

**ACADEMIC SENATE
EXECUTIVE COMMITTEE
MINUTES
SEPTEMBER 9, 2025**

11:30 AM - 1:00 PM

MH-141

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

I. CALL TO ORDER

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

II. URGENT BUSINESS

Q: We were going to follow up about communicating the new protocol to students. What was the response?

A: They said they were going to look into it but were not going to print out 40,000 copies.

- Couldn't they just email it out?
- At the Statewide Senate meeting, somebody from the Chancellor's office was talking about tasking each campus to create rapid response teams. I said that's great, we've been updated as faculty, but that isn't being communicated to students. So, at what point are they going to do it? Why aren't they doing it?
- The Executive Committee went into Executive Session.

III. ANNOUNCEMENTS

- (Swarat) The President pulled Strategic Communications out of University Advancement to the Office of the President. So, we're no longer going to do a search for an AVP for Strategic Communications and Brand Management. He named Tran Le the new Director of Communications. She's going to oversee the whole team that is currently Strategic Communications. So, Advancement will pretty much only do fundraising.

We should let the faculty members that had agreed to serve on the search committee know of the reorganization.

- (Jarvis) I will tell them there's been reorganization at this time.
- The Executive Committee went into Executive Session.

IV. APPROVAL OF MINUTES

- M/S/P (Kleinjans/Swarat) Motion to approve the August 26th minutes. Motion passed.

4.1 EC Minutes 8-26-25 (draft)

- M/S/P (Swarat/Kanel) Motion to approve the September 2nd minutes. Motion passed

4.2 EC Minutes 9-2-25 (draft)

V. CHAIR'S REPORT

- We were going to approve the GE Review Committee nominees at this week's Senate meeting, but the problem is the GE Review Committee is going to meet this week and only three members have been approved so far.

Q: Is everyone ok with an email to go out to the Senators for consent approval?

A: Exec agreed to get the consent approval via email.

- It's been so long since we created the search committees for the VP of HIRE and VP of University Advancement that we have no record of who my designee was going to be on those committees.
 - VP of HIRE - Kristi Kanel
 - VP of University Advancement - Michele Wood

- The Executive Committee went into Executive Session.

VI. STAFF REPORT

- We need a representative from ECS for the GE Review Committee.

Suggestions:

- Chang-Hyun Jo
- Mira Kim

VII. COMMITTEE LIAISON REPORTS

- 7.1 Diversity, Equity and Inclusion Committee [Kanel], T, 9-2-25, 1:00 - 2:00 PM, PLS-256
 - Met Hybrid with quorum.
 - New chair elected: Scott Bolman.
 - Secretary: Joyce Gomez.
 - Will continue with Hybrid format.
 - Voted to keep twice monthly but with option to cancel second meeting if there is no work to do.
 - Committee will review the guidelines that were created last year and decide if they want to simply send them to all committee chairs to utilize or try to put them in UPS 100.015.
- 7.2 International Education & Experiential Learning Committee [Gradilla], W, 9-3-25, 9:00 - 10:00 AM, Zoom
 - Met with quorum.
 - We introduced our ex officio and voting faculty members.
 - I read to the committee the new charge of the committee according to the Bylaws.
 - John Hickok asked if the committee would now be doing work that includes service learning and internships. I explained to him that all of these activities now fall under experiential learning. He then asked if we would be addressing things such as UPS 450.500. I said, "Yes."
 - The committee agreed to meet via Zoom for the next meeting. And to hold an election via email before the next meeting.
- 7.3 Faculty Development Center Committee [Graewingholt], F, 9-5-25, 9:30 - 11:00 AM, PLS-256
 - Called to order by Michaela Bettez, Chair. Introductions for new Committee members.
 - Vote on modality – Meetings held on Zoom with in-person only when needed.
 - Discussed Committee mission for new members. This group consults the Faculty Development Center in their work and reviews FEID Grant Awards, Junior/Senior, and Teaching Awards. This years awards will be focused on supporting Student Success by Increasing Accessibility for Diverse Learners. Discussed award timing and making things easier for Chairs to pivot when release time is awarded. Committee needs to review the FEID Rubric for proposal evaluation. As part of the process, they will solicit feedback from prior FEID awardees to improve the rubric. It was noted that the call for proposals should contain language to not copy and paste applications that don't apply for that years award. Larger discussions are coming in October on FEID.
 - The Chair asked for feedback on their response to a question received last year about the FDC's AI Workshop offerings and a request to provide AI-related professional development from other perspectives besides how it can be used. Three faculty led workshops were offered this spring. It was recommended to offer a keynote speaker who is an expert in the field of AI to conduct critical dialogue between faculty. Leslie Bruce created a series for faculty with a focus on AI as part of the WAC Liaison group. There will also be a Conference on AI and Academia through the Writing Across the Curriculum group. Discussed the general nervousness about accessibility compliance still felt by many faculty. Eric Bowers reminded us of tools like TidyUp and UDOIT in Canvas and the Accessible Technology support in the ATC. Accessibility workshops will continue to be offered.
 - Kathleen Preston gave a report on FDC Workshop Offerings. 16 different workshop certificates are available. FDC Faculty Fellows overview and introductions. Resources for course syllabi. Guidance on adding an AI Policy in their syllabus with sample language. The AI resources were put together by FDC and Office of Student Conduct.

7.4 General Education Committee [Childers], F, 9-5-25, 2:00 - 4:00 PM, Zoom

- Met with quorum.
- They started with a round of introductions, appointed a minute taker, enthusiastically decided to keep the meeting on Zoom, and reviewed the responsibilities and procedures of the committee. Then they briefly discussed each of these topics:
- Last year's GE assessment will wrap up shortly. Results will be shared in an upcoming meeting, then the committee will decide the outcome for this year's assessment focus.
- Briefly discussed the GE Review committee and overlap with the GE committee with two current members of the GE committee, in addition to the chair, also on GE Review. I emphasized that these are two separate Senate committees with different responsibilities.
- Discussed possible edits to the GE writing requirement to address AI. Decided to postpone until after Senate consideration of edits to the Policy on Syllabi and additional consultation with the University Writing Proficiency committee and an "anti-AI" faculty group.
- Considered revisions to the GE self-review templates. Decided this should follow possible edits to UPS 411.201; they're fine until then.
- 15 courses announced to campus on Sept 2 are coming for GE review. If no questions are submitted, they will go to the committee on Sept 15.

7.5 Academic Technology & Library [Graewingholt], M, 9-8-25, 11:00 AM - 12:00 PM, PLS-299

- Call to order 11:05am. Introductions for all members due to being a "new" committee.
- Election of Committee Chair: Loretta Donovan self-nominated. No other volunteers. The in-person vote for Loretta to serve as 2025-2026 Committee Chair was unanimous.
- Announcements: What's the Deal with APCs*? Live Webinar: Open Access Week @CSU. Thursday, October 23, 11am-noon via Zoom. Handout in room, electronic version will be sent.
- Meeting minutes pending from both previous committees will be circulated for review and approval at the next scheduled meeting.
- Meeting Modality Vote for AY 2025-26: Cotton Coslett / Patrick Phelps motioned for hybrid meetings. Vote approved. Hybrid modality selected.
- Reviewed new committee charge. Discussed reasons for combining committees and opportunities for collaboration.
- Started review of UPS 103.004 Computing Resources Use Policy – Committee members will review both UPS 103.004 and the documents shared from Sean Walker from the Chancellor's Office. These policies may overlap significantly enough to allow for UPS 103.004 to be rescinded as our policy was drafted before the Chancellor's Office guidance. Their policy applies to all CSU campuses. Members will report back, and Willie will seek input from VP Manriquez for input.

7.6 Faculty Research Policy Committee [Kanel], T, 9-9-25, 9:00 - 10:00 AM, MH-141

- Met in person with quorum.
- Introductions: our new members and our committee.
- Updates from last year: statewide senate has been informed about the workload issue related to research, many inequities amongst campuses, colleges, departments re: assigned time, or the amount of classes required to teach, CFA will go to bat for CSU when negotiating the CBA.

Not just number of classes, but also, number of students in the class, even if only teach 3 classes, still teaching same number of students, retention issue for full professors too
- New Business: Intellectual property:
- We do not have our own policy at CSUF:
 - Would like to create a UPS that is short and that makes sense for our campus. Create a standardized procedure, definitions, Currently everything is ad hoc following federal laws.
 - New UPS was drafted based on various documents existing from other campuses consolidated into 3 pages.
 - Issues of patents was discussed as related to this UPS.
 - Binod will review carefully before we move forward, as well as the legal department.

VIII. UNFINISHED BUSINESS

8.1 UPS Documents for Review AY 2025-26

IX. NEW BUSINESS

9.1 AA/AS Retreat Plan

- (Bono) We sent you a summary of what we were thinking about doing for the AA/AS Retreat with the goals and learning outcomes.
- Exec discussed the plan that was developed for the AA/AS Retreat and agreed to move forward with it.

9.2 Department Restructuring

1. UPS 100.600 - Establishment of University Departments
2. UPS 100.605 - Policy on Administrative Restructuring of Academic Programs

➤ The Executive Committee went into Executive Session.

9.3 Annual Reports for Review from AY 2024-25

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

9.5 UPS 108.000 - Visiting Scholars and Other Formal Delegations of Visitors: Procedures and Expectations

X. ADJOURNMENT

➤ Meeting adjourned at 12:50 pm.