the units to meet their targets. Such a plan should be developed with input from all stakeholders and be clearly presented and readily available.

Second, the PRBC recommends a strategic approach for establishing online programming that incorporates student demand and pedagogical appropriateness. We must move beyond asking what percentage of classes are or should be online and more carefully assess student needs and academic appropriateness. The campus should explore the possibility of offering most sections in multiple modalities, allowing greater flexibility in modality shifts after registration begins, streamline processes to adopt degree programs and pathways, and create some analysis of the overall budget impacts and a transparent accounting of savings and redistribution of those funds. We recommend a task force on this issue charged with developing an implementable plan. This plan should be completed as soon as possible since the campus is already in danger of falling behind the online opportunities offered by competing campuses. This priority is consistent with the “design for digital” guiding principle outlined in the Strategic Plan.

Third, we should seek a transition from 1-year budgetary cycles to multi-year planning. Making decisions on an annual basis frustrates effective operations independently of resource scarcity or availability. While the state-level budget process largely remains on annual cycles, this year's proposed budget and the multi-year compact offer opportunities to think about how and where we could start to align our budget to the multi-year enrollment and strategic plan. We encourage the Division of Administration and Finance to work with campus partners to expand our opportunities and infrastructure/conversations to reflect multi-year goals. Our memo and its recommendations help to support these efforts through the identification of short term and long term goals. The PRBC recommends adopting multi-year planning as soon as possible.

Fourth, the PRBC recommends transparent and consistent budget reporting down to the department level. Prior budget reports detailed TADCP, CCF, PTF funding and OE&E totals for each department. This allowed a transparent tracking of cross-year trends and cross-department differences. Having all the information in a single and standard report facilitates idea-sharing and shared understanding of budget processes. At present it appears the information is available but needs consolidation.

In particular, the FTES model generates revenue via enrollment and expends revenue via sections, but there are few reports explicitly linking the two with consistent units. Some are presented as dollar amounts, others as FTES, others as SFR. Over-enrollment funds are not presented in a way that makes their implications obvious, and it is not clear how salary savings and open positions impact department budgets. Further, transactions do not arrive in the OBIEE system until much later the bulk of expenditures are kept in offline record systems, often spreadsheets. This situation frustrates strategic resource use. The necessity for adding or removing course sections is generally not documented.

If funding sources for departments, areas, and divisions is significant those should be transparently included in budget reports. Reports should, for example, include TADCP, CCF, and foundation revenues and expenditures to provide a complete picture of available funding sources and what they can be used for to provide a complete picture of the resources available to end users.

Ultimately, the budget reports at present are centered around system-level CMS coding. It is the observation of the PRBC that these codes rarely match the day-to-day operational needs of end users and almost all end users must maintain offline and *ad hoc* record-keeping to continue functioning. More support for end users would improve processes and present information in a way that would allow strategic decision-makers (Deans, Vice Presidents, the President, and the PRBC) to better understand and direct campus resources.

Fifth, the timing of firm budget totals is a barrier for units that rely on enrollments for budgets, particularly departments and colleges. If budgets are based on annualized FTES totals that are not fixed until after the spring census expenditures are based less on strategic concerns and more on efficient use of available balances in the shorter window between the spring census and the end of the fiscal year. We encourage the exploration of budgeting processes that guarantee predictable funding levels for colleges and departments.

Sixth, the spending process needs to be streamlined. The the lag times for Q#s, lack of clarity about necessary documentation, differing rules and rule interpretations across different budget offices, and multiple levels of approval slow the process. The Concur and PCard systems are part of the process but are not by themselves solutions, and in some cases contribute to user frustration. IRA programs in particular suffer from byzantine processes and a disjoint between Student Affairs and state-side accounting and travel procedures. The system appears to be driven by the source of funds and the process used to expend them and not what the end user needs to make programs successful. While administration

and finance staff work hard and are professional there appears to be a culture that emphasizes compliance over program needs that, in the opinion of the PRBC, is frustrating the campus' ability to meet its goals.

Seventh, effort should be made to create a tighter link between development efforts and state-side baseline needs. While University Advancement appears to be quite successful and is expanding external funding, those funds are not widely reaching programs that have considerable needs. This creates a situation where acquiring external funds can expand additional programming but cannot address the core campus needs. The PRBC recommends a review of ways that development efforts can assist core funding shortfalls.

