



ACADEMIC SENATE EXECUTIVE COMMITTEE MINUTES

NOVEMBER 18, 2025

11:30 AM - 12:50 PM

MH-141

Present: Bono, Childers, Gradilla, Jarvis, Kanel, Kleinjans, Swarat, Valdez (for Milligan), Wood

Absent: Graewingholt

I. CALL TO ORDER

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

II. URGENT BUSINESS

- We need to form the search committee for the dean of the College of Education. We will put out the call for nominations today with a deadline for nominations by 10:00 am on December 1st.

Q: How do we direct people interested in advocating traffic safety?

A: If there are faculty or staff interested in working on safety, have them email one of us. If they are students, have them reach out to ASI. We're trying to see about forming a Safety Committee? Alex Porter was going to form a committee to make up for no longer having the CF&B Committee, so we will talk with Laleh to let her know this needs to be picked up.

- They are doing a circulation study, and once the study is done, we need the Safety Committee. We have to get the city, we have to get Caltrans, they control the lights that are within a certain proximity of the freeway. We have to get county, OCTA, and Placentia too.
- If we want to have an impact, we have to bring all the stakeholders together. And it means working very carefully with the administration and students.

Q: Am I the only person bothered by everything being so dirty here? Our classrooms and restrooms are disgusting. They reorganized the janitors' responsibilities again and things seem to get worse every time. In the afternoon I go to the restroom where the students go, there's no toilet paper or soap, and the classrooms and stairwells seem to get cleaned once a month.

A: What has worked for my department was taking pictures and emailing them to the custodian liaison person, copying the dean and as many people as we could in the email. And suddenly everything changed in our building.

- Different buildings have different people who are in charge and the head of the custodians for that building.
- The CSUEU has a steps system they're working on right now and about 30% of staff are going to be red circled, meaning they are going to be placed outside the range that the CSU and CSUEU negotiated to place them in, and the majority of them are custodian staff. And the amount that's red circled does not contribute to CalPERS.

What that means is these folks are going to be outside the range, and they will have no hope of getting a raise ever, unless their position description changes and they get placed into a different class. There are three groups of staff that are affected by this, the institutional research staff, custodians, and information technology staff, and custodians are the big one. So basically, staffing will get even harder.

III. ANNOUNCEMENTS

- (Swarat) We set the enrollment targets for 2026-2027 and the Cabinet agreed to not grow. We are going to maintain our current size and not get any bigger. The Chancellor's office preliminary target did increase a little bit, about 1.3%. Because we are so over-enrolled this year, if we maintain our current size we will still be over enrolled.

Q: (Kleinjans) We have the Provost candidate campus visits are on December 1st, 2nd, and 3rd, will we use the same questions?

A: (Jarvis) Yes, we can use the questions we came up with in the spring. We didn't use them because we didn't have interviews.

- (Swarat) I asked Phenicia if they could videotape and open forums because faculty will probably want to review and they are teaching and may not be able to see it. So, if you could remind her to videotape it and put it on the internal website.
- (Jarvis) I asked Phenicia if they could make the 48 hour announcements, because these are coming over Thanksgiving break, if they could actually send them earlier.

Q: (Valdez) How could we change that policy?

A: (Jarvis) It's not a policy; it's HR practice.

- The Executive Committee went into Executive Session.

IV. APPROVAL OF MINUTES

- M/S/P (Kanel/Swarat) Motion to approve the October 28th minutes. Motion passed.

4.1 EC Minutes 10-28-25 (draft)

- M/S/P (Kleinjans/Kanel) Motion to approve the November 4th minutes. Motion passed.

4.2 EC Minutes 11-4-25 (draft) - *forthcoming*

V. CHAIR'S REPORT

- I spoke with Chief Frisbee, they are working on the pedestrians walking on Folino and the drop-off situation. I noticed that people are now pulling into parking spots, taking up faculty parking to do the pick-up and drop-offs or just sitting in the aisles.

VI. PROVOST REPORT - 12:30 PM

- (Valdez) I updated my password, and I keep getting locked out the first time I try to log in, and I have my correct password saved on my key. When I contact IT, they keep telling me it's me. But once I contact them to unlock it, when I log in with the same key, I get in with no problem. This happened in the middle of class while teaching, and I couldn't access Canvas. I was locked out for four hours.
 - (Provost) I will follow up on this, I know what's wrong. There's a certificate that is expired; I will tell them what they need to do.
- (Wood) There was something announced in the world of public health. The Department of Education is announcing rulemaking and decided that public health will not be a professional degree along with many other human services-type degrees. So, this will mean reduced access to federal funding for our MPH and DRPH programs.

I know that job readiness is an important goal and approach for CSU in general, a bunch of the applied majors are in Health and Human Development. I am concerned and would like some guidance. I've talked to the dean about this but would like some help forecasting. Our organization has asked us to get involved and advocate for keeping public health as a professional degree, but we need some guidance and some strategy.

- (Provost) I will ask the Chancellor's office.

Q: (Bono) Speaking of the new student success framework and the data talk presentation I attended yesterday, what's the plan for making all of that stuff happen? Is there going to be funding that comes down from the Chancellor's office?

