



# **ACADEMIC SENATE ANNUAL REPORT 2023 – 2024**

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## I. STANDING COMMITTEES

### A. Academic Standards Committee – report submitted by Rob Robinson

#### Committee Membership

Academic Standards Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Bongshin	Ko	bko	School of Music	ARTS	2024
Koren	Fisher	kofisher	Kinesiology	HHD	2024
Erin	Besser	ebesser	Elementary and Bilingual Education	EDUC	2024
Yoonsuk	Choi	yochoi	Computer Engineering	ECS	2024
Kenneth	Van Bik	kvanbik	English, Comp Lit, and Linguistics	HUM	2024
Elise	Assaf	eassaf	Communications	CCOM	2025
Melanie	Sacco*	msacco	Biological Science	NSM	2025
Robert	Robinson*	rorobinson	Politics, Administration and Justice	SOC SCI	2025
Daoji	Li	dali	Information Systems and Decision Sciences	CBE	2025
Keri	Prelitz	kprelitz	Library - Administration	L/A/C	2025
Shelly	Hsu	shsu	University Registrar	Ex Officio	non-voting
Isabella	Columna	ikcolumna@csu.fullerton.edu		Student	2024
Lorraine	Nunez-Santana	lorraine123.ln@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Matt	Jarvis	mjarvis	Politics, Administration and Justice	SOC SCI	Ex Liaison

#### Committee Actions

The Academic Standards Committee (ASC) revised five UPS policies this academic year, both responding to items that had been worked on in the previous year but not submitted, as well as work on policies due to be updated as part of regular committee duties. Two of these five were either pulled from the consent calendar or held by the Executive Committee for the 2024-2025 academic year.

#### **300.006: Credit for Prior Learning** (held by Exec, and to be renumbered as 310.000)

After receiving feedback from multiple campus actors, ACS finalized revisions to 300.006. Revisions included adding that credit for prior learning must be at the 400 or 500 level to count for graduate credit, removing language requiring residency for graduate students, authorizing the Registrar to determine when credits from workforce learning will count towards GE requirements, and authorizing the relevant academic unit to determine how credits from the armed forces will apply to either degree or elective credits.

The Executive Committee noted that the number of units earned for credit for prior learning is now limited to 20% of the program units (24 units for BA/BS). This is a reduction from the limit of 25% (30 units) listed in EO 1036 and currently allowed per the catalog. Given this discrepancy and concerns over how either the change or a return to 25% might impact graduate programs, this proposal has been held for further discussion.

#### **300.010: Policy on Final Grade Reporting** (passed)

ASC clarified that in courses where multiple faculty may be part of assessment, the instructor of record holds final authority in assigning grades. It also added language that notes chairs must work with campus IT to submit grades when the instructor of record is unavailable to do so.

#### **300.017: Incomplete Authorized (I) and Incomplete Charged (IC)** (passed)

ASC added to existing policy that it is the responsibility of the instructor to both submit authorized incomplete grades (“I”) as well as complete a “Statement of Requirements of Completion of Course Work” so that the student, the instructor, the chair, and the Registrar shall be aware of both the timeframe for completion (no more than one year) and what work must be completed for a letter grade to be assigned. These requirements cannot require students to retake a majority portion of the course or attend the same class in a different semester.

Instructors who assign an Incomplete must fill out this form and submit it to the Registrar within two weeks of assignment. Copies of this form will be sent to the student, instructor, and department chairs. Departments must maintain records of these forms for two years.

After the student completes the requirements, the instructor is responsible for making a change of grade. The department chair will do if the requirements are met and the instructor is unavailable to make the change.

If the student fails to make the changes, the instructor may assign a letter grade based on what work the student had completed.

### **300.018: Unauthorized Withdrawal – Issuance of WU Grade (passed)**

The committee clarified when a WU should be assigned – specifically, when the student has not dropped the course, have been given permission to withdraw, and where there has not been “sufficient work ... completed to allow a grade to be assigned with certainty.” This language was added as an attempt to distinguish between a WU and an F, with the prototypical difference being a student that stopped coming to class or submitting assignments in the former scenario, and who completed all work but earned an F average on that work. The committee also added that any WU grades converted to W grades by this policy do count towards the 18-unit limit for withdrawal units, in line with existing policy.

### **300.021: Academic Dishonesty (pulled from the consent calendar at the request of Student Conduct)**

ACS made several changes here, including adding headings and updating language to be gender-inclusive. Changes included:

- The first change clarified that academic dishonesty can occur regardless of in what modality (online, hybrid, etc.) the class is offered.
- The committee added examples of scenarios where faculty might permit, in writing, where students could work with others, use notes, or otherwise provide exceptions to normal academic dishonesty requirements.
- The committee updated the definition of plagiarism to include using large language models (LLM) in course work without instructor permission (see above).
- The committee made changes (with feedback from SALC) to the reporting process.
- This policy was pulled from the consent calendar on 5/16/24 at the request of Student Conduct, who noted that the revised document was not in sync with what they did or could do. At the Senate meeting, the body voted to return it to committee.

### **Future Items**

ASC should begin its first meeting of the 2024-2025 academic year revising the two items on this report that did not pass the full Senate, namely 300.021 and the new 300.10. Both should be addressed at the first meeting of the year, following introduction of new members and the election of the chair. Outgoing Chair Robinson will ensure that a representative of Student Conduct is invited to attend this meeting to provide advice on further revising 300.021.

The committee should then examine the following UPS documents, as well as any others the Senate Chair might request:

- **300.030 Academic Appeals.** ACS has feedback from several bodies on 300.030 to its initial revision, which should be incorporated into the second round of revisions. This information is currently in the AY 2023-24 Dropbox folder.
- **300.023 Grade Changes.** Previously agendaized for the last meeting of the year (April 2024).
- **320.005 Retention of Student Work.** Due for updating based on last revision date.

## 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
Judit	Palencia Gutiérrez	jpalenciagutierrez	Modern Languages and Literature	HUM	2024
Scott	Annin	sannin	Mathematics	NSM	2024
Gary	Germa	ggermo	Human Services	HHH	2024
Mariam	Ashtiani	mashtiani	Sociology	SOC SCI	2024
Sinjini	Mitra	smitra	Information Systems and Decision Sciences	CBE	2025
Laura	Keisler	lkeisler	Literacy and Reading Education	EDUC	2025
Doina	Bein	dbein	Computer Science	ECS	2025
Doug	Swanson	dswanson	Communications	CCOM	2025
Pending				L/A/C	2025
Mary	Pomonis	mpomonis	Art	ARTS	2025
Amir	Dabirian	adabirian	Provost/APAA	Ex Officio	non-voting
Su	Swarat	sswarat	Sr AVP for Insti. Effect. & Planning	Ex Officio	non-voting
David	Forgues	dforgues	Interim VP Student Affairs	Ex Officio	non-voting
Kevin	Thomas	kethomas	Student Health and Counseling Ctr		
Rommel	Hidalgo	rhidalgo	VP-IT	Ex Officio	non-voting
Willie	Peng	wpeng	IT - Infrastructure Services		
Su	Swarat	sswarat	Sr AVP for Insti. Effect. & Planning	Ex Officio	non-voting
Sheryl	Fontaine	sfontaine	Dean HSS	Dean (by Provost)	non-voting
Nolan	Winter	ngwinter@csu.fullerton.edu		Student	2024
Lorraine	Nunez-Santana	lorraine123.ln@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Su	Swarat	sswarat	Sr AVP for Insti. Effect. & Planning	ADMIN	Ex Liaison

### Committee Actions

The Assessment & Academic Effectiveness Committee focused its efforts this past year on addressing two WSCUC interim report recommendations: 1) increasing attention and development of Graduate Learning Goal #6 and, 2) addressing obstacles hindering graduate students from completing their degrees, with a particular focus on students' personal health and wellness. The committee undertook the following action goals to address these WSCUC interim report recommendations: 1) Create and distribute a survey to graduate student programs to determine their integration of diversity learning goal in their program curriculum; 2) Investigate services provided to address potential obstacles hindering graduate students from completing their degrees, with a particular focus on students' personal health and wellness.

**Action Goal 1:** A survey was distributed to those graduate programs that had not previously reported alignment with GLG#6. Of those who completed the survey, responses included wanting examples, needing support, and some sharing no interest/not a priority. Respondents were later emailed notifying them of some next steps, such as a workshop in the fall, a website with resources, and a 1:1 consultation.

**Action Goal 2:** The CAPS representative reported that they are working with OIEP To disaggregate usage data to identify graduate students, and to identify ways to measure the impact of their services on the students. He also reported that the attendance to evening sessions or graduate student support groups is very low. Further, the CAPS representative shared two websites that contain information about resources available to graduate students in relation to personal health and wellness.

### Recommendation to the Senate

The committee shared their concerns about the lack of program awareness of including DEI values in both learning outcomes and programmatic assessments among some graduate programs. Other issues discussed included barriers such as gatekeeping occurring in the admission and administrative processes. Although the

strategic plan and the learning goals reference DEI values, such as eliminating administrative barriers, the committee discussed the importance of ensuring DEI values are embedded throughout the program. We ask the Senate to consider ways to address the committee's concerns.

### **Future Items**

For AY2024-2025, the committee expressed interest in exploring the feasibility and issues around the adoption of 4 +1 programs (4-year undergraduate programs and 1-year masters) as well as issues of gatekeeping and embedding DEI values across programs and curriculum.

## 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
Josh	Grisetti	jgrisetti	Theatre and Dance	ARTS	2024
Darren	Sandquist	dsandquist	Biological Science	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
Mahdi	Ebrahimi*	mebrahimi	Marketing	CBE	2025
Mugdha	Yeolekar	myeolekar	Religious Studies	HUM	2025
William	Toledo	wtoledo	Secondary Education	EDUC	2025
Doina	Bein	dbein	Computer Science	ECS	2025
Jasmine	Phillips	jrphillips	Communications	CCOM	2025
Sarab	Singh	sdsingh	Interim AVP-Facilities Mgmt	Ex Officio	non-voting
John	Ramirez	johnramirez	CPFM - Facilities Management and Admin	Staff (by Pres)	Staff
Griselda	Marquez	grgmarquez	Total Wellness	Staff (by Pres)	Staff
Ashley	Park	0524ashley@csu.fullerton.edu		Student	2024
Ernesto	Delgado	ernestod1414@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Su	Swarat	sswarat	Sr AVP for Insti. Effect. & Planning	ADMIN	Ex Liaison

### Committee Actions

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

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 large facilities invoices for campus construction
- ii. Addressing the pileup of e-scooters that builds outside of the gym near the Health Science building.
- iii. Developing a m
- iv. Reviewing evacuation procedures of various campus buildings, specifically for individuals with mobility issues.
- v. Clearing hanging branches from above the central commons
- vi. Exploring the idea of creating additional seating in the basement of College Park
- vii. Assessing rain and storm damage after a historic amount of rainfall.
- viii. Assessing noise complaints about the air handlers atop McCarthy Hall.

