



ACADEMIC SENATE ANNUAL REPORT 2024 – 2025

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1. STANDING COMMITTEES

A. Assessment & Educational Effectiveness Committee – report submitted by Gary Germo

Committee Membership

Assessment & Educational Effectiveness Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Sinjini	Mitra	smitra	Information Systems and Decision Sciences	CBE	2025
Laura	Keisler	lkeisler	Literacy and Reading Education	EDUC	2025
Mike	Turi	mturi	Computer Engineering	ECS	2025
Doug	Swanson	dswanson	Communications	CCOM	2025
Megan	Graewingholt*	mgraewingholt	Library	L/A/C	2025
Mary	Pomonis	mpomonis	Art	ARTS	2025
Pending				HUM	2026
Scott	Annin	sannin	Mathematics	NSM	2026
Gary	Geromo	ggermo	Human Services	HHD	2026
David	Adams	dpadams	Politics, Administration, and Justice	SOC SCI	2026
Amir	Dabirian	adabirian	Provost/VPAA	Ex Officio	non-voting
Su	Swarat*	sswarat	Sr AVP for Insti. Effect. & Planning	Ex Officio	non-voting
David	Forgues	dforgues	Interim-VP Student Affairs	Ex Officio	non-voting
Kevin	Thomas	kethomas	Student Health and Counseling Ctr		
Pending			VP-IT	Ex Officio	non-voting
Jay	Lin	jlin	IT - Network Operations	Ex Officio	non-voting
Su	Swarat	sswarat	Sr AVP for Insti. Effect. & Planning		
Celestina	Barbosa-Leiker	cbarbosa-leiker	Dean HHD	Dean (by Provost)	non-voting
Sedona	Escudero	sescudero@csu.fullerton.edu		Student	2025
Nico	Guerra	nicoguerra@csu.fullerton.edu		Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Su	Swarat	sswarat	Sr AVP for Insti. Effect. & Planning	ADMIN	Ex Liaison

Committee Actions

The Assessment & Academic Effectiveness Committee focused its efforts this past year on addressing a proposed update to the PPR appendix table (PPR Table-2B) as well as exploring campus assessment issues that included the University’s goals on teamwork and a post-graduate success working definition.

Action Goal 1: The committee reviewed the proposed changes to PPR Table-2B. As was previously written, the appendices included space to include student numbers for only one major. The proposal addressed the need to add second and third majors to provide more information. The committee discussed the proposal and voted to include the second and third majors in the PPR appendix table.

Action Goal 2: The committee reviewed the current University goals involving teamwork and generated ideas on possible definitions of student success. The latter was addressed by the University through a survey administered to faculty, staff, and students. The former was determined not be in within the purview of the committee.

Recommendation to the Senate

Given the structural changes relating to assessment across the University, we recommend disbanding this committee. There are no future items.

B. Campus Facilities & Beautification Committee – report submitted by Cotton Coslett

Committee Membership

Campus Facilities & Beautification Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Mahdi	Ebrahimi*	mebrahimi	Marketing	CBE	2025
Mugdha	Yeolekar	myeolekar	Religious Studies	HUM	2025
Pending				EDUC	2025
Doina	Bein	dbein	Computer Science	ECS	2025
Iasmine	Phillips	jrphillips	Communications	CCOM	2025
Josh	Grisetti	jgriseti	Theatre and Dance	ARTS	2026
Hope	Johnson	hajohnson	Biological Sciences	NSM	2026
Mojgan	Sami	msami	Public Health	HHD	2026
Cotton	Coslett	ccoslett	Library	L/A/C	2026
Natalie	Fousekis	nfousekis	History	SOC SCI	2026
Sarab	Singh	sdsingh	AVP-Facilities Mgmt	Ex Officio	non-voting
John	Ramirez	johnramirez	CPFM - Facilities Management and Admin	Staff (by Pres)	Staff
Griselda	Marquez	grgmarquez	Total Wellness	Staff (by Pres)	Staff
Luca	Romero	LHRomero@csu.fullerton.edu		Student	2025
Joshua	Ramos	Joshramos11@csu.fullerton.edu		Student	2025
Sierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Su	Swarat	sswarat	Sr AVP for Insti. Effect. & Planning	ADMIN	Ex Liaison

Committee Actions

The committee dedicated its meetings to enriching the CSUF experience for students, faculty, staff, and visitors.

1. The committee actively sought committee members' input regarding campus facilities' safety, improvements, and maintenance. The inputs included, but were not limited to:
 - a. **Micromobility on Campus**
 1. Explored safe options for the use and storage of micromobility devices on campus
 2. Fielded several complaints about micromobility devices on campus
 3. Grant application submitted by the subcommittee to conduct a feasibility study
 4. Met with University Services to discuss the Vehicle-Free zone established on campus
 - a. This zone is voluntary and will rely more on rewarding good behavior rather than punitive measures.
 - b. **Campus Parking Lots and Charging Stations**
 1. Met with Parking & Transportation to discuss campus parking lot usage and campus efforts to reduce congestion on campus.
 - a. Increased shuttle services
 - b. 250% increase in carpool permits
 - c. Increased use of Metrolink Adventure Pass
 - d. Promotion of Alternative Transportation
 - e. Pothole repairs that took place over winter break
 - f. Lots have not been 100% full in years. Biggest obstacle is that everyone wants convenient spaces.
 2. Met with EHS to discuss the lighting in campus parking lots, particularly in Lot A
 3. Met with P&T to discuss adding more fast-charging stations to campus (and how best to enforce the time limits on them).
 4. Met with P&T to discuss improving signage for parking lots, especially ones that are limited to specific groups (i.e. students, faculty).
 - c. **Other items**
 1. Reduction of plastics and plastic use on campus

- a. Distributed a map featuring all of the water refill stations on campus as well as guidance on how to report them when broken or in need of a filter change.
 - b. Approved new signage for the campus recycling program
 - c. Reviewed a grant audit of campus recycling efforts
 - d. Worked with ASC to remove more plastics from campus vending machines
2. Met with EHS to establish that campus lighting is safe and functional.
 3. Confirmed the existence of two compost bins on campus and recommended an additional one
 4. Handled artwork donations from faculty
 5. Approved for the relocation of one and replacement of three existing storage units on campus
 6. Met with CPFM to discuss the design and plan for the new ECS Building Project.
 7. Met with CPFM to discuss the installation of BlueBolt solar charging benches on campus. This action was not recommended for approval by the committee, with concerns that the limited revenue for the campus would not justify the additional advertising directed at students.
 8. Approved updated signage to appear on the exterior of the CBE building.
 9. Approved the construction of an additional ropes course for the Military Science program.

Recommendations to the Senate

- The committee has expressed concern over the number of storage containers currently being used on campus with little or no oversight. CPFM has agreed to conduct an audit of the number of these units on campus and whether they are being used effectively and efficiently.
- The committee remains concerned about the number of projects and artwork that are being installed on campus without any approval or oversight from the Academic Senate.

Future Items

With this committee set to disband at the end of the school year, the committee hopes to continue working with Parking & Transportation as well as University Services to monitor the Vehicle Free Zone in the center of campus as well as any other pressing issues.

C. Diversity and Inclusion Committee – report submitted by Parvin Shahrestani

Committee Membership

Diversity & Inclusion Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Parvin	Shahrestani	pshahrestani	Biological Science	NSM	2025
Pending			Library	L/A/C	2025
Sue	Sy	susansy	Psychology	SOC SCI	2025
Satoko	Kakahara*	skakahara	Modern Languages and Literatures	HUM	2025
Ying-Chiao	Tsao	ytsao	Comm Sciences and Disorders	CCOM	2025
Rokon	Bhuiyan	mobhuiyan	Economics	CBE	2026
Pending				EDUC	2026
Scott	Bolman	sbolman	Theatre and Dance	ARTS	2026
Kanika	Sood	kasood	Computer Science	ECS	2026
Do Kyeong	Lee	dolee	Kinesiology	HHD	2026
Amir	Dabirian	adabirian	Provost/VPAA	Ex Officio	non-voting
Cecil	Chik*	cchik	HRS: Diversity and Equity		
Celestina	Barbosa-Leiker	cbarbosa-leiker	Dean HHD		
Erika	Carrasco	ecarrasco24@csu.fullerton.edu		Student	2025
				Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Kristi	Kanel	kkanel	Human Services	HHD	Ex Liaison

Committee Actions

The primary goal of the D&I Committee in 2024-2025 was to increase transparency and equity in the Academic Senate’s document creation and review process. This effort built on last year’s D&I Committee revisions to the Academic Senate bylaws and addressed concerns that this committee has not been sufficiently utilized, in part because no formal policy exists for routing Senate documents. While most UPS are sent back to the committees that wrote or last revised them, routing remains unclear. As a relatively new committee, D&I receives few UPS despite the relevance of DEI to most policies. Chair Jarvis’s document spreadsheet, created last year, was a valuable step toward transparency but also highlighted the need for formal policy infrastructure.

At the start of 2024, Chair Shahrestani and Chair Jarvis discussed solutions to this dilemma. Rather than requiring all UPS to pass through the D&I Committee, the committee developed DEI guidelines to support all Senate committees in drafting and revising policies. These guidelines, housed on the Academic Senate website, will be institutionalized through UPS 100.015. The committee worked on these guidelines in meetings on 9/3/24, 9/17/24, 10/1/24, 4/8/25, 4/22/25, and 5/6/25, with input from HRIE (Cecil Chik and Edelmira Reynoso) and the RACE faculty association (Vivianne Asturizaga, Nick Henning, and Lucia Alcalá), as well as samples from other universities.

On 10/24/24, the committee was assigned UPS 100.015 and revised it in meetings on 4/8/25, 4/22/25, and 5/6/25. The revisions institutionalize the guidelines by requiring committees, when submitting revisions and draft documents to the Academic Senate, to describe how they used the guidelines. The D&I Chair will receive these memos at the same time and may submit a letter to Senate for consideration. This does not add barriers but ensures a DEI perspective within existing timelines. The committee was mindful of workload and cultural taxation, emphasizing that not every question in the guidelines must be addressed. The goal is to prompt meaningful DEI conversations and improve institutional memory, for example, through annual archiving of routing spreadsheets.

