



## ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES

DECEMBER 16, 2025

11:30 AM - 12:50 PM

MH-141

Present: Bono, Childers, Gradilla, Graewingholt, Jarvis, Kanel, Kleinjans, Swarat, Valdez (for Milligan), Wood

### I. CALL TO ORDER

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

### II. URGENT BUSINESS

- The Executive Committee went into Executive Session.

Q: One of our faculty members was teaching in our computer lab and the hard drive wouldn't start. The faculty member called IT, and was told you are in KHS, we can't help you. She was on hold for 15 minutes. They didn't show up for an hour and a half. So, I would like to know who's responsible for putting up signs informing faculty whom to call when they are in department classrooms or labs?

A: The Dean's office.

Q: Can Senators be notified when the President signs UPS documents?

A: We can add Senators to the distribution list.

- The Executive Committee went into Executive Session.

### III. ANNOUNCEMENTS

- No announcements.

### IV. APPROVAL OF MINUTES

- M/S/P (Swarat/Jarvis) Motion to approve the December 9<sup>th</sup> minutes. Motion passed.

4.1 EC Minutes 12-9-25 (draft)

### V. CHAIR'S REPORT

- No report.

### VI. PROVOST REPORT - 12:30 PM

- The Executive Committee went into Executive Session.

### VII. STAFF REPORT

- We received four additional applications for the Assigned Time for Exceptional Levels of Service to Students Award.
  - Exec had an extensive discussion on workload equity.

### VIII. COMMITTEE LIAISON REPORTS

8.1 Academic Advising Committee [Bono], F-12-12-25, 9:00 - 10:00 AM, PLS-299

- Met with quorum.
- Minutes approved
- The committee finished reviewing and editing UPS 300.002, Academic Advising Policy. The committee has approved the edited UPS, and the chair will be drafting a memo and sending it to Exec for our review.

- We began to review UPS 300.018, Withdrawal Unauthorized. We will finish reviewing that UPS at our next meeting.

#### 8.2 Faculty Development Center Committee [Graewingholt], F-12-12-25, 9:30 - 11:00 AM, Zoom

- Last week FEID reviewer meeting was held. Well attended. Great insight into the rubric and the call. It was valuable to have a fresh set of eyes on the rubric and call for proposals.
- Michaela, Alison and Monteserrat presented their draft of the Faculty Fellow for AI description and background research on other AI Fellows in the system and beyond. It involves a 3-unit release or the equivalent in additional pay for an AI Fellow dedicated to supporting and guiding faculty in responsible explorations and integrations of AI into their teaching, research, and creative activities. They would provide an emphasis on ethical, critical, and socially responsible use of AI, coordinate an AI Faculty Learning Community (four proposed areas of focus: Teaching & Learning, Research & Creative Activity, Discipline & Community, and Ethics, Equity, & Issues) and also be a point person for faculty with concerns about AI. They would gather data and serve as a liaison to the FDC and ATC regarding faculty needs, concerns, and aspirations regarding generative AI at CSUF. Kathleen Preston applied for a grant through the Department of Education to help support these efforts, but there wouldn't likely be funds available for stipends/awards through the FDC. There may be interest in the Faculty Learning Community without additional pay. Timeline planned for January. Since 3-WTU's wouldn't work for spring, additional pay in spring and course release option in the fall. Smaller group will work on the call to send in January.
- Updates from Kathleen Preston: FDC awarded 91 faculty members from 41 departments Excellence in Teaching Awards on Monday. The Provost provided Tuffy statues to each of the recipients, it was very well attended. New Faculty support meetings participated in an ASCEND Survey 3 Feedback and had a great discussion. New lecturer orientation in spring 1/13/2026 12pm-4pm in PLN-130. Winter Chairs Retreat January 14th 8:30am-2:30pm in PLN-130. Teaching for Social Justice Conference on February 6th in PLN-130. WAC Liaisons AI and Academia Conference on February 20th in PLN-130. Accessible Course Design Labs offered on 1/12 12pm-4pm and 1/13 9am-1pm in PLS-240, \$250 stipend to get your own course materials accessible. Reminder that syllabi must include an AI policy per UPS 300.004, FDC guidance available.
- Meeting minutes approved by acclimation.

#### 8.3 Academic Standards Committee [Swarat], F-12-12-25, 12:30 - 2:00 PM, Zoom

- Academic Standards Committee today spent the meeting discussing UPS 300.030 (Academic Appeals). Lots of "shall" are added. :) They should finish this UPS soon.

### IX. UNFINISHED BUSINESS

#### 9.1 Revisions to UPS 100.015 - Review and Revision of University Policy Statements

### X. NEW BUSINESS

- 10.1 Revisions to UPS 210.070 - Evaluation of Lecturers
- 10.2 Revisions to UPS 260.102 - Sabbatical Leaves
- 10.3 Revisions to UPS 300.016 - Withdrawal Policy
- 10.4 Revisions to UPS 411.400 - Educator Preparation
- 10.5 Revisions to UPS 650.000 - Intramural Research Grants
- 10.6 UPS 300.021 - Academic Dishonesty - (Discussion Item)
  - 1. Memorandum - UPS 300.021
- 10.7 Senate Forum - WordPress - (Discussion Item)

### XI. ADJOURNMENT

- Meeting adjourned at 12:52 pm.