

ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 17, 2024

Approved 10-8-24

11:30 AM - 12:50 PM

MH-141

Present: Childers, Garcia, Jarvis, Kanel, Mallicoat, Milligan, Swarat, Wood

Absent: Gradilla, Valdez

I. CALL TO ORDER

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

II. URGENT BUSINESS

Advisement is really bad, why can't everybody do advising and outreach like HSS? They have the best model on campus.

- We have a split model where we have faculty doing advising and staff are doing advising in a different office supervised by the Dean's office and the coordination is really challenging. Our faculty advisers are so much better skilled at knowing all the things, now that's our problem, that's our fault. There has been a revision to this model that is coming, but I am not allowed to talk about it.
- My faculty advisor came to me yesterday crying in tears, ready to quit.

Q: Has anyone talked to the Dean, the person who was is in charge of advising about this?

A: Yes.

Suggestion:

Have Chair Jarvis reach out to Yuying and invite her to come to Exec to discuss the state of advising at the various colleges. We can sort of figure out where the problems are and what we can do to help.

Q: Who's doing grad checks? Do staff advisors do grad checks?

A: They left it up to each department to decide. The larger departments decided to let staff do it. The smaller departments decided to have faculty do it.

III. ANNOUNCEMENTS

- (Jarvis) The Constitution Committee met this morning on D&I's Bylaws proposal, and they will be issuing a memo. The Committee on Committees is working and will have something by mid-October.
- (Childers) I am doing a presentation next Wednesday from 12:00 - 1:00 pm at FDC on the GE changes.
Q: (Kanel) Will it be on Zoom
A: (Childers) It will be hybrid, in person and on Zoom.
- (Swarat) Reminder, Convocation is on Thursday.

Executive Committee went into Executive Session.

IV. TIMES APPROXIMATE

11:30 AM – 12:00 PM

Topic: Student Affairs

Presenter: VP Forgues

VP Forgues joined the Executive Committee meeting to give updates about Student Affairs.

Updates:

- We had HSI week last week and we had a lot of activities.
- We are proud of our Seal of Excelencia, and we should be recertified soon.
- We will have First-Gen week the first week of November.
- Fall Open House will occur on Saturday, October 26, 2024.
- Our Mobile Crisis Response Team is up and running. They have already responded to multiple students in mental health crisis. These are unarmed folks; they are counselors who are coming from a position of care, and they are able to respond quickly. They have a van they use to respond and take care of people. It's new, it's innovative, we are not aware of any other campus that is doing this and it's a good partnership.

Q: (Kanel) Does the van replicate ambulance health, where you are able to restrain somebody who is psychotic and unable to control themselves.

A: (VP Forgues) We have to be careful about that, because our folks are also front line. When it becomes a safety issue, sometimes we have to ask the police for more invasive help.

We are able to bring someone right to a place where they can get a bed, and we can do consistent follow-up. Once they come back, we can help with the reentry process.

- We also heard a lot of feedback last year about Education Opportunity Program (EOP). It's a state program for in state residents to serve those that otherwise might not have many opportunities for college. There was a whole slate of changes that were proposed for EOP. The problem I found, kind of my assessment as I went through and talked to everybody, is that those were really proposed for and not with. They were almost like things that were being done to the students and the staff. So, when I came into the position, we stopped all that stuff and said this is not the way to do this.

We've taken a step back and we have engaged a couple of external reviewers Dr. Dawn Person and Shiva Parsa, that runs the program at Northridge. They are going to do an external review for us. This is a great opportunity for us to hear all voices.

We have a few more students than Northridge and our EOP program is serving 800 students they are serving 2,500 students, so we have got to do more to be able serve this population, which deserves our very best. The EOP criteria is clear, and we could be reaching out to far more students and helping more students than we are. We are going to take a group on a field trip to Northridge to see what they are doing.

We had summer bridge program this summer, we had 30 students. We are not serving the population that we should be serving. So, we are going to get all the feedback and share it transparently so everybody can see what the recommendations are.

So, they will be here to visit the first week in October, we should have the report pre-Thanksgiving, and we will share it widely.

V. APPROVAL OF MINUTES

➤ M/S/P (Kanel/Swarat) Motion to approve the August 27th minutes. Motion passed.

5.1 EC Minutes 8-27-24 (draft)

➤ M/S/P (Garcia/Childers) Motion to approve the September 3rd minutes. Motion passed.