The committee was officially assigned UPS 210.001 on 10/24/24, after earlier confusion about whether D&I or FAC held responsibility, due to discrepancies between the document spreadsheet, emails, and verbal communication. In revising UPS 210.001, the D&I committee solicited advice from Edelmira Reynoso (Equity

and Inclusion Recruitment Advisor, HRDI), Christina Pelkofer (Equal Employment Opportunity and Inclusion Specialist, HRDI), and Patience Bryant, Ph.D. (Executive Director, Black Student Academic Success). Alongside routine edits for clarity and updated titles, two substantial revisions were made: (1) requiring interview questions to be reviewed and approved by HRDI and recommending that they also be shared with semifinalists and finalists in advance, and (2) formally describing the “equity advocate” role while keeping flexibility for program changes. The committee worked on these revisions to UPS 210.001 in meetings on 11/19/24, 12/3/25, 12/17/25, 2/4/25, 2/18/25, and 3/18/25.

In addition, the committee provided feedback to HRDI Director Cecil Chik on the role of cultural identity centers following the realignment of DIRC, and discussed issues related to immigration and campus policing.

Future Items

For the 2025–2026 academic year, the D&I Committee plans to strengthen the policy review process by addressing a gap not fully resolved by the new guidelines. While the guidelines ensure an equitable review of individual documents, they do not provide a bird’s-eye view of the overall policy landscape. Without this broader perspective, opportunities to identify missing areas or the need for new policies may be overlooked. To address this, the committee will explore the development of an additional process aimed at identifying structural gaps and recommending new policy initiatives where needed. Alongside this work, the D&I Committee will continue to maintain and update the DEI guidelines tool, ensuring its relevance over time. The committee will also remain available to answer questions from other committees and provide support for the effective use of the tool.

D. Elections Committee – report submitted by Penny Weismuller

Committee Membership

Elections Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Aaron	Popp	apopp	Economics	CBE	2025
Henry	Puente	hpunte	Communications	CCOM	2025
Sagil	James	sagiljames	Mechanical Engineering	ECS	2026
Brenda	Bowser	bbowser	Anthropology	SOC SCI	2026
Penny	Weismuller*	pweismuller	School of Nursing	HHD	2026
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Kristin	Kleinjans	kkleinjans	Economics	CBE	Ex Liaison

Election Results

- a) [ASD 24-90 Special Election, Fall 2024](#)
- b) [ASD 24-110 2nd Special Election, Fall 2024](#)
- c) [ASD 24-132 3rd Special Election, Fall 2024](#)
- d) [ASD 25-10 4th Special Election, Fall 2024/Spring 2025](#)
- e) [ASD 25-39 CSU Election, Spring 2025](#)
- f) [ASD 25-50 ASCSU Lecturer Senator Elector Election, Spring 2025](#)
- g) [ASD 25-70 Election Results – All-University, Spring 2025](#)

E. Faculty Affairs Committee – report submitted by Christine Scher

Committee Membership

Faculty Affairs Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Robert	Mead	rmead	Economics	CBE	2025
Pending				ARTS	2025
Nicole	Bonuso*	nbonuso	Geological Sciences	NSM	2025
Patricia	Schneider-Zioga	pzioga	English, Comparative Literature, and Linguistics	HUM	2025
Michaela	Bettez	mbettez	Library	L/A/C	2025
Jasmeet	Gill	jasmeetgill	Public Health	HHD	2026
Christine	Scher*	cscher	Psychology	SOC SCI	2026
HyeKyeung	Seung	hseung	Comm Sciences and Disorders	CCOM	2026
Christopher	Newman	cbnewman	Ed Doctorate	EDUC	2026
Deepak	Sharma	dsharma	Civil and Environmental Engineering	ECS	2026
Mark	Carrier	mcarrier	Director of FAR	Ex Officio	non-voting
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Matthew	Jarvis	mjarvis	Politics, Administration, and Justice	SOC SCI	Ex Liaison

Committee Actions

During the 2024-25 AY, FAC reviewed and revised four University Policy Statements (UPS), three of which have been sent to Academic Senate (AS) for consideration. Additionally, FAC conducted a review of the Faculty Handbook. A summary of this work is below.

- **UPS 210.000 *Tenure and Promotion Personnel Procedures*.** This UPS was reviewed twice. The initial review primarily addressed the charge of the Senate Executive Committee to 1) clarify the purpose of “adequate progress” (see II.C.) and 2) specify the criteria for requesting a full review. The second review primarily addressed AS concern that giving faculty the right to a Chair-level review in all circumstances (a right included in the initial revision) conflicts with the Collective Bargaining Agreement. The second revision was forwarded to Academic Senate 4/17/25.
- **UPS 210.001 *Recruitment and Appointment of Tenure-Line Faculty*.** In January 2025, FAC began review of this UPS due to several stakeholder comments. Concern focused on the potentially outside role Deans may play in faculty hiring. After FAC began its review, it was brought to the Committee’s attention that the Diversity and Inclusion Committee (D & I) was simultaneously reviewing this UPS. Thus, FAC paused its review. Upon receipt of D & I’s input April 2025, FAC resumed its review. At the close of the AY, this review was ongoing.
- **UPS 210.500 *Procedures: Search Committees for Administrative Personnel*.** This UPS was reviewed and revised in response to concerns from then-President Alva. These concerns were identified in Dr. Alva’s July 2024 letter rejecting a revised UPS approved by AS. FAC’s revision in response to Dr. Alva’s concerns were forwarded to AS 9/17/24.

- **UPS 260.100 *Assigned Time for Exceptional Levels of Service to Students***. FAC submitted revisions to the above-referenced UPS in April 2024. These revisions were reviewed in AS September 2024; the UPS was then referred to FAC for further consideration. Primary AS concerns were: 1) the lack of a rubric to score applications, 2) the lack of a cap on the number of times an individual or project could receive the award, 3) inadequate prioritization of projects that address cultural taxation, and 4) the need to incorporate the idea that work above and beyond normal duties will differ depending on the typical workload of a given department. FAC's 2024-25 revision primarily addressed these concerns. This revision was forwarded to AS 11/11/24.

- **Faculty Handbook review**. UPS 100.010 *Faculty Handbook* requires that FAC review the Faculty Handbook annually and “make recommendations...for additions, deletions, and updating.” Thus, FAC discussed the Handbook at two fall meetings and forwarded its suggestions to AS 11/11/24.

Future Items/Priorities for AY 2025-26

There are two priorities for AY 2025-26. First, FAC will complete review and revision of UPS 210.001. Second, FAC will review and revise UPS 260.102 Sabbatical Leaves in light of recent comments from the Professional Leaves Committee and a request from Dr. Mark Carrier, Executive Director, Faculty Affairs and Records.

It has been a pleasure serving the university as Chair of FAC. I look forward to working with you again in the upcoming academic year.

F. Faculty Research Policy Committee – report submitted by Nikolas Nikolaidis

Committee Membership

Faculty Research Policy Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Pablo	Jasis	pjasis	Elementary and Bilingual Education	EDUC	2025
Christopher	Peterson	cpeterson	School of Music	ARTS	2025
Nikolas	Nikolaidis	nnikolaidis	Biological Science	NSM	2025
Vahideh	Abedi	vabedi	Information Systems and Decision Sciences	CBE	2025
Sudarshan	Kurwadkar	skurwadkar	Civil and Environmental Engineering	ECS	2025
Roselyn	Du	rdu	Communications	CCOM	2026
Guadalupe	Diaz-Lara	gdiaz-lara	Child and Adolescent Studies	HHD	2026
Eddy	Alvarez	edalvarez	Chicana and Chicano Studies	SOC SCI	2026
Jennifer	Yee	jyee	Asian American Studies	HUM	2026
Ilda	Cardenas	ildacardenas	Library	L/A/C	2026
Binod	Tiwari	btiwari	AVP Research and Special Projects	Ex Officio	non-voting
Michael	Coughlin	mcoughlin	University Risk Management Rep	Ex Officio	non-voting
Nathaniel	Wamala	nathaniel.wamala@csu.fullerton.edu		Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Kristi	Kanel	kkanel	Human Services	HHD	Ex Liaison

Committee Actions

During the 2024–25 academic year, the Faculty Research Policy Committee (FRPC) focused on revising key university policies to improve the research environment at CSUF and to advance equity and transparency in research support.

(I) UPS 650.000 – Intramural Research Grants

The FRPC revised UPS 650.000 to clarify definitions and update references to CSUF entities. A central focus of this revision was the redefinition of “junior” and “senior” faculty to alleviate structural biases against junior faculty in the intramural grant review process. The committee reviewed similar policies across CSU campuses, research-intensive institutions, and federal funding agencies to align our definitions with current best practices and equity frameworks.

(II) UPS 420.105 – Right of Non-Compliance, Risk Activities

Although this policy was initially flagged for possible revision, the committee determined that it did not fall within the purview of FRPC’s charge and therefore did not proceed with changes during this cycle.

(III) UPS XXXX.XXX – Faculty Workload Policy

The committee continued work on a new faculty workload policy, revising and expanding on a prior draft developed in 2024–25. The updated version provides a more structured framework for the inclusion of RSCA (Research, Scholarly, and Creative Activity) in workload planning. The policy draws on models from other CSUs, national standards, and extensive internal discussion to address equity, clarity, and feasibility.

(IV) Resolution on RSCA and Faculty Workload

Alongside the workload policy, the committee authored a new resolution affirming the value of RSCA in the faculty workload and urging institutional recognition and support. The resolution emphasizes principles of fairness, academic mission alignment, and student engagement.

