

ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 3, 2024

Approved 9-17-24

11:30 AM - 12:50 PM

MH-141

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

I. CALL TO ORDER

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

- Chair Jarvis welcomed the two new members to the Executive Committee, Vice-Chair Stacy Mallicoat and CSU Senator Alexandro Gradilla.

II. URGENT BUSINESS

The President is talking about we need more students, like enrollment is going to go down. I think less money on that and more money on making the accommodations for the people who are already here. Making classroom sizes that fit all these students and accommodating parking for all the students and employees. I think we need to accommodate what we have instead of putting money towards getting more.

Q: Can this be said at CSU State Senate so the Chancellor and the Board can hear?

A: Yes.

- I hear something different when I hear the President speaking. What I hear him talking about is the people who will come, that pool is going to diminish, and we have to find ways to maintain our student population in light of those changes. I agree if we are going to grow, which if that is what the State wants to do, if they want to close campuses and expand others, we will need a lot more resources to make that possible.
- My question is how much of this pressure, increase target, or large increase goal is because we are one of the campuses that is making target? We keep talking about cutting the pie, we need to get not just a larger portion of new money, we need to get a chunk of old money and be able to support out students.

Exec had an extensive discussion on graduation rates.

III. ANNOUNCEMENTS

No announcements.

IV. APPROVAL OF MINUTES

4.1 EC Minutes 8-27-24 (draft) - *forthcoming*

V. CHAIR'S REPORT

- We are still working on UPS 210.070. Hopefully we will have the document ready for the next AS meeting.
- At my next meeting with the President Rochon, I want to give him drafts of UPS 210.007 and UPS 210.070 to see if he will sign them.

VI. STAFF REPORT

- We are having a special election for the vacant Humanities Senate seat, and no one has picked up a petition. This seat has been vacant since September of last year. If you know of anyone who might be interested, encourage them to contact the Seante office for a petition.

VII. COMMITTEE LIAISON REPORTS

7.1 Information Technology Committee [Childers], F, 8-30-24, 10:00 - 11:00 AM, LH-702

- ITC met in person. Quorum met.
- Introductions
- Committee voted to have meetings online.
- IT updates by Willie Peng, Assistant VP for IT/Infrastructure Services
 - CEDA usage – over 1900 devices distributed thus far
 - Stats update: Zoom, Duo, Titan Online, Portal, Eduroam, network, wireless
 - Summer updates – classroom upgrades, displays, lab computers, conference AV equipment, ATC
 - Linux laptops are available to faculty
 - Campus network upgrades
 - Visual Arts upgrades
 - Dropbox changes coming beginning Sept 20. Details will be provided.
- Summer course modality design. 42 participants, \$53,400 awarded
- AI Guidelines on FDC website
 - Coming call for AI Embedded Assignments
- Coursera scheduling update

7.2 Faculty Affairs Committee [Jarvis], F, 8-30-24, 10:00 AM - 12:00 PM, MH-141

- FAC met in person, quorum.
- Priorities for year: MPP searches, faculty handbook, UPS 210.001, UPS 210.002 (in that order).
- Discussed Alva's veto of 210.006/500, made changes to document, passed (Should come to Exec, but not in time for 9/3 meeting).

7.3 Campus Facilities & Beautification Committee [Childers for Swarat], F, 8-30-24, 11:00 AM - 12:00 PM, LH-702

- CF&B met in person. Quorum met.
- Introductions
- Cotton Coslett elected chair
- Committee voted to have meetings online
- Brief updates on micromobility issues and HSS murals
 - Safety issues during mural painting were reported including trip hazards from screws left after benches were removed.
- Overview of committee charge
- Committee agreed to explore reduction of plastic on campus this semester
- iFullerton app supports submission of service requests including a photo
- Discussion on parking congestion and EV charging. Committee plans to invite Parking & Transportation to an upcoming meeting

