

ACADEMIC SENATE  
EXECUTIVE COMMITTEE  
MINUTES  
JANUARY 28, 2025

Approved 2-11-25

11:30 AM - 12:50 PM

MH-141

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

**I. CALL TO ORDER**

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

**II. URGENT BUSINESS**

Q: Do we know if Financial Aid has dispersed all of the student awards for this semester?

A: That's a question for the Provost, we can ask him during the Provost report.

- There were three maintenance vehicles parked, faculty parking lot, yesterday.
  - Send an email to VP Porter.

**III. ANNOUNCEMENTS**

No announcements.

**IV. APPROVAL OF MINUTES**

- M/S/P (Kleinjans/Mallicoat) Motion to approve the December 17<sup>th</sup> minutes. Minutes passed.

4.1 EC Minutes 12-17-24 (draft)

- M/S/P (Kleinjans/Kanel) Motion to approve the January 14<sup>th</sup> minutes. Minutes passed.

4.2 EC Minutes 1-14-25 (draft)

4.3 EC Minutes 1-21-25 (draft) - *forthcoming*

**V. CHAIR'S REPORT**

- I have been working on merging UPS 210.007 and 210.500. into one document. I will have the new UPS document ready soon. There'll be some parts I think we'll want to wordsmith before I take it to President Rochon.

Q: (Valdez) Is there an update on trying to get a closed meeting with Chief Frisbee regarding an alert system?

A: (Jarvis) No update, I forgot. I will look to invite him to a future Exec meeting.

- The Executive Committee went into Executive Session.

**VI. PROVOST REPORT - 12:30 PM**

- The Provost and Nina Garcia joined the meeting and on behalf of the President, they discussed his vision for Enrollment Management on our campus. Provost is going to talk on his behalf at Senate meeting.

From the day President Rochon arrived on campus, he has talked about the importance of enrollment management. He expressed that it was very important to be proactive, even though enrollment is great and moving in right direction.

The President didn't see anyone on this campus that really focused on enrollment. There's a lot of people that talk about enrollment, Su and I are involved in it. We have Student Affairs and Admissions involved with it, but we don't have any particular person that breathes enrollment management.

He looked at across all the divisions in the past six or seven months and he is looking to create a new division, Enrollment Management, and bring in a new vice president. So, he's asking the Senate Exec to give him names. Also, if you have any questions, Nina or I can answer them on his behalf.

Q: (Kanel) So are you saying that you're going to take staff and MMPs that already work here and they're going to be scooted into there, rather than hiring a bunch of other staff?

A: (Provost) At this point, it would be a VP and maybe a support for a VP. The goal is to have somebody dedicated to this and then reorganize the infrastructure.

Q: (Kanel) Which programs on campus are you going to get rid of that already exist in order to budget this and to fund this?

A: (Provost) We are not getting rid of anything. We're using existing positions right now to refund the position, we're not adding any more positions. We have vacant positions that's going to fund the one the VP.

Also, one of the things that VP Porter is looking at is, we have GI 2025 funding that we've been funding programs; Student Affairs and other areas. We need to look at those to make sure they are used in a way to support our graduation initiative starting with admission. So, we are also going to evaluate some of the things to see how we make those things more efficient across the board.

Q: (Mallicoat) Have all of our students received their disbursements for financial aid for this semester?

A: (Provost) Yes, they have. I will double check with Jessica Barco again just to make sure.

Q: (Kleinjans) If we have students who haven't completed FAFSA or are thinking of changing the unit load, should be advised and to not change the unit load?

A: (Provost) Probably.

Q: (Kleinjans) And if they haven't completed FAFSA, it's too late, right?

A: (Provost) They do have emergency FAFSA, I don't know what the latest is, but we have done emergency process for fafsa.

- (Jarvis) If you haven't done FAFSA, there's no harm that can come from doing now.

- The Executive Committee went into Executive Session.

## **VII. STAFF REPORT**

- Special election underway for the Student Affairs and At-Large Senate seats.

## **VIII. COMMITTEE LIAISON REPORTS**

8.1 ASI Board [Jarvis], T, 1-21-25, 1:15 – 3:45 PM, TSU Legislative Chambers

- No report.

8.2 University Advancement Committee [Valdez], W, 1-22-25, 9:00 - 10:00 AM, Zoom

- The committee held a special meeting to revise the unfinished business regarding renaming policies related to donations/gifts (see attached recommendations to committee from university AVP of development). AVP said suggested changes were to remain aligned with the CSU wide policy. There was debate regarding recommendations. The chair requested time to look at the CSU policy on renaming prior to voting on the revised draft with revisions. The committee will review it and revisit the UPS at the February 12<sup>th</sup> meeting.

8.3 Planning, Resource & Budget Committee [Jarvis], F, 1-24-25, 1:00 - 2:30 PM, PLS-299

- UPS 100.600 Establishment of University Departments: passed in December; just need memo
- UPS 100.605 Policy on Administrative Restructuring of Academic Programs; passed—just need memo
- Review of presentation instructions/template for Divisions (Academic Affairs, Administration and Finance, Advancement, HRDI, IT, President, Student Affairs) and Deans (Colleges and Library).

Q: (Kleinjans) Do we know anything about what's going on at Dominiguez Hills?

A: (Jarvis) I followed up with Alexandro and he said that was from the email that President Parham sent out. The email is vague compared to Sonoma State's email.

- (Valdez) I reached out to colleagues at Dominiguez Hills, they said it was not regarding faculty, but staff services.

Q: (Kanel) If someone gets fired, can they retire with PERS?

A: (Jarvis) Yes.

## **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 VP Search Committee

### Suggestions:

- Send out google doc for faculty to self-nominate to serve on the various search committees.
- Vet the nominees through HRDI prior to forming search committees.

10.2 Revisions to UPS 100.000 - Academic Senate Constitution

- Chair Jarvis excused himself from the discussion and vice-chair Mallicoat chaired the meeting for this discussion.
- Executive Committee began discussing UPS 100.000, discussion will continue at the next EC meeting.

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

- This document was discussed at the January 21<sup>st</sup> Executive Committee meeting.

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

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

10.6 CSU Generative AI Committee Report - (Discussion item)

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

10.8 Revisions to UPS 103.005 - World Wide Web Policy

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

10.10 Peer Review Panel - Range Elevation Appeal Process - (Discussion item)

10.11 Process for electing ASCSU Lecturer Electorate - (Discussion item)

10.12 Revisions to UPS 320.005 - Retention of Student Work

- (Kleinjans) Line 24: delete the word "related".
- (Jarvis) Lines 16-21: delete wording. Begin the sentence with "Evaluated work will not...".
- This document was referred back to Academic Standards Committee with instructions to look at CSU Record Retention Policy. And to add in electronic records into the document.

10.13 Revisions to UPS 300.021 - Academic Dishonesty

## **XI. MEMBER ITEMS**

## **XII. ADJOURNMENT**

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