Future Items

Looking ahead to AY 2026–27, the FRPC will prioritize the following initiatives:

- Intellectual Property Policy Revision: The committee will begin a comprehensive revision of CSUF's intellectual property policy to align with current CSU guidance and reflect recent changes in research dissemination and commercialization.
- Continuation of Faculty Workload Policy Efforts: The committee will continue refining the UPS on faculty workload based on campus feedback and implementation considerations, with the goal of developing a feasible and equitable model.
- Scholarship and Student Research Stipends: The FRPC will explore mechanisms to support student research participation through scholarships and stipends, with particular attention to current financial aid processes and potential barriers to access.
- Extramural Funding Barriers: The committee will continue analyzing findings from the faculty research survey to identify institutional barriers to securing external funding and will propose actionable recommendations.
- Procedure Development (UPS 630.000 and 660.000): The FRPC may assist in drafting procedures related to existing research policies, contingent on administrative prioritization and campus needs.

G. General Education Committee – report submitted by Kevin Lambert

Committee Membership

General Education Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Matthieu	Hoffmann	matthoffmann	Kinesiology	HHH	2025
Zia	Salim*	zsalim	Geography & The Environment	SOC SCI	2025
Barbara	Miller	bmiller	Library	L/A/C	2025
Garrett	Struckhoff	gstruckhoff	Civil and Environmental Engineering	ECS	2025
Manya	Wren	mwren	Marketing	CBE	2025
Calli	Lewis-Chiu	clewischiu	Special Education	EDUC	2026
Carol	Chaffee	cchaffee	Biological Science	NSM	2026
Erika	Thomas*	erthomas	Human Communication Studies	CCOM	2026
Vivianne	Asturizaga	vasturizaga	School of Music	ARTS	2026
Kevin	Lambert	klambert	Liberal Studies	HUM	2026
Amir	Dabirian	adabirian	Provost/VPAA		
Merri Lynn	Casem*	mcasem	AVP Undergrad. Studies & General Educ.	Ex Officio	non-voting
Greg	Childers*	gchilders	Director of General Education		
Yuying	Tsong	yuying.tsong	Student Success		
Nico	Guerra	nicoguerra@csu.fullerton.edu		Student	2025
Joshua	Ramos	Joshramos11@csu.fullerton.edu		Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Greg	Childers	gchilders	Physics	NSM	Ex Liaison

Committee Actions

This has been a busy year for the GE committee.

- The committee recommended to the Senate to Implement changes required to bring the campus GE policy into compliance with Executive Order 1101, <https://calstate.policystat.com/policy/13059034/latest/>. These recommendations were to assign review and recertification of existing GE courses to a new GE Review Subcommittee of the GE Committee as justified in Academic Senate Resolution [ASD 23-77](#); add a requirement that courses that satisfy Overlay Z shall be taken at CSU Fullerton; and to accept changes to UPS 411.200, UPS 411.201, and UPS 411.202 to align with EO 1101
- The Committee approved assessment of GE learning goal 5, a follow up from last year. Learning goal 5 is about learning skills to advance diversity and inclusion, and Su Swarat wanted to explore it further after less than satisfying results last year. Greg Childers the GE director also looked at ways of expanding the GE assessment process to get more data about the effectiveness of teaching in GE, including organizing a meeting “GE by the Numbers.”
- The committee reviewed and approved 24 courses for GE.
- The committee reviewed 5 variable topic honors classes for GE and approved 3.
- The committee discussed and removed language from UPS 410.103, which was subsequently approved by the senate. The problem was a proposal for GE minors, and the proposal for GE minors was therefore expunged from UPS 410.103 after protests from humanities and social sciences department chairs. The GE committee still wanted to explore the possibility of GE minors (see future items) and therefore sent Committee members Carol Chaffee, Erika Thomas, Garret Struckhoff and Kevin Lambert to the campus wide Chairs meeting to reassure departments that the committee believes that proposals for GE minors should come from departments and not from Academic Programs.
- The committee also spent some time discussing what impact LLM AI would have on the GE writing requirement. Consultations were made with the University Curriculum Committee and the University Writing Committee about how to revise the GE writing requirement. It was decided some kind of committees meeting on this issue should be pursued in the Fall before rewriting the GE writing requirement in UPS 411.201

- Kevin Lambert was reelected chair for Fall 2025, but because he is going on Sabbatical in Spring 2026 Erika Thomas will take over as chair for the Spring semester.

Future Items

- The GE committee will meet with representatives of the University Curriculum Committee and the University Writing Committee to consult about revisions to the GE writing requirement in UPS 411.201.
- The GE committee will continue to discuss the role of GE minors and how they might be a useful way for some students to structure a more valuable GE experience.
- The GE committee will continue to help co-ordinate changes across the GE program to facilitate the smooth implementation of EO 1101

H. Graduate Education Committee – report submitted by Joseph Carlin

Committee Membership

Graduate Education Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
John	Koegel	jkoegel	School of Music	ARTS	2025
Pratanu	Ghosh*	pghosh	Civil and Environmental Engineering	ECS	2025
Morganna	Lambeth	mlambeth	Philosophy	HUM	2025
Gordon	Capp	gcapp	Social Work	HHD	2025
Pawel	Kalczynski	pkalczynski	Information Systems and Decision Sciences	CBE	2025
Cylor	Spaulding	cspaulding	Communications/Graduate Program Coordinator	CCOM	2026
Joseph	Carlin	jcarlin	Geological Sciences	NSM	2026
Nancy	Watkins	nwatkins	Ed Doctorate	EDUC	2026
Jochen	Burgtorf	jburgtorf	History	SOC SCI	2026
Kellie	Lanham-Friedman	klanham-friedman	Library	L/A/C	2026
Aimee	Dabirian	adabirian	Provost/VCAA	Ex Officio	non-voting
Aimee	Nelson	anelson	Center for Careers in Teaching		
Sonal	Mogra	sonalmogra@csu.fullerton.edu		Grad Student	2025
				Grad Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Michele	Wood	mwood	Public Health	HHD	Ex Liaison

Committee Actions

The Graduate Education Committee continued to work in AY24-25 on advocating for graduate students and graduate programs. This work culminated in drafting a report on recommendations to address barriers to graduate student success that was submitted to the Senate.

Report: Recommendations to Address Barriers to Graduate Student Success

A significant undertaking for the Graduate Education Committee this year was the drafting of a report highlighting what the committee viewed as some of the most substantial barriers to graduate student success. This report also included recommendations for how the University might address such barriers moving forward. The report was submitted to the Academic Senate for review and discussion. This report built upon previous data that were collected by the committee, and a round table discussion with a group of graduate students from across different colleges in the University about the challenges and barriers they face being a graduate student at CSUF.

Elevar Coordination

The Graduate Education Committee also met with the Program Director of Project upGRADS to learn more about the new ELEVAR program on campus. The committee plans to continue to have regular interaction with ELEVAR to increase coordination across programs with similar aims.

Graduate Education Awards

The Graduate Education Committee worked with the Office of Graduate Studies to select awardees for two graduate education related awards. The committee evaluated nominations and selected awardees for the Giles T Brown Thesis award, and for the Lynn Winter Award that recognizes the superlative efforts of a CSUF staff member towards graduate student success. It was a great joy to read the nominations and learn more about the excellent work of our graduate students and the amazing work of the staff members who support them.

Future Items

The Graduate Education Committee will continue to advocate for graduate students and graduate programs on campus and work to elevate their status in the campus community. One specific goal for next year will be to investigate ways to bring graduate programs together to share resources and best practices so that we can build the graduate community together.

I. Information Technology Committee – report submitted by Ken Guo

Committee Membership

Information Technology Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Sinan	Akciz	sakciz	Geological Sciences	NSM	2025
Pradeep	Nair*	pnair	Computer Engineering	ECS	2025
Chen	Wang	ewang	Art	ARTS	2025
Emily	Erickson	eerickson	Communications	CCOM	2025
Anthony	Alvarez	asalvarez	Sociology	SOC SCI	2025
Ken	Guo*	kguo	Accounting	CBE	2026
Colleen	Robledo Greene	cgreene	Library	L/A/C	2026
Patricia	Schneider-Zioga	pzioga	English, Comparative Literature, and Linguistics	HUM	2026
Loretta	Donovan	ldonovan	Elementary and Bilingual Education	EDUC	2026
Karlana	Ochoa Steigerwald	kdochoa	Child and Adolescent Studies	HHD	2026
Ronald S.	Roehon	presidentroehon	President	Ex Officio	non-voting
Sean	Walker	swalker	Deputy Provost		
Amir	Dabirian	adabirian	Provost/VPAA	Ex Officio	non-voting
Kathleen	Preston	kpreston	Psychology		
Alexander	Porter	porter	VP Admin & Finance/CFO	Ex Officio	non-voting
Michael	Au-yeung	mau-yeung	Controller's Office		
Pending			VP IT	Ex Officio	non-voting
Jay	Lin	jlin	IT - Network Operations		
David	Forgues	dforgues	Interim VP Student Affairs	Ex Officio	non-voting
Liz	Zavala	ezavala-acevez	Career Center		
Raymond	Venegas	rvenegas	Director IT, UEE	Ex Officio	non-voting
Kathleen	Preston	kpreston	Director Faculty Dev. Ctr	Ex Officio	non-voting
Shelli	Wynants*	swynants	Director Online Ed & Training	Ex Officio	non-voting
Rachana	Panduranga Naidu	rachanap@csu.fullerton.edu		Student	2025
Masa	Kassih	masakassih@csu.fullerton.edu		Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Greg	Childers	gchilders	Physics	NSM	Ex Liaison

Committee Actions

1. IT Updates and Discussions

The committee received regular updates on IT matters from the IT group. The topics included but were not limited to classroom equipment, learning management system (Canvas), administrative support systems, infrastructure, IT-related events, artificial intelligence, and web accessibility.

2. Discussion on the Role of the Committee

The committee discussed its role in IT strategic and operational decision making processes. A particular concern was that faculty input has not been sufficiently considered when important decisions were made about the adoption of critical IT systems and tools for teaching and research (such as TitanGPT).

3. Election of Chair for 2025/26

Loretta Donovan was elected Chair for the 2025/26 academic year.

