ACADEMIC SENATE EXECUTIVE COMMITTEE
Minutes
Tuesday, October 2, 2018
10:00 a.m. – 11:30 a.m.
SCI III Room 100

Members: D. Boschini (Chair), A. Hegde (Vice Chair), J. Millar, J. Tarjan, M. Rush, E. Correa, B. Street, M. Danforth, J. Zorn

Visitor: L. Zelezny

1. **CALL TO ORDER**
   D. Boschini called the meeting to order.

2. **ANNOUNCEMENTS AND INFORMATION**
   - **Strategic Plan Open Forum:** October 9, 2018 3:30-5:00. The committee expressed concerns about the time block being the busiest for faculty. Advising starts shortly afterwards and it’s bad timing for faculty advisors. The Strategic Plan Open Forum is missing a faculty focus. EC requested that faculty meetings have more advance notice. The President heard the feedback. She said that there are multiple venues. She is getting good ideas, both visionary and specific. She will have the strategic planning committee parse the information; it’s their job. She doesn’t want to drive the decisions.
   - Appointment of Additional Members to BPA Associate Dean Search Committee – The elected members are A. Hegde, M. Elhusseiny, and M. Way. The two appointments recommended by the EC to BPA committee: Jinping Sun and David Olson
   - Timed Agenda Items – Time constraints needed to get through the long agenda.

3. **APPROVAL OF MINUTES**
   September 18, 2018
   E. Correa  M. Rush  Approved

4. **APPROVAL OF AGENDA**
   M. Danforth moved to approve the agenda. E. Correa seconded. Approved

5. **CONTINUED ITEMS**
   a. **AS Log**
      i. **AAC – M. Danforth Referral #3 - GITF Hold Proposal** – the committee is still working on it.
      ii. **AS&SS cancelled meeting yet tasked members with review of the Institutional Report Draft #2** presented by V. Harper and provide feedback.
      iii. **BPC has an open log.** The meeting was about acquiring campus financial data, understanding the source, and the preparation for this week’s discussion.
iv. FAC is working on Referral #01 Faculty on Sabbatical Serving on RTP Review Committee. D. Boschini sent remarks after First Reading – it’s been a topic on Senate list. serve. M. Rush shared that other campuses discussed particularly whether faculty on sabbatical sit as Senate members. Resolution 181902 is more about unit work.

b. Financial and strategic planning transparency and faculty participation is captured in BPC report.

c. REF 2018-2019 #02 Change of Membership on AAC and Change in By-Laws (handout) The committee discussed and decided that since AVP of AP represents AA, the Director of AP need not be an ex-officio on AAC. No update to By-Laws needed. AAC wrote a memo to the Academic Senate Chair stating their results. The issue is closed.

d. Results of Faculty Survey (see previous handout) The Standing Committee Chairs had reviewed the items for discussion. Some of the items on the survey do not need a referral. For example, Academic Honesty already is being addressed by the Student Misconduct Task Force. Discussion ensued on other items:

i. Grad Initiate Task Force. There were a couple references to the GI and the role of academia and the fear that a university degree has turned in the direction of job training. There were issues about starting a new program, and the Executive Orders related to Gen Ed structure. Since there is already a Grad Initiative Task Force, the next step is how to get faculty more engaged to drive the process. D. Boschini will give feedback to the GI Committee is that they need to elevate the work, and the visibility of faculty on GI is lacking. Although faculty sit on that committee, there is a time and compensation barrier. Before we say anything about GI and Student Success, we need to see if the Faculty Task Force can help us make more progress. It won’t be a referral to AAC unless we find that we’re not moving fast enough. D. Boschini suggested the way to share is to add the topic as a routine of the DCLC’s proceedings. Perhaps the GI Task Force should put out a call for interest. D. Boschini will bring the idea to the GI Task Force on 10/3.

ii. Academic Calendar – BPC reviews the Academic Calendar approval in the usual standard process. Be aware that one person said (and it’s a legitimate concern) that we aren’t getting the right number of M/W and T/T. We continue to hear that faculty want the right schedule. A. Hegde recalls that it’s been a challenge to work within 180 day schedule with adequate time for exams. A. Hegde will mentor B. Street.

iii. Access and Enrollment – this topic is already being worked on heavily in EM.

iv. Compensation – the information has gone to the President. It’s an on-going discussion and there isn’t a Senate role. EC members agreed.

v. Conflict resolution – It wraps into the Ombudsperson gap we’ve identified. It’s further on the agenda and is likely a referral.
vi. Counselor action – That was addressed in RES 171817 Hiring of Tenure Track Counselor to Support Student Mental Health. Dr. Zelezny read the resolution and acknowledged to EC the importance of having TT Counselors.

vii. Campus Culture/Campus Climate – with respect to civility, the academy and the tradition of higher education is in the most positive and constructive ways in our identity and not to convert to a business model in ways that doesn’t support highest goals. This is not something that Senate would take action, but it’s on people’s minds. If we spend too much time treating students too much like customers in certain some portions of campus it makes sense. In some portions it’s a loss in how the faculty relationship with the students applies. D. Boschini shared that A. Duran was interested in doing a survey on campus civility last year. She chairs the DCLC for the semester. EC referred the topic to A. Duran. The results would then go to TLC to address the issue.

viii. Faculty Awards – It’s important to make sure that the people receiving the award have accurate nominations and we need to find a way for FHAC to check on it. The integrity of the award process needs to be raised. There are enough concerns from all four schools for EC to look at working with the FHAC. The topic to be added to next meeting’s Agenda for further discussion and possible referral and possible Handbook Changes.

ix. Space issues have come up as a legitimate concern. Class and lab space is getting to be a problem for some departments. Last year the Senate passed a resolution to follow the rules that are present at the system level for office space. We haven’t heard follow-up from the Classroom Task Force. It may be time for the Senate to get involved. J. Zorn said there is a thorough campus wide space analysis underway, based on the input from faculty serving on the Task Force. A recommendation will go to Department Chairs. A. Hegde said for the first time, the BPA chairs were given the master schedule of time blocks. The Economics Department classes were visible. When informed about the capacity and issues, people were willