

11:30 AM - 12:50 PM

MH-141

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

Absent: Milligan

## I. CALL TO ORDER

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

## II. URGENT BUSINESS

- Internships & Service Learning Committee (ISL) meets tomorrow, and they want to set their priorities for next semester and elect a chair. I suggest they delay electing a chair because the pending Bylaws is absorbing ISL into another committee.
- Regarding Travel Request and Course Coverage Forms, we want IT to do a non-paper form, something digital. We want it to get taken care of next year.
- In our faculty meeting today, our Graduate Study Program Coordinator was sharing the frustration with the hard deadline of June 1<sup>st</sup> in receiving applications. It's teachers in our program and in May grades are due there are graduations, and things like that. They have already taken it up with Aimee, but she was like it was above her, it's Admissions. It is severely affecting our graduate program enrollment, because June is when we receive them.

### Suggestion:

Chair Jarvis speak with the Provost about the issue.

- The Provost has not sent out a message to campus about ChatGPT.

## III. ANNOUNCEMENTS

- No announcements.

## IV. APPROVAL OF MINUTES

- M/S/P (Kleinjans/Kanel) Motion to approve the April 22<sup>nd</sup> minutes. Minutes passed.  
4.1 EC Minutes 4-22-25 (draft)
- M/S/P (Mallicoat/Kleinjans) Motion to approve the April 29<sup>th</sup> minutes. Minutes passed.  
4.2 EC Minutes 4-29-25 (draft)
- 4.3 EC Minutes 5-6-25 (draft) - *forthcoming*

## V. CHAIR'S REPORT

- I met with the Provost today; I have my meeting with the President tomorrow.
- The Executive Committee went into Executive Session.

Q: (Wood) Do you know the status of the assistant deans?

A: (Jarvis) The last I heard, they are going to be onboarding over the summer and ready to go, and part of orientations.

Q: (Wood) Is Student Affairs paying for them?

A: (Jarvis) It's spread between Student Affairs and Academic Affairs, both sides are paying.

## VI. STAFF REPORT

- No report.

## VII. COMMITTEE LIAISON REPORTS

- 7.1 ASI Board [Jarvis], T, 5-6-25, 1:15 – 3:45 PM, TSU Legislative Chambers
- No report submitted.
- 7.2 Diversity & Inclusion Committee [Kanel], T, 5-6-25, 1:00 - 2:00 PM, PLS-256
- Committee met via hybrid quorum.
  - Approved revisions to Ups 100.015 Review and Revisions of University Policy Statements Two significant adds:
    - Requirement for all committees to send memo to Senate chair about any revisions and to D and I chair about how guidelines were utilized
  - Also created guidelines to be posted on the Senate website.
- 7.3 International Education Committee [Gradilla], W, 5-7-25, 11:00 AM - 12:00 PM, PLS-299
- Updated task UPS108 to be consistent with the IEE webpage, Visiting Scholars/Exchange Visitors. The task was completed.
  - Nominations for next year's chair and election. Jon Hickok was nominated again. The conversation was very interesting because it pivoted to the possible new IEC formation IEELC. The discussion pretty much said they would be IEC with a nod to experiential learning. I did not interrupt the conversation because they all thought the idea was swell. So, the new committee will need to be reminded that they cover everything, not just international education. Filling this committee with new people when possible, will be helpful.
- 7.4 Faculty Development Center Board [Valdez], F, 5-9-25, 9:30 - 11:00 AM, PLS-256
- The board approved the minutes followed by the director's report. Some notable items shared were the end of year luncheon for chairs where they provided feedback on topics to be covered next year in the council of chairs and there was reduced funding for FEID this year. The board then discussed the FEID rubric to ensure it is useful for next year.
- 7.5 Academic Standards Committee [Wood], F, 5-9-25, 1:00 - 2:00 PM, Zoom
- The committee had a quorum and worked on UPS 300.016 on withdrawal policy and discussed the complex line changes for clearer language. The committee did not elect a new chair. The current chair, Melanie Sacco, shared she is leaving CSUF and moving back to Canada.
- 7.6 Planning, Resource, Budget Committee [Jarvis], F 5-9-25, 1:00 - 2:30 PM, PLS-299
- Only agenda item was working on the budget recommendations memo. There are some minor tweaks remaining to be made; the committee will vote via email by Monday. Centerpiece of the memo is argument that AA should be the last division to face cuts, and that SA and IT, followed by A&F and HRIE, should face cuts first. Memo is particularly pointed for SA.
- 7.7 Student Academic Life Committee [Milligan], T, 5-13-25, 9:00 - 10:00 AM, Zoom
- No report submitted.

## VIII. UNFINISHED BUSINESS

- 8.1 Faculty Committee Assignments for Standing Committees, AY 2024-2025
- Exec continued working on filling AS Standing Committees vacancies. An email will be sent out to faculty asking them to serve. Once we receive acceptance, the faculty member's name will be added to the consent calendar for the May 15th Electoral Senate meeting.

## **IX. NEW BUSINESS**

### 9.1 Revisions to UPS 100.015 Review and Revision of University Policy Statements

#### 1. Guidelines Document for UPS 100.015

- (Jarvis) This document is also on the Senate agenda, because they sent it to us late.
- Next year I will work with the staff to make sure committees do not meet after the last Exec meeting to ensure documents arrive earlier to get on to the Senate agenda.
- Exec had an extensive discussion on this document and the guideline memo sent over by the D&I Committee.

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

### 9.3 Voting List Part-time Constituency - (Discussion item)

- Exec had an extensive discussion this and Chair Jarvis will work with the Senate staff and the President over the summer to try and figure this out.

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

- Exec discussed this and agreed this is a systemwide issue.

### 9.5 Rescission of UPS 230.00 Statement of Professional Responsibility - (Discussion

#### 1. Ad Hoc Committee to develop Statement of Ethics

- Exec discussed this and agreed to rescind the UPS document in the fall. The document will be added to the first AS agenda in fall 2025.
- Exec also agreed not to form an ad hoc committee.

### 9.6 Non-stateside employee representation - (Discussion item)

- Exec discussed this and decided not to include the non-stateside employees in the All-University Elections.

### 9.7 New UPS XXX.XXX - Tenure-Track and Tenured Faculty Workload

## **X. MEMBER ITEMS**

## **XI. ADJOURNMENT**

- Meeting adjourned at 1:00 pm.