5.2 EC Minutes 9-3-24 (draft)

5.3 EC Minutes 9-10-24 – *forthcoming*

VI. CHAIR'S REPORT

- I was updated by Chief Frisbee on an event that happened over the weekend. He is taking responsibility and will working to do better on it.
- I have been contacted by faculty in CBE; they are upset that CBE was not on the Provost Search Committee. I had a conversation with President Rochon where I indicated what I said in both my chairs report and at the Senate meeting, which is with five people, the Senate cannot be representative, even with the sixth person the Senate chair, but with 11 we can be a lot more representative.

So, I noted to the President there were colleges that were unrepresented and there are important graphic groups on campus that were unrepresented and there's a couple more to add to the search committee and let's use that for CBE or potential other colleges that weren't represented.

Executive Committee went into Executive Session.

VII. STAFF REPORT

- We received four nominations for the Jack Bedell Faculty Leadership in Collegial Governance Award. The application files are due on October 21st.
- We received seven nominations for the Outstanding Lecturer Award. The application files are due on November 4th.
- Samuel Barber is going to be out, and he wants to be able to stay part of the Senate. He is going to miss the October 10th, October 24th and November 7th meetings between research and assisting with parental care for a parent.
 - (Jarvis) It's up to Exec to either decide to declare it vacant or not.
 - Exec discussed and agreed to allow Samuel Barber to remain on the Senate.

VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Jarvis], T, 9-10-24, 1:15 – 3:45 PM, TSU Legislative Chambers

No report submitted.

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

- Introductions – 10 committee members present. Amber Wilson serving as chair.
- Identify Minute Taker – Stacy will share minutes with committee.
- Announcements / Member Updates
 - ENGL 498 – Internship online was used as a catch all. No longer being offered this semester.
 - CICE updates – Noticing a significant shift this fall. Not seeing the same student traffic in the center.
 - There will also be another call for proposals for HIPXL Intermural Grants this fall. Stacy and Dawn serve on this committee.
- Recap of Prior Committee Work
 - Revised 411.601 – modified language to include remote internship options, provided more organization within policy, delineated responsibility of internship supervisor, faculty, CICE responsibilities, eliminated unrealistic structural limitations in policy.
 - Worked with Su Swarat to discuss how internships fit into Strategic Plan.
 - Service Learning UPS 411.600 was updated in 2022. Chair will circulate for committee to review to see if any revisions are needed.
 - CICE will be doing more meet/greet + light refreshments events (instead of lunches) this year to engage faculty.
 - We will have new service learning/experiential learning courses as a result of Spring HIPXL grants.
- Discussion – Priorities for 2024-25
 - Service-learning activity has decreased significantly post-pandemic. How do we support/encourage faculty to engage/reengage in this work?
 - UPS 210.002 now allows for service learning to be included in RTP for teaching. What sorts of resources are needed to help support faculty?
 - The graduation medal for service learning went away due to the pandemic. It became difficult to track student engagement. Committee may explore options on what this could look like.

- What are the incentives for students to engage in HIPXL – how are we rewarding students and faculty (do we need a shiny golden ticket). Is there a way to increase the number of units without increasing costs to students? Students may not participate because it feels like so much more work than a typical class, so how do we sell this opportunity to students. This type of work is significantly more work for faculty, so how do we compensate this?
 - Summer/Winter unit increase would increase the costs to students.
 - How would we balance the workload report in colleges/programs that live in a 3-unit per course structure. There are significant structural issues.
 - Would there be funds available to provide stipends to faculty to do this work? How can we think creatively about solving this issue?
- What sorts of external grants/paid internships are available to help support students to increase participation? Discussed how some entities on campus have used foundation money to provide scholarship checks.

8.3 University Advancement Committee [Valdez], W, 9-11-24, 9:00 - 10:00 AM, CP-810

- Met with quorum.
- Frank Russell was elected chair.
- Minutes: None present. Tabled until April minutes can be located and will be approved at October meeting.
- New Business:
 - Meeting modality for AY: Committee voted to keep existing policy of meeting in person for the beginning of the semester and on Zoom for the remaining meetings unless the chair determines an in-person meeting is necessary. Mix/Scher.
 - Overview of 24/25 Senate, Advancement, and Academic Affairs Priorities:
 - Advancement: Focusing on transition and onboard of new leadership as the external facing division of the university. Looking to develop a pipeline to reenergize our base through engagement with alumni and faculty. Partner with faculty to attend community events to build relationships. Improve communication so it's clear where the money raised has gone.
 - Academic Affairs: Partner with UA to support the colleges, aligning with goal 4: Generate revenue.
 - UPS 103.005 - World Wide Web Policy: Chair will reach out to previous chair to draft updated memo for senate exec.
 - UPS 100.300- Policy and Procedures for Naming of Facilities, Properties, Colleges, Schools and Academic Entities
 - Group decided to have subcommittee begin to review with new CO document and will share updated draft with committee for review.