B. Additionally, an existing subcommittee has worked with the group on the topic of micromobility devices, this work has included, but not limited to:

- i. Working with local government to consider ordinances and processes.
- ii. Viewed state and regional data with the Southern California Association of Governments (SCAG) and plan to work together collecting data
- iii. Addressing the lack of storage on campus for these devices, which results in them being brought into buildings
- iv. Developing an awareness plan to address how to move safely together on campus. Because enforcement of this is so difficult, the campaign is viewed as a more realistic way of addressing this issue.
- v. Adding

- C. The committee expressed its sentiments and requested the Academic Senate to make the following changes:
- i. That clarity be provided in the Committee's role in recommending or approving new campus artwork. There has been considerable confusion on campus this year about what this process consists of, and multiple projects have begun construction without any Committee input whatsoever. This leads to inefficiencies and the unequal consideration of various campus projects. This committee would like a standardized process by which all new campus artwork can be considered.
  - ii. That assigned members are informed of the meeting times ahead of assignment. Much of the faculty makes committee selections months ahead of knowing what their weekly schedule will be during their time on the committee, and thus cannot attend. There were at least three voting members of the committee that did not attend a single meeting or cast a single vote. This made assembling a quorum difficult and several meetings were impacted.
  - iii. Consider personal mobility devices and the outsized impact that they will continue to have on campus life. There needs to be deliberation 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. At the moment, the committee will be looking at the following next year:

- Reduction of plastic usage on campus
- Further research and consultation on the use of micromobility devices on and near campus

## D. Diversity and Inclusion Committee – report submitted by Parvin Shahrestani

### Committee Membership

Diversity & Inclusion Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
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
Do Kyeong	Lee	dolee	Kinesiology	HHD	2024
Parvin	Shahrestani	pshahrestani	Biological Science	NSM	2025
Megan	Graewingholt*	mgraewingholt	Library - Administration	L/A/C	2025
Sue	Sy	susansy	Psychology	SOC SCI	2025
Satoko	Kakihara*	skakihara	Modern Languages and Literatures	HUM	2025
Ying-Chiao	Tsao	ytsao	Comm Sciences and Disorders	CCOM	2025
Amir	Dabirian	adabirian	<del>Provost/VPAA</del>	Ex Officio	non-voting
Cecil	Chik	cchik	HRS: Diversity and Equity		
Lisa	Kirtman	lkirtman	Dean EDUC		
Pending				Student	2024
Nolan	Winter	ngwinter@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Nina	Garcia	nsgracia	Human Resource Services	STAFF	Ex Liaison

### Committee Actions

The D&I Committee was not assigned any tasks by the Academic Senate in this academic year. At the start of Fall, Chair Walsh stated that the following documents would come to the D&I committee upon completion of their review by other committees: UPS 260.102, 210.000, 210.001, 210.002, 210.007, 210.500, 300.021. However, these were not listed as D&I committee work on the spreadsheet that was produced between the Fall and Spring semesters, which showed all documents, the current committee that has them, and the future plans for that document's review.

In order to clarify the purview of the D&I Committee and ensure that this committee is properly utilized, the D&I Committee requested to revise the Academic Senate Bylaws UPS 100.001. At a meeting with Chairs Walsh and Jarvis in November 2023, we were asked to hold off on submitting revisions for UPS 100.001 until late Spring semester and informed that others are doing work which may impact our revisions.

In April 2024 the D&I Committee submitted our revisions to UPS 100.001 to the Academic Senate. Our edits mainly focused on clarifying the membership and role of this committee, and also on institutionalizing a transparent process for the creation and revision of Senate documents to meet the goal of properly utilizing the D&I Committee to align our documents with our campus DEI goals.

### Future Items

The D&I Committee reviewed UPS 300.024, which was not sent to us for review by the Academic Senate, but which we felt needed our input. We sent our input by email to Chair Jarvis who read our letter at the Academic Senate meeting to have it incorporated into the discussion of this UPS.

The D&I Committee spent substantial time discussing transparency and alignment improvements for DEI efforts across our campus, including in Academic Affairs, Student Affairs, and HRDI. We identified ongoing challenges and potential solutions. These conversations included discussions on equitable teaching, how it relates to department SLOs, and potential ways that departments, FDC, and other units could work together to achieve the goal of a culture shift in our faculty attitudes toward and awareness of equitable teaching practices.

The committee compared department approaches for measuring equitable teaching for the evaluation process.

In the Fall, the committee discussed the impact on faculty of sudden changes to our RTP process, both in the requirements and in how our documents are submitted. In this and other contexts, the committee made connections with faculty associations with shared concerns.

Toward the end of Fall and at the start of Spring, the committee discussed the union strike and its impacts on the relationships among faculty, students, and administration.

## E. Elections Committee – report submitted by Elections Committee

### Committee Membership

Elections Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Janice	Myck-Wayne	jmyck-wayne	Special Education	EDUC	2024
Josh	Grisetti	jgrisetti	Theatre and Dance	SOC SCI	2024
Sagil	James	sagiljames	Mechanical Engineering	ECS	2024
Shadi	Goodarzi*	sgoodarzi	Management	CBE	2025
Henry	Puente	hpunte	Communications	CCOM	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Kristi	Kanel	kkanel	Human Services	HHD	Ex Liaison

### Election Results

- a) [ASD 23-87 Special Election, Fall 2023](#)
- b) [ASD 23-103 2<sup>nd</sup> Special Election, Fall 2023](#)
- c) [ASD 23-123 3<sup>rd</sup> Special Election, Fall 2023](#)
- d) [ASD 24-25 CSU Election, Spring 2024](#)
- e) [ASD 24-44 All-University Elections, Spring 2024](#)
- f) [ASD 24-45 Statements of Opinion, Spring 2024](#)

## 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
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
John	Hickok	jhickok	Library - Administration	L/A/C	2024
Janice	Myck-Wayne	jmyck-wayne	Special Education	EDUC	2025
JR	Luker*	jrnluker	Theatre and Dance	ARTS	2025
Valbone	Memeti	vmemeti	Geological Sciences	NSM	2025
Steve	Walk	swalk	Kinesiology	HHD	2025
Stacy	Mallicoat*	smallicoat	Politics, Administration and Justice	SOC SCI	2025
Pending			Dean/AVP, EIP	Ex Officio	non-voting
Leena	Elkholi	leenaelkholi@csu.fullerton.edu		Student	2024
Pending				Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Jason	Shepard	jshepard	Communications	CCOM	Ex Liaison

### ACKNOWLEDGMENTS (ADMINISTRATION AND STAFF SUPPORT)

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

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

- 09/18/2023
- 10/09/2023
- 11/13/2023
- 12/11/2023
- 02/05/2024
- 03/11/2024 - cancelled
- 04/08/2024 - cancelled
- 05/06/2024

### APPROVED CERTIFICATE REVISIONS

- EIPC did not have any revision requests for the current academic year.

### APPROVED PROPOSALS

- SEDU 7304 Transformative Teaching in Secondary Education

### MEETING OBJECTIVES AND ACHIEVEMENTS

On September 18<sup>th</sup> (2023) meeting EIPC approved the meeting minutes from the previous academic year and provided annual report copy to all EIPC members through DropBox folder.

October 9<sup>th</sup> (2023) meeting provided overview of EIPC program to EIPC members.

November 13<sup>th</sup> (2023) meeting provided information on Department Updates, Identification of New Programs/Regional Needs and 2023 CPaCE Accelerator Grants.

December 11<sup>th</sup> (2023) meeting provided information on Department Updates, Professional Education Plan and 2023 CPaCE Accelerator Grants.

February 9<sup>th</sup> (2024) meeting resulted in SEDU 7304 proposal approval which was followed by two consecutive meeting cancelations due to no agenda items for EIPC discussion.

May 6<sup>th</sup> (2024) meeting concluded that EIPC name should be updated. It was also concluded that a committee chair election can be completed at the beginning of the Fall 2024 semester as there are no pressing issues for having a chair assigned during the summer.

## 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
Jennifer	Piazza	jpiazza	Public Health	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
Robert	Mead	rmead	Economics	CBE	2025
Jade	Jewett	jjewett	Art	ARTS	2025
Nicole	Bonuso*	nbonuso	Geological Sciences	NSM	2025
Pending				HUM	2025
Michaela	Keating	mckeating	Library - Administration	L/A/C	2025
Mark	Carrier	mcarrier	Director of FAR	Ex Officio	non-voting
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Eileen	Walsh	ewalsh	Sociology	SOC SCI	Ex Liaison

FAC has been extremely productive during Academic Year (AY) 2023-24- Nine University Policy Statements (UPS) were reviewed (two of them twice), feedback was provided on the Research Policy Committee's draft UPS addressing faculty workload, and consultation was provided to Faculty Affairs and Records (FAR) on three occasions (regarding use of Interfolio and implementation of new software to collect student opinions of courses).

Highlights are listed below.

- i. UPS 210.007 *Appointment of Administrative Personnel* and UPS 210.500 *Procedures: Search Committees for Administrative Personnel* were each reviewed and revised twice (once before and once after review by the Faculty Personnel Committee). Primary goals of FAC's review and revision were to 1) increase inclusiveness and transparency in the appointment of administrative personnel, including the award of retreat rights, and 2) clarify procedures. Second revisions were forwarded to Academic Senate (AS) April 2024.
- ii. UPS 210.020 *Periodic Evaluation of Tenured Faculty*. In response to requests from FAR Executive Director Mark Carrier and Academic Affairs Advisor Steve Stambough, FAC reviewed and revised this UPS with the overarching goal of increasing the helpfulness of periodic review. Revisions were forwarded to AS May 2024.
- iii. UPS 210.070 *Evaluation of Lecturers*. In response to requests from Provost Dabirian and Lecturer faculty representatives, FAC intensively reviewed and substantially revised this UPS, with the goals of streamlining the evaluation process and providing additional clarification regarding, e.g., the use of grade distributions. Revisions were forwarded to AS December 2023.
- iv. UPS 260.100 *Assigned Time for Exceptional Levels of Service to Students*. In response to a request of the Exceptional Assigned Time Committee (EATC), FAC reviewed and revised this UPS with the primary goals of 1) allowing the EATC to make more informed decision-making regarding determination of awards and 2) assisting faculty in crafting more convincing applications. Revisions were forwarded to Academic Senate April 2024.

### Priority for AY 2024-25

FAC anticipates another very productive AY. The current priority is to review UPS 210.002 *Tenure and Promotion Personnel Standards*. This UPS was last reviewed by FAC in late 2022. Since that time, FAC has

received input from several stakeholders suggesting possible revisions RE, e.g., the use of grade distributions in the retention, tenure, and promotion (RTP) process and the need for faculty to address equity gaps in teaching narratives. Given the importance of this UPS in the RTP process and the number and substantive nature of suggestions since last review, the upcoming AY seems an appropriate time to update this document.

