

ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
DECEMBER 17, 2024

Approved 1-28-24

11:30 AM - 12:50 PM

MH-141

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

- Something that has come up to me a few times and it came up to me again regarding challenges with hiring and onboarding staff. There is a huge gap with HR moving them through the process, but once you get them here it takes four to eight weeks for them to actually be able to do any work.

Is there any way we can request folks to look at policy and practices, why can't you even request a laptop before they start? We do it for faculty but have been told you cannot do anything until staff are here. You can't even assign them training.

- My sister applied for her third master's degree, and she told me she submitted her transcripts when she applied, and they never read them. They asked her for them, and she submitted them again. It took two months, and she couldn't register because she had a hold placed on her. This is the problem with staff vacancies and not being able to retain staff. We have lost so much institutional memory and things we used to be able to do and we are struggling because not one knows what to do.
- Jamila Moore Peuro, Karen Stocker, Zia Salim and Brian Peterson, joined Exec via zoom. Exec thanked Brian Peterson, the artist of the mural, and the committee for their work in getting the mural done on the HSS building.

III. ANNOUNCEMENTS

- (Valdez) Would it be possible to have the speakers list as a google doc for Senate meetings? I'm thinking how we can rework the speakers list so it's less difficult to manage.

Q: Have we tried the speakers list in google doc before?

A: (Jarvis) Jon has been working on software that would enable everyone to put themselves on the speakers list. He thinks the software is ready to roll out at the first meeting in spring. So, maybe we can try the software to see if it works.

Executive Committee had an extensive discussion regarding having a google form for the speakers list, and possibly having google forms as a way to possibly submit amendments.

- M/S/P (Kanel/Swarat) Motion for Chair Jarvis to speak with Jon regarding the Senate meeting and the program he is working on. Motion passed.

IV. APPROVAL OF MINUTES

- M/S/P (Childers/Kleinjans) Motion to approve the November 19th minutes. Minutes passed as amended.
 - 4.1 EC Minutes 11-19-24 (draft)
 - (Kleinjans) Jay Barbuto (CBE) was also suggested for the VP of UA search committee.
 - M/S/P (Mallicoat/Childers) Motion to approve the December 3rd minutes. Minutes passed.
 - 4.2 EC Minutes 12-3-24 (draft)
 - M/S/P (Childers/Mallicoat) Motion to approve the December 10th minutes. Minutes passed.
 - 4.3 EC Minutes 12-10-24 (draft)

V. CHAIR'S REPORT

No report.

VI. PROVOST REPORT - 12:30 PM

I am working with the Cabinet, and we will get communication out before school starts for our students, faculty and staff to make sure they know what they need to do if someone from ICE shows up in their classroom. We want everyone to know what to do to protect the identity of students in their class. We don't want to put our faculty in jeopardy or danger.

We cannot be a sanctuary university because it is a public space. If somebody comes to a private office, it's private, and they won't have access to it. But public areas we cannot take those away.

We will make sure there is communication across campus that is vetted through the Chancellor's office.

Q: (Kleinjans) Are buildings public space?

A: (Provost) The hallways are public spaces; the classrooms are not.

Q: (Kanel) Can a faculty member tell someone I have class going on, you cannot be in here?

A: (Provost) Yes.

Q: (Kanel) What if they don't leave?

A: (Jarvis) Call the campus police, they can escort them out.

Q: (Kleinjans) Is there a way we can have flyers with the policies listed on them?

A: (Provost) Yes, they are working on them.

- (Jarvis) They are getting things vetted by the Chancellor's office.
- (Jarvis) I have been talking with David Forgues, Student affairs is going to be doing a number of events so that people know their rights.

Q: (Valdez) I mentioned possibly organizing some sort of alert system. I don't know if we would want this to be formal, attached to a university app, or informal. I know there are legalities, and I was thinking of what the Chief of Police said and how we could word things.

Students can sign up to learn when there is free food after an event, so on that same app, could there be something we could word as an alert?

A: (Provost) What I was told, AB 440 requires our campus to report to the Chancellor's office if ICE is on campus, that is a state law. The Chancellor's office designates somebody on our campus, to report the minute ICE agents are on our campus. So, we will see if we can alert the campus or not.

VII. STAFF REPORT

- We are preparing for the 4th Special Election, to fill an At-Large and Student Affairs vacant Senate seats.

