

ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
OCTOBER 1, 2024

Approved 10-22-24

11:30 AM - 12:50 PM

MH-141

Present: Childers, Garcia, Jarvis, Kanel, Mallicoat, Milligan, Swarat, Valdez
Absent: Gradilla, Wood

I. CALL TO ORDER

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

II. URGENT BUSINESS

Executive Committee went into Executive Session.

III. ANNOUNCEMENTS

No announcements.

IV. APPROVAL OF MINUTES

4.1 EC Minutes 9-17-24 (draft) - *forthcoming*

4.2 EC Minutes 9-24-24 (draft) - *forthcoming*

V. CHAIR'S REPORT

- We had the Enrollment Management meeting on Friday. The presentation was on why you should have enrollment management.
- Executive committee went into Executive Session.
- Emily Bonney would like if we could refer UPS 300.031- Academic Appeals to Academic Standards for a quick edit. The timing of the appeals is making so that when they have up to 90 days into the semester to file an academic appeal, that's late November. Some of them are going to be filing appeals for their grades from spring and that's too late for the committee to meet to hear them. So, even though giving the student more time to appeal is student friendly, it's not student friendly, because they file their appeal and by the time the committee gets back to them, they have missed two semesters. So, I will send that timeline to the Academic Standards Committee.
- I made a google doc that I will share, for committee coverage. This will make it easier for us if we are going to miss a meeting a need someone to cover as liaison.

Q: (Valdez) I sent out an email about us writing a resolution addressing our concerns like other campuses have on TPM.

A: (Jarvis) My sentiment is we have the Provost here today, our next Senate meeting when a resolution could be taken up is October 10th. I think we might want to think about it next week, because we will see what happens on Monday, October 7th. We can put it on the agenda for next week.

VI. STAFF REPORT

Regarding the memo that was sent out for the ASCSU Constitution Ratification amendments, I drafted a timeline. We currently have a special election going, so that will be a second special election. The election will run October 28th through October 31st. This will give everybody enough time to review everything to understand what they are voting for. a No report.

- (Jarvis) The only thing I was going to add to the email from what they sent was to include the two parts of the ASCSU Constitution that tell people how their vote is counted. It requires a majority vote of all faculty in the system.

VII. COMMITTEE LIAISON REPORTS

- 7.1 ASI Board [Jarvis], T, 9-24-24, 1:15 – 3:45 PM, TSU Legislative Chambers
- There were a number of presentations. No items had any particular import for Senate business.
- 7.2 Honors Programs Advisory Board [Mallicoat], F, 9-27-24, 10:00 AM - 12:00 PM, Zoom
- No report submitted.
- 7.3 Campus Facilities & Beautification [Wood for Swarat], F, 9-27-24, 11:00 AM - 12:00 PM, Zoom
- Minutes--Reviewed and approved as presented.
 - Night Lighting—Special guest, Justine Baldacci, Associate Dir., Environmental Health and Safety and PUBH faculty. Presented Annual Lighting Night Walk.
 - Micromobility—Collisions are happening on campus. Many complaints about e-bikes parked in the library, blocking fire exits, plugging them in, blocking foot traffic. Police have said that unless they are riding them in the buildings, we can't do anything about it. Need for more outreach to students. Will meet with police again.
 - Water bottle refill stations—Map of water bottle stations in folder. Campus is working on updating the map with the new location list.
 - Campus waste signage—Compost, recycling, trash. Have specifics data for CalRecycle grant audit. The grant was focused on CRV, and they are auditing recycling, and they are seeing significant improvements recycling and CRV. Questions from committee about: 1) signs for composting on campus, 2) why facilities throw everything into the same bin, and 3) why catering always uses plastic. John Ramirez reports that the trash bins are segregated after the fact (by student) and maybe not as thorough as possible, but it does happen. Comment about campus encouragement to incorporate sustainability into curricula. John Ramirez confirmed there are 2 composting stations on campus—TSU and Gastronome. He will communicate committee desire for more (by the library to begin with).
 - Fast charging stations—guest to attend next meeting. Comment: Campus should have charging stations for e-bikes so they don't bring them into the library.
 - Parking congestion—next meeting.
 - Question to committee from a part-time art faculty member about donating permanent display of art on campus. Advised to refer the faculty to Advancement as a first step.
- 7.4 Curriculum Committee [Kanel], F, 9-27-24, 12:00 - 2:00 PM, Zoom
- Quorum met
 - Meeting dates offered: 10/18 if needed, 11/1, 11/22, 1/31, 2/14, 3/21, 4/11 if needed, 5/2
 - Minutes from 8/30 approved as amended which correct spelling of Merri Lynn and proper date, 8/30/24, (always grammatically and editorially correct)
 - Library Research Center Internship: LIBR 395
 - This proposed course was discussed by committee.
 - Suggestions offered and accepted with gusto by Committee member and librarian Cornforth. A variety of revisions need to be made. E.g. Going through CICE, supervision issues, evaluations
 - Will revise and bring back to UCC in November
 - UPS 410.100 Student to student tutorial
 - The emphasis is now on how the student is learning and enhancing their own understanding of the content, rather than being just an assistant and doing the instructor's work. It needs to be supervised.
 - Also, adding small group along with individual basis and not allowing the student to substitute for instructors for teaching classes, holding office hours, grading or engaging in research.
 - Now mentions FERPA rights to be respected by tutors. Added the term "tutee"
 - Discussed staffing formula and workload for supervising instructor. Should it be volunteer, or should instructor get paid?
 - Revised document approved by committee.
 - October meeting is activated since there are a few UPS we need to review.