## H. Faculty Development Center Board – report submitted by Gayle Brisbane

### Committee Membership

Faculty Development Center Board					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
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	History	SOC SCI	2024
Loretta	Donovan	ldonovan	Elementary & Bilingual Education	EDUC	2024
Karen	Gallagher	kagallagher	Marketing	CBE	2025
Do Kyeong	Lee	dolee	Kinesiology	HHD	2025
Michaela	Keating	mkeating	Library - Administration	L/A/C	2025
Pratanu	Ghosh*	pghosh	Civil and Environmental Engineering	ECS	2025
Gina	Passante	gpassante	Physics	NSM	2025
Kathleen	Preston	kpreston	Director Faculty Dev. Ctr	Ex Officio	non-voting
Pending			AVP Faculty Support Services	Ex Officio	non-voting
Rommel	Hidalgo	rhidalgo	VP - IT	Ex Officio	non-voting
Berhanu	Tadesse	btadesse	IT - Operations		
Isabella	Columna	ikcolumna@csu.fullerton.edu		Student	2024
Kassandra	Miranda	miranda_99@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Carolina	Valdez	cavaldez	Elementary and Bilingual Education	EDUC	Ex Liaison

### Committee Actions

For AY 2023-2024, 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, and new faculty support; 2) Create FEID Assessment Outcomes and AI Taskforces; 3) Expand DEI programming to include Graduate Student of Color Certificate; and 4) Host department chair and mid-career faculty retreats.

The FDC had nine Faculty Fellows in AY 2023-2024:

1. Lucia Alcalá – Faculty Fellow for Qualitative Research Support
2. Michele Barr – Lecturer in Residence
3. Leslie Bruce – Faculty Fellow for Writing Across the Curriculum
4. Allison Dover – Facilitator, Teaching for Social Justice
5. Matt Englar-Carlson – Faculty Fellow for Mentoring and Research Support
6. Terri Patchen – Faculty Fellow for Scholarship and Fellow for Faculty Retention
7. Christopher Peterson – Faculty Fellow for Teaching and Learning
8. Kathleen Preston – Faculty Fellow for Quantitative Research Support
9. Kelly Ruppert – Instructional Designer and Website

**1. FDC-sponsored programs.** The FDC Board continued its work on several FDC-sponsored programs.

- Mentor Connex 2023 cohort – 15 mentors were accepted along with 22 mentees. The Mentor Connex program supports pre-tenured faculty on their journey to tenure.
- The Faculty Recognition of Service honored 75 faculty.
- The Faculty Enhancement and Instructional Design (FEID) award received 43 proposals. They were peer reviewed by FDC Board members and previous awardees. Twenty-two (22) proposals (51%) will be funded.
- New Faculty Orientation included 30 new tenure-track for in-person support on August 2, August 8, August 9, August 15, and August 16, 2023.
- EMP2 – 184 faculty completed EMP2B.

- Myck-Wayne - Forty people were in attendance in person and another 40 attended virtually.
- The first year the Upgrad Project was held, 47 certificates were awarded.

## **2. Taskforces**

FEID Assessment Outcomes Taskforce- The FDC Board made progress in discussion on coming up with a clearer FEID rubric and call. The Taskforce consisting of Leslie Bruce, Loretta Donovan, and Michaela Keating came up with suggestions to update the FEID rubric and call. The FDC Board's goal is ongoing and will continue to work on this by coming up with a calibration for the FEID rubric.

WAC/Liaisons - AI Taskforce (Leslie Bruce)

The WAC (Writing Across the Curriculum) LIAISONS program connects writing and AI pedagogies to improve student writing and learning, to support faculty efforts to teach with writing, and to create a campus culture that values the ways writing can enhance learning. To support faculty efforts to teach with writing, the WAC LIAISONS Program offers a variety of professional development opportunities including WAC LIAISONS Workshops, WAC LIAISONS Certificates, Linguistic Justice and Disciplinary Writing, Travel Grants, Students Writing Mentorships, and Departmental Services.

**3. Continue to develop DEI learning community.** Graduate Student of Color Certificate – 26 certificates were awarded for Spring 2024.

## **4. Additional Faculty Support Retreats:**

- Mid-Career Faculty Retreat was held virtually on January 10, 2024.
- Winter Chairs Retreat was held January 10, 2024.

## **Other Items:**

- Reviewed possible changes to the FDC Director's MPP status.
- The FDC celebrated their 25<sup>th</sup> anniversary on April 24, 2024.

## **Future Items:**

The FDC Board elected Kate Burlingham to serve as chair for AY 2024-2025.

Priorities for the next academic year may include:

The FDC Board will work on a calibration in the fall for the FEID rubric.

# 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
Henry	Puente	hpunte	Communications	CCOM	2024
Guadalupe	Diaz-Lara	gdiaz-lara	Child and Adolescent Studies	HHD	2024
Berna	Torr	btorr	Sociology	SOC SCI	2024
Pending				HUM	2024
Ilda	Cardenas	ildacardenas	Library - Administration	L/A/C	2024
Pablo	Jasis	pjasis	Elementary and Bilingual Education	EDUC	2025
Christopher	Peterson	cpeterson	School of Music	ARTS	2025
Nikolas	Nikolaidis	nnikolaidis	Biological Science	NSM	2025
Vahideh	Abedi	vabedi	Information Systems and Decision Sciences	CBE	2025
Sudarshan	Kurwadkar	skurwadkar	Civil and Environmental Engineering	ECS	2025
Binod	Tiwari	btiwari	AVP Research and Special Projects	Ex Officio	non-voting
Yolanda	Uzzell	yuzzell	Manager, Research and Special Project		
Michael	Coughlin	mcoughlin	University Risk Management Rep	Ex Officio	non-voting
Christian	Lawrenz	chris.lawrenz@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Kristi	Kanel	kkanel	Human Services	HHD	Ex Liaison

## Committee Actions

For AY 2023-24, the Faculty Research Policy Committee (FRPC) reviewed and revised the (I) UPS 620.000 PROTECTION OF HUMAN PARTICIPANTS, (II) UPS 100.700 FORMATION AND REVIEW OF CAMPUS CENTERS AND INSTITUTES.

- 1) 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.
- 2) The committee conducted thorough research to gather policies from various CSUs, research-intensive universities, and Federal and State policies 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 accurately reflect current practices and regulations.

The committee also generated two new policies and one resolution.

First, the committee created the UPS 660.00 EXPORTS CONTROL POLICY. In this new policy, the committee collected relevant information, guidelines, and federal regulations about materials and substances that restricted their sharing.

Second, the committee generated a new resolution on faculty workload pertaining to RSCA.

Third, the FRPC generated a new UPS FACULTY WORKLOAD. The committee conducted thorough research to gather policies from various sources to create this document.

## Future Items

The FRPC will work to revise the Intellectual property policy for our campus.

The committee will also work on the 630.000 and 660.000 procedures.

The FRPC will continue working on the major obstacles that faculty researchers face at CSUF in 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 into faculty workload.

If needed, the committee will be ready to work on a new Gene Synthesis Equipment Procurement Overview policy.

## J. General Education Committee – report submitted by Kevin Lambert

### Committee Membership

General Education Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Calli	Lewis Chiu*	clewischiu	Special Education	EDUC	2024
Carol	Chaffee	cchaffee	Biological Science	NSM	2024
Erika	Thomas*	erthomas	Human Communication Studies	CCOM	2024
Vivianne	Asturizaga	vasturizaga	School of Music	ARTS	2024
Kevin	Lambert	klambert	Liberal Studies	HUM	2024
Matthieu	Hoffmann	matthoffmann	Kinesiology	HHD	2025
Zia	Salim	zsalim	Geography & The Environment	SOC SCI	2025
Barbara	Miller	bmiller	Library - Administration	L/A/C	2025
Garrett	Struckhoff	gstruckhoff	Civil and Environmental Engineering	ECS	2025
Manya	Wren	mwren	Marketing	CBE	2025
Amir	Dabirian	adabirian	Provost/VCAA-	Ex Officio	non-voting
Merri Lynn	Casem	mcasem	AVP Undergrad. Studies & General Educ.		
Greg	Childers	gchilders	Director of General Education		
Yuying	Tsong	yuying.tsong	Student Success		
Benjamin	Chauchereau	bchauchereau@csu.fullerton.edu		Student	2024
Judy	Baik	bxixsong@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Jon	Bruschke	jbruschke	Human Communication Studies	CCOM	Ex Liaison

### Committee Actions

- The committee reviewed and approved 5 courses for GE.
- The committee reviewed 4 variable topic honors classes for GE and approved 3.
- The committee approved assessment of GE learning goal 5 by the GE Assessment committee.
- The committee drafted and approved a statement, subsequently approved by the Senate, on the articulation of lower-level community college classes to Overlay Z.
- The committee discussed the problem of the C/NC option for GE (students opt for NC and then find it does not count for their GE requirements). The Registrar's office and Deans implemented pop-ups and other kinds of messaging to students about C/NC and the number of cases that needed retroactive grade changes fell by one third.
- The Committee discussed articulation of classes across GE categories but decided to take no action at this time because the issue would resolve itself with the implementation of AB 928.
- The Committee helped compose and approved a Senate resolution, that was subsequently passed by the Senate, in opposition to California Assembly Bill 928 seeking alignment of GE breadth with CAL GETC. The Committee also approved a resolution, approved by the Senate, and distributed to the CSU Board of Trustees, the CSU Chancellor, the CSU Executive Vice Chancellor for Academic and Student Affairs, the CSU Campus Senate Chairs, and the California State Student Association, on the "Potential Revisions of CSU General Education Breadth."
- The Committee discussed Executive Order 1101 which implemented the California General Education Transfer Curriculum that aligned lower division GE across the Community Colleges, the Cal. States, and the UCs effective fall 2025 (that is the implementation of AB 928).
- Kevin Lambert was reelected chair for 2024-2025.

### Future Items

- The GE committee will revise UPS 411.200, UPS 411.201, UPS 411.201, and UPS 411.202 to align with EO 1101
- The GE committee will develop a sustainable model for GE recertification.
- The GE committee will co-ordinate changes across the GE program to align with EO 1101

## K. Graduate Education Committee – report submitted by Gordon Capp

### Committee Membership

Graduate Education Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Ying (Roselyn)	Du	rdu	Communications	CCOM	2024
Nicholas	Salzameda	nsalzameda	Chemistry and Biochemistry	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
John	Koegel	jkoegel	School of Music	ARTS	2025
Prantanu	Ghosh*	pghosh	Civil and Environmental Engineering	ECS	2025
Pending				HUM	2025
Gordon	Capp	gcapp	Social Work	HHD	2025
Pawel	Kalczyński	pkalczyński	Information Systems and Decision Sciences	CBE	2025
Amir	Dabirian	adabirian	Provost/VPAA	Ex Officio	non-voting
Aimee	Nelson	anelson	Center for Careers in Teaching		
				Grad Student	2024
				Grad Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Matthew	Jarvis	mjarvis	Politics, Administration, and Justice	SOC SCI	Ex Liaison

### Committee Actions

The Graduate Education Committee started AY23-24 with a continued focus on increasing the profile of graduate education on campus. One previous mechanism to support this effort was the “This is Grad Ed” video series highlighting the experiences of faculty members in grad programs across campus. The committee is working to partner with the marketing department to utilize student projects to improve Grad Ed’s social media presence.