A: (Provost) No.

Q: (Bono) We can't even do the basics with advising now. This seems so idealistic to me, given the resources that we currently have. Is there any conversation about how we are going to make this happen?

A: (Provost) I brought it up to the committee, the Chancellor's office needs to do their infrastructure, they need to commit to system-ness and do system-ness at the Chancellor's office. So, without them stepping up, we can't do anything at the campus level.

Q: (Bono) So, are they expecting the campuses to do all of the things and if every campus individually does it all, then we've done it system-wide?

A: (Provost) No. They are working on it, but there are a lot of issues.

Q: (Bono) So how should we be responding at the local level to any of that? At the department level, or at the college level?

A: (Provost) We will continue doing what we've been doing. Our campus has been ahead of everybody else. We have done more than other campuses have done, even our advising. So, we will continue doing what we can based on the money we have.

Q: (Wood) Our campus has shifted from a model of promoting faculty into some of the administrative leadership positions, we have done much less of that recently. You just said we have a very flexible campus that's been able to lean into these problems and find solutions. Do you think that shift, leadership structure, might limit our flexibility, or is it complete separate? I'm wondering, I have a hypothesis, the fact that faculty who can see some of the on-the-ground details are a little nimbler at solving these problems.

A: (Provost) Using our faculty the way we have used them for years enabled us to do what we are doing, efficiency goes up. If you want to bring administrators for everything you are doing, we can't financially survive.

- (Provost) We are looking at the graduation program. Our graduate programs for the spring semester have been lacking in two areas, 1) not getting enough graduate applications and 2) international students. The College of Business and Engineering and Computer Science international has gone to zero.

What do we do to be able to muster up more graduate applications? The graduate application is very important to us even though we don't want to grow tremendously because of the cost, but we need them for our undergraduate programs, our research, and everything else that comes along with it. I asked all the deans what their capacity is, I got a list from them of about 25 programs that have capacity.

So, we are looking at our own summer and spring graduates that are qualified for the masters. For example, a BS in Computer Science with a 2.5 gpa qualifies for a MS in Computer Science. We don't need three letters of recommendation, we don't need any add-on, we can admit them with that gpa, and they're our own. We are sending a massive email to all of them and texting them informing them if they apply, they will get it.

Q: (Jarvis) Are those programs ok with it?

A: (Provost) They are ok with it. Some majors wanted the gpa 3.0 and some wanted it 2.5. We gave the options to them, they picked it and agreed on it. I talked to President Rochon, and he said we will waive their application fee. If they apply we send them either a \$75 gift card or voucher.

- Next semester we will have three dean searches and a VPp of Admin search.

VII. STAFF REPORT

- No report.

VIII. COMMITTEE LIAISON REPORTS

8.1 ASI Board [Jarvis], T-11-4-25, 1:15 - 3:45 PM, TSU Legislative Chambers

- President Rochon addressed ASI. Putting together an event in spring with local CC presidents to work on transfer apps and transfer experience at CSUF.
- Reports from Dean of CCOM and VP of UA.

8.2 Diversity, Equity and Inclusion Committee [Kanel], T, 11-4-25, 1:00 - 2:00 PM, PLS-256

- Met hybrid with quorum.
- UPS 210.001 will most likely come to the committee from FAC related to the inclusion of perhaps requiring an "Inclusive Excellence statement" for faculty applicants.

- Discussed UPS 100.015:
 - After exploring that, the goal and ideal for the changes is for committees to have a partnership and collaboration with the DE & I committee as they review UPS using the Guidelines rather than be a watchdog. Especially since these guidelines are new, it would be a help to committees to have some assistance.
 - After discussing possible specific processes and timelines, the committee suggests the following statement be added to the already approved UPS and requests that Senate Exec. Adds this language:

