

ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
APRIL 22, 2025

Approved 5-13-25

11:30 AM - 12:50 PM

MH-141

Present: Childers, Gradilla, Jarvis, Kanel, Kleinjans, Mallicoat, Swarat, Wood

Absent: Milligan, Valdez

I. CALL TO ORDER

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

II. URGENT BUSINESS

- The Executive Committee went into Executive Session.

III. ANNOUNCEMENTS

Q: (Wood) Is anyone else having problems with email inbox? Didn't we have a year of emails in our inbox? My inbox is only going back to January 1st.

A: (Jarvis) My email managing software stopped working. I think the Microsoft server had some changes made, I will check with IT.

- (Swarat) I have to put together a WASC Committee, we are writing an interim report that is due in March on graduating students. I would like a Senate representative on the committee. Most likely I would rely on Graduate Studies and Student Affairs to help write the report. I want to kick it off before the spring semester ends.

Q: (Jarvis) Do you need an Exec representative or a Senate representative?

A: (Swarat) I could go with an Exec representative or someone on the Graduate Education Committee.

- (Jarvis) I could do it.
- (Kanel) I wanted to follow up on the task force with the Provost to come up with the statement to go out about ChatGPT. The Provost loved the statement I wrote, and Jon Brusckhe loved it at first, then he came back later, and he wanted to add several more paragraphs. So, I don't know what the Provost is going to do.
- (Jarvis) I will talk with the Provost to come to a resolution to get it done.

Q: (Mallicoat) This is a new business item for discussion in the future, the email about Concur and having a travel agent and booking. I think maybe there needs to be some consultation because this will largely affect faculty and faculty travel.

I have friends at other institutions that are required to book all plane tickets through this, and I would like to know if that is the direction we are going in? If so, faculty could have a voice on that, because it is horrible. They will book you the cheapest possible plane ticket with impossible plane connections, no baggage included.

A: (Jarvis) I will raise this with VP Porter.

IV. APPROVAL OF MINUTES

- 4.1 EC Minutes 3-25-25 - *forthcoming*
- 4.2 EC Minutes 4-8-25 (draft) - *forthcoming*
- 4.3 EC Minutes 4-15-25 (draft) - *forthcoming*

V. CHAIR'S REPORT

- The International Education Committee doesn't want to go away, they have emailed all of us. The Bylaws document is on the Senate floor.

VI. PROVOST REPORT – 12:30 PM

VP Porter accompanied the Provost the meeting to discuss safety.

- (Provost) VP Porter has been working with Chief Frisbee for the past two or three years on how to have better security around the perimeter of campus. I'm talking about building perimeters, because the doors on weekends are propped open. We have been advocating this for years; VP Porter and Chief Frisbee are finally going to move this to the next step.

I also want to talk about something that was brought up here, about students working after hours. The Chief came and talked to us about how we permit students to be on campus after hours. We developed a program, I showed it to VP Porter and Chief Frisbee, and I'll be demonstrating it to you all in about a week or two. The program allows the faculty member to go in and authorizes students to be here after hours for certain locations, for certain times. The system allowed them to do it. The system will automatically transfer my permit or email the permit to them. The faculty member will also get an email with that permit, so they know what they permitted.

The police can actually look up who has a permit, so when they come to a facility, they know which students have access to which rooms. They can ask them for their ID's if they want to check something or not, so that will help the police. And it also makes it a lot easier for anybody to give anybody afterhours access. A report goes to the Deans on a monthly basis of who has access to the building. So, the Deans will have a list of the students that come to their buildings and were given access by the faculty members. If they have a question, they can talk about the faculty member or the chair of the department. Everything expires at the end of every semester, so you can give access for the entire semester or a period of time, and you can give it a timeline. A message will go out to the campus on how to use the program.

Q: (Kanel) Does this connect at all to what I've been reading about the students being able to park overnight, sleep in their cars?

A: (Provost) No, that's different.

Q: (Gradilla) Is there approval needed from the chair or the Dean? No alerting?

A: (Provost) No, the faculty member can authorize somebody to come to the facility. The report goes to the Deans, and they can do whatever they want with it.

Q: (Jarvis) Can the chair or the Dean authorize?

A: (Provost) Yes, they can authorize as well as the faculty member. We didn't want to create multiple layers of processes; we wanted something simple.

- (VP Porter) In the last years we have had a slow build out of our security camera program that we have across campus. We had a presentation to the Cabinet today about the benefits we've seen from that program being able to help us. For example, just recently had a couple of cars that were stolen from campus. Both the cars were recovered and returned to their owners. We had a situation earlier this semester, there was a car where the wheels were stolen off the car around 3:00 am, it was left propped up on jacks. Those things have been returned, and it was because we had the opportunity to use the surveillance camera footage.

There is some concern about the use of camera footage for other things. There are things built into how footage is used. For our students that are undocumented, that footage does not go anywhere, it stays with us as a campus. The only way we'd be forced to do so is that we have a retainer or some other thing that we had to release it.

We feel very confident that what we have and what we use it for has been great and it's been a very successful thing. And not just the camera, but also the license plate recognition system that allows us to see who's coming in, that's helped us out too. We know about somebody that's been on campus, if a security threat has been determined, we'll know when they come on campus because we will have their license plate.