VIII. COMMITTEE LIAISON REPORTS

8.1 Internships & Service Learning Committee [Mallicoat], W, 12-11-24, 9:00 - 10:00 AM, Zoom.

- Discussed two items:
 - Gathering data on workload for internship classes. Discussed what types of data that we want to collect.
 - Began a discussion on revising policy on max units towards 120. There seemed to be general support for the idea of allowing no more than 6 units towards the major/9 units towards graduation.
- No decisions were made: Committee will continue to reflect and will revisit these items at the first meeting of the semester.

8.2 Assessment & Educational Effectiveness Committee [Swarat], W, 12-11-24, 1:00 - 2:15 PM, Zoom

- Su Swarat discussed the request from WGS via the senate to expand PPR Table 2-B to include first/second/third majors; No objections from the committee.
- Su Swarat shared updates from OIEP:
 - Academic program assessment annual reports completed, which are being reviewed by the assessment liaisons over the winter break.
 - Campuswide strategic plan reports are due on Dec. 15. More updates will be available in spring.
 - Post-graduation success workgroup is working to gather campus opinions on what success means after graduation.
 - WSCUC is seeking public comments regarding changing DEI language in the standards to “success of all students”.
- Mary Anna: Examples of COTA faculty assessment approaches
- <https://padlet.com/mannabeing/csun-best-practices-group-activities-7gmpahsj2w9yxx95>
- Asked students to share groupwork activities in the classes in Padlet; Presented to department faculty and asked faculty to add to the list as well. (It helps showcase the variety of assignments that are used to help students learn and assess groupwork. This could be a “non-traditional” way to get faculty to share and support each other.
- Chair Geramo discussed possible spring agenda (best practices, DEI assessment, teamwork assessment, PPR guideline review, etc.)

8.3 Writing Proficiency Committee [Kleinjans], F, 12-13-24, 9:00 - 11:00 AM, Zoom

- Quorum met.
- Certification of writing course WGST 350: Research, Methodology, and Writing. Discussed and friendly suggestions provided. Approved.
This completes the course recertification process for this AY.
- Discussion about the use of AI in courses and the upcoming TitanGPT.
- On the agenda for spring: Revision of UPS 320.020.

8.4 Faculty Development Center Board [Valdez], F, 12-13-24, 9:30 - 11:00 AM, Zoom

- The FDC Director gave her report with updates, no new projects reported. The group then revisited the FEID rubric since there were inconsistencies when they calibrated it at the last meeting. The group then selected the theme of accessibility for this year's grant.

8.5 Academic Standards Committee [Wood], F, 12-13-24, 1:00 - 2:00 PM, MH-141

- Quorum met.
- Minutes (11/15/24) approved.
- Continued making edits to UPS 300.023 (Grade Change)
- Future work:
 - UPS 310.000 Credit for Prior Learning (returned from Marathon meeting)
 - UPS 300.016 Withdrawal Policy
 - UPS 300.018 Unauthorized Withdrawal - Issuance of WU Grade
 - UPS 411.104 Policy on Online Instruction
 - UPS 300.030 Academic Appeals

8.6 Planning, Resource & Budget Committee [Jarvis], F, 12-13-24, 1:00 - 2:30 PM, PLS-299

- PRBC met (hybrid, quorum reached)
- Passed revisions to UPS 100.600
- Almost done with UPS 100.605 (will vote by email over break)
- UPS 100.620: still working on it. Core issues: should there be an external reviewer as part of division reviews? Value of reviews for such large and diverse divisions?
- Discussion on power of PRBC. Down over the last decade. Why? How can PRBC memos and recommendations carry more weight?

IX. UNFINISHED BUSINESS

9.1 Revisions to UPS 210.007 - Appointment of Administrative Personnel

9.2 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

X. NEW BUSINESS

10.1 Ad Hoc for the Constitution Committee

10.2 Revisions to UPS 210.000 - Tenure and Promotion Personnel Procedures

10.3 UPS 411.601 - Policy on Academic Internships - (Discussion item)

10.4 Revisions to UPS 100.610 - Program Discontinuance and Program Suspension

1. EO EP&R 19-10

10.5 Revisions to UPS - 411.105 - Support Courses

10.6 Revisions to UPS 410.103 - Curriculum Guidelines and Procedures: Academic Programs

10.7 Strategic Plan UPS Pain Point Survey - (Discussion item)

10.8 New UPS XXX.XXX - Tenure-Track and Tenured Faculty Workload

XI. MEMBER ITEMS

XII. ADJOURNMENT

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