

ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
OCTOBER 22, 2024

Approved 11-19-24

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.

II. URGENT BUSINESS

- This is directly related to the President saying we need to increase our enrollment numbers. In my department we were discussing this for our master's programs and one of the barriers is we have a credential and combined master program that starts in the Fall. So, they go Fall, Spring, Summer, Fall, and they finish in the middle of the year when districts are not hiring, and they are just floating for the semester.

The barrier is that our university, not all CSUs, does not allow for a summer start, which was what we were told. Apparently, it's just a rule here. When the question was asked why not, and the response was, instability in your leadership; but that was before we had a permanent president.

Q: Do we just go to the President and ask him to change the rule? Where did this rule come from, so we can remove this barrier?

A: The conversation should begin with Aimee Nelson.

- This has to be clarified in the application packet or on Cal State Apply.

Executive Committee went into Executive Session.

Additional urgent business:

- Q: Are we concerned about the day after election day?

Executive Committee went into Executive Session.

III. ANNOUNCEMENTS

No announcements.

IV. APPROVAL OF MINUTES

➤ M/S/P (Mallicoat/Garcia) Motion to approve the October 1st minutes. Motion passed.

4.1 EC Minutes 10-1-24 (draft)

➤ M/S/P (Wood/Kanel) Motion to approve the October 8th minutes. Motion passed.

4.2 EC Minutes 10-8-24 (draft)

4.3 EC Minutes 10-15-24 (draft) - *forthcoming*

V. CHAIR'S REPORT

Executive Committee went into Executive Session.

Additional Chairs report:

- AA/AS Retreat is on Friday. We have finalized the agenda; it will go out tomorrow.
- Stacy is going to run the next Exec meeting.

VI. PROVOST REPORT - 12:30 PM

No report.

VII. STAFF REPORT

No report.

VIII. COMMITTEE LIAISON REPORTS

8.1 Diversity & Inclusion Committee [Jarvis for Garcia], T, 10-15-24, 1:00 - 2:00 PM, PLS-256

- Discussion of D&I's proposed bylaw changes.
- Presentation of Constitution Committee's report. D&I is frustrated.

8.2 Assessment & Educational Effectiveness Committee [Swarat], W, 10-16-24, 1:00 - 2:15 PM, Zoom

- Committee had a brief discussion on assessment and if assessment was collected during mid-terms. The discussion was a reflective opportunity to see where and when assessment is conducted in courses.
- Committee was reminded that academic assessment reports for student learning outcomes are due November 15, 2024.
- Committee reviewed the proposed UPS language on suggested training for new members.
- Committee discussed student anxiety around testing/grades and how assessment can be used to alleviate this.
- Su Swarat provided relevant update from the university perspective.
- Committee discussed where to focus efforts and areas of interest. Ideas discussed include:
 - looking at cohort-based programs, such as project rebound, to identify successful practices supporting student retention and success.
 - developing or clarifying outcomes focused on assessing student attitude outcomes, especially relationship building and forming community/connection.
 - sharing the best practices around assessment, student learning, and success.

8.3 Writing Proficiency Committee [Garcia], F, 10-18-24, 9:00 - 11:00 AM, Zoom

- Met with quorum.
- APPROVAL OF 9/13/24 MINUTES - Approved
- ANNOUNCEMENTS
 - Welcomed the student representative, Sedona Escudero.
- NEW BUSINESS
 - Update on using Zoom AI Companion for meeting minutes
 - The committee decided not to use this function.
 - Student Petitions
 - Abigail Naranjo (POSC) – approved
 - Amber Perez (POSC) – Sent back to the department to ask a few additional questions. Most of the committee is in favor of approving.
- Update of course re-certification status – The committee is expecting to receive the following syllabus for recertification consideration but has not received them thus far.
 - Religious Studies: Course de-certified at the department's request
 - Geography and the Environment: GEOG 400a
 - Women and Gender Studies: WGST 350
 - Liberal Studies: LBST 301

8.4 Faculty Affairs Committee [Childers for Jarvis], F, 10-18-24, 10:00 AM - 12:00 PM, MH-141

- Committee convened with quorum.
- Round of introductions
- Minutes of previous meeting were approved
- No changes for the Faculty Handbook from FAC members. Input will be accepted through Monday, then memo will be written.
 - Question regarding commencement being a workday. This is a university policy not in the CBA that is not consistently enforced.
- UPS 210.000 - the committee drafted language for the following:
 - Specify how a performance review in PY3 or PY5 may be requested by reviewers or the faculty member.
 - Selection of an alternate reviewer at the dept chair level when needed.

