



**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
JULY 9, 2024**

Approved 8-13-24

11:30 AM - 1:00 PM

MH-141

Present: Badal (for Garcia), Barber (for Milligan), Childers, Jarvis, Kanel, Valdez, Walsh (for Swarat), Wood, Swarat

I. CALL TO ORDER

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

II. URGENT BUSINESS

- As a chair that has went on sabbatical, I would like to raise concerns regarding the approval process and how difficult it is to get the signature authority and the assumption the chair will continue to sign everything while on sabbatical and that the acting chair will continue to sign everything for months after they are no longer acting, during their summer. The associate dean will give signature authority on one piece, but there are several other things the chair needs signature authority on, e.g., Travel, Concur, CHRS, AEM, student forms, and no one can give a comprehensive list of all the things.

In our department we have a large advising team and the change of major, change of minor, and access enrollment forms go to the advisors because they meet with the student, they guide them, so the forms go to them. Now the forms are all going to me, and I have 10 people wanting to change their major and I can't delegate it because they are not on the list. This should be a smoother process and it won't just help people on sabbatical. When we change chairs, it should be smoother, when people go on leave it shouldn't cause them to do work in the summer.

On my first day back, I found out there is a conference fee that was due in February, that we haven't manage to pay because shortage of staff and nobody know what to do or it was lost. The coordinator has called multiple time, but they haven't moved it. There is another person who received an award from a philanthropic fund 14 months ago and they have not been paid. And there's travel, they say do it on paper, then do it in Concur, so it keeps getting rejected.

So, my point is, we have changed the rules so many times, we have had so much change in software, and we have shortages of staff. This has created confusion about how to do business. If we can give people bullet points of the steps, it would help us all so much.

- We can bring this up with the Provost.
- The first Senate meeting of the year we need to have a search committee for the AVP of Undergraduate Studies and General Education.
 - Search committees for all the various positions is a topic when the AS chair and President Rochon at their 1 on 1 meeting.

III. ANNOUNCEMENTS

No announcements.

IV. TIME APPROXIMATE

12:30 PM - 12:45 PM

Presenter: Deputy Provost Sean Walker

Deputy Provost Sean Walker joined the meeting to discuss changes for the designee for the Extension and International Programs Committee (EIC) and International Education Committee (IEC).

- I have a couple of things that deals with Extension, looks like the committees and UPSs haven't been corrected. I have a proposal for committees and one of the UPS documents to change it from the Dean of University Extended Education to the Provost and Vice President for Academic Affairs designee, which would fix them and put them in line with the others.

I know committees are being worked on, for the two committees (EIC) and (IEC), Deborah Leahy would be the designee for IEC, and it would end up being either be me or Karen McKinley as the designee for EIC.

Q: (Jarvis) Is there any particular reason they need to remain two committees?

A: (Walker) I know you are working on that, so I am not going to speak on that. My prior thoughts on that stand, which is you don't need two committees.

- The other item is UPS 450.100 Policy on Extension Program, that still says Dean of University Extended Education. However, when we need to take action this summer, which we are going to have a non-credit program for the College of Business that is normally taken care of by the Dean, but there is no Dean. So, I was hoping to get the blessing for myself or Karen to take care of that program, because that is what's supposed to happen. Since there is no Dean, we would like to change that to the Provost and Vice President for Academic Affairs designee.
- There are also a few other Extensions UPS documents that are going to need to be fixed, UPS 450.000 Goals, Scope, and Policy Regulation for Extended Education and UPS 450.500 Policy for Implementation and Awarding of the Continuing Education Unit, those can be updated by the committee this year.

Q: (Kanel) Can Exec make this decision without going to the floor?

A: (Jarvis) Exec can pass things in the summer, then the Senate has to confirm it at the first meeting.