Future Items

None was decided by the 2024/25 committee.

J. International Education Committee – report submitted by John Hickok

Committee Membership

International Education Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
John	Hickok	jhickok	Library	L/A/C	2025
Peng	Liu	peliu	Information Systems and Decision Sciences	CBE	2025
Joyce	Lin	joycelin	Child and Adolescent Studies	HHD	2025
Kira	LeeKeenan*	kleekeenan	Secondary Education	EDUC	2025
April	Bullock	abullock	Liberal Studies	HUM	2025
Zair	Ibragimov	zibragimov	Mathematics	NSM	2026
Michelle	Murillo	michellemurillo	Art	ARTS	2026
Laichen	Sun	lsun	History	SOC SCI	2026
Roselyn	Du	rdu	Communications	CCOM	2026
Sagil	James	sagiljames	Mechanical Engineering	ECS	2026
Debra	Leahy	dleahy	Dean/AVP, EIP	Ex Officio	non-voting
John	Beisner	jbeisner	Director of Risk Management	Ex Officio	non-voting
Sonal	Mogra	sonalmogra@csu.fullerton.edu		Student	2025
Rachana	Panduranga Naidu	rachanap@csu.fullerton.edu		Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Alexandro	Gradilla	agradilla	Chicana and Chicano Studies	SOC SCI	Ex Liaison

Committee Actions

SEPTEMBER

- The committee met and discussed the upcoming year tasks: reviewing 2 UPS Documents, providing a courtesy read-through of IEE’s Bylaws, and producing a “Best Practices” tips document for colleges to increase participation in international activities

OCTOBER

- The committee created & adopted a committee webpage: <https://libraryguides.fullerton.edu/CSUF-IEC>

NOVEMBER

- The committee began a line-by-line read-through of the proposed new UPS 320.102, lined up side-by-side with the current UPS 320.102, and finished halfway, planning to finish in Dec

DECEMBER

- The committee continued the side-by-side read-through and editing of UPS 320.102, making additions (such as the insert of a definition of Study Abroad) and edits. The committee approved by later email e-vote.

FEBRUARY

- After December’s UPS 320.102 revision, Senate Executive Committee reviewed it and offered additional suggested edits/clarifications. The committee invited outside parties to participate in new edits. *Representing Senate Exec*: Matt Jarvis and Su Swarat; *Representing IEE*: Shari Merrill and Christine Pircher-Barnes; *Representing CSUF Audit*: Cindy Merida. Discussion was held on the new edits, and real-time changes were made during the meetings. The new revision was re-approved by the committee, and sent to Senate Exec.

MARCH

- The committee provided a courtesy read-through of IEE's draft Bylaws. These are not an official UPS document the committee has responsibility for updating. Rather, these Bylaws are an operational document clarifying the role and duties of IEE for international exchanges and Study Abroad. The committee spent the hour reading through them, and offered 11 comments (questions, clarification suggestions, typos, etc.)

APRIL

- The committee discussed the Senate Committee on Committee's proposal to eliminate the IEC, and recommended we compose a statement opposing this to send to Senate Exec and our Senators. A preliminary draft was shown and discussed. The committee began its revision of UPS 108, starting with easy updates—e.g., IP to IEE, etc.

MAY

- The committee changed its objection letter (to the IEC elimination) to a compromise email to Senate Exec, suggesting the committee be renamed and merged with a proposed "experiential learning" committee. The new committee name would be the "International Education and Experiential Learning Committee". This compromise wording was sent to Senate Exec and college senators, for them to motion to at the final May meeting of the Academic Senate. (The motion was made in the Senate by Senator Sheryl Fontaine, Seconded by Senator Melanie Sacco, and approved by the Senate May 15, 2025).
- The committee elected current Chair John Hickok as next year's IEC Chair (or recommended as Chair for the new International Education & Experiential Learning Committee).

Future Items

- The "Best Practices" tips document was not accomplished this year, so it should be done next year.
- With the reformation of the committee, an examination of balancing agenda items needs to be done (i.e., International Education matters vs. other Experiential Learning matters)

K. Internships and Service Learning Committee – report submitted by Amber Chitty Wilson

Committee Membership

Internships & Service Learning Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Pending				HUM	2025
Julian	Jefferies	jjefferies	Literacy and Reading Education	EDUC	2025
Stevan	Pecic	specic	Chemistry and Biochemistry	NSM	2025
Joy	Lambert	jlambert	Library	L/A/C	2025
Joe Albert	Garcia*	jpgarcia	Human Services	HHD	2025
Sophia	Wang	iwang	Accounting	CBE	2026
Amber	Chitty-Wilson	achitty	Communications	CCOM	2026
Berna	Torr	btorr	Sociology	SOC SCI	2026
Pending				ARTS	2026
Anand	Panangadan	apanangadan	Computer Science	ECS	2026
Jennifer	Mojarro	jmojarro	Director - Career Center	Ex Officio	non-voting
Dawn	Macy	dmacy	Dir-Ctr Internships & CE	Ex Officio	non-voting
Feyi	Adebajo	fea@csu.fullerton.edu		Student	2025
Carla	Robles	roblesc10@csu.fullerton.edu		Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Stacy	Mallicoat	smallicoat	Politics, Administration, and Justice	SOC SCI	Ex Liaison

Committee Actions

During the 2024-25 academic year the committee focused on academic internships:

1. Recommended a revision to UPS 411.601 to increase the number of academic internship units that can be applied to the bachelor’s degree from six (6) to nine (9) to mitigate the loss of units to students participating in interdisciplinary programs such as Cal State DC and the Panetta Institute Congressional Internship Program.
 - Submitted to Academic Senate on 4-17-25
 - Signed by President Rochon on 6-2-25
2. Held several discussions to examine disparities in student workload between internship courses based on differing faculty interpretations of the “40 hours per internship unit” rule and how those hours are distributed between class time and field work.
 - Met with Dr. Merri Lynn Casem, AVP of Undergraduate Studies and General Education, to review Department of Education guidelines, CO Exec Order 1064, and EPR 76-36 staffing formulas. Determined that this issue does not necessitate a policy change but rather should be addressed at the department level based on needs of the discipline and accreditation requirements.
3. Discussed the implications of DOGE cuts shutting down Jumpstart/AmeriCorps
4. Discussed student concerns regarding internship background checks in light of increased ICE activity

Future Items

1. Strategize how to best utilize internship & service-learning outcomes to support the Chancellor’s focus on career placement to communicate the value of a degree
2. ISLC will be absorbed into the Experiential Learning Committee beginning Fall 2025

L. Library Committee – report submitted by Megan Graewingholt

Committee Membership

Library Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Xiaoying	Xie	xxie	Finance	CBE	2025
Patrick	Phelps	pphelps	Geological Sciences	NSM	2025
Jiwoo	Park	jiwpark	Communications	CCOM	2025
Megan	Graewingholt*	mgraewingholt	Library	L/A/C	2025
Karen	Lee	kyhlee	Social Work	HHD	2025
Omar	Ramos	omramos	Theatre and Dance	ARTS	2026
Paul Salvador	Inventado	pinventado	Computer Science	ECS	2026
Nathan	Carr	ncarr	Modern Languages and Literatures	HUM	2026
Laura	Keisler	lkeisler	Literacy and Reading Education	EDUC	2026
Edward	Watson	ewatson	Sociology	SOC SCI	2026
Eric	Hanson	erichanson	Dean - Library	Ex Officio	non-voting
Michael	DeMars	mdemars	Associate Dean of Public Services - Library		
Joshua	Ramos	Joshramos11@csu.fullerton.edu		Student	2025
Aldrin	DeGuzman	aldrind@csu.fullerton.edu		Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Michael	Milligan	mmilligan	Finance	CBE	Ex Liaison

Committee Actions

I. The past year was a productive one for the Library Committee, featuring a diverse lineup of presentations, draft resolutions, and various topics for deliberation. The year began with a discussion surrounding the library’s planned Faculty Survey for 2024-2025, in which Library Committee members provided feedback on the draft survey questions. This survey draft was discussed during the fall semester and sent out to all CSUF faculty upon the return to campus for spring semester, as recommended by the Committee. Mike DeMars, AD of Public Services for the Pollak Library, reviewed the preliminary survey results with the Committee and provided highlights and key takeaways from the data collected from the survey responses. The survey highlighted the consistent use of the library by campus faculty for research and the use of library resources in course curriculum (particularly academic journals, library databases, and eBooks). Feedback on library subject liaisons underscored the crucial role librarians play in teaching information literacy through the library’s robust instruction program. The faculty surveyed overwhelmingly found instruction sessions very useful. Notably, 77.2% of faculty surveyed agreed that the library’s signage and wayfinding are adequate to locate the services they need in the building. From the survey comments, the Committee suggested that a larger role is needed by the library in the campus conversations surrounding artificial intelligence (A.I.) as many faculty members expressed concern or mixed views about its use. The survey responses showed a limited awareness of Leganto, the module that allows for library resources to be integrated into Canvas courses. There is an opportunity for greater promotion and training on Leganto next academic year as well as Open Educational Resources, Affordable Learning Solutions, and the related support services available through the library. There was also interest by faculty in having librarian help and article searching embedded directly into Canvas.

The Library Committee had a number of time approximate presentations from various operational areas of the library and its partners. These presentations included:

- Jonathan Cornforth, Student Success Librarian and Instruction Coordinator at Pollak Library. Jon provided an overview of the Library’s Information Literacy Instruction Program and the services available to instructional faculty and their students on using library resources. Pollak Library faculty teach an average of 700+ instruction sessions annually for the campus community and regularly collaborate with instructional faculty to provide custom library instruction in support of their courses.

- Lisa Mix, Director of University Archives & Special Collections (UA&SC) at Pollak Library. Lisa discussed the library's UA&SC operations, collections scope, outreach efforts, and provided a behind the scenes tour for Committee members. A number of items from UA&SC were selected to showcase the broad array of resources available for scholarly use by CSUF students and faculty as well as the surrounding community.