R. University Curriculum Committee – report submitted by Kristin Kleinjans

Committee Membership

University Curriculum Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Fred	Kinney	fkinney	Theatre and Dance	ARTS	2023
Cynthia	King	cking	Communications	CCOM	2023
Claudia	Pineda	cgpineda	Child & Adolescent Studies	HHD	2023
Kevin	Lambert	klambert	Liberal Studies	HUM	2023
Samuel	Barber*	sbarber	Library - Administration	L/A/C	2023
Devon	Thacker Thomas	dthackerthomas	Sociology	SOC SCI	2024
Kristin	Kleinjans*	kkleinjans	Economics	CBE	2024
Joyce	Gomez-Najarro	kgomez-najarro	Literacy and Reading Educ	EDUC	2024
Sean	Loyd	sloyd	Geological Sciences	NSM	2024
Phoolendra	Mishra	pkmishra	Civil & Enviro Engineering	ECS	2024
Ed	Fink	efink	AVP-Undergrad Academic Programs	Ex Officio	non-voting
Student				Student	2023
Student				Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Stephen	Stambough	ssstambough	PAJ	SOC SCI	Ex Liaison

Committee Actions

During the AY 2022/2023, the University Curriculum Committee (UCC) met with a quorum on the following days: 9/2/2022, 9/30/2022, 1/4/2022, 12/2/2022, 2/10/2023, 3/3/2023, 4/7/2023, and 5/5/2023.

Revisions to existing UPS

Six UPS documents were revised, approved as revised with majority approval by the UCC, and submitted to the Senate Executive Committee for review:

- UPS 300.004 Policy on Syllabi (signed by President Virjee on 2/9/2023)
- UPS 300.024 Majors and Minors: Declaration, Change, and Concurrent Degree Requirements (sent to the Senate Exec Committee on 4/7/2023)
- UPS 300.005 Final Examinations (passed by the Academic Senate on 5/5/2023)
- UPS 410.103 Curriculum Guidelines and Procedures: Academic Programs (signed by President Virjee on 5/9/2023)
- UPS 411.100 Curriculum Guidelines and Procedures: Courses (signed by President Virjee on 2/23/2023)
- UPS 411.100 Curriculum Guidelines and Procedures: Courses (signed by President Virjee on 5/9/2023)

Considered Program Changes, Course Changes, and New Programs

The University Curriculum Committee reviewed and approved one Honors program change. The UCC also reviewed and approved (after revisions) six new course topics to be added to HONR302T (2), HONR 303T (2), HONR304T (2). All of these were sent to the next review step in Curriculog, the General Education Committee.

Three new proposed course topics (two for HONRT 303T and one for HONR 304T) were sent back to the Director of the Honors Program, Stacy Mallicoat, with suggested revisions and put on hold in Curriculog.

A proposed Minor in Interdisciplinary Studies was also sent back for further discussion after deliberations in the UCC and with the Director of the Honors Program, and put on hold in Curriculog.

The UCC also reviewed and approved the cross-listing of UNIV 100 and BUAD 100.

Additional Actions

- Fred Kinney and Joyce Gomez-Najarro were elected as co-chairs of the UCC for the 2023/24 academic year.
- Acknowledgements
- The UCC would like to express its deep gratitude to outgoing Ex Officio member Ed Fink as well as Steve Stambough as Exec Liaison for all the input and help that they provided to the UCC.
- The UCC also wishes to thank Joyce Gomez-Navarro for her invaluable contribution of writing extensive and detailed minutes. Her work is very much appreciated.
- The UCC thanks outgoing members Cynthia King, Kristin J. Kleinjans, Kevin Lambert, and Claudia Pineda, for their valuable contribution to the UCC this past academic year.
- The UCC thanks Greg Childers for his valuable help during this and the past academic year. Your insights and support are very much appreciated.
- The UCC also thanks the Curriculum Specialists Mark Hebda and Christine Le for their help and support during the past two academic years, and for their patience in explaining the intricacies of Curriculog.

Items carried over to AY 2023/2024

- Continue deliberations: UPS 300.024 and UPS 410.103 (clarify requirements for concurrent degrees).