- (Walker) My suggestion is for Exec to change 450.100 Policy on Extension Program, this way we don't get into any issues with curriculum, because there is no Dean, so technically there is no one to approve things. I will send over the UPS document with the proposed changes for Exec to approve.
- The other Extension related thing that I wanted to bring up is we have UPS 450.400 Open University Enrollment Policy, which basically tells everyone how we are going to register out students. I am going to advocate that you rescind it because what it does is when we write it all our, it goes back to the old policy verses procedure thing. It ties the hands of the people that have to try and help the students get into classes. The other reason I think rescinding it is ok is all of the other information that is important that is in there, the policy and procedure stuff that we follow is in EO 1099.
 - (Jarvis) We will put EO 450.400 on the Exec agenda for the next meeting to look at it.
- I have a question related to grades. One of the rumors that is flying around talks about the evolution of the early start program into supportive pathways and the changes in how the programs work (e.g. Early Start had a required summer component) supportive pathways does not.

V. APPROVAL OF MINUTES

- M/S/P (Kanel/Childers) Motion to approve the June 18th minutes. Motion passed.

5.1 EC Minutes 6-18-24 (draft)

VI. CHAIR'S REPORT

I met with Chief Frisbee he would like to come to a Senate meeting to talk about crisis response. We will probably have him come to a September meeting.

VII. STAFF REPORT

No report.

VIII. UNFINISHED BUSINESS

8.1 Setting Goals and Priorities for Academic Senate 2024-2025

- Exec continued discussing goals and priorities for 2024-25. Discussion will continue at next week's meeting.

Suggestions:

- (Wood) Do we have anything on communication? I feel we should have more two-way communication with both the Senate and institution.

Q: (Jarvis) Is this an additional item or do we want to link this with trust?

A: (Wood) It is linked to trust, because part of trust is linked to good communication.

8.2 Liaison Choices 2024-2025

- (Jarvis) We will discuss this once we have the additional Exec members, the vacant CSU and vice chair seats.

8.3 UPS Documents for Review AY 2024-25

- Exec continued looking at UPS documents to see which ones need to be reviewed and identified which AS committee to send the document to.

Q: (Kanel) Should people go directly to Exec first or should they to the chair of the committee?

A: (Jarvis) Either is fine.

Q: (Swarat) Regarding the Doctoral Programs, has the Statewide Senate talked about the offering of doctoral degrees in the CSU at all?

A: (Kanel) Yes, they are talking about doing more, but we always have to run it by the UC's.

Q: (Swarat) Is there any discussion about what kind of doctoral degrees we are going to offer?

A: (Kanel) It hasn't come, but it will come to my committee because I am on the Academic Affairs Committee, so I will be looking at that probably next year. They were talking about a doctorate in Public Health, I will keep you updated.

- (Swarat) I wonder if we want to wait a year, because we want to know what the system is thinking. And the reason I asked is because the Carnegie Foundation that does all the classifications, they are changing their methodology. That's supposed to come out in 2025 and that might also have some impact on how we classify ourselves.

Q: (Jarvis) Has anyone heard of any problems with this? We haven't had too many attempts at creating doctoral programs in recent years. I haven't heard any complaints about the UPS.

A: (Kanel) No, but we have to be more competitive now that the community colleges are doing bachelor's degrees.

The Executive Committee went into Executive Session.

8.4 Faculty Committee Assignments for Standing Committees/Misc. Boards/Committee, 2024-2025

- Peer Review Panel (Range Elevation Appeals)

Exec continued working on filling AS Standing Committees and Misc. Boards vacancies. An email will be sent out to faculty asking them to serve. Once we receive an acceptance, the faculty member's name will be added to the consent calendar for the August 29, 2024, Academic Senate meeting.

IX. NEW BUSINESS

9.1 Annual Reports for Review from AY 2023-24

9.2 Calendar AS Mtgs F 2024 - SP 2025 (draft)

9.3 Orientation for Committee Chairs [A Friday in September, an AM/PM session]

9.4 AA/AS Annual Retreat, Fall 2024 - Date TBD / Topic TBD

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

9.6 Concourse Starter Tool - (Discussion item)

X. MEMBER ITEMS

- (Kanel) I am having an issue with classrooms to teach in. We are worried about getting more students, but why aren't there enough classroom to support 40 students? Despite all the online classes, why isn't there enough classrooms? I don't understand why I cannot get a classroom in the summer. The weekend before we started, all my classroom were taken away from me.
 - (Walsh) Have your ASC contact Rosy Nguyen in Scheduling, and she will get you a classroom.

XI. ADJOURNMENT

Meeting adjourned at 1:00 pm.