#### *Blended Programs UPS*

One substantial task for the committee this year was the creation of a (draft) UPS guiding the implementation of Blended Programs at CSUF. After much discussion in the committee, and collaboration with UCC, Grad Ed submitted a draft UPS to Academic Senate.

#### *Elevate Grad Ed*

This spring, the Grad Ed Committee was charged with “elevating graduate education on campus”, with a particular focus on reviewing the current progress in graduate student success and making data-based recommendations to improve retention and graduation rates and remove barriers to students earning degrees. Using a recent survey of graduate students as a foundation, the committee is working to articulate key strategies to elevate graduate education on campus. Key barriers for students include difficulty accessing campus services after hours, accessing required courses, and research support (see Future Items).

#### *Grad Ed Awards*

It is worth highlighting two awards given by Grad Studies/Grad Ed Committee. One is the newly established Lynn Winter Award that recognizes the superlative efforts of a CSUF staff member towards graduate student success, and one is the Giles T Brown Thesis award. This spring, the committee evaluated nominations for both awards and selected awardees.

### Future Items

The Graduate Education Committee intends to continue advocating for graduate students and graduate programs. One of our first items next year is finalizing our recommendations to elevate graduate education at CSUF.

## L. 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
Ken	Guo*	kguo	Accounting	CBE	2024
Lisa	Mix	lmix	Library	L/A/C	2024
Truyen	Nguyen	trunguyen	Human Services	HHH	2024
Erin	Besser	ebesser	Elementary & Bilingual Education	EDUC	2024
Patricia	Schneider-Zioga	pzioga	English, Comp Lit and Linguistics	HUM	2024
Andrew	Petit	apetit	Chemistry and Biochemistry	NSM	2025
Pradeep	Nair	pnair	Computer Engineering	ECS	2025
Chen	Wang	cwang	Art	ARTS	2025
Emily	Erickson	eerickson	Communications	CCOM	2025
Anthony	Alvarez	asalvarez	Sociology	SOC SCI	2025
Sylvia	Alva	salva	President	Ex Officio	non-voting
Rommel	Hidalgo	rhidalgo	VP - IT		
Amir	Dabirian	adabirian	Provost/VPAA	Ex Officio	non-voting
Kathleen	Preston	kpreston	Psychology		
Alexander	Porter	porter	VP-Admin & Finance/CFO	Ex Officio	non-voting
Michael	Au-yeung	mau-yeung	Controller's Office		
Rommel	Hidalgo	rhidalgo	VP-IT	Ex Officio	non-voting
Willie	Peng	wpeng	IT - Infrastructure Services		
David	Forgues	dforgues	Interim VP Student Affairs	Ex Officio	non-voting
Liz	Zavala	ezavala-acevez	Career Center		
Raymond	Venegas	rvenegas	Director IT, UEE	Ex Officio	non-voting
Kathleen	Preston	kpreston	Director Faculty Dev. Ctr	Ex Officio	non-voting
Shelli	Wynants	swynants	Director Online Ed & Training	Ex Officio	non-voting
Isabella	Columna	ikcolumna@csu.fullerton.edu		Student	2024
Isaiah	Bloom	isaiahbloom@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Eriko	Self	eself	Psychology	SOC SCI	Ex Liaison

Berhanu Tadesse from IT was also a part of the committee (ex-officio) initially but left the committee during the academic year. Erica Bowers, Senior Director of the Academic Technology Center attended the meetings on a regular basis as a non-member.

### Committee Actions

- A. **Committee Chair AY 2023-24:** Pradeep Nair was elected as the committee chair for 2023-24 in the May 2024 meeting of the IT Committee.
- B. **Updates and Discussions:** The committee received regular updates from the Vice President-IT and his designees. The topics include, but are not limited to, IT statistics at the beginning of the academic year, implementation of the Zoom Room, updates related to the Common Human Resources System (CHRS), FAFSA updates, updates to classroom technology, strategic plan update etc.
- C. **Technology updates in classroom:** Committee members gave feedback on the implementation of technology updates in the classrooms. It was agreed to take the feedback into consideration for future updates to facilitate effective teaching.
- D. **AI Taskforce:** The committee constituted an Artificial Intelligence (AI) taskforce to discuss and develop recommendations for practices that need to be adopted for the use of generative artificial intelligence (AI) in the teaching process without compromising academic integrity. This taskforce had wide representation and consisted of faculty from various colleges and the library. The Division of IT and the FDC were also represented in the taskforce. Some members of this taskforce were IT Committee members while others

were non-members. The taskforce developed guidelines for the use of generative AI and shared them with the IT Committee in spring 2024. The guidelines include providing ongoing support for generative AI, user review of AI-generated content, academic integrity, and the protection of intellectual property, information security and privacy policies.

- E. Removal of IT Committee Bylaw 2(b)1 in UPS 100.001:** The IT Committee Bylaw 2(b)1 in UPS 100.001 required meeting with the Library Committee within the first month of the new academic year and mutually agree upon the technology related issues. The committee discussed whether this bylaw needs to be retained or removed as it is possible to communicate issues on an as-needed basis without necessarily having to meet with the library committee at the beginning of the academic year. After discussion, the committee voted to remove IT Committee Bylaw 2(b) 1 in UPS 100.001 which mandates that the IT Committee meet with the Library Committee Chair within the first month of the new academic year. The committee decision was conveyed to the academic senate with a request to approve the removal of IT Committee bylaw 2(b)1 in UPS 100.001.
- F. Accessible Fonts:** The committee considered the issue of accessible fonts. This topic was proposed for discussion by Eriko Self and examined and how font types affect visibility and readability, especially for persons with visual impairments. The committee discussed the suitability of both serif and sans serif fonts based on published information and considered the possibility of making a recommendation to the senate regarding preferred font types. After much discussion, the committee decided to continue the discussion in the next academic year.

- G. Chair for 2024-25:** Ken Guo was elected chair for the 2024-25 academic year.

**Future Items:** The IT Committee considered 103.004 and UPS 103.005 and decided to consider working on possible updates to these documents in the next academic year. It was also decided to continue the discussion on the topic of accessible fonts.

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.

## M. 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
William	Laton	wlaton	Geological Sciences	NSM	2024
Michelle	Murillo	michellemurillo	Art	ARTS	2024
Susan	Sy	susansy	Psychology	SOC SCI	2024
Roselyn	Du	rdu	Communications	CCOM	2024
Sagil	James	sagiljames	Mechanical Engineering	ECS	2024
John	Hickok	jhickock	Library - Administration	L/A/C	2025
Shadi	Goodarzi*	sgoodarzi	Management	CBE	2025
Najood	Azar	nazar	School of Nursing	HHH	2025
Abigail	Amoako Kayser	aamoakokayser	Elementary and Bilingual Education	EDUC	2025
April	Bullock	abullock	Liberal Studies	HUM	2025
Debra	Leahy	dleahy	Dean/AVP, EIP	Ex Officio	non-voting
John	Beisner	jbeisner	Director of Risk Management	Ex Officio	non-voting
Akshita	Sharma	sharmaji@csu.fullerton.edu		Student	2024
Pending				Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Su	Swarat	sswarat	Sr AVP for Insti. Effect. & Planning	ADMIN	Ex Liaison

### Committee Actions

This year the International Education Committee learned about the reorganization of the International Programs office. The committee collected information about what sorts of study abroad programs are being run in each college and discussed ways that we might attract more faculty and students in study abroad. The committee learned about international education and libraries from Librarian John Hickok who reported on his year visiting partner institutions around the world. We reviewed the revisions of UPS 320.102.

### Future Items

In the next academic year, the committee plans to examine its charge and decide on priorities for the coming year. The committee will act to formally approve the revisions to UPS 320.102 so that those revisions can be reviewed by Senate Exec and eventually move to the full Senate for approval. The committee will also review the newly proposed By Laws for the International Programs office. The committee plans to create a best practices repository for faculty across the university based on ongoing conversations about study abroad.

## N. Library Committee – report submitted by Megan Graewingholt

### Committee Membership

Library Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Omar	Ramos	onramos	Theatre and Dance	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
James	Garcia	jamesgarcia	Psychology	SOC SCI	2024
Xiaoying	Xie	xxie	Finance	CBE	2025
Tommy	Murphy	tmurphy	Mathematics	NSM	2025
Jessica	Vega-Centeno	jvegacenteno	Communications	CCOM	2025
Megan	Graewingholt*	mgraewingholt	Library - Administration	L/A/C	2025
Ana	Reyes	anareyes	Counseling	HHD	2025
Eric	Hanson	erichanson	Dean - Library	Ex Officio	non-voting
Michael	DeMars	mdemars	Associate Dean of Public Services - Library		non-voting
Ernesto	Delgado	ernestod1414@csu.fullerton.edu		Student	2024
Isaiah	Bloom	isaiahbloom@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Michael	Milligan	mmilligan	Finance	CBE	Ex Liaison

### Committee Actions

I. UPS Revisions. Edits made in collaboration with Pollak Library Head of Library Circulation Kevin Phillips to align the language with current practice. Committee approved revisions to UPS 500.150 and UPS 508.000 during December 2023 meeting.

#### A. UPS 500.150 Library Circulation Policies

1. Removed language regarding burdensome practices no longer required, such as bringing books back annually just to check them out again. Renewals are now completed online.
2. Language updated regarding Interlibrary Loan/ILL (term changed to “inter-library resource sharing”) since the library uses more than just ILL/ILLiad for library resource sharing such as CSU+ lending and Rapido (electronic sharing).
3. Changes to borrower categories are to simplify the form and expand the lending period to reflect current practice.

#### B. UPS 508.000 Policy on Return or Replacement of Library Materials

1. Clarifying language changing “fine” to “fee.” The library no longer issues fines to patrons for late items, but does issues replacement fees for material never returned to the library. Nothing is charged to the user if the material is returned, even if late.

### II. Non-UPS Committee Work

A. Committee voted for a virtual meeting option in December. S24’ Chair Graewingholt coordinated Zoom.

B. Mike DeMars (Associate Dean of Public Services) and Wendy Vermeer (Associate Dean of Collections & Scholarly Communications) added as ex-officio non-voting members to serve as the Dean’s designee when needed.