- Michaela Bettez, Open Educational Resources Librarian. Michaela was unable to attend due to a conflict, but the Library Committee Chair demonstrated how to locate the OER Library Guide and Michaela's contact information. The guide provides an overview of current OER grants available to faculty seeking to support OER in their course materials and information about ScholarWorks, the CSU Institutional Repository. There is also information about the Open Access Publishing Fund available through the ORSP for faculty who wish to make their publications openly available and need assistance with publisher open access fees.

- Marina Zarate & Laney Englesberg from the Undeclared & Academic Advising Center. Marina and Laney discussed the current advisement operation located on the north side of the Pollak Library's first floor. They provided an overview of their operation including undeclared advisement, major exploration, and serving as overflow advisement for departments that do advising in-house. They also explained the work of the Health Professions Advising Office (HPAO) also located on the first floor north and how their work differs from the UAAC.

The Committee also worked on drafting a resolution for the Academic Senate on Library Space. This would highlight information from the library's most recent Program Performance Review regarding the need for study spaces and seating available to all students. This draft is in the editing phase. Another motion was made to draft a resolution on the Library Budget in the coming year due to financial pressures facing the library's acquisitions and operations budget. The Library Committee Chair voiced many of these concerns on the floor of the Senate during the discussion of the fiscal state of the University and the Library Committee felt that it was worthy of consideration as a future resolution. It was noted that multiple resolutions may not be necessary, so the Committee will discuss how to prioritize their intentions next year.

Future Items

The Library Committee re-elected Megan Graewingholt to serve as Library Committee Chair for the 2025-2026 academic year.

M. Planning, Resource, and Budget Committee – report submitted by Jidong Huang

Committee Membership

Planning, Resource, and Budget Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Sam	Stone	sstone	PAJ	SOC SCI	2025
Jon	Bruschke*	jbruschke	Human Comm Studies	CCOM	2025
Catherine	Brennan	cbrennan	Biological Science	NSM	2025
Eric	Rodriguez	erodriguez	Marketing	CBE	2025
Kathryn	Wilson*	katwilson	Theatre and Dance	ARTS	2026
Penny	Weismuller	pweismuller	School of Nursing	HHD	2026
Irena	Praitis	ipraitis	English, Comparative Literature, and Linguistics	HUM	2027
Jidong	Huang	jhuang	Electrical and Computer Engineering	ECS	2027
Christopher	Newman	cbnewman	Ed Doctorate	EDUC	2027
Lisa	Mix	lmix	Library	LIBRARY	2027
Ronald	Rochon	presidentrochon	President	ADMIN	Ex-O Voting
Linh	Tran	litran	President's Office		non-voting
Amir	Dabirian	adabirian	Provost/VPAA	ADMIN	Ex-O Voting
David	Forgues	dforgues	Interim VP Student Affairs	ADMIN	Ex-O Voting
Alexander	Porter	aporter	VP-Admin & Finance/CFO	ADMIN	Ex-O Voting
Laleh	Graylee	lgraylee	Resource Planning and Budget		non-voting
Kimberly	Shiner	kshiner	Interim VP-UA	ADMIN	Ex-O Voting
Pending			VP - IT	ADMIN	Ex-O Voting
Phenicia	McCullough	pmccullough	Interim VP-HRDI	ADMIN	Ex-O Voting
Oliver	Ravela	oravela	Resource Planning and Budget	STAFF	2025
Christine	Muriel	cmuriel	VP-Admin & Finance/COO	STAFF	2026
Noah	Fullwood	nfullwoo@csu.fullerton.edu		Student	2025
Rachana	Panduranga Naidu	rachanap@csu.fullerton.edu		Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Matthew	Jarvis	mjarvis	Politics, Administration, and Justice	SOC SCI	Ex Liaison

Committee Actions

I. Introduction

In compliance with UPS 100.201 Planning and Budgeting Process, the Planning Resource and Budgeting Committee (PRBC) presents in this memo the following budget strategy recommendations to President Rochon and the Academic Senate.

This memo includes a brief description of the fiscal environment affecting the CSU System and CSUF. This is followed by the committee’s general recommendations regarding the budgetary decision-making process. The subsequent section provides specific recommendations for the forthcoming and subsequent fiscal years. This is followed by two other longer term budgetary and financial recommendations. The memo concludes with a brief recap of the committee’s primary recommendations.

II. Fiscal Environment

The California State University’s operating budget is funded by a combination of tuition and fees paid by students and by an allocation from the state’s General Fund. The governor’s initial budget proposal in January proposed a 7.95% ongoing reduction in the CSU’s General Fund allocation, resulting in a \$375 million base cut to the entire system. For CSUF, the campus will have its allocation of state funds reduced by \$29.4 million. Since the FY 2024-2025 budget was approximately \$600 million, this represents approximately a 5% reduction for FY 2025-26.

In response, the president has proposed addressing the cut by making one-time budget reductions for FY 2025-26. Divisions would see a one-time reduction in their budgets of \$14.4 million and University reserves would be drawn down by \$15 million to cover the total expected cut of \$29.4 million. These actions would cover the cut in the upcoming budget year, but because \$29.4 million represents a permanent reduction, the University would need to come up with a plan to cover the shortfall in future years beyond FY 2025-26.

Separately, the governor has also proposed a deferral of compact funding. As part of the multi-year compact established by the administration, the state would have increased the CSU System's general fund support by \$252 million. Instead, the governor proposes to defer ongoing funding of that \$252 million originally scheduled to occur in FY 2025-26 by two years to FY 2027-28. To help bridge the gap, the state intends to provide two, one-time funding payments of \$252 million in FY 2026-27 and FY 2027-28. There is no one-time funding proposed for the upcoming budget year, FY 2025-26. Permanently funding this \$252 million would have to be enacted in FY 2027-28, after the current governor's term expires.

III. General Recommendations Regarding the Budgetary Decision-Making Process

There is no way to allocate resources efficiently and rationally in the absence of performance data from all the University's divisions. Academic programs and departments are regularly and relentlessly subjected to performance evaluation, but the other divisions are not. When those other divisions make their presentations to the committee, they have not always distinguished between actual performance metrics that capture effectiveness and efficiency and other operational metrics like inputs, outputs, and throughputs that do not. Fortunately, the University has a vehicle for performance evaluation, UPS 100.620 Review of Administrative Units. The committee recommends that this UPS be updated, and its practice revived swiftly and rigorously. Engaging in regular performance evaluations would help PRBC's and the president's work immensely. It would also enable the achievement of at least two of the objectives in Fullerton Forward 2024-2029: Objective 5.1: Process Modernization and Objective 5.2 Data-Informed Decision Making.

In moments of budgetary strain, it is especially important for all participants and stakeholders to work collaboratively rather than for us to see ourselves at odds with each other. It is customary for the CSUF president to respond, not only in writing, but also in person to the end-of-year memo drafted by the PRBC, and to engage in discussion with the PRBC. A foundational principle of shared governance in academia is that faculty are meaningfully consulted on matters of institutional priorities and resource allocation. This is not only a matter of principle, but also fosters sound and informed governance, and cultivates transparency and trust, which is particularly important when difficult resource allocation decisions must be made. The PRBC is the primary mechanism through which faculty and other stakeholders at CSUF communicate budgeting priorities and should be engaged throughout the year-round budgeting process.

Because we are all members of the campus working together to ensure the best possible outcomes for our students, and because faculty perspectives are unique and best attainable through discussion, we note that past campus practice has been to consult the PRBC in any major resource reductions from the very outset. The PRBC is charged with the mission "(a) To formulate, review, and recommend policies with respect to the allocation of University resources; (b) To review and make recommendations concerning planning, resources, and budgetary matters to the President and the Academic Senate aligned with strategic priorities of the University's mission." The most significant budgetary issue of the coming year are the budget reductions, and the bylaws of the Academic Senate place the PRBC at the center of evaluating these decisions. We anticipate that our Fall 2025 work will begin with detailed presentations and actively soliciting input from this committee and we look forward to working with the president on the best means of approaching any budgetary reduction in the coming year.

The practice of CSUF has been to avoid across-the-board and proportionate cuts. Indeed, there should be sufficient institutional memory to apply lessons learned from previous fiscally challenging including during

the COVID pandemic. The PRBC notes that this is also in line with standard public sector budgeting processes, where cuts should be considered by their relation to the functions of the institution. We suggest that before the final budget is implemented this July that units and programs that advance the primary mission of the institution be insulated from any reductions in spending, and we provide in this document our best guidance for approaching this task intelligently.

In the face of financial challenges, it is critical that the University weighs the full menu of options to ensure long-term stability. Layoffs, though challenging, can offer an important opportunity to re-evaluate programs, realign resources, and better support evolving institutional priorities. This is particularly relevant at the present time, because some hires were made in 2020-2022 to help support faculty and students through the challenges of teaching and learning during a pandemic but may no longer directly support the primary mission and function of the University.

IV. Recommendations for the Forthcoming and Subsequent Fiscal Years

1. Preserve all resources for Academic Affairs and all its instructionally related operations.

We recommend that Academic Affairs and all of its instructionally related operations be protected from any reductions in resources or spending to the greatest extent possible. With record-breaking enrollment, it is imperative that the instructional mission of the University and all functions directly supporting it be prioritized. Without continuing hires to replace retiring faculty, there will not be enough instructional capacity to accommodate these students. This can lead to slowed progress to graduation and more adjuncts, reducing stability, student engagement, and institutional reputation. Therefore, we strongly recommend the number of new faculty hires planned for 2025-26 be unchanged from the 30 originally projected. Overextended faculty cannot provide mentoring, research guidance, and additional work that supports and retains students, helps them complete their degrees, and become productive alumni. Faculty hires provide more than just instruction; they contribute research, advisement, post-graduation employment connections, committee and shared governance work. Tenure-track hiring is part of the human infrastructure of the university and must be protected; a year without faculty hiring results in lasting damage that the university might not recover from. This is all broadly supported by Fullerton Forward 2024-2029 Goal 3: Recruit, Develop, and Retain High-Quality and Diverse Faculty and Staff, and all of its objectives.