7.5 Graduate Education Committee [Wood], F, 9-27-24, 2:00 - 4:00 PM, MH-141

- Meeting included 8 students, including the new student rep to the committee. They provided lots (pages) of excellent feedback about barriers to graduate education on our campus. Money, time, parking, food in the evening were common themes.
- Welcomed the Grad Student Success Center Director
- Discussed plans for creating recommendations.
- Discussed Grad Ed Conference Planning

7.6 Student Academic Life Committee [Milligan], T, 10-1-24, 9:00 - 10:00 AM, Zoom

- Quorum was met.
- Guest: Vincent E. Vigil, Ed.D., Senior Associate Vice President of Student Affairs & Dean of Students.
- Approved September minutes.
- SALC is looking for UPS that they can review. They want to talk with senate before moving forward on anything.

VIII. NEW BUSINESS

8.1 UPS 410.103 - Curriculum Guidelines and Procedures: Academic Programs - (Discussion item)

- Exec had an extensive discussion and voted to send this to UCC to review.

8.2 VP Student Affairs Search Committee

- (Jarvis) We have been asked to come up with a search committee, three faculty and chair's designee.

Suggestions:

- William Toledo (EDUC)
- Mia Sevier (HHD)
- Amber Chitty Wilson (COMM)
- Jeffrey Jolley (CBE)

8.3 FAC Feedback Re: Research Policy Committee's Draft UPS - Faculty Workload

- Exec discussed this and voted to send the UPS document and this memo to PRBC for their feedback. Once we hear back from PRBC, we will send all feedback to the Faculty Research Policy Committee.

8.4 Revisions to UPS 210.000 - Tenure and Promotion Personnel Procedures - (Discussion item)

- Exec discussed this and voted to send this to the Faculty Affairs Committee to review.

8.5 Revisions to UPS 210.007 - Appointment of Administrative Personnel

8.6 Revisions of UPS 210.500 - Procedures: Search Committees for Administrative Personnel

1. Revisions of UPS 210.500 - Procedures Search Committees for Administrative Personnel - clean copy

8.7 Revisions to UPS 210.020 - Periodic Evaluation of Tenured Faculty

IX. MEMBER ITEMS

X. ADJOURNMENT

- M/S/P (Garcia/Mallicoat) Meeting adjourned at 12:50 pm.