C. F23’ Chair Bowser sent a memo to the FDC containing three recommendations to better engage faculty. Recommendations included offering FDC Workshops on Leganto, coordinating librarian-led library tours during new faculty orientation, and for the FDC to consider highlighting the work of subject librarians and information literacy instruction.

D. Presentations from Library Partners & Services

1. April 8, 2024 Meeting: Trista O’Connell, Director of Supplemental Instruction & University learning Center. Presentation on both operations and fielded questions from committee.

**Future Items**

- A. Consult on Faculty Survey on Library Services planned in Fall 2024. Mike DeMars, AD Pollak Library, coordinating.
- B. Time approximate presentation for May 6, 2024 meeting was cancelled due to no quorum present. Jonathan Cornforth, Student Success Librarian and Library Instruction Coordinator, will be rescheduled for Fall 2024.
- C. Follow up on Leganto Workshops offered by Pollak Library. Chair will schedule Fall presentation on Leganto from Kevin Phillips, Head of Circulation & Michaela Keating, OER Librarian.

## O. Planning, Resource, and Budget Committee – report submitted by Jidong Huang

### Committee Membership

Planning, Resource, and Budget Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Craig	McConnell	cmccconnell	Liberal Studies	HUM	2024
Jidong	Huang	jhuang	Electrical Engineering	ECS	2024
Rosalinda	Larios	rolarios	Special 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	errodriquez	Marketing	CBE	2025
Bill	Meyer*	wmeyer	Theatre and Dance	ARTS	2026
Michele	Wood*	mwood	Public Health	HHD	2026
Sylvia	Alva	salva	President-	ADMIN	Ex-O Voting
Linh	Tran	litran	President's Office		non-voting
Amir	Dabirian	adabirian	Provost/VPAA	ADMIN	Ex-O Voting
Phenicia	McCullough	pmccullough	Interim VP of HRDI	ADMIN	Ex-O Voting
Alexander	Porter	aporter	VP-Admin & Finance/CFO--	ADMIN	Ex-O Voting
Laleh	Graylee	lgraylee	Resource Planning and Budget		non-voting
Kimberly	Shiner	kshiner	VP-UA	ADMIN	Ex-O Voting
Rommel	Hidalgo	rhidalgo	VP-IT	ADMIN	Ex-O Voting
Matt	Badal	mbadal	IT - Administration		non-voting
David	Forgues	dforgues	Interim VP of Student Affairs	ADMIN	Ex-O Voting
Oliver	Ravela	oravela	Resource Planning and Budget	STAFF	2024
Christine	Muriel	cmuriel	VP-Admin & Finance/COO	STAFF	2026
Pending				Student	2024
Sedona	Escudero	sescudero@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Jon	Bruschke	jbruschke	Human Communication Studies	CCOM	Ex Liaison

### Committee Actions

I am pleased to submit for your consideration the recommendations from the Planning, Resource, and Budget Committee (PRBC) on budget priorities, process and planning improvement considerations, and ideas for strategic allocation of university resources for FY 2024 - 2025.

The recommendations presented below reflect the committee's collective discussions with a diverse group of campus constituents representing all divisions and many different roles. Recognizing the new 2024-29 university strategic plan was built upon an inclusive campus-wide development effort, there was also an effort within the committee to align our recommendations with the new university strategic plan.

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. Our recommendations are focused on critical operational needs and align well with the new university strategic plan. It was the unanimous opinion of the committee that recommended priorities should be thoroughly considered even if there are budget challenges in the next fiscal year.

### STATEWIDE FISCAL YEAR 2024-25 BUDGET OUTLOOK

The state faces a shortfall in FY 2024-25. While the state's revenue outlook continues to evolve, weaker than expected revenues suggest that the state's budget problem will be greater by the time the Governor presents his May Revised Budget proposal.

In response to the state's fiscal challenges, the governor's initial January budget proposal calls for no new enhancements to CSU's budget, either base or one-time. Instead, the governor proposes to increase the CSU's ongoing base budget by \$240.2 million, which is consistent with the terms of the multi-year compact agreement. However, the governor also proposes deferring funding this increase for one year, to fiscal year 2025-26. The proposal also assumes that the CSU continues to grow resident undergraduate enrollment by 1%. The governor's budget would, eventually, deliver to the CSU the same level of funding described by the compact. But by delaying funding to the following year, the state imposes additional risk to the CSU should the state's budget condition continue to degrade and the state becomes unable to fulfill its promise to fund the budget increase. In addition, the governor's proposal assumes that the CSU will temporarily self-fund the FY 2024-25 increase with internal, one-time resources.

Given this backdrop, the CSU has confirmed its commitment to funding the \$240.2 million as a one-time increase until the ongoing General Fund is received in 2025-26. This unusual approach recognizes the tremendous uncertainty around the state's budget planning process for the coming

year and is an attempt to exercise the utmost fiscal prudence. CSU Fullerton's anticipated share of the increase is \$18 million to cover mandatory cost increases and funded enrollment growth.

The CSU has long promoted the strategic importance of maintaining prudent fiscal reserves. The current state of the budget has made it necessary for the CSU to draw upon internal resources to weather the near-term uncertainty of the state's budget.

It becomes incumbent upon CSUF to continue to maintain a strong financial position as a hedge against budgetary risk and ensure undisrupted university operations.

## **BUDGET PRIORITIES**

Over the academic year, the committee had thorough discussions with inputs from various stakeholders to determine our recommendations on the campus-wide budget priorities. Recognizing there are constantly more needs than the limited resources the university has, there was an effort in the committee to focus on actionable budget items that demonstrate pressing needs.

As a result, the committee decided to recommend budget priorities through two tiers: Tier 1 highest priority, and Tier 2 high priority items. We have noted where these recommendations bolster the elements of the University Strategic Plan (henceforth, "USP").

### **Highest Priority Recommendations**

#### ***1. Improve Admissions & Enrollment Management***

- A. Address urgent staffing needs at admission, registrar, and graduate studies office (USP Goal 1, Objective 1)

Admissions is a critical operational process for the University and we rank all of its operational components as the highest priority. These operational components include but are not limited to the University Registrar, Scheduling Office, and the Office of Admissions itself.

The Division of Student Affairs also noted that \$2.3 Million was cut from the Division in 2020 while only \$1.2 Million of that has since been restored, with a number of areas still operating with a structural deficit, including Admissions.

Though the Committee recognizes the importance of restoring funding in many areas, we view admissions as being singularly critical among these to the academic operations and primary function and missions of the University. We, therefore, strongly recommend that in this fiscal year, funding admissions (including all related units and activities) take priority over other Student Affairs functions.

The Office of Admissions and Student Affairs leadership noted that the introduction of new software (OnBase) is expected to drastically increase productivity of that unit. Without more thorough data, performance measures, or projections, it is difficult for the committee to evaluate the extent to which new staff and software will improve the performance. Nevertheless, it is clear that many units involved in the admissions process are understaffed and we support an increase in their resources in general.

Additionally, the Division of Academic Affairs presented the case that active enrollment management can significantly improve the performance of other academic units and promote student success. We also strongly recommend investment in whatever systems, people, and processes will facilitate the effective implementation and use of enrollment management.

All told, we recommend thoughtful investment in enrollment management with a careful focus on accountability, and a review of the appropriate division to house various operations.

#### B. Implementation of the academic planner (USP Goal 1, Objective 3)

Furthermore, we feel positive about the university's initiative in implementing an academic planner that integrates seamlessly with the Titan Degree Audit (TDA) to monitor student progress from orientation to graduation. We encourage the campus planner program to be piloted at some departments to get user inputs and seek initial improvements before it is rolled out campus wide. It is imperative that new software not have negative enrollment impacts on individual departments or colleges, and there should be safeguards and fallbacks in place to help affected entities who are negatively impacted by predictable or unforeseen outcomes of new software.

### **1. Provide Support to Recruit, Develop and Retain High-quality and Diverse Faculty and Staff (USP Goal 3)**

#### A. Faculty

Despite the importance of faculty to student success, both inside and outside of the classroom, many faculty see a campus-wide newfound emphasis on a narrow view of student success that has often bypassed faculty, and instead diverted attention and funds towards initiatives over which faculty, department chairs, and deans have no discretion. Instead there has been a profusion of hires in both upper administration, and non-instructional "student support staff." Without commenting on the value of these other investment areas, faculty support is at a critical low and should be addressed with urgency.

Specific ways in which CSUF support for faculty has eroded include:

- larger class sizes
- less instructional support in the form of ISA/GA (we note "supplemental instructors" contribute nothing to faculty workload and in many ways add to it)
- less RCSA support in the form of intramural grants
- increasing administrative burdens, including adding more training requirements and software, many of which seem arbitrary, and a lack of openness to streamlining these processes
- huge increases in enrollment, especially in some departments, without increases in FTF positions

- eliminating striving for excellence and achievement as a key part of the Strategic Plan

Faculty dissatisfaction is evident in:

- COACHE survey results, with “workload” and “lack of support for research/creative work” emerging as particular pain points
- unprecedented faculty support for the January 2024 strike
- high turnover, including untenured faculty choosing to leave during the probationary period
- reduced presence of faculty on campus, with many choosing to work from home as much as possible
- low participation in commencement ceremonies and a reduced role for those who attend

These ongoing issues can be addressed with these specific recommendations (USP Goal 3). While all may not be possible to implement in a single academic year, we offer this list in the belief that it will be possible for campus policymakers to adopt several of these concrete actions as circumstances allow. At least some progress should be made on more than a few of these areas.

- Allocate more unrestricted funds to deans for them to support college-specific needs; this could be through a return to pre-2008 funding formulas based on stable SFR (student- faculty ratios). This will allow deans to better support college-specific instructional, RCSA, and equipment needs. Addressing SFR imbalances between colleges is an important component of this.
- Modify the criteria by which deans are evaluated, to soften hard measures such as “graduation rate,” and include measures of faculty thriving, such as faculty turnover, faculty success in receiving campuswide recognitions and external funding; and instruments such as the COACHE survey. This should relax the pressure on deans to meet top-down benchmarks, and encourage them to be responsive to bottom-up initiatives and needs.
- Return supervision of college-IT support personnel, online instructional designers, and grant specialists to college control, with deans making decisions regarding hiring and allocation of funds.
- Explore shifting to a 9 WTU + 9 WTU teaching load campuswide (several colleges already follow this formula, and the Faculty Affairs Committee is working on a similar recommendation).
- Allocate more funds to support faculty research and creative activities (e.g., Jr/Sr). Remove the requirement that they can only be awarded in alternate years, and increase the dollar amount of awards which has not increased in 14 or more years. Fund more awards and at higher dollar amounts.
- Allocate more funds to support faculty innovation in teaching: the FEID funding rate this year was 50%, with many promising projects denied funding. For example, while all courses that are converting from face to face to asynchronous formats require additional faculty effort, only some are compensated. This creates an imbalance in faculty support and student experience.
- Allocate more funds to support faculty recruitment. The current amount of \$5,000 per hire does not begin to cover the costs associated with publicizing open positions and bringing diverse and excellent candidates to campus.
- Allocate funds earned from enrolling Extended Education students to the department offering the classes in which those students are enrolled.
- Related to this, relax the new requirements for summer courses to meet minimum enrollment averages. This has stifled the development and continuation of summer programs that have historically had a positive impact on students.
- Increase sabbatical funding rates. If more sabbaticals are directed to faculty at the tenure stage, this should not come at the expense of sabbaticals for mid-career or senior faculty.