This committee's memo from the previous year (2023-2024) noted that intramural research grants (Jr/Sr and RCSA) have not increased in amount or number since 2012. These grants support collaborative student-faculty research, key to fulfilling Fullerton Forward 2024-2029 Objective 1.3: "Create high-impact experiential learning opportunities (e.g., applied and basic research)." Funding these grants must be commensurate with increased student salaries and research supply costs.

The committee specifically recommends protecting Pollak Library from any reductions in spending and should have any previous cuts restored.

Given the adverse federal funding environment, colleges that traditionally rely heavily on such funding (such as ECS, NSM, HHD) may require supplementary support in the coming year. Nor should faculty reassigned time be reduced as reductions in this result in critical tasks related to assessment and accreditation not being completed or requiring extra staff or overtime.

2. Preserve all resources for University Advancement and allow it to levy an Endowment Management Fee

We recommend that the Division of University Advancement be protected, and, in particular, be allowed to fill vacant positions. Current resources for the division represent a long-term investment in the financial health of the University. We also endorse the division's proposal to establish and levy an Endowment Management Fee

on future gifts. Full transparency to the campus and donors should be associated with the collection and allocation of these fees.

Two caveats to this recommendation are: (a) it is possible that the fee that this division proposes to charge on donated funds will considerably augment its operating budget, necessitating a re-evaluation of the funds to be allocated to it from University; and (b) to the extent possible, the Division should seek unrestricted gifts, which are of the most value to the University. We also support a new funding model for commencement activities such that more revenues may be generated in a way that has a minimal impact on students.

3. Any spending reductions should be applied to units within Student Affairs remaining after the reorganization first before being applied to any other divisions.

The Division of Student Affairs is being reorganized such that Admissions, Financial Aid, Scholarships, Outreach, Recruitment, and Retention and other related offices and operations will be reorganized under a new Division of Strategic Enrollment Management. We applaud President Rochon for this and support this reorganization as it appropriately recognizes how critical these functions are to the primary mission of the University, to the University's financial operations, and to student success.

The services provided by the Office of Engagement and Well-Being, which includes the critical operations of CAPS, Dean of Students, DSS, Housing, Student Life and Leadership, and TitanHEALTH are highly valued, and we recommend that they be protected from any reductions in spending. Furthermore, Goal 2: Foster Student Engagement and Well-Being identifies these objectives.

The Division has not at any point demonstrated to this committee a clear link between the operations of its other units and tangible outcome measures of student success. The lack of those links suggests that spending on those units and programs can likewise be reduced. The PRBC would welcome a detailed discussion of specific areas in Student Affairs that would be appropriate for reductions, especially the consolidation of administrative positions. Fullerton Forward 2024-2029 Objective 4.2: Financial Capacity and Culture of Philanthropy notes that the University must "identify and implement best practices in budgeting processes to improve efficiency and transparency at all levels of the university." The committee views this strategy as especially applicable in this context.

4. Additional limited opportunities for reductions in spending may be found within the Division of Administration and Finance

The Division of Administration and Finance plays a critical role in the operations and financial management of the University and has pledged to economize by leaving some positions unfilled, postponing purchases, identifying new revenue sources, and extending equipment replacement cycles.

The committee applauds and supports the Division's recent efforts toward process improvement and recommends that any resources in this area be at least maintained, if not increased. These efforts are strongly supported in Objective 5.1: Process Modernization ("Modernize institutional processes to reduce bureaucratic complexity, encourage innovation, and foster collaboration and resource-sharing") of Fullerton Forward 2024-2029.

5. Most existing resources for the Division of Human Resources and Inclusive Excellence (HRIE) should be preserved, though there are some areas where spending could be reduced and others where it may be increased.

HRIE plays a critical role in the efficient hiring of faculty and staff, and we recommend that any resources related to these primary activities of the unit be at least preserved, if not increased.

Areas where resources might be increased would be 1) Office of Civil Rights and Equity, as this addresses a critical area of compliance with federal and state laws; 2) Conflict Resolution and Compliance, as this may

reduce the institution's legal and financial liabilities in other areas; and 3) Fundraising Support, as this would enable the division to be more financially self-sufficient in the long run, though we question whether this would be more appropriately housed within UA.

Diversity Initiative Resource Centers (DIRC) programming was inherited by HRIE from Student Affairs, with a budget deficit. Though the committee does not recommend any reduction in resources for DIRC, we do recommend a thoughtful analysis that would allow the program to remain within its budget. The Women Center may be a useful model for having greater faculty involvement at lower cost, replacing a full-time staff hire with faculty assigned time. We support HRIE's abilities to engage in more fundraising with advancement to support the program's efforts.

6. Reduce spending in the Division of Information Technology (IT) where appropriate.

The IT budget expanded considerably during the pandemic, in order to equip instructors with hardware and software to support rapid transition to remote instruction. Since these types of expenditures have returned to non-emergency levels, IT has additionally trimmed costs in related areas by decommissioning telephones and no longer replacing faculty desktop computers or printers. Yet its budget has remained stubbornly high. Moreover, during the pandemic, IT expanded into instructional support by hiring instructional designers for each college, to aid faculty in designing effective remote instructed courses. Is there any data on the extent to which the services provided by these staff are utilized by faculty? If there are any inefficiencies in this area, we would recommend that those staffing levels be reduced, and those lines be transferred to more productive areas like faculty. We would also like to learn more about the division's procurement practices and how it ensures that products and services that deliver the most value are being selected.

V. Other Longer Term Budgetary and Financial Management Recommendations

In several preceding budget memos, the PRBC has strongly recommended offering current part-time lecturers more units before extending offers to new ones. This process could save considerable benefits costs (e.g., two lecturers hired to teach 6 units each require two full sets of benefits, but one lecturer teaching 12 units requires only one). Additionally, such an action would serve to better support lecturers by offering them additional work, thus displaying appreciation for their work and building trust, support, and a strengthened connection to the university and students. This is the process required by the CBA. While Academic Affairs has indicated its support for this practice, there has been no consistent, structural, or messaging campaign to implement it. A key component of such efforts is a transparent budget process such that cost savings become apparent and savings are shared with participating departments. Without transparency, in the absence of information, departments and divisions will work only to ensure their own solvency and larger opportunities to collaborate toward fiscal responsibility will not exist. At any rate, the PRBC recommends a focused, concerted and structural effort to create processes that encourage the practice of maximizing unit load for existing lecturers where feasible. The White Paper from the AY 2023-24 Budget Memo includes the relevant details. Goal 3 ("Recruit, Develop, and Retain High-Quality and Diverse Faculty and Staff") of the Fullerton Forward 2024-2029 strategic plan would seem to support these activities.

We have also found that some financial stewardship and budgetary decision-making practices in the context of student fees have been lax. Organizational units that use student fees seem to view those revenues as entirely fungible with stateside funding and do not seem to consider the long-term financial obligations imposed on stateside funding when making purchases with fee revenues. We recommend that the president and senate exercise greater oversight over those financial management and budgetary decision-making practices.

VI. Conclusion

To reiterate our earlier position, we are emphatically opposed to any kind of proportional or across the board reductions in spending. Funding should reflect the university's (and CSU System's and State's) primary mission and priorities, the first among these being instruction of our rapidly increasing student population. We, therefore, recommend that any cash flow disruptions as a result of deferrals of funding from the state be addressed by drawing down of reserves to the greatest extent possible. We recommend the preservation (and even increase if possible) of resources available to Academic Affairs. We support the president's reorganization of various mission-critical units into a Division of Strategic Enrollment Management. We also support efforts within units like University Advancement and HRIE to find ways to become more financially self-sufficient. And we strongly recommend that any reductions in spending come out of ancillary activities within Student Affairs where no direct link has been established between their activities and real metrics of student achievement.

We also strongly recommend that UPS 100.620 Review of Administrative Units be revised and reactivated so that the president and future PRBCs can have improved data on which to base budgetary decisions.

N. University Advancement Committee – report submitted by Frank Russell

Committee Membership

University Advancement Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Vivianne	Asturizaga	vasturizaga	School of Music	ARTS	2025
Frank	Russell	frussell	Communications	CCOM	2025
Rakesh	Mahto	ramahto	Computer Engineering	ECS	2025
Bridget	Druken	bdruken	Mathematics	NSM	2025
Zakya	Ibrahim	zibrahim	Religious Studies	HUM	2025
Christine	Scher*	cscher	Psychology	SOC SCI	2026
Natalie	Tran	natran	Ed Doctorate	EDUC	2026
Zhen (Jay)	Yang	zhenwang	Marketing	CBE	2026
Pending				HHD	2026
Lisa	Mix	lmix	Library	L/A/C	2026
Kimberly	Shiner	kshiner	Interim VP Univ Advancement	Ex Officio	non-voting
Todd	Frandsen	tfrandsen	Central Development		
Amir	Dabirian	adabirian	Provost/VPAA	Ex Officio	non-voting
Binod	Tiwari	btiwari	Research and Sponsored Projects		
Leila	Martin	lhmartin2303@gmail.com		Student	2025
Jayson	Joshi	jaysonjoshi03@csu.fullerton.edu		Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Caro	Valdez	cavaldez	Elementary and Bilingual Education	EDUC	Ex Liaison

Committee Action

The University Advancement Committee met Sept. 11, Oct. 9, and Nov. 13, 2024; and Jan. 22, Feb. 12, March 12, and April 9, 2025. In addition, the UAC held a special email vote in early March. During some of these meetings, the UAC had difficulty reaching a quorum due partly to vacant positions.

Revision of UPS 100.300

The UAC's main business for the year was revision of UPS 100.300 Policy and Procedures for Naming of Facilities, Properties, Colleges, Schools, and Academic Entities. The revision was approved by an 8-0 email vote and transmitted to the Senate in March.