S. University Writing Proficiency Committee – report submitted by Garrett Struckhoff

Committee Membership

Writing Proficiency Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Sung Hee	Lee	sunghee	Special Education	EDUC	2023
Janna	Kim	jkim	Child & Adolescent Studies	HHD	2023
Pending				L/A/C	2023
Garrett	Struckhoff	gstruckhoff	Civil & Environmental Engineering	ECS	2023
Pending				HUM	2023
Margie	Brown-Coronel	mbrown-coronel	History	SOC SCI	2024
Denise	Stanley*	dstanley	Economics	CBE	2024
Joanna	Roche	jroche	Art	ARTS	2024
Hunter	Hargraves	hhargraves	Cinema and Television Arts	CCOM	2024
Pending				NSM	2024
Ed	Fink	efink	AVP-Undergrad Academic Programs	Ex Officio	non-voting
Bonnie	Williams	bonniewilliams	Director of Writing Ctr	Ex Officio	non-voting
Leslie	Bruce	lbruce	Dir. Of Writing Across Disc	Ex Officio	non-voting
Elaine	Frey	efrey	Rep of Grad Ed Comm	Ex Officio	non-voting
Student				Student	2023
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Megan	Graewingholt	mgraewingholt	Library - Administration	L/A/C	Ex Liaison

Committee Actions

The UWPC is tasked with reviewing courses to determine whether they satisfy CSUF's upper division writing requirement (UDWR). A student's UDWR requirement is met by completing two or more complementary writing courses or a single thesis or writing-intensive course. The UWPC also reviews students' petitions when they have completed a writing course at another institution and want it to count toward their UDWR. AY 2022-2023 marked the fourth year of the eight-year review cycle for course reviews. This year, the UWPC reviewed and approved three courses in COTA and sixteen courses in ECS to satisfy the UDWR as either complementary or writing-intensive courses. Five student petitions to waive or articulate credit for the UDWR were completed between Summer 2022 and Spring 2023 with one being denied.

Future Items

The UWPC will be reviewing courses submitted by the College of Humanities and Social Sciences in AY 23-24. The programs selected for the first year of review from HSS include: American Studies, Anthropology, History, Modern Languages and Literature, and Sociology. Programs from HSS will be reviewed for the next four years.

II. GENERAL COMMITTEES

A. Professional Leaves Committee – report submitted by Rebecca Bodan

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.

Committee Membership

Professional Leaves Committee tenured faculty				
Committee Membership	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Esther Chen	echen	Biological Science	NSM	2023
Shawn Wang	xwang	Computer Science	ECS	2023
Kathleen Preston	kpreston	Psychology	SOC SCI	2023
Pending			LIBRARY	2023
Rebecca Bodan, Chair	rbodan	School of Nursing	HHD	2024
Alvin Rangel-Alvarado	arangel-alvarado	Theatre and Dance	ARTS	2024
Emily Erickson	eerickson	Communications	CCOM	2024
Yuna Kim	yukim	Marketing	CBE	2025
Sung Hee Lee	sunghee	Special Education	EDUC	2025
Zakyi Ibrahim	zibrahim	Religious Studies	HUM	2025

MEETING DATES:

Fall 2022	
September 13 & 14	Sabbatical Workshops
September 15	Kick-off meeting
October 6	Calibration meeting
December 7	Final meeting/recommendations submitted

Committee Actions

The Faculty Affairs and Records office provided 2 workshops for potential applicants, with Professional Leaves Committee member(s) in attendance to answer many of the questions raised by attendees. The committee met via Zoom three times in Fall 2022. Our kick-off meeting was held 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 (using only applications from past applicants who had agreed to share their applications with others). 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 determined where to draw the lines and create our final recommendations of Highly Recommended, Recommended, and Not Recommended.

Award Recommendations

Of the 107 applications, 95 requested a one-semester leave and 12 applicants requested a one-year leave.

Fifty-six (56) one-semester leave proposals and eight (8) academic year leave proposals were **HIGHLY RECOMMENDED** for awards.

Twenty-two (22) one-semester leave proposals and three (3) academic year leave proposal were **RECOMMENDED** for awards.

Seventeen (17) one-semester leave proposals and one (1) academic year leave proposal were **NOT RECOMMENDED** for awards.

Funding

The Provost funded the 56 one-semester that were “Highly Recommended” as well as the top 11 academic year proposals. Applicants who were not funded received their overall rating, numerical ranking, as well as comments Professional Leaves Committee members recorded when evaluating the proposals.