8.4 Writing Proficiency Committee [Mallicoat for Garcia], F, 9-13-24, 9:00 - 11:00 AM, Zoom

- Committee Minutes approved from May 10th.
- Discussion on modality: Committee will remain on zoom.
- Committee work is rather light for this year.
- Will send a memo to notify next three departments in line for review: Philosophy, Political Science and Public Administration.
- Waiting for additional guidance from CSU GEAR on whether complementary writing courses will be permitted.
- Committee reviewed their charge in UPS 100.001. Changes approved by unanimous consent.
- Committee reviewed notes from last year's meeting to discuss areas to revise in 320.020. Topics raised include streamlining some of the language, instructor feedback, student use of GenAI, plagiarism, procedural revisions.

8.5 Academic Standards Committee [Wood], F, 9-13-24, 1:00 - 2:00 PM, MH-141

- Met with quorum.
- Introductions.
- Chair Election:
 - Nominations – Malanie Sacco self-nominated
 - Vote – Quorum was achieved with 6 members present. Melanie was elected unanimously.
- Sp24 Year-End Report:
 - Two documents returned to committee: 300.021 Academic Dishonesty and 310.00 Credit for Prior Learning
 - Need to understand/recall issues raised at marathon meeting to move forward.
- UPS 320.005 Retention of Student Work - Began review and revision.

8.6 Planning, Resource & Budget Committee [Jarvis], F, 9-13-24, 1:00 - 2:30 PM, PLS-299

- Hybrid meeting. Quorum reached.
- Nominations and election of Vice Chair:
Bruschke vs. Huang. Huang elected Vice-Chair.
- Appointment of Subcommittee to review and update UPS 100.600 Establishment of University Departments and 100.605 Policy on Administrative Restructuring of Academic Programs Appointed.
- Proposal for alternate committee process for AY 2024-2025.
- Review of template document to be sent to division heads to prepare their budget presentations. More focus on strategic plan and relation to division budgets/priorities. I suggested that Sam (chair) contact Su for some potential integration. General thrust is trying to move PRBC away from 'dog and pony shows.

8.7 Extension & International Programs Committee [Gradilla], M, 9-16-24, 3:00 - 4:00 PM, CP-950-925

- Introductions
- Chair election (past chair re-elected for third term). Chair advised that this is his last term.
- Annual Report:
 - The report was discussed re EIP.
- Extension Updates - Deputy Provost Walker
- Organizational updates:
 - Deputy Provost Walker highlighted numerous changes coming to this unit.
 - Splitting of unit:
 - International Programs (state support) - Debra Leahy
 - Extension - Karen McKinley
- Arboretum and OLLI are now under another division.
- PACE is Extension or Extended Education:
 - CSU CO EO 1099 - main operating document for EIP
 - UPS 450.400 - Open University Enrollment
- Rescind UPS – the need to rescind some UPS related to EIP.
- Programs within these foci:
 - Extension
 - Degree and post-bac
 - Certificate Programs
 - Open University
 - Winter Session
 - Summer Session

IX. UNFINISHED BUSINESS

9.1 AA/AS Annual Retreat, Fall 2024 - Date October 25, 2024 / Topic TBD

➤ Retreat Subcommittee

- Exec discussed the topic for the retreat and agreed on “Building Community”.
- Subcommittee for the retreat will be Matt Jarvis, Kristi Kanel, and Alexandro Gradilla.

Suggestion:

Ask the Deans recommend one of them to serve on the subcommittee.

X. NEW BUSINESS

10.1 Revisions to UPS 411.200 - General Education Guidelines and Procedures: New and Existing Courses

- Exec began discussing the revisions to UPS 411.200.

Additional new business:

- (Jarvis) We do not have any business items for the September 26th Academic Senate meeting.
 - M/S/P (Jarvis/Wood) Motion to cancel the September 26th Academic Senate meeting. Motion passed.

10.2 Revisions to UPS 411.201 - General Education: Breadth Objectives and Course Development

10.3 Revisions to UPS 411.202 - General Education Program: Unit Requirements, Academic Standards, and Exceptions

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

10.5 FAC Feedback Re: Research Policy Committee’s Draft UPS - Faculty Workload

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

10.7 Revisions to UPS 210.007 - Appointment of Administrative Personnel

10.8 Concourse Starter Tool - (Discussion item)

10.9 Working Draft Policy For Tribal Consultation Purposes - (Discussion item)

XI. MEMBER ITEMS

XII. ADJOURNMENT

- M/S/P (Garcia/Milligan) Meeting adjourned at 12:55 pm.