UAC reviewed and revised UPS 100.300 with the primary goals of establishing procedures to provide that names of CSUF facilities and programs advance the mission of the university, reflect campus values, and are consistent with policy statements of the CSU Board of Trustees and Chancellor's executive orders. Much of this revision involved replacing outdated language with references to current or future CSU policy statements or executive orders. We added language specifying that proposals to name divisions or departments should have substantial faculty support of the affected unit; that the President or designee should conduct a thorough public records review of any proposed honoree to determine whether a naming would advance or potentially harm the mission of CSUF and that this review should be shared with the Academic Senate Executive Committee and/or its designees; that the Associated Students Board of Directors shall be consulted in the naming of any student-funded facilities; that to protect academic freedom, naming shall not be contingent on hiring or curriculum decisions within an academic unit; and that the President's submission to the Chancellor of a proposed naming shall include the opinions of the Academic Senate and other consulted entities. In addition, the revision established procedures consistent with CSU policy for renaming a facility or program if negative information were to emerge about an honoree. Finally, it

added language intended to resolve any possible conflict between UPS 100.300 and UPS 100.700 Formation and Review of Campus Centers and Institutes.

UAC Updates and Discussion

The committee received an annual report on activities of the Cal State Fullerton Philanthropic Foundation endowment from Jason Ono, UA assistant vice president, administration and finance, and chief financial officer of the foundation. Ono reported one notable change from the previous year that distribution of the foundation's endowment has increased from 3% to 3.5%. In addition, the committee heard reports about the main accomplishments and functions of University Advancement's Central Development, College & Program Development, and Strategic Communications departments.

The UAC also discussed how the committee would be affected by proposed changes to Academic Senate bylaws. Although we did not take a formal vote or position on these changes, the consensus of this discussion seemed to be that we found value in consultation between faculty, students, and UA leadership involving functions of UA and the Philanthropic Foundation. However, we also supported the effort to more effectively manage faculty service workloads. Based on this discussion, the UAC chair and a member who also served as a senator collaborated on an amendment to propose a new University Advancement Board consisting of five faculty members, as many as two student members, and ex-officio representatives of the Provost and UA Vice President. The new UAB would meet at least twice a year to hear annual reports from UA leadership and the Philanthropic Foundation and conduct other business as assigned by the AS Executive Committee.

Future Items

The committee plans to continue discussing some of the above points and to consider how best the UA can contribute to the broader university community. The committee plans to have the UA representatives provide more detailed overview of UA budget spending and endowment disbursement. The committee also plans to discuss how to facilitate constructive collaboration between the UA and the university community. The new chair for AY 2024–2025 will be elected at the first meeting of the Fall 2024 semester.

O. University Curriculum Committee – report submitted by Fred Kinney

Committee Membership

University Curriculum Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Fred	Kinney	fkinney	Theatre and Dance	ARTS	2025
Gloria	Monti	gmonti	Cinema and Television Arts	CCOM	2025
Christa	Greenfader	cgreenfader	Child and Adolescent Studies	HHD	2025
Craig	McConnell	cmeconnell	Liberal Studies	HUM	2025
Jon	Cornforth	jcornforth	Library	L/A/C	2025
Zia	Salim*	zsalim	Geography & the Environment	SOC SCI	2026
Div	Bhagia	dbhagia	Economics	CBE	2026
Mallika	Scott	mhsScott	Elementary and Bilingual Education	EDUC	2026
Jessica	Jaynes	jjaynes	Mathematics	NSM	2026
Phoolendra	Mishra	pkmishra	Civil and Environmental Engineering	ECS	2026
Amir	Dabirian	adabirian	Provost/VPAA	Ex Officio	non-voting
Merri Lynn	Casem*	mcasem	AVP Undergrad. Studies & General Educ.		
Nathaniel	Wamala	nathaniel.wamala@csu.fullerton.edu		Student	2025
Leena Elkholi	Elkholi	leenaelkholi@csu.fullerton.edu		Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Kristin	Kleinjans	kkleinjans	Economics	CBE	Ex Liaison

Committee Actions

During the AY 2024/2025, the University Curriculum Committee (UCC) met with a quorum on the following days: 8/30/2024, 9/27/24, 11/1/24, 11/22/24, 1/31/25, 2/14/25, and 5/2/24.

Summaries of Past Transmittals:

Revised, Edited or Updated UPSs:

- UPS 410.100 STUDENT TO STUDENT TUTORIAL POLICY (8/27/2024)
- UPS 410.103 CURRICULUM GUIDELINES AND PROCEDURES: ACADEMIC PROGRAMS updates recommend sending to the General Education Committee for them to edit. (10/18/2024)
- UPS 100.610 PROGRAM DISCONTINUANCE AND PROGRAM SUSPENSION-UCC updates recommend to the senate. (11/1/2024)
- UPS 411.105 SUPPORT COURSES updates recommend to the senate (11/30/2024)
- UPS 400.020 UNDERGRADUATE PROJECT AND THESIS-UCC updates recommend to the senate. (1/31/2025)
- UPS 411.100 CURRICULUM GUIDELINES AND PROCEDURES: COURSES-UCC updates recommend to the senate. (1/31/2025)

Department Name Changes:

- Department of Women and Gender Studies changed its name to the Department of Gender and Sexuality Studies (GSS) (10/10/2024)

Honors and Library Classes Reviewed:

- LIBR 395 - Library Research Center Internship
- HONR 303T - Equity, Education, and Social Justice
- HONR 303T - AI and News Literacy
- HONR 302T - Fat Studies

Additional Actions

The UCC serve as the curriculum committee for the Honors Program. A set of documents has been developed to help streamline and standardize the review process annually.

Unfortunately, we did not elect a new Chair of the UCC for the 2025-2026 academic year.

A proposed update to the syllabus language on the use of Generative Artificial Intelligence (GAI) tools was shared is adapted from the proposed UPS 320.020: University Writing Requirements. This language is advisory only until the UPS is formally approved by the Academic Senate, which may occur as early as Fall 2025.

Acknowledgements

The UCC would like to express gratitude to Ex Officio member Merri Lynn Casem as well as Kristin Kleinjans as Exec Liaison for all the expertise and support they provided to the UCC.

The UCC thanks outgoing members for their valuable contribution to the UCC this academic year.

Future Items

- Continuing development of documentation for Honors Program curriculum review (Zia).
- Monitor progress of UPS 320.020 through Senate for potential implementation in Fall 2025.
- UPS 100.601 NAME CHANGES OF ACADEMIC UNITS AND ACADEMIC PROGRAMS.

P. University Writing Proficiency Committee – report submitted by Janna Kim

Committee Membership

Writing Proficiency Committee					
First Name	Last Name	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Madeleine	Mejia	madeleine.mejia	Literacy and Reading Education	EDUC	2025
Janna	Kim	jkim	Child and Adolescent Studies	HHD	2025
Jonathan	Cornforth	jcornforth	Library	L/A/C	2025
Rakesh	Mahto	ramahto	Computer Engineering	ECS	2025
Irena	Praitis	ipraitis	English, Comparative Literature, and Linguistics	HUM	2025
Pending				SOC SCI	2026
Teeanna	Rizkallah	trizkallah	Marketing	CBE	2026
Joanna	Roche	jroche	Art	ARTS	2026
Rebecca	Sheehan	rsheehan	Cinema and Television Arts	CCOM	2026
Melanie	Sacco*	msacco	Biological Science	NSM	2026
Amir	Dabirian	adabirian	Provost/VPAA	Ex-Officio	non-voting
Leslie	Bruce	lbruce	Dir. Of Writing Across Disc	Ex Officio	non-voting
April	Brannon	abramon	Director of Writing Ctr	Ex Officio	non-voting
Leslie	Bruce	lbruce	Dir. Of Writing Across Disc	Ex Officio	non-voting
Sedona	Escudero	sescudero@csu.fullerton.edu		Student	2025
Cierra	Chahyaddie	cchahyaddie	Academic Senate Staff	A.S. Office	A.S. Staff
Kristin	Kleinjans	kkleinjans	Economics	CBE	Ex Liaison

Committee Actions

The UWPC is tasked with reviewing courses to determine whether they satisfy CSUF’s upper division writing requirement (UDWR). The UWPC also reviews students’ petitions when they have completed a writing course at another institution and want it to count toward their UDWR. In AY 2024-2025, a student’s UDWR requirement could be met by successfully completing a single thesis or writing-intensive course of 3 units, or two or more complementary writing courses, totaling 6 units.

AY 2024-2025 marked the sixth year of the eight-year review cycle for course certification. This year, the UWPC reviewed and approved three courses in the College of Humanities and Social Sciences (HSS) from the Departments of Geology, Liberal Studies, and Women and Gender Studies. The committee also reviewed three requests for student petitions to waive or articulate another course for the UDWR and revised its bylaws. Finally, the UWPC revised UPS 320.020, the guiding document that describes the University’s Writing Requirements and writing certification process. The two primary goals of this revision were (1) To bring the UPS into compliance with EO 665, which states that, effective Fall 2024, students’ Graduation Writing Assessment Requirement (GWAR) is to be met with a single, writing-intensive course; and (2) to require that writing-intensive courses acknowledge and provide instruction on the use and implications of Generative AI tools and technologies on student writing. The revisions were approved by the Academic Senate in May 2025.

Future Items

The UWPC will be reviewing the next round of courses submitted by the College of HSS in AY 25-26 from Political Science, Public Administration, and Philosophy. The UWPC will continue to work with the Office of Academic Programs in order to communicate with academic units about the revisions to UPS 320.020 and to implement them in the writing certification process.

