

ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
MAY 6, 2025

Approved 5-20-25

11:30 AM - 12:50 PM

MH-141

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

Absent: Milligan

I. CALL TO ORDER

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

II. URGENT BUSINESS

- Exec discussed new business items 9.1 and 9.3 to ensure they were handled and added to the AS Marathon agenda.

III. ANNOUNCEMENTS

- (Mallicoat) Senior Honors Conference is on Friday, May 16th. We will have 54 students presenting their work in Laural from 9:00 am -12:00 pm.
- (Swarat) The definition for Post Graduate Success will go out to campus as a survey for feedback. We are going to try to develop an alumni survey to try and measure all the things captured in the survey.
- (Swarat) The Cultural celebrations this past weekend had low faculty turnout, In total, I only saw two faculty. I don't know how we can communicate this better to faculty or incentivize faculty to come. I think for these events we can't have two tables of administrators, and I'm not putting down administrators. But I think students want to see faculty; they connect with faculty more.
 - (Gradilla) This has been my big fight with DIRC, they do special invites only, they don't put out a call for faculty. The reason why there will be 30 Latino faculty at the Latino Cultural Ceremony is because I organize them to be there, for that very reason.
 - (Mallicoat) There is a lack of engagement, announcement, or encouragement. I'm sure there are faculty that would like to attend if they knew they were allowed to. I don't think faculty know that they are allowed to attend or that they are welcomed.
 - (Jarvis) I will email Cecil Chik to see how we can get faculty more involved. Possibly sending out more targeting emails.

IV. APPROVAL OF MINUTES

4.1 EC Minutes 4-22-25 (draft) - *forthcoming*

4.2 EC Minutes 4-29-25 (draft) - *forthcoming*

V. CHAIR'S REPORT

- No report.

VI. PROVOST REPORT - 12:30 PM

- I want to give you an update on the enrollment:
 - 8,250 - first time freshman accepted, our target was 7,000.
 - 6,200 - transfer students, our target was 4,500.
 - 1,600 - Masters, our target was 1,100.
 - The melt on first time freshman and transfers is about 20 percent. If you look at last year versus this year, we are lower. The majors that had more students are getting more students. So, the nine majors that were big are getting bigger and the majors that were small are going to get smaller.

- I talked with the Deans, and we want to do a campaign on the smaller departments to get faculty to call those students and send them a social media campaign to get more accepted. I don't want those small departments to get smaller; I want those programs to get bigger. I want to see if we can do an outreach with an incentive program with an incentive for the students. I am also putting together a campaign for the majors, due to the situation with international students.

Suggestion:

- (Jarvis) When you are doing your targeting, do it backwards by date of application; the more recently they applied, particularly for international students.

Q: (Kanel) As it relates to classrooms, I'm told already that several of my department classes can't find classrooms.

A: (Provost) It's a myth, we have classrooms. Just have them contact me personally. I have told the Deans of they need classrooms; to let me know and I will find them rooms.

Q: (Mallicoat) With Courseedog rolling out, is there going to be a look at fill rates, utilization rates, and maybe some re-benching of classrooms?

A: (Provost) The goal for the following years is to have your college classroom to become general classrooms, so people can get them. It would be a lot easier that way.

- I am working on the budget. I have talked with the Deans; we have \$9 million to cut and I'm trying to get the least amount of impact. I will email you the presentation that I gave to PRBC. I encourage you to look at the presentation, it will give you a great view of the Academic Affairs budget.

My Priorities are (in order of which cuts would come first):

- First priority is looking at the carry forward and what can we cut from the carry forward.
- Second priority is the Provost office, what stuff we can cut.
- Third priority is GI 2025. We give out approximately \$400,000 of completion grants; we may not be able to do it next year. So, I estimate about \$500,000 in GI 2025 savings.
- The last one is the searches. Can we reduce the number of searches.

Q: (Kanel) What is this enrollment management vice president going to do for us?

A: (Swarat) To make sure we have enough enrollments.

- The bookstore wants to come to talk about books, the book program. They brought it to me and the Cabinet. They have a book program that will cover their entire books for the semester, both for full-time and part-time students. They can get books printed online. For part-time students, it will cover \$140; for full-time students, it will cover \$240, all books, all publishers.

Q: (Swarat) The publishers are ok with this?

A: (Provost) Yes, this is through the publishers

Q: (Mallicoat) Are the publishers negotiating this with all their authors?

A: (Provost) I don't know, but this is a program they wanted to introduce.

Q: (Childers) is \$240 per class?

A: (Provost) No, it's for the entire semester.

We will pilot this in fall for a small community to see how it works. They want to roll out in spring. It will automatically enroll all students, and they have to opt out if they don't want it. And if it works out, after a year I recommend going to the students to include it in the fees.