We have done a number of things to enhance security around campus. The next phase that we're looking at is being able to provide automatic or automated door control for the exteriors of our buildings. This is not going to handle the interior doors; it will be the access doors coming in from the outside. We will be looking into doing hardware upgrades to about 326 doors around campus that go into our buildings. Those are the doors that we're going to be focused on, basically providing control points for those. Our brass key system will still work. So, if you have a key to a building because you've been issued one, that will not change, you will still have the ability to do so. Those that have keys will continue to have access.

We are normally open from 6:00 am until 10:30 pm at night and that will not change, the doors will automatically program to stay open but with the addition of this hardware, it will allow us to quickly secure the campus if a situation where to present itself. Currently, every night after 10:00, our campus safety officers and Police Department will go through the campus and begin locking all the doors. That process can take upwards 2 to 3 hours because there's a level going around and patrolling and basically getting doors locked.

Then a few short hours later the custodian staff shows up around 3:00 am and they'll start unlocking doors, because they will be moving material in and out of the building for stock and things like that. Having this new system put in place will allow one continued scheduled access for all faculty, staff and students during normal student time and would allow us to control the doors to be able to close it. The thing that we're really looking forward to is knowing when doors are left open it will allow us to see, and we can quickly dispatch a CSO officer.

Q: (Wood) Is there any plans to move to internal doors or this is just external doors right now?

A: (VP Porter) If we had the money, I would love for that to be the case, but that is a lot of doors.

VII. STAFF REPORT

- No report.

VIII. COMMITTEE LIAISON REPORTS

- 8.1 Assessment & Educational Effectiveness Committee [Swarat], W, 4-16-25, 1:00 - 2:15 PM, Zoom
 - Meeting cancelled.
- 8.2 Writing Proficiency Committee [Kleinjans], F, 4-18-25, 9:00 -11:00 AM, Zoom
 - No report submitted.
- 8.3 Faculty Affairs Committee [Jarvis], F, 4-18-25, 10:00 AM - 12:00 PM, MH-141
 - Quorum not reached.
 - Committee discussed and edited UPS 210.001. Almost ready to incorporate D&I feedback. Anticipates completing work at the next meeting.
- 8.4 Academic Standards Committee [Wood], F, 4-18-25, 1:00 - 2:00 PM, Zoom
 - Announced deadline for May 2 submission of UPS changes and cover letter to Senate.
 - Discussed UPS 300.018 Unauthorized Withdrawal - Issuance of WU Grade. Committee discussed not assigning WU when students simply obtain a failing grade with no work missing. WU can be assigned if a student stops attending prior to the final exam. Committee members suggested giving the faculty member discretion. Suggestion: A faculty member may assign a WU if a student has discontinued engaging with the course (e.g. not attending) and sufficient course activity has not been completed to assign a grade in the opinion of the instructor. Motion to approve (Sacco). Second by Robinson. Unanimous support by 5/5. Quorum not met, so vote will occur online.
 - UPS 300.016 Withdrawal Policy. Discussed edits to UPS, including 3 time periods.
- 8.5 General Education Committee [Childers], F, 4-18-25, 2:00 - 4:00 PM, Zoom
 - Meeting cancelled.

IX. UNFINISHED BUSINESS

- 9.1 New UPS 210.006 - Search Committees for Administrative Personnel
 - (Jarvis) I met with the Provost and there is not much time left this semester to get it done, so this document will come back next year.

9.2 Revisions to UPS 300.030 - Academic Appeals

- (Jarvis) I met with Emily Bonney to see about making the bigger changes. She said there is already a task force who are taking look at making the appeals process in general more friendly. For now, I think we just leave the edits we did before to keep dishonesty in this policy and the changes on the timeline.

The document is ready for Senate and the ad hoc committee will work to try and make it clear how it will work and submit additional changes next year.
- This document will be added to the next AS agenda as a consent calendar item

X. NEW BUSINESS

10.1 Provost Search Committee

- (Jarvis) The announcement went out to solicit people to serve on the search committee. We will set aside time at next week's meeting to get the slate for the search committee. We will try not to pick anyone that was on the last search committee. After we see who the other five committee members are, we will decide on my designee. This search will take place entirely in the fall.

Q: (Mallicoat) So, there will be no position description, or anything released over the summer?

A: (Jarvis) That is my understanding.

Q: (Kanel) Are we using the search firm?

A: (Jarvis) I don't know, I have not gotten much clarity on this.

10.2 Revisions to UPS 650.000 - Intramural Research Grants

10.3 Revision to UPS 411.601 - Policy on Academic Internships

- This document will be added to the next AS agenda as a consent calendar item.

10.4 Revisions to UPS 210.000 - Tenure and Promotion Personnel Procedures

10.5 Revisions to UPS 320.020 - University Writing Requirements

- This document will be added to the next AS agenda as a consent calendar item.

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

10.7 Voting List Part-time Constituency - (Discussion item)

10.8 UPS 411.200 - GE Guidelines and Procedures: New and Existing Courses - (Discussion item)

10.9 Rescission of UPS 230.00 Statement of Professional Responsibility - (Discussion

1. Ad Hoc Committee to develop Statement of Ethics

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

XI. MEMBER ITEMS

XII. ADJOURNMENT

- M/S/P (Wood/Swarat) Meeting adjourned at 12:55 pm.