7.4 Curriculum Committee [Kanel], F, 8-30-24, 12:00 - 2:00 PM, PLS-256

- Full quorum was met.
- Problems with getting the meeting started due to IT issues with screen. Must use the Zoom feature, but there were no directions anywhere to be found, so we had to reach out to IT for help which resulted in being able to access computer. Maybe some directions in that room would help.
- Discussion of how to run the committee, introductions, attendance
- Meeting dates.
- 100% attendance for first meeting.
- Went over by-laws, functions and responsibilities, and Robert's Rules.
- Sought volunteer for minute taker: Kristi will share her minutes that she send to Executive Committee.
- Committee voted to have a Co-Chair for Fall 2024: Claudia Pineda
- Discussed the pilot program for trying a University wide online syllabus but haven't heard back on results. But they decided not to go forth since faculty probably won't like it.
- Committee will review UPS 410.103 and send to exec asap, first piece of unfinished business.
- Approval of minutes: Moved and seconded, approved.

- Discussion of UPS 410.103: Curriculum Guidelines and Procedures: Academic Programs
 - Last year, the wrong document was sent to Senate for review, but there is a final document with the changes needed and recommended by the Senate.
 - Will table this discussion until next month's meeting when a clean, clear copy of edited and acceptable UPS is available for committee to discuss and vote on. It was a clerical error that needed to be revised.
- New Business: A look at what the committee will look at this year.
 - UPS 100.601 - Name Changes of Academic Units and Academic Programs
 - UPS 100.610 - Program Discontinuance and Program Suspension
 - UPS 300.024 - Minors and Double Majors
 - UPS 400.020 - Undergraduate Projects and thesis
 - UPS 410j.100 - Student to Student Tutorials
 - UPS 411.105 - Support Courses
- Some brief discussion of support courses, there needs to be revisions due to changes at CO level, eg. Concentrations vs. tracks.
- Talked more about why we review documents and how does committee get information about changes in other policies so we can keep all documents consistent with one another and with CBA, HRDI, CO, etc.
- Also discussed when UCC steps in and guides challenges and disagreements in curricular and program changes.
- Having subcommittees to review the documents prior to bringing to full committee was suggested. Marilyn will go through the documents first, gives her edits to ensure up to date wording, ensure up to date policy changes, then send to committee via track changes. Certain things are not negotiable, and others are.
- UPS 300.024: Member wishes to bring this back up, minors and double majors. She says its very hard to double major, eg. Biology and physics, many support courses and other issues about electives. There may be some inconsistencies between UPS and catalogue. Dr. Kleinjans wishes to investigate this further, sought approval from committee to proceed. Jessica will work on that with Her on that project.
- Marilyn will have committee review process of Curriculog and give feedback as to whether it is clear, any suggestions for making it easier.
- All future meetings will be on zoom.

7.5 Planning, Resource, & Budget Committee [Garcia for Jarvis], F, 8-30-24, 1:00 - 2:30 PM, PLS-299

- A quorum was met.
- Announcements:
 - President Rochon will attend the October 4, 2024, meeting and will give a presentation.
 - Enrollment has reached 43,209 students as of August 30, 2024.
- Minutes from the May 10, 2024, meeting was approved.
- New Business:
 - Discussion on Semester Presentations:
 - The chair emphasized the need for more detailed presentations rather than general overviews.
 - It was recommended that a template for presentations may be created.
 - It was suggested that department heads submit written reports to be shared before presenting.
 - Presentations should align with the committee's purpose and be focused on relevant departments.
 - The importance of understanding both enrollment numbers and the financial impact on students was highlighted.
 - The committee's work should be closely tied to the Strategic Plan.
 - A structured format for presentations is recommended.
- Other Business:
 - Received and reviewed the President's response on a specific issue.
 - At the next meeting, the committee will begin to review and update of UPS 200.600.
 - Reviewed the FY 2024-2025 schedule.