“Upon receipt, the Academic Senate Chair shall share the memo and associated policy document with the DE&I Committee Chair, who shall respond within three days, either affirming the response to the Guidelines or, if the response to the Guidelines is unclear or incomplete, seeking ten additional days for the DE&I Committee to send comments to the Academic Senate Chair to be included in the review of the UPS by the Senate Executive Committee.”
- 8.3 International Education & Experiential Learning Committee [Gradilla], W, 11-5-25, 9:00 - 10:00 AM, Zoom
- Alyssa Adamson reported to the Univ Chairs that there will be a change in priority for IRA funding (study abroad effected). The discussion seemed premature because nothing concrete had been confirmed. It has created panic and rumors.
 - UPS 108.000 has already been approved by the Senate.
 - History of the Int Ed committee and the Service-Learning committee. This focused on the need to use official AS support tools like AS Dropbox and why we use track changes on documents.
 - Revised EO 1064 (Dawn Macy). Executive Order (EO) 1064 (changes to internships).
- 8.4 Faculty Development Center Committee [Graewingholt], F, 11-7-25, 9:30 - 11:00 AM, Zoom
- Chair Update: Meeting scheduled for FEID reviewers on December 5th. Hosted on Zoom for convenience.
 - Update from Kathleen Preston. Faculty Fellow has been proposed to offer AI Workshops for faculty. We have the WAC liaisons, but this would allow for a balanced perspective on training when it comes to AI. San Jose State has multiple AI Fellows, one for each college, called AI Champions. Discussed whether something like this would work for our campus. It would not be a policymaking role or to 'advance AI' on campus, but to strategically position how and when to use AI in the classroom. Kathleen asked for the committee's feedback on the vetting of fellow applications to ensure balance among disciplinary perspectives. She will reach out to the Associate Deans for feedback. A small group will start working on a draft Call for Applications to share back to the group at the December meeting. Kathleen also reported that FDC Workshop offerings are hitting record enrollment this fall. Many are taking advantage of the online offerings, but those who attend in person enjoy the opportunity to build community. Reminders for upcoming events including the Faculty Recognition Event on December 9th 2-4pm, location still pending. At this week's council of chairs meeting the Provost and Mark Carrier brought certificates and treats to celebrate that all campus department Personnel Standards are now updated within three years. FDC Assessment Report is due December 1. Spring conferences are coming in February. Provost Faculty Fellows begin cohort II in spring.
 - Meeting minutes were approved. Adjourned.
- 8.5 General Education Review Committee [Childers], F, 11-7-25, 2:00 - 4:00 PM, MH-141
- Meeting cancelled.
- 8.6 Academic Advising Committee [Bono], F-11-14-25, 9:00 - 10:00 AM, PLS-299
- Quorum was met.
 - Yuying Tsong (ex officio member) shared that Sean Walker is looking into a possible mechanism to warn students if they are attempting to register for a class at CSUF that they have already taken an articulated class for at a community college. Currently, students are only warned when they have taken a course previously at CSUF. This causes problems for students who inadvertently take two courses that are the same and then may be short units to graduate. This is an issue that the chair of the committee, Jessie Persig, had asked Yuying to investigate.
 - We continued to revise UPS 300.002. One section remains to be revised, and we are hoping to finish that at our December meeting.

8.7 University Writing Proficiency Committee [Kleinjans], F-11-14-25, 9:00 - 11:00 AM, Zoom

- Minutes passed.
- Update on Meeting with College of Engineering and Computer Science: Tabled for now, awaiting news from the CO via Sean Walker.
- POSC 301: Decertification: Approved.
- Course Certification: POSC 340. Certified with small suggested changes. Concern about class size cap of above 25. Recommended class size for writing extensive classes are under 25.
- Course Certification PHIL 315: Asked to take out “standard English” and “normal conventions of spelling and grammar” in one of the criterion in the writing rubric. Friendly suggestions to rework the grading rubric to make it more inclusive. Passed with changes.

8.8 Faculty Affairs Committee [Jarvis], F-11-14-25, 10:00 AM - 12:00 PM, MH-141

- Quorum reached. Most ex-officios were unable to attend, however.
- UPS 260.102 (sabbaticals): worked on improving feedback to those denied. Memo will suggest committee use InfoReady to facilitate collecting feedback. Approved.
- UPS 210.001 (hiring): Committee agreed that Cecil Chik needed to be invited to next meeting to help with revision of document with respect to additional documents. Minor changes to staff support for redacting materials, but also needed Natalie Bersig to make sure interpretation was correct.

8.9 General Education Committee [Childers], F, 11-14-25, 2:00 - 4:00 PM, Zoom

- Quorum present
- GE minutes are pending
- GE course reviews
 - Feedback from the instructor of each course was reviewed.
 - COMM 328 - Overlay Z was withdrawn. Approved for Area 4U.
 - PUBH 381 - Approved for Area 4U and Overlay Z.
 - CHIN 385 - Approved for Area 3U and Overlay Z.
- Revisions to UPS 411.201 were approved.

Additional liaison:

Q: (Kleinjans) How is it determined how long and how often committees meet?

A: (Jarvis) When we were rewriting the Bylaws, we did a survey of the committees to see if they needed to adjust their meeting time, everyone responded they meeting times were good. We did add into the Bylaws to allow the committees to adjust their meeting times if needed.

IX. UNFINISHED BUSINESS

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

- Exec will review the wording sent from DE&I and continue discussion at the next Exec meeting.

X. NEW BUSINESS

10.1 Program Discontinuance - Fall 2025

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

10.2 Program Suspension - Fall 2025

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

10.3 Search Committee: Associate Vice President for Strategic Enrollment Management

- (Jarvis) The Senate approves three faculty on this search committee.

Suggestions:

- Joe Albert Garcia (HHD)
- Sarah Hill (SOC SCI)
- Allison Fry-Petit (NSM)
- Bai Yu (ECS)

- 10.4 UPS 211.000 - Responsibilities of Academic Units and their Chairs and Directors
- 10.5 Senate Forum - WordPress - (Discussion Item)
- 10.6 UPS 300.021 - Academic Dishonesty - (Discussion Item)
- 10.7 Chancellor's Office Internship policy change - (Discussion Item)

XI. ADJOURNMENT

- Meeting adjourned at 12:55 pm.