- Provide more funding to support graduate student recruitment, including fellowships and tuition waivers.
- Add a material award associated with campuswide high honors including the Carol Barnes, Don Shields, and Outstanding Professor awards. Currently these high honors are accompanied by only a round of applause and a piece of paper, which is insufficient. We recommend \$8,000 to the faculty member, and \$8,000 to their department.
- Promote a more robust and visible pipeline of faculty into campus leadership positions. This would be in alignment with the new USP Vision Statement (“CSUF will serve as a ... university that cultivates leaders who drive innovation ...”); USP Value “Shared Governance”; and Objective 3.3 (“Support faculty and staff growth through strengthened professional development.”). This could include more formalized mentorship opportunities between campus administrators and interested faculty, and success would be reflected in an increased presence of campus deans, vice presidents and presidents who have risen through the CSUF faculty ranks.

#### B. Staff

Many, and in our view most, CSUF Divisions have been plagued by high rates of staff turnover and difficulty in filling existing positions, which imperils the smooth functioning and mission of the university. In many cases, we lose staff and candidates not only to private industry, but also to sister institutions, particularly CSU Long Beach. This is largely driven by salary: remarkably, salaries at CSULB are higher than CSUF for almost all staff positions, despite the high costs of living in Orange County.

To address this, we propose 4 main remedies:

- Conduct a thorough analysis of staffing needs (internal) and staff salaries (compared to peer institutions), and map where our greatest deficiencies are in both these metrics.
- Develop a targeted plan for remedying these deficiencies.
- Impose a moratorium on creating new administrative (MPP) positions, and look for existing MPP positions that can be eliminated or consolidated. This will free up salary funds to better compensate staff.
- Explore the possibility of creating fully remote staff positions, to facilitate hires from lower cost-of-living areas.

#### C. Library

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.

### 3. Address deferred maintenance and increase facilities support (USP Goal 4, Objective 1)

Deferred maintenance (DM) continues to be a high priority need across the campus. The current DM needs far exceed the university's available resources. For 2024, the campus-wide DM estimate stands at \$410M. Looking ahead, the campus-wide DM backlog estimate is projected to be \$773M, factoring in both recurring and non-recurring expenses through 2033.

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. Therefore, PRBC continues to recommend the provision of sufficient funds from the university budget to cover deferred maintenance needs across the campus. Specifically, there are pressing project needs that require immediate attention:

- HVAC-Related Projects totaling \$57M (25 Elevator Refurbishments: \$25M of which \$10M is necessary to replace 10 elevators with the highest incidence of entrapments)
- Campus-wide ADA Upgrades totaling \$25M
- 12 Roofing Projects; total of \$17M of which \$10M is required to address the replacement of 6 roofs prone to leaking during heavy rainfall
- Campus-wide Facilities Related Emergency Response totaling \$10M
- Replacement of 150 antiquated fume hoods in Dan Black Hall and McCarthy Hall totaling \$10M
- Replacement of a failing sewer system in Education Classrooms totaling \$9M

We recommend the university to create a comprehensive schedule or multi-year plan for addressing deferred maintenance, especially those urgent facilities project needs identified here. We also recommend the university continue to explore grant/award opportunities and resources at the federal and state level to help address this issue.

### **High Priority Recommendations**

#### **4. Strengthen student advising support at the college and/or department level (USP Goal 1, Objective 3).**

Advisors help students navigate through their academic journey by providing students very needed guidance on appropriate courses to take, and develop an academic plan that aligns with a student's interests and academic goals. Having adequate advising support at the college and department level is essential for ensuring student success.

The PRBC noted that some colleges primarily rely on the use of professional academic advisors, while some other colleges rely more on the faculty advisors to serve student advising needs.

We also noted adequate student advising support is an ongoing issue in multiple colleges and nobody understands the curricula more than faculty who are key in ensuring student retention and graduation. We recommend each college to conduct a need analysis to determine if student advising support at their respective college and departments is sufficient or not. Accordingly, we encourage campus-level planning and support for either providing more assigned time to faculty advisors or hiring additional professional advisors in the colleges that have demonstrated ongoing need for additional student advising support.

#### **5. Provide Support for IT Critical Needs (USP Goal 1, Objective 1; USP Goal 5, Objective 3)**

In last year's memo, PRBC recommended a strategic approach for establishing online programming that incorporates student demand and pedagogical appropriateness given that online programming provides students higher accessibility and flexibility while having the potential of being cost effective. To support this recommendation, it's important for IT to have additional support, i.e., three additional instructional designers for supporting the increasing need of online course design and implementation across campus. Within this rubric, we note that in some colleges instructional designers are under-utilized, and we therefore recommend that these colleges are allowed to redirect their resources in areas of need identified by faculty.

Another critical need at IT is the support for addressing information security. As a reliable IT infrastructure is the backbone for the many daily operations at the university, it is important for the university to have appropriate IT resources for protecting sensitive data and preventing potential data breaches and/or cyber

intrusions. The Information Security unit at IT has been recently re-organized but continues to be short on baseline staff (i.e., two information security analysts).

## **PROCESS AND PLANNING IMPROVEMENTS**

Beyond resource allocation issues, the PRBC notes that the day-to-day operations of the university present a number of challenges that add obstacles to those working on the substance of the university mission. Attention to the nuts-and-bolts of daily operation is, in the view of the PRBC, an unexciting but crucial area that must be addressed for the campus to be able to attain its central goals. This is listed separately from the two priority tiers, but a strong feeling from the PRBC is that these issues are central to addressing the core challenges the campus faces.

### **1. Innovate and Improve Campus Operations (USP Goal 5, Objective 3).**

The PRBC observes that, at present, there are meaningful challenges in how technology is impacting campus operations.

#### **A. Software**

In particular, it is evident to the committee that the Concur software, and its centrality in p-card and travel processing, is a substantial bottleneck that is creating frustration and consuming undue amounts of staff time. We acknowledge with appreciation that the Administration and Finance division has recognized that there were problems with the rollout and implementation of the system. We are concerned that the difficulties are significant enough that meaningful solutions must involve more than better training. We note the efforts of a task force led by Marie Johnson, and a separate PRBC group led by Jon Bruschke, where each developed a list of problems from an end-user perspective. The PRBC group shared their findings with and then yielded to the Johnson group. Yet, it is unclear whether all items on the list are being addressed and we are skeptical that a list of problems to be fixed is an adequate response. It is unclear if Administration and Finance is now maintaining a centralized list of problems and has a concrete plan to address them.

As recently as the late spring there remains considerable staff frustration. With due respect, we strongly recommend a thorough re-examination of the viability of Concur and feel it essential that by the fall of 2024 streamlined processes are in place, be they new software or considerable simplification of the Concur processes.

We emphasize that the Concur software is taking a real and immediate toll on the ability of the campus to process its necessary business, and our ability to succeed in our core mission is lower in the Spring of 2024 compared to the Spring of 2023 due to the ongoing issues with Concur. We note that end result measures (such as the number of travel requests that are processed in a certain number of days) do not capture the additional staff workload that is evident to the PRBC. Minor changes to the software may not be sufficient to return to the campus operations to their previous state of efficiency.

#### **B. Cumulative Difficulty**

Compared to the Spring of 2023, users in the spring of 2024 had to navigate a large number of new systems, namely (1) CONCUR for travel, procurement, and p-card reconciliation, (2) CHRS for personnel issues, and (3) new CSFPF processing with ServiceNow. In addition, all Instructionally Related Activities funds are now administered by Administration and Finance rather than ASI, and there do not appear to be a set of written guidelines that govern the unique needs of those programs. Finally, there are plans to roll out new scheduling software. Almost all of the work of the ASCs, therefore, has been turned over to a new system or new software within a very short period of time. This has produced substantive pressures on staff that go beyond what can be

addressed by training alone. We encourage careful consideration of the collective impact of changing so many systems so quickly, and a redoubling of efforts to address staffing shortages.

Put bluntly, changing over five software systems in one year's time has had significant and concrete negative impacts on the staff, and immediate and concrete actions (beyond training) are necessary to address them.

The concerns are two fold. First, it is not evident to end users that even if the new systems were fully implemented, and all necessary users were trained, and all bugs had been removed, that the new system offers any tangible improvement over the previous ones. Second, even if modest improvements are obtained, making so many changes to so many systems in such a short period of time is creating undue stress on staff.

An ongoing concern with the Adobe Experience Management (AEM) software is the inability of users in the cue to identify what level a given request is at. If, for example, a student has submitted a withdrawal request but it has not been processed, a department chair has no ability to find out whether the bottleneck is at the instructor level, the Dean level, or somewhere else in the chain. Tracking the forms down requires special requests of higher-level information technology people. The result is that an inordinate amount of time is invested just to track down the form. This is a known issue that has been the subject of committee inquiry for several years; it is simply not a function the software maintains. Confronting and overcoming issues just like this – where there is a clear problem inherent to the software that is derailing staff time – is the sort of halcyon issue that must be addressed for strategic plan Goal 5 to have credibility.

A related issue is that the systems do not appear to be meaningfully integrated, and OBIEE updates are slow enough that at the academic department level budgeting appears to be a largely offline practice. We strongly endorse cross-division collaborations and resource sharing (USP Goal 5, Objective 2).

## **2. Identify and Implement Best Practices in Budgeting Processes to Improve Efficiency and Transparency (USP Goal 5, Objective 1).**

Budgeting reports that give more detail on administrative salaries and expenses are especially important to campus morale. Disaggregating “salary” costs to relevant unit levels, for instance, would greatly inform strategic budget decisions. Campus budget reporting at present, for example, identified a total Academic Affairs budget but does not identify its growth or decline relative to other divisions or the number of students, does not identify how lecturer employment and assignment plan a role in the budget, and does not show growth in administrative salaries compared to staff or faculty. Even changes over time are difficult to track.

It is obvious to the PRBC that lecturer employment is central to the management of the Academic Affairs budget, but is largely invisible in current reporting. We recommend Administration and Finance work carefully with the PRBC to develop budget reports that allow the PRBC to meaningfully engage in priority setting including areas for savings instead of simply identifying areas of need. We are not critical of Administration and Finance here; we simply wish to work with them to make the work of the PRBC more meaningful.