7.6 Graduate Education Committee [Wood], F, 8-30-24, 2:00 - 4:00 PM, MH-141

- Minutes approved
- Announcements:
 - New Grad Studies Success Center Coordinator hired
 - Grad Studies moved to library, first floor

- Blended UPS approved in senate marathon meeting
- Might need to revise UPS re changing committee composition
- Discussed social media campaign, potential grad ed student success conference, barriers, student guests for input next meeting,
- Review UPS 270.103 - made edits, want feedback from Exec.

7.7 Student Academic Life Committee [Milligan], T, 9-3-24, 9:00 - 10:00 AM, Zoom

- A quorum was met.
- Want to organize a student listening event?
- What is the mission of SALC? William has talked with Student Affairs about working with SALC. SA Dr. V. Hill has been invited to attend the Oct SALC meeting.
- SALC is looking into working with the G2 Task Force. SALC believes this would be a good resource.

Additional Liaison report:

- (Jarvis) Faculty Affairs Committee will be working on the Faculty Handbook to make it more accessible.
- (Swarat) When committees make changes to the UPS policies, make sure they search the catalog because the catalog has a lot of information in it, and no one bothers to check for accuracy. Sometimes we change the UPS but we forget about the catalog.
 - (Kanel) The ex-officios should be doing that. So, maybe we need to remind the ex-officios that is their job to check the catalog for accuracy.

VIII. UNFINISHED BUSINESS

8.1 Liaison Choices 2024-2025 32:45

- Executive Committee reviewed and revised the liaison assignments to make sure there was a liaison on each standing committee. Meeting makers will be sent out by the end of the week to add meeting dates to everyone's calendar.

8.2 Strategic Plan - (Discussion item)

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

- (Jarvis) We discussed this last week with the Provost. The Provost would like the retreat to be on Engagement, Exec would like the retreat to be on Toxic Departments. We need to figure out the retreat topic because we need to send out the save-the-date.

I will note that Engagement is a topic that the Chancellor has been raising, as something she wants campuses to work on.

Q: (Kanel) Are we hiring people to teach students who lack of engagement skills with students.

A: (Jarvis) Yes.

Exec had an extensive discussion on the retreat topic. The discussion will continue at next week's meeting.

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

- 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 next Academic Senate meeting.

IX. NEW BUSINESS

9.1 Provost Search

- The Executive Committee reviewed the list of nominees for the Provost Search Committee to comprise a diverse search committee. Listed below is the proposed search committee membership that will be added to the consent calendar for the next Academic Senate meeting for Senate approval.

Nicole Bonuso (NSM); Inez Moore (EDUC); Ricardo Valencia (COMM); Hyun Sook Kim (ARTS);
Teresa Landeros (HHD)

- 9.2 Revisions to UPS 260.100 - Assigned Time for Exceptional Levels of Service to Students
- 9.3 FAC Feedback Re: Research Policy Committee's Draft UPS - Faculty Workload
- 9.4 UPS 210.000 - Tenure and Promotion Personnel Procedures - (Discussion item)
- 9.5 Revisions to UPS 210.007 - Appointment of Administrative Personnel
- 9.6 Annual Reports for Review from AY 2023-24
- 9.7 Concourse Starter Tool - (Discussion item)

X. MEMBER ITEMS

Q: (Valdez) Is there any update with the definition of Conduct of Concern? We have heard it was coming for months.

A: (Jarvis) No, I have not heard of anything.

- (Kanel) One thing that I am bringing it up with the Chancellor that we want to have one consistent Title IX reporting across campuses, we want it to be an officious way of doing things. I will ask her about the definition of Conduct of Concern as well.
- (Jarvis) I will bring it up with Phenicia from HR and President Rochon to see if they can give us an update.
- (Garcia) I know currently, from the Cozen Report, the recommendation from the Chancellor's office is still being discussed. But as for the definition, I have not seen anything.

XI. ADJOURNMENT

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