8.5 Curriculum Committee [Kanel], F, 10-18-24, 12:00 - 2:00 PM, Zoom

- Committee met on zoom with quorum.
- Attendees: Kinney, Kanel, Kleinjans, Pineda, Godard, Cornforth, Scott, Salim. Students: Elkholi, Wamala. Visiting from GE committee: Childers.
- Student attended so introductions by all.
- Urgent business: Name change for Department of Women and Gender Studies. Applied to change to Department of Gender and Sexuality Studies (GSS). In keeping with contemporary titles, consistent with research focus and learning goals and trends with other Universities. Will help structure a clearer strategic direction to shape curricular plans.
 - Discussion: re: the issue of sexuality came up and perhaps fits under gender studies, other campuses just use Gender studies, Queer studies will be a part of this, right now it is just a minor, now they will have a bigger role in curriculum. They are on board with this name change.
 - Name change was approved with 1 dissent. The main issue for the dissent has to do with whether there is a need to use sexuality, does the term Gender cover that?
- Revisions to UPS 410.103 Curriculum Guidelines and procedures: Academic Programs offered by GE Director Dr. Childers for review by UCC in particular the issue of Interdisciplinary Insights minors, rather than “general education minors”. This was catalyzed by potential reduction in global awareness studies and other areas that may be lost due to recent loss in GE courses due to changes in Title 5. CO call to make changes to GE and allow students to have a shout out on transcripts. There is no home currently for this type of study. The GE office connects with all the colleges.
 - Because these areas often cut across several colleges, housing them through an administrative office of GE would help with issues that arise related to finances, staffing, etc. Each department that offers a course will retain the FTES for any course taken by students.
 - This will need to be reviewed by GE committee as well as DEI committee. Once the other two have reviewed, then it will return to UCC for final approval.
 - Discussion by UCC: Why not “GE minor”? How will challenges be taken care of? Advising will go through orientation and each advisor will be trained about this. Student comments: none
 - Reviewed the revised document as a committee.
 - Chair Kinney urged committee to work to complete review of document.

8.6 Academic Standards Committee [Wood], F, 10-18-24, 1:00 - 2:00 PM, MH-141

- Call to Order and Sign-In
- Urgent Business: NA
- Announcements:
 - Dir. of Student Conduct Donna Budar-Turner and Deputy Provost Sean Walker in attendance.
 - Deputy Provost: Student disqualification criteria changed from CSUF or cumulative GPA to JUST cumulative GPA in spring 2024.
- Approval of Minutes: Approved

- New Business
 - UPS 300.021, Academic Dishonesty. (Returned from Marathon Meeting- Student Conduct Director Coming On 10/18) – Dir. Budar-Turner had asked for a pause to consider the policy before voting. Student Conduct has done that review and has no objections. No need for special language around AI because the current language around improper citation, which covers AI. Motion to approve the existing document: Approved.
 - UPS 300.030, Academic Appeals. Dir. Budar-Turner has feedback for improvement based on past 2 years on campus. Two processes (Academic Dishonesty Office and Academic Appeals Board) operate concurrently and in parallel. Students can appeal the academic process based on the determination. Issue #1: Academic Appeal Board going offline over summer is very challenging, especially for international students (high stakes). Wave of cases arrives after final, and this impacts graduation. Issue #2: Academic Appeal Panel decisions based on policy; Student Conduct final decisions based on Title V. To reduce delay in reaching final decision, campus should allow Academic Appeals Panel to defer the adjudication of academic dishonesty (Title V violation) to the Student Conduct office and limit their focus to review of appropriateness of the grade sanction. Discussion by committee: Not in Education Code, but in Executive Order 1098. Committee should read EO. Should align Appeal Board power with authority. Suggestion: Allow students to appeal Academic Dishonesty Hearing Officer determination before receiving Appeals Board determination re the sanction (move forward faster).
 - UPS 300.023, Grade Changes. Not covered.
 - UPS 310.000, Credit for Prior Learning. (Returned from Marathon Meeting) – Not covered.
- Old Business
 - UPS 320.005, Retention of Student Work – Revision in Progress

8.7 Planning, Resource, Budget Committee [Jarvis], F, 10-18-24, 1:00 - 2:30 PM, PLS-299

No report submitted.