3. GENERAL COMMITTEES

A. Faculty Personnel Committee – report submitted by Kristin Beals

Committee Membership

Faculty Personnel Committee tenured faculty (Full Professor status)				
Committee Membership	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Doug Swanson	dswanson	Communications	CCOM	2025
Kristin Beals, Chair	kbeals	Psychology	SOC SCI	2025
Kevin Lambert	klambert	Liberal Studies	HUM	2025
Prantanu Ghosh*	pghosh	Civil and Environmental Engineering	ECS	2026
John Koegel	jkoegel	School of Music	ARTS	2026
Mortaza (Mori) Jamshidian	mori	Mathematics	NSM	2026
Dipankar Purkayastha	dipankar	Economics	CBE	2027
Nick Henning*	nhenning	Secondary Education	EDUC	2027
Elaine Rutkowski	erutkowski	School of Nursing	HHD	2027
Jie Tian	jtian	Library	LIBRARY	2027

Committee Actions

The FPC held Monday meetings from 1-4 in person (some individuals joined via zoom, when necessary), and worked both synchronously and asynchronously to:

- a. Reviewed and made official recommendations of approximately 10 faculty portfolios and reviewed, consulted on, and ultimately did not have to write official evaluations for another 5 faculty.
- b. Reviewed and made recommendations on multiple added material requests.
- c. Called conferences with earlier levels of review for two cases to understand context and departmental culture better.
- d. Conferenced with the Provost on 2 files.
- e. Reviewed and suggested edits to the RTP calendar for 2025/2026
- f. Reviewed and suggested edits for the library DPS revision
- g. Discussed cultural taxation at length and continued to have conversations with FAR about cultural taxation applications.

In the coming year, The FPC again will review and make recommendations on all files that come to us. We anticipate, 12-20 files, which is typical. We will continue to learn about and think about how Cultural Taxation can be understood in the evaluation of faculty. We will continue to strive to center faculty while evaluating fairly faculty work and contributions.

Our committee makes the following recommendations:

1. Departments continue to update DPS to not only make mention of cultural taxation and suggest that it be acknowledged but instead revise DPS to explicitly state how cultural taxation will be remedied.

We believe acknowledgement is not the goal. This committee believes that if the administration is unwilling to use an understanding of cultural taxation to help heavily taxed individuals to achieve tenure and promotion, we should not state in our policies that we understand and recognize cultural taxation. It is antithetical to valuing Diversity, Equity, and Inclusion, if we don't use our understanding of cultural taxation to retain and promote individuals doing this hard work.

2. We encourage FAR to request departments think about types of scholarship that are acceptable in the field in today's world. We see out of DPS that only allow for traditional publications even though their department recognizes that now there are all forms of scholarship dissemination that are valued by fields.
3. We also recommend a minor revision to the UPS that when a Dean or the Provost asks the FPC to do an evaluation, even when all levels concur with positive outcomes, that the faculty being reviewed is notified. This year we had this situation occur in which an individual received yes, yes, yes from first three levels and then it came to us on request. (This is permitted in UPS). However, the person did not know this request was made. This needs to be fixed in the opinion of the FPC.
4. Finally, the FPC supports the idea of having FPC members elected similarly to senators, instead of senate executive committee picking people that get consent calendar approved by senate, and then "elected."

B. Professional Leaves Committee – report submitted by Zakyi Ibrahim

The Professional Leave Committee (PLC), in association with Faculty Affairs and Records (FAR), is tasked with reading, reviewing and ranking sabbatical proposals submitted by CSUF faculty members.

Committee Membership

Professional Leaves Committee tenured faculty				
Committee Membership	Email @ fullerton.edu	Department	Constituency	Term Ends Spring
Steven Chen	stchen	Marketing	CBE	2025
Sung Hee Lee	sunghee	Special Education	EDUC	2025
Zakyi Ibrahim, Chair	zibrahim	Religious Studies	HUM	2025
Joseph Carlin	jcarlin	Geological Sciences	NSM	2026
Anand Panangadan	apanagadan	Computer Science	ECS	2026
Lucia Alcalá	lualcala	Psychology	SOC SCI	2026
Robert Tomaszewski	rtomaszewski	Library	LIBRARY	2026
Deanna Jung	dejung	School of Nursing	HHD	2027
Kerry Jennings	kjennings	School of Music	ARTS	2027
Hunter Hargraves	hhargraves	Cinema and Television Arts	CCOM	2027

MEETING DATES:

Fall 2024	
September 9	Kick-off meeting
September 11 & 12	Sabbatical Workshops
October 8	Calibration meeting
December 10	Final meeting/recommendations submitted

Committee Actions

The Faculty Affairs and Records office provided 2 workshops for potential applicants, with Professional Leaves Committee member(s) in attendance to answer many of the questions raised by attendees. The committee met via Zoom three times in Fall 2024. Our kick-off meeting was held to learn the process and discuss the rating rubric from UPS 260.102. Next, we held a calibration meeting in which we discussed our ratings of several applications from past cycles (using only applications from past applicants who had agreed to share their applications with others). After all of the ratings were submitted, FAR ran the reports and the committee met for its final recommendations meeting. This is where we saw the applicants rated from high to low and determined where to draw the lines and create our final recommendations of Highly Recommended, Recommended, and Not Recommended.

Award Recommendations

Of the 97 applications, 87 requested a one-semester leave and 10 applicants requested a one-year leave.

Fifty-three (53) one-semester leave proposals and ten (10) academic year leave proposals were **HIGHLY RECOMMENDED** for awards.

Thirty-two (32) one-semester leave proposals were **RECOMMENDED** for awards.

Two (2) leave proposals were **NOT RECOMMENDED** for awards.

Funding

The Provost funded the 53 one-semester that were “Highly Recommended” as well as the 10 academic year proposals. Applicants who were not funded received their overall rating, numerical ranking, as well as comments Professional Leaves Committee members recorded when evaluating the proposals.

Change in Term (per FAR)

Two awardees submitted change in term requests due to work-related demands and/or personal need.

Follow-up Inquiries

After the award letters were distributed, a couple of faculty members contacted me as Chair as well as Dr. Mark Carrier (FAR Executive Director) to discuss their denials.

IV. PLC Chair Comments

As the chair of the PLC, and a member for several years, I find that there are several issues that might lead to inequities in the way PLC conducts reviews and makes recommendations. The reasons for this situation, as I see them, stem from the UPS 260.102 itself and the PLC members. So, I am making several suggestions that I hope an appropriate committee in the University (e.g., Faculty Affairs Committee) may be tasked to consider revising. Due to PLC members’ diverse opinions and their perceptions on their mandate and responsibilities, I don’t think they can agree on making adequate changes.

I have attached the official UPS 260.102 with my comments in “track changes.” Below are the relevant sections and my comments:

Section V. B: Applications are evaluated independently each year without regard to prior committee actions.

My comments and suggestions:

Even though “applications are evaluated... without regard to prior committee actions,” a question should be added on the application form to ensure equitable evaluation practice. During the workshops for sabbaticals, some previous applicants expressed frustrations on how they have applied more than once or twice without being recommended for funding. So, adding a question as to whether one is applying for the first, or second or third time in that cycle would inform evaluators to pay serious attention to that application.

Although it is up to the committee revising this UPS to decide the iteration of such question, I would suggest the following:

Apart from this current application, have you ever applied for a sabbatical during your current eligibility window?

(Yes)

(No).

This question should not bind evaluators to recommend applications. However, it equips them with additional background information for their evaluation decisions, especially, when coupled with other suggestions below (under #VI. E; or #VII. B.)

Section VI. E: In accordance with the Collective Bargaining Agreement, the number of semester sabbatical leaves that are awarded each cycle shall be at least 12% of the number of the faculty eligible to apply. All half-pay, academic year (or equivalent) applications that are rated by the Professional Leaves Committee as Recommended or Highly Recommended shall be funded.

My comments and suggestions:

Acknowledging that sabbaticals cost the university and the colleges more money, and considering the CBA role, the committee revising this UPS should increase awarding sabbatical leaves to more than the 12%. At least 20 % (or 18%) would be appropriate and commensurate with the university's lofty strategic policies of hiring, retaining, and supporting research activities of faculty.

Section VII. B: Each faculty member whose sabbatical proposal is not funded shall receive feedback on the quality of the proposal in the form of the overall rating assigned to the application by the Professional Leaves Committee and the range of the overall ratings of funded proposals, as well as the comments normally contributed by the members of the Professional Leaves Committee during the evaluation process.

My Comments and suggestions:

Based on the fact that some applications are not going to be funded, it should be made mandatory for PLC members/evaluators to provide comments and feedback for improvements during evaluations of each application. These comments would prove beneficial, especially for those whose applications are not recommended.

As it is now, reviewers are free not to make any comments. However, by making comments mandatory, particularly, on those applications that are scored low by the reviewers, unsuccessful applicants stand to benefit and are likely to prepare successful applications the next time around.

I repeat how during the workshops for sabbaticals, some previous applicants expressed frustrations on how they have applied more than once or twice without being recommended for funding. It would be hard to see how a researcher whose proposal is rejected (for some objective or technical reasons) once or twice, is provided with useful, adequate or extensive feedback by several reviewers, and then proceed the next year to produce another losing application, simply by ignoring that useful feedback they had received. In other words, by making comments mandatory, PLC members would be helping applicants prepare excellent proposals, worthy of being highly recommended for awards. I understand that this process would be demanding extra work and time from PLC members. But that is a necessary and equitable process

Final comments and suggestions that may or may not be relevant to the UPS:

There has to be a mandate (or requirement) that PLC members should be discussing the current applications together (either in groups or collectively) before making final recommendations. The fact that every member makes their own final determination on each application without prior discussion and possible influence gives the aura of objectivity and independence. However, that may also bring unintended inequities to bear as well. Yes, I have reported above that we usually have a “calibration meeting in which we discussed our ratings of several applications from past cycles (using only applications from past applicants who had agreed to share their applications with others).” From my experience, that is not enough to inform all of us about the uniqueness of the current applications that we are about to review. Again, being on the committee for several years, I have seen members make comments during the calibration meetings that should not have any bearing on the applications (we can disabuse and correct each other on any misunderstandings during that meeting. Yet, if we are not reviewing the actual applications together, how are we sure that we can disabuse each other of mistaken assumptions and conclusions about certain applications? Hence the necessity of reviewing the applications together, or at least discussing them together after our individual reviews.