## **2. Improve Campus Resilience Towards Inflation and Financial Stability (USP Goal 4, Objective 2.)**

Though financial stability and independence have been identified as a high priority objective, units responsible for implementing them have not been assigned. The committee, therefore, recommends that this first organizational step be taken immediately. This could be accomplished, in part, by a task force appointed by the Academic Senate or cross-divisional working group.

There are some concrete steps in one area that some units may be able to undertake now as well. As noted elsewhere in this document, deferred maintenance is chronically underfunded and a high priority item. Other institutions, like local governments, typically employ grants administrators and related staff to secure federal and state grants to construction, improvement, and maintenance of infrastructure, facilities, and equipment. The Division of Administration and Finance should consider hiring a grants administrator with proven experience securing state and federal grants for these kinds of projects.

Related to the above, the Division of Administration and Finance should form a working group with University Advancement to secure donor funding for naming existing facilities and spaces that would enable repair and maintenance of existing facilities. A key concern is that the success of current Advancement efforts does not appear to be directing appropriate resources at areas of need.

The university should look to complement its resources with those of overlapping local governments. Local governments have a very different set of powers and financing mechanisms available to them than universities. Though “town-gown” relationships in some places can be fraught, we believe that there is great potential for a closer relationship between the University and our local governments (the City of Fullerton and Orange County) in order to take advantage of our complementary attributes. We, therefore, recommend that the University investigate whether a strategic partnership with the City of Fullerton and/or Orange County may provide opportunities for infrastructure projects that benefit both the University and the City.

### **3. Improve Job Stability for Part-time Faculty (USP Goal 3, Objective 3)**

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 2023-4 Chair Bruschke, 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 USP Goal 3, Objectives 2 and 3. 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, maintained in the PRBC folder. While chair training is useful, it represents only a small portion of what needs to be done.

This recommendation has been made in previous years and, we believe, the time has come to put the proposal into action. There are important details to work out, including tracking of funds, and making sure that the cost savings are used (at least in part) to incentivize department decision-making.

### **4. Build an Infrastructure of Support for all Students (USP Goal 2, Objective 1).**

The Division of Student Affairs noted that all of their subunits, including Title IX and DSS, were operating under structural deficits imposed by significant cuts in prior fiscal years. The campus has only a single confidential advocate for all sexual harassment and assault issues that might arise.

DSS is currently funded out of stateside money, however, it has a responsibility to serve all students, including those who are taking courses through Extension. We, therefore, recommend that Student Affairs engage in cost allocation of DSS by billing Extension for its proportionate share of students who use DSS, especially in

summer and winter sessions. Other divisions and units may consider this cost allocation approach for students taking courses through Extension.

The deans from multiple colleges noted that support for graduate and international students was inconsistent and unequal to the support that undergraduate and domestic students routinely get. We, therefore, recommend that all student support services within all divisions be extended to all students equally. One specific item that can be remedied is the counting of graduate students. Graduate students are supposed to be counted at 1.25 FTES relative to undergraduate students, but this is not applied consistently throughout the institution.

## **CONCLUSION**

Observing the university's overall financial health, and recent positive trends at both the campus and the system-wide level, the PRBC believes it is now a crucial time to establish budget priorities to address ongoing operational needs and improve processes and planning that align well with the new university strategic plan. While there is always a challenge in available resources, we feel positive strategic allocation of campus resources focusing on critical budget priorities would create meaningful progress towards our campus goals and contribute well to the success of our faculty, staff and students.

## P. Student Academic Life Committee – report submitted by William Toledo

### Committee Membership

Student Academic Life Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Rakesh	Mahto	ramahto	Computer Engineering	ECS	2024
Hannah	Fraley	hfraley	School of Nursing	HHD	2024
Montserrat	Fuente-Camacho	mfuente-camacho	Modern Languages and Literatures	HUM	2024
Mark	Wu	guohuawu	Communications	CCOM	2024
Heather	Denyer	hdenyer	Theatre and Dance	ARTS	2024
Thomas	May	tmay	Economics	CBE	2025
William	Toledo	wtoledo	Secondary Education	EDUC	2025
Alison	Miyamoto	almiyamoto	Biological Science	NSM	2025
LaTosha	Traylor	ltraylor	Sociology	SOC SCI	2025
Jessica	Leone	jleone	Student Health and Counseling Center	L/A/C	2025
David	Forgues	dforgues	Interim VP Student Affairs	Ex Officio	non-voting
Carmen	Curriel	ccurriel	Dean of Students		
Donna	Budar-Turner	dbudar-turner	Dean of Students	Ex Officio	non-voting
Marina	Zarate	mjzarate	Academic Advising Center	Ex Officio	non-voting
Akshita	Sharma	sharmaji@csu.fullerton.edu		Student	2024
Michael	Babinec	michaelbabinec@csu.fullerton.edu		Student	2024
Cameron	Jordan	camjord760@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	echahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Michael	Milligan	mmilligan	Finance	CBE	Ex Liaison

### Committee Actions

The Student Academic Life Committee (SALC) performed a variety of functions and actions throughout the 2023-2024 academic year.

Dr. William Toledo from the College of Education was elected the Committee Chair during the first committee meeting. With support and guidance from the committee, Dr. Toledo worked with Academic Senate, student organizations, and committee members to consider student academic experiences at CSUF critically and purposefully. The committee was tasked with formulating, reviewing, and recommending policies to encourage and assist faculty in contributing to the academic and intellectual development of students, the University's intellectual life beyond normal classroom experiences, and academic advisement and retention of students. Additionally, the committee worked as a liaison to and with official student organizations at CSUF.

The committee considered students physical and emotional well-being at CSUF, including how we could support the following:

- Providing supports for students living in residence halls with mental health issues
- Anti-racism and anti-oppression efforts campus wide
- Professional development for students
- To do so, we reached out to student organizations, including Associated Students Inc. (ASI) to develop ways and channels to achieve these efforts.

SALC closely reviewed UPS 300.021 for the Executive Committee, and provided extensive feedback on the document. Specifically, SALC raised questions related to academic dishonesty outside of the classroom and artificial intelligence and its place/ definitions in the document. The committee also helped consider the definition of professional judgement within the document, and its meaning. The committee's feedback allowed the Executive Committee to move forward with an improved version of the UPS, and clarified its intent.

SALC discussed the system-wide strike, and how it could and would impact student academic life across CSUF. Our committee communicated with student organizations about messaging, and ways to allow student

voice to be a part of the conversation in meaningful ways. We also considered resources for students to use as they navigated the complexity of the strike and its purpose.

Students were invited to a listening session with the committee to express their suggestions, ideas, and concerns to the committee in a productive way. The committee worked with ASI and specific CSUF Colleges to promote the event and bring students into the organization. Although the event was not attended by students in the way the committee intended, we were able to conceptualize and re-work the event and our purposes as we considered ways to host the event in the future.

The committee continuously and consistently considered students' needs, perspectives, and insights related to how major and traumatic world events were impacting their academic experiences at CSUF. The committee considered ways that students could be supported and heard during contentious times.

During our final committee meeting in May 2024, Dr. William Toledo was re-elected as the Chair of the Student Academic Life Committee. Dr. Toledo communicated his intent to continue to work during the summer to build relationships with organizations on campus, including the Division of Student Affairs. Dr. Toledo met with the Senior Associate Vice President of Student Affairs & Dean of Students to discuss ways to focus and expand the committee's purpose.

### **Future Items**

We will continue to work on the aforementioned efforts related to students' mental health, anti-racism and anti-oppression, and expanding professional development opportunities for students with ASI and other student-led organizations.

We have a student-listening session and effort planned for fall 2024. We will work with ASI and other student organizations to provide a space for students to voice their suggestions, ideas, and concerns to the committee in a productive way.

We are also now working with the Division of Student Affairs to consider ways to partner and provide meaningful experiences for CSUF students. Committee Chair Dr. Toledo will continue to meet with representatives from the Division of Student Affairs over the summer to plan ways that SALC can collaborate with the organization in ways that will contribute to our mutual goals and to positive student experiences at CSUF.

## Q. University Advancement Committee – report submitted by Juye Ji

### Committee Membership

University Advancement Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Ella	Ben Hagai	ebenhagai	Psychology	SOC SCI	2024
Maritza	Lozano	malozano	Educational Leadership	EDUC	2024
Pending				CBE	2024
Juye	Ji	jjj1	Social Work	HHD	2024
Lisa	Mix	lmix	Library - Administration	L/A/C	2024
Kathryn	Wilson*	katwilson	Theatre and Dance	ARTS	2025
Frank	Russell	frussell	Communications	CCOM	2025
Deepak	Sharma	dsharma	Civil and Environmental Engineering	ECS	2025
Ryan	Walter	rwalter	Biological Science	NSM	2025
Zakya	Ibrahim	zibrahim	Religious Studies	HUM	2025
Kimberly	Shiner	kshiner	VP Univ Advancement	Ex Officio	non-voting
Todd	Frandsen	tfrandsen	Central Development		
Amir	Dabirian	adabirian	Provost/V/PAA	Ex Officio	non-voting
Binod	Tiwari	btiwari	Research and Sponsored Projects		
Stephen	Stambough	sstambough	Faculty Advisor, Office of the Provost		
Aldrin	DeGuzman	aldrind@csu.fullerton.edu		Student	2024
Jayson	Joshi	jaysonjoshi03@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	echahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Eriko	Self	eself	Psychology	SOC SCI	Ex Liaison

### Committee Action

During the AY 2023/2024, the University Advancement Committee (UAC) met on the following days: 9/13/2023, 10/11/2023, 11/8/2023, 2/14/2024, 3/13/2024, 4/10/2024

#### 1. Revision of UPS103.005 World Wide Web Policy

UAC reviewed and revised UPS 103.005 with the primary goal of recognizing the university affiliated social media accounts as websites governed by the UPS103.005 and addressing social media related policies in the statement. The UPS was approved as revised with majority approval by the UAC, and submitted to the Senate Executive Committee for review. The revised UPS identified social media accounts as websites governed by the policy statement. The policy recognizes officially recognized "CSU Fullerton social media accounts affiliated with administrative and academic units of the University" as websites governed by the policy statement. Further, the UPS stated that all contents should be aligned with University Mission, Values and Goals. Social media accounts governed by this policy include those that represent a University Division, College, Department, Unit, or Program. This also includes social media accounts of Associated Student, INC (ASI) recognized student organizations with the exception of student media organizations. This policy is intended to affirm the free speech rights of student organizations affiliated with CSUF and academic freedom of faculty members to express views online and on social media platforms. The UPS strongly recommends CSUF social media communication posts primarily focus on faculty and students' academic accomplishments and achievement stories and it encourage members of the university community are expected to engage with civil dialogue with each other on social media and websites.