I recommend them coming to Exec in the summer and present it to the Senate next fall.

- The Executive Committee went into Executive Session.

VII. STAFF REPORT

- No report.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 Information Technology Committee [Childers], F, 5-2-25, 10:00 - 11:00 AM, Zoom
- Minutes of the last meeting were approved.
 - Willie Peng provided a brief written IT update: VP IT search underway, anticipated \$1M IT budget reduction, ChatGPT EDU is available as opt-in, upcoming IT disaster recovery exercise.
 - Loretta Donovan was elected chair of the committee for 2025-2026 AY.
- 8.2 Faculty Affairs Committee [Jarvis], F, 5-2-25, 10:00 AM - 12:00 PM, MH-141
- FAC worked on UPS 210.001, incorporating changes sought by D&I committee. They did not complete work on this document.
 - The committee elected Christy Scher to serve as chair in 25-26.
- 8.3 Curriculum Committee [Kleinjans], F, 5-2-25, 12:00 - 2:00 PM, Zoom
- No quorum.
 - Irena Praitis (UWPC) attended to discuss AI in syllabus UPS.
 - Minutes from last meeting not available (minute taker not at meeting and did not reply to emails according to Fred).
 - Lots of no-shows, including without prior notice.
 - Discussed draft template for honors course proposal reviews. Plan is to consult with Honors Board and then finalize template at the beginning of the next semester, preferably before September 5, the first meeting of the Honors Council.
 - Discussed proposed language to include in UPS 300.004 (Syllabi policy) – suggested language for now. (Adapted from proposed UPS 320.020 UNIVERSITY WRITING REQUIREMENTS from UWPC.)
 - The instructors' policies and expectations about students' use of Generative Artificial Intelligence (GAI) tools and other emergent technologies shall be explicitly addressed on the course syllabus and in instruction. Instructors are encouraged to explore technology tools in collaboration with students and to include guidance on how students can use these tools to protect and develop their critical thinking skills and academic proficiency.
- 8.4 Planning, Resource & Budget Committee [Jarvis], F, 5-2-25, 1:00 - 2:30 PM, CP-1060
- No report submitted.
- 8.5 General Education Committee [Childers], F, 5-2-25, 2:00 - 4:00 PM, Zoom
- Minutes of the 2/28, 3/7, and 3/21 meetings were approved.
 - HONR 303T AI and News Literacy - approved for Area 4U following minor corrections by the instructor.
 - Kevin Lambert was elected chair for Fall 2025 but plans to be on sabbatical in the Spring. Erika Thomas volunteered to take over in the Spring, and the committee agreed.
 - UCC pushed a proposed joint meeting on an AI syllabus statement to next fall. The GE committee discussed modifications to the GE writing requirement and will further consider in the fall following the discussions with UCC.
 - May 9 meeting is canceled.
- 8.6 Library Committee [Milligan], M 5-5-25, 11:00 AM - 12:00 PM, PLS-299
- No report submitted.
- 8.7 Extension and International Programs Committee [Gradilla], M, 5-5-25, 3:00 - 4:00 PM, CP 950-925
- Review and action on the proposed revision to UPS 450.500 Policy for Non-Academic Credit/CEU Certificate Programs Implementation and Awarding of the Continuing Education Unit.
 - They made the necessary minor changes to the UPS
 - EIPC Chair election for the next academic year

- Sean Walker reminded them that this committee is on the sunset list. Karen McKinley definitely wants this to become a board.

IX. NEW BUSINESS

9.1 New Program Proposals

- This document will be added to the next AS agenda as a consent calendar item.

9.2 Faculty Committee Assignments for Standing Committees, AY 2024-2025

- Exec worked on filling AS Standing Committees vacancies. An email will be sent out to faculty asking them to serve. Once we receive acceptance, the faculty member's name will be added to the consent calendar for the May 15th Electoral Senate meeting.

9.3 Revision to UPS 300.018 - Withdrawal Unauthorized

- Exec had an extensive discussion on this document.
- This document will be added to the next AS agenda as a new business item.

9.4 GEC Recommendations to remove barriers to Graduate Student Success - (Discussion item)

9.5 Voting List Part-time Constituency - (Discussion item)

9.6 UPS 411.200 - GE Guidelines and Procedures: New and Existing Courses - (Discussion item)

9.7 Rescission of UPS 230.00 Statement of Professional Responsibility - (Discussion

1. Ad Hoc Committee to develop Statement of Ethics

9.8 Non-stateside employee representation - (Discussion item)

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

X. MEMBER ITEMS

XI. ADJOURNMENT

- Meeting adjourned at 1:00 pm.