Change in Term (per FAR)

Several awardees submitted change in term requests due to work-related demands and/or personal need. For those awarded leaves in the upcoming AY2023-2024, 3 individuals submitted a request to postpone their leave and one submitted a request to cancel their sabbatical leave to take a Difference In Pay (DIP) leave instead. Two faculty who were awarded in prior sabbatical cycles and scheduled to have sabbaticals in AY2022-2023 were granted further postponements.

Follow-up Inquiries

After the award letters were distributed, 4 faculty members contacted me as Chair as well as Dr. Mark Carrier (FAR Executive Director) to discuss their denials.

PLC Chair Comments

It was an honor to read of the depth and breadth of scholarship occurring on the CSUF campus.

B. Faculty Research Committee – report submitted by Lana Dalley

Committee Membership

Faculty Research Committee tenured faculty				
Committee Membership	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Maqsood Chaudhry	chaudhry	Electrical Engineering	ECS	2023
Jennifer Goldstein	jengoldstein	Educational Leadership	EDUC	2023
Lana Dalley, Chair	ldalley	English, Comp Lit, and Ling	HUM	2023
Carter Rakovski	crakovski	Sociology	SOC SCI	2023
Jie Tian	jtian	Library - Administration	LIBRARY	2023
Mira Farka	efarka	Economics	CBE	2024
James Parham	jparham	Geological Sciences	NSM	2024
Claudia Evans-Zepeda	cevens-zepeda	Human Communication Studies	CCOM	2024
Juye Ji	jjj	Social Work	HHD	2024
John Koegel	jkoegel	School of Music	ARTS	2024
Binod Tiwari	btiwari	AVP-Research & Sponsored Projects	ADMIN Ex-O	Ex Officio
Tariq Marji	tmarji	CSUF Auxiliary Services		Ex Officio
Student			Student	2023

Committee Actions

For AY 2022/2023, the Faculty Research Committee (FRC) was tasked with implementing two intramural funding opportunities for faculty, 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 Academic Senate Annual Report recommendations for funding to the Office of Research and Sponsored Projects and to the Provost. We recommended funding for 36 Jr/Sr grants and 14 RSCA grants. The committee chair provided reviewer feedback to faculty whose proposals were not funded.

Future Items

In AY 2023/2024, the FRC will complete the same tasks as were completed in AY 2022/2023.

III. MISCELLANEOUS COMMITTEES

A. Academic Appeals Board – report submitted by Sandra Rhoten

Committee Membership

Academic Appeals Board				
2 faculty, 2 yr terms, staggered; 1 fac from Acad. Stds. Com., Coordinator + 2 students				
Committee Membership	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Merri Lynn Casem	mcasem	Biological Science	NSM	2023
Penny Weismuller	pweismuller	School of Nursing	HHD	2023
Sung Hee Lee	sunghee	Special Education	ASC Rep	2024
Sandra Rhoten	srhoten	Ac Appeals Coordinator	Ex Officio	Ex Officio
Josh Castelo	joshcastelo@csu.fullerton.edu		Student	2023
Keyla Sanchez	keylamst@csu.fullerton.edu		Student	2023

The Academic Appeals Board follows the guidelines in [UPS 300.030 Academic Appeals](#), [UPS 300.031 Academic Appeals Board](#) and [UPS 300.021 Academic Dishonesty](#).

Meeting Dates

Fall 2022	Spring 2023
	February 10, 2023
October 14, 2022	March 10, 2023
November 4, 2022	April 7, 2023
December 12, 2022	May 5, 2023

Committee Actions

Fall Semester 2022

Sandra Rhoten, Associate Dean, Student Conduct, Emeritus was appointed as Coordinator for 2022-23. Gavin Kane, Human Resources & Special Projects Analyst, Division of Student Affairs, provided administrative support to the Board and Coordinator.

An orientation video was developed and presented in September to provide a foundation of the process as well as expectations of the board’s role for new board members.

Appeals Received Fall Semester 2022

All cases are determined by a preponderance of the evidence with a majority vote of the voting Board members. The burden of proof for sustaining an Academic Dishonesty appeal is with the professor while the burden of proof for sustaining a finding of capricious or arbitrary grading is with the student.

The Academic Appeals Board met three times to review sixteen appeals: academic appeals from students who were alleged to have engaged in academic dishonesty or students who alleged that an instructor had assigned a course grade in a capricious or arbitrary manner.