#### 2. University Advancement Updates and Discussion

University Advancement (UA) representatives on the committee and their colleagues from UA presented on major topics related to UA. Topics presented included CSUF Impact Crowdfunding campaign, CSUF Day of Giving, Alumni & Family weekend, Foundation/Endowment budget and spending updates.

### **Future Items**

The committee plans to continue discussing some of the above points and to consider how best the UA can contribute to the broader university community. The committee plans to have the UA representatives provide more detailed overview of UA budget spending and endowment disbursement. The committee also plans to discuss how to facilitate constructive collaboration between the UA and the university community. The new chair for AY 2024–2025 will be elected at the first meeting of the Fall 2024 semester.

## R. University Curriculum Committee – report submitted by Joyce Gomez-Najarro and Fred Kinney

### Committee Membership

University Curriculum Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Devon	Thacker Thomas	dthackerthomas	Sociology	SOC SCI	2024
Mitchell	Livy	mlivy	Economics	CBE	2024
Joyce	Gomez-Najarro	jgomez-najarro	Literacy and Reading Educ	EDUC	2024
Sean	Loyd	sloyd	Geological Sciences	NSM	2024
Phoolendra	Mishra	pkmishra	Civil & Enviro Engineering	ECS	2024
Fred	Kinney	fkinney	Theatre and Dance	ARTS	2025
Gloria	Monti	gmonti	Cinema and Television Arts	CCOM	2025
Christa	Greenfader	cgreenfader	Child and Adolescent Studies	HHD	2025
Pending				HUM	2025
Samuel	Barber*	sbarber	Library - Administration	L/A/C	2025
Amir	Dabirian	adabirian	Provost/VPAA	Ex Officio	non-voting
Merri Lynn	Casem	mcasem	AVP Undergrad. Studies & General Educ.		
Christian	Lawrenz	chris.lawrenz@csu.fullerton.edu		Student	2024
Nathaniel	Wamala	nathaniel.wamala@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Matt	Jarvis	mjarivs	Politics, Administration and Justice	SOC SCI	Ex Liaison

### Committee Actions

During the AY 2023/2024, the University Curriculum Committee (UCC) met with a quorum on the following days: 9/1/2024, 9/29/24, 11/3/23, 12/1/23, 2/9/24, 3/1/24, 3/22/24, 4/12/24, and 5/3/24.

#### Revisions to Existing UPS

- UPS 300.024 Majors and Minors: Declaration, Change, and Concurrent Degree Requirements revised, approved as revised with majority approval by the UCC, and submitted to the Senate Executive Committee for review. Voted on by UCC members on 9/29/23. Memo sent to Senate on 10/5/23.

#### Considered Program Changes, Course Changes, and New Programs

- Offered feedback on a draft UPS policy for Blended Programs (Bachelor's and Master's 4+1 programs). Feedback forwarded to General Education (GE) Committee on 12/1/23.
- Majority approval by the UCC on name changes to the following Honors courses: 100, 200, 300, 201A, 201B. Also, minor changes to language in the Honors program description in the Catalog (3/1/24).
- Minor Degree Suspension Approval for College of Natural Sciences and Mathematics special program (3/22/24).
- Development of a Memo to faculty in preparation for changes resulting from AB 928. Developed by sub-committee members Fred Kinney and Matt Jarvis. Also developed by Greg Childers. Shared with faculty in March of 2024.
- Investigated and discussed the possible adoption of a campus wide syllabus management software.
- Approve HONR 302T: Comedy and Cancel Culture and HONR 302T: Truth and Crime (5/3/24).

#### Additional Actions

- Fred Kinney was elected as Chair of the UCC for the 2024-2025 academic year.

### Acknowledgements

- The UCC would like to express gratitude to Ex Officio member Merri Lynn Casem as well as Matt Jarvis as Exec Liaison for all the expertise and support they provided to the UCC.
- The UCC thanks outgoing members for their valuable contribution to the UCC this academic year.

### Future Items

- Review UPS 410.103.

## S. University Writing Proficiency Committee – report submitted by Janna Kim

### Committee Membership

Writing Proficiency Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Edwin	Lopez	edwlopez	Sociology	SOC SCI	2024
Denise	Stanley*	dstanley	Economics	CBE	2024
Joanna	Roche	jroche	Art	ARTS	2024
Hunter	Hargraves	hhargraves	Cinema and Television Arts	CCOM	2024
Melanie	Sacco*	msacco	Biological Science	NSM	2024
Madeleine	Mejia	madeleine.mejia	Literacy and Reading Education	EDUC	2025
Janna	Kim	jkim	Child and Adolescent Studies	HHD	2025
Jonathan	Cornforth	jcornforth	Library - Administration	L/A/C	2025
Rakesh	Mahto	ramahto	Computer Engineering	ECS	2025
Irena	Praitis	ipraitis	English, Comparative Literature, and Linguistics	HUM	2025
Amir	Dabirian	adabirian	Provost/VPAA	Ex Officio	non-voting
Leslie	Bruce	lbruce	Dir. Of Writing Across Disc	Ex Officio	non-voting
Bonnie	Williams (Farrier)	bonniwilliams	Director of Writing Ctr	Ex Officio	non-voting
Leslie	Bruce	lbruce	Dir. Of Writing Across Disc	Ex Officio	non-voting
Benjamin	Chauchereau	bchauchereau@csu.fullerton.edu		Student	2024
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Nina	Garcia	nsgracia	Human Resource Services	STAFF	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 23-24 marked the fifth year of the eight-year review cycle for course reviews. This year, the UWPC reviewed and approved six courses in the College of Humanities and Social Sciences (HSS) from American Studies, Anthropology, Aging Studies, History, Modern Languages, and Sociology to satisfy the UDWR as writing-intensive courses. It also reviewed and approved one course in the College of Education as a writing-intensive course. The committee received no requests for student petitions to waive or articulate another course for the UDWR this year.

### Future Items

The UWPC will be reviewing the next round of courses submitted by the College of HSS in AY 24-25. The programs selected for the next year of review from HSS include: Geography and the Environment, Liberal Studies, Religious Studies, and Women and Gender Studies. Programs from HSS will be reviewed for the next three years. The UWPC also anticipates a need to consult with Academic Affairs and to submit revisions to UPS 320.020 in order to address a system-wide change made to the Graduate Writing Assessment Requirement (GWAR) and to acknowledge the potential use/misuse of Generative AI in students' writing.

## II. GENERAL COMMITTEES

### A. Faculty Personnel Committee – report submitted by Kristin Beals

#### Committee Membership

<b>Faculty Personnel Committee</b> tenured faculty (Full Professor status)				
<b>Committee Membership</b>	<b>Email @ fullerton.edu</b>	<b>Department</b>	<b>Constituency</b>	<b>Term Ends Spring</b>
Dipankar Purkayastha	dipankar	Economics	CBE	2024
Cynthia Gautreau	cgautreau	Elementary and Bilingual Education	EDUC	2024
Elaine Rutkowski	erutkowski	School of Nursing	HHD	2024
Adolfo Prieto	aprieto	Library - Administration	LIBRARY	2024
Doug Swanson	dswanson	Communications	CCOM	2025
<b>Kristin Beals, Chair</b>	kbeals	Psychology	SOC SCI	2025
Kevin Lambert	klambert	Liberal Studies	HUM	2025
Prantanu Ghosh*	pghosh	Civil and Environmental Engineering	ECS	2026
John Koegel	jkoegel	School of Music	ARTS	2026
Mortaza (Mori) Jamshidian	mori	Mathematics	NSM	2026

#### Committee Actions

The FPC held many Monday meetings from 1-4 in person (some individuals joined via zoom, when necessary), and worked both synchronously and asynchronously to:

- Reviewed and made recommendations of approximately 19 faculty portfolios from nearly every college (and CAPS)
- Reviewed and made recommendation of 2 added material requests.
- Conferenced with the Provost on 3 files.
- Review the RTP calendar for 2024/2025
- Extensively reviewed and suggested revisions to policy relevant to FPC's role as stated in UPS 210.000, UPS 210.002, and UPS 210.007. These recommendations were shared with Faculty Affairs Committee and many of the recommendations made it into revised UPS.

#### Future Items

In the coming year, The FPC again will review and make recommendations on all files that come to us. We anticipate, 12-20 files, which is typical. We will continue to learn about and think about how Cultural Taxation can be understood in the evaluation of faculty. We will continue to strive to center faculty while evaluating fairly faculty work and contributions.

We will also continue to seek ways to improve faculty governance on this campus through incremental improvements to UPS that acknowledges the role faculty play on our campus, in regard to RTP and retreat.

## B. Professional Leaves Committee – report submitted by Esther Chen

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, Chair	echen	Biological Science	NSM	2026
Anand Panangadan	apanagadan	Computer Science	ECS	2026
Lucia Alcala	lualcala	Psychology	SOC SCI	2026
Robert Tomaszewski	rtomaszewski	Library - Administration	LIBRARY	2026
Deanna Jung	dejung	School of Nursing	HHD	2024
Alvin Rangel-Alvarado	arangel-alvarado	Theatre and Dance	ARTS	2024
Emily Erickson	eerickson	Communications	CCOM	2024
Maria Casanova	mcasanova	Economics	CBE	2025
Sung Hee Lee	sunghee	Special Education	EDUC	2025
Zakyi Ibrahim	zibrahim	Religious Studies	HUM	2025

### MEETING DATES:

Fall 2023	
September 7	Kick-off meeting
September 12 & 13	Sabbatical Workshops
October 10	Calibration meeting
December 5	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 2023. 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, 97 requested a one-semester leave and 10 applicants requested a one-year leave.

Fifty-eight (58) one-semester leave proposals and six (6) academic year leave proposals were **HIGHLY RECOMMENDED** for awards.

Thirty-nine (39) one-semester leave proposals and four (4) academic year leave proposal were **RECOMMENDED** for awards.

Zero (0) leave proposals were **NOT RECOMMENDED** for awards.

#### Funding

The Provost funded the 58 one-semester that were “Highly Recommended” as well as the 10 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)

Five awardees submitted change in term requests due to work-related demands and/or personal need.

#### Follow-up Inquiries

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

#### Proposed change to UPS 260.102

The PLC also proposed adding a word count limit to the sabbatical narrative to increase fairness in the application process. The narrative proposal is the heart of the sabbatical application. Given only the 5-page limit for the narrative proposal, there was wide variation in how applicants interpreted this limit. For example, some applicants chose double spacing and one-inch margins (~1250 words) whereas, at the other end of the spectrum, other applicants chose single spacing and narrow margins (~3500 words). These formatting differences resulted in great disparity in the amount of information that could be included, affecting the content and perceived quality of the applications. Thus, to increase fairness in the application process, the committee proposed to add a word limit of 2500 words (~500 words per single-spaced page), including references, to the existing 5-page limit in UPS 260.102. This change was approved unanimously by the PLC, and was forwarded to the Academic Senate Executive Board for review. The change will be considered by the Academic Senate during the Marathon meeting on May 16.