8.8 General Education Committee [Childers], F, 10-18-24, 2:00 - 4:00 PM, Zoom

- Committee convened with quorum
- Previous minutes were approved
- The committee briefly discussed the GE by the Numbers presentation last Wednesday.
- UPS 411.103 will soon arrive from the UCC committee including provisions for GE minors. UCC had concerns about the name including "Interdisciplinary" and possible confusion with other interdisciplinary minors, so another name is welcome.
- GE course reviews
 - CAS 312 - Approved after brief discussion
 - PUBH 321 - Committee has questions about the writing in the course. Chair will contact the instructor for clarification before bringing it back to the committee.
 - WGST 205 - Committee has questions regarding the syllabus and Overlay Z objectives. Chair will contact the instructor for clarification before bringing it back to the committee.
 - CAS 330 - Committee has questions about assessment of writing in the course. Chair will contact the instructor for clarification before bringing it back to the committee.
 - CAS 315 - Committee has questions about writing description and mentioning Overlay Z in the syllabus. Does not meet the upper-division writing requirement. Chair will contact the instructor for clarification before bringing it back to the committee. Committee agrees that D.3 and Z objectives are addressed in the course.
 - CAS 340 - Committee has questions about writing description and mentioning Overlay Z in the syllabus. Chair will contact the instructor for clarification before bringing it back to the committee. Committee agrees that D.3 and Z objectives are addressed in the course.

IX. UNFINISHED BUSINESS

9.1 Revisions to UPS 210.007 - Appointment of Administrative Personnel

9.2 Resolution for Time, Place, and Manner (draft) - *forthcoming*

- This will be removed from the agenda until there is a draft of the document.

X. NEW BUSINESS

10.1 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
 - (Jarvis) I had a meeting with the Provost, and we talked about the idea of combining UPS 210.007 and UPS 210.500. As I work on that, I will also try to incorporate what I think will work for the President regarding a meeting with the committee at the end.

10.2 D&I UPS guidelines - (Discussion item)

- (Jarvis) This is an idea that has been going around. When I talked with Parvin, and met with the committee, they would like D&I to be charged. They were saying that Exec has never sent them anything, but they were sent UPS 210.001 to review. So, I will be sending them a memo listing out items we would like for them to do.
 - M/S/P (Mallicoat/Milligan) Motion to send a charge to the Diversity & Inclusion Committee. Motion passed.

10.3 UPS 300.016 - Withdrawal Policy - (Discussion item)

- (Jarvis) The Provost asked that we take a look at the withdrawal policy, the idea is that our withdrawal and our rule policy is a bit harsh.
- Exec discussed and this document will be referred to Academic Standards Committee to review and make recommendations.

10.4 UPS 300.018 - Unauthorized Withdrawal - Issuance of WU Grade - (Discussion item)

- Exec discussed and this document will be referred to Academic Standards Committee to review and make recommendations.

10.5 Revisions to UPS 270.103 - Staffing of Graduate Courses

- (Jarvis) This change is to allow them to hire people with PhDs.
 - Q: (Valdez) Would credentials be a part of that?
 - A: (Jarvis) I think so. I would call that a professional certification.
- Exec discussed and this document will be added to the AS agenda as a new business item.

10.6 DOJ Ruling on Accessibility of Canvas Documents presentation - (Discussion item)

- (Jarvis) Erica Bowers reached out to me and they would like to come and do a presentation on this at Senate. Looking at the Senate's schedule, it will be the December 12th meeting.

Q: (Mallicoat) Aren't there departments that have common Canvas shells?

A: (Jarvis) Yes, Math does.

- (Jarvis) This will be a presentation at the Senate, but eventually it will become policy.

Q: (Valdez) Why is this different from requiring that we have to use outlook for email? I prefer Gmail and google calendar; I find it easier and more modern.

A: (Jarvis) You can get a filter server and not use outlook.

- (Wood) I tried that when I started a Fullerton, but at some point, I got blocked.
- (Jarvis) Probably got blocked because of the Duo Authentication.

- (Swarat) The problem is how are you going to police it?
- (Swarat) When Erica comes make the presentation, it can't be a bomb shell. There has to be a way of framing it and they should have solutions vetted by the appropriate parties on campus and they have to stand by the recommendations.

XI. MEMBER ITEMS

XII. ADJOURNMENT

- M/S/P (Garcia/Milligan) Meeting adjourned at 12:50 pm.