There were thirteen Capricious or Arbitrary appeals reviewed including one from Spring 2022 due to the lateness of notice of a discrimination investigation report by DHR. Ten of the appeals were denied, and three were accepted. Appeals were received from nine academic departments. The Board reviewed three Academic Dishonesty appeals: all appeals were accepted. Appeals were received from one academic department.

Six additional appeals were received by the Coordinator and resolved through consultation without an appeal. Such cases included: one appeal withdrawn by the student, notification to one student that the deadline for appeal had expired (Spring 2022 course), and three incomplete appeals.

Appeal Follow Up

1. In a capricious or arbitrary appeal in which the Academic Appeals Board accepted the appeal and directed the instructor to recalculate the grade for the course without penalty, the instructor did not comply. In accordance with UPS 300.030 (Section A: Subsection 10 (b)), the Chair submitted a Change of Grade to replace the grade of 'F' with a grade of 'C-.' This action was taken with the unanimous support of the Academic Appeals Board and consultation with the department chair.
2. The decision of the Academic Appeals Board is final, with the exception of Section E. of UPS 300.030 Academic Appeals that states: Review of Appeals Procedures: If allegations are raised that any of the above appeal processes were not followed, then the Associate Dean of Student Affairs, Student Conduct will review the appeal to determine if the above procedures were followed and if any procedural error was material.

A graduate student whose capricious or arbitrary appeal was denied filed such a complaint with Student Conduct. The result of the review was that no error was found in the process involved in the appeal. Therefore, the decision rendered by the Academic Appeal Board stands.

3. An instructor in a course in which an undergraduate student was alleging capricious or arbitrary grading was notified that the student had included an audio recording of a conversation with the instructor. The Coordinator contacted the instructor who indicated that she had not granted permission to the student to record the conversation. Without listening to the recording, the instructor did not give consent for the recording and it was not considered by the Academic Appeal Board. The professor's decision was based on the belief that an unauthorized and unlawful recording should not be part of the appeal process.
4. Under UPS 300.030, B. 6.: *The student's written appeal and responses are confidential and available only to the Board Members, Coordinator, and faculty members whose grading is*

being appealed. After the Board has reached a decision, the student may see the file, but may not make copies of the contents.

An undergraduate whose capricious or arbitrary appeal was denied by the Board made a request to review their appeal record. The Vice President of Student Affairs' office produced a hard copy of the digital documents the Board reviewed. The student went into the office to review the documents.

Administrative Updates

For the 2022-2023 academic year, the academic appeals staff implemented a new intake form via Google Forms on the Academic Appeals website. The form has served as a streamlined intake method for students to submit their appeals and for staff to process the appeal materials in one central location.

The form requires that the student submit all relevant information, including contact information (name, phone, email), course information, uploading proof of contacting their instructor, and uploading a copy of the course syllabus.

The staff then track the progress of the appeal on a linked spreadsheet as communications to all applicable parties are sent out, including the student, faculty member, chair, associate dean, and student conduct when needed.

Providing students the ability to upload their appeal materials to an online form has created a more efficient process for all parties involved, decreasing back and forth emails as was common with the previous email intake method. Additionally, staff are able to more quickly review and organize the materials in Google Drive for accessible viewing by board members prior to each board meeting.

Spring Semester 2023

Appeals Received Spring Semester 2023

The Academic Appeals Board met four times to review thirteen appeals: academic appeals from students who were alleged to have engaged in academic dishonesty or students who alleged that an instructor had assigned a course grade in a capricious or arbitrary manner.

There were ten Capricious or Arbitrary appeals reviewed: eight of the appeals were denied, and two appeals were accepted. Appeals were received from six academic departments.

The Board reviewed three Academic Dishonesty appeals: all appeals were denied. Appeals were received from two academic departments.

Nine additional appeals were received by the Coordinator: one appeal was withdrawn by the student, seven students had incomplete appeals and one student was referred to an appropriate campus process.

The Coordinator referred two students to the DHR Administrator in the Department of Diversity, Inclusion & Equity Programs when their appeal included a charge of discrimination based on a protected class. One student decided to pursue an arbitrary and capricious appeal without pursuing a discrimination appeal. The other student's discrimination report was received too late for the Board to review. If the student chooses to continue with the Academic Appeal process, the appeal will be heard in the fall or summer.

Appeal Follow-up

The decision of the Academic Appeals Board is final, with the exception of Section E. of UPS 300.030 Academic Appeals that states: Review of Appeals Procedures: If allegations are raised that any of the above appeal processes were not followed, then the Associate Dean of Student Affairs, Student Conduct will review the appeal to determine if the above procedures were followed and if any procedural error was material.

An undergraduate student whose capricious or arbitrary appeal was denied from Fall 2022 filed a complaint with Student Conduct. A graduate student whose two capricious or arbitrary appeals were denied in Spring 2022 also filed such a complaint with Student Conduct for both appeals. The result of these reviews was that no error was found in the process involved in the appeals. Therefore, the decisions rendered by the Academic Appeal Board stand.

Administrative Updates

During the Spring 2023 semester, a three-part training document was developed to provide a comprehensive overview to any future staff and/or board members associated with the Academic Appeals Board. The training documents include relevant materials, administrative accounts, and step-by-step instructions on administering the appeals process throughout an entire academic year. This training document will be used for training future staff and/or board members associated with the Academic Appeals Board. The training document also includes important steps for maintaining records, including purging past appeal files, and updating relevant training materials, such as the orientation video created during Summer 2022 for new board members.

Academic Appeals Board

There were three new members to the Board this year, one faculty and two students. One of the students appointed by ASI to serve on the Board for the year was replaced by ASI with another student appointee in March.

In Fall, Dr. Casem recused herself in an appeal from her department and Dr. Penny Weismuller served as Chair for that appeal.

Dr. Casem continued as an excellent chair who encourages and values input while moving the process to a resolution. Dr. Casem has been appointed to the Academic Appeals Board for six years and served as Chair for five years. She will be stepping down due to her new appointment as Assistant Vice President for Undergraduate Programs and General Education.

Academic Senate Actions

Several UPS documents related to the work of the Academic Appeals Board were reviewed by Senate committees during the 2022/23 academic year. The Academic Standards committee received feedback from a first reading of proposed revisions to UPS 300.030 Academic Appeals at the final Senate meeting of AY 21/22. The proposed revision from Spring 2022 were to be shared with various campus stakeholders including: Title IX, Associate Deans, Student Academic Life, University Council, the Appeals Board and possibly the ASI. It is not clear that this review occurred, and no progress was made on finalizing revisions to UPS 300.030.

Academic Standards was also charged with consideration of revisions to UPS 300.031 Academic Appeals Board, and UPS 300.021 Academic Dishonesty. In particular, the Academic Standards committee was asked to consider the impact of social media sites such as Discord in the context of academic dishonesty. Some changes were made to the language of UPS 300.021 and it was intended that the proposed revisions be reviewed by Student Conduct. It is not clear that this happened.

The Diversity and Inclusion Committee of the Academic Senate has consideration/revision of UPS 300,030 and 300.021 as standing items under “Unfinished Business” throughout the academic year and no progress was ever made.

Pending Items

There are no confirmed summer cases submitted to date.

Observations/Suggestions for Future Items

A. ASI Student Appointments

We became aware that ASI is now paying students to serve on University committees including Academic Appeals. This summer, we will be developing a position description for student members of the Academic Appeal Board and developing a specific orientation for them.

B. Multiple Appeals

An observation unique to this academic year was that four students, two in Fall 2022 and two in Spring 2023, submitted two appeals, each for different courses. It is uncommon for students to submit more than one appeal in a semester, and therefore we wanted to make note of this occurrence. All eight of these appeals were Arbitrary and Capricious appeals.

C. Limit on Procedural Review Requests

As stated earlier in the report, there were four submitted requests of the appeals procedures by Student Conduct during the academic year. Typically, students submit these requests within the same semester as they are appealing. However, one of these students whose appeal was decided on in Fall 2022 waited until Spring 2023 to submit this request.

This alerted staff that UPS 300.030 mentions no limit on when procedural review requests can be submitted by students or faculty members involved in appeal cases. Because of this, Academic Appeals staff recommend that the Academic Standards Committee review and revise the UPS, in consultation with the Academic Appeals Board, with more specific language on how long a student has to submit such a request.

It has been the practice of the Board Chair to destroy any notes used in writing the response memos once the memos are distributed. Clarification on the period personal notes should be retained would be helpful.

D. Appointment of Academic Appeals Board

Only one current member of the Board will return next year. After five years of exceptional leadership, Dr. Casem will be stepping down. It is imperative that both Academic Senate and ASI make early and thoughtful appointments to ensure a high quality of engagement for this critical university committee that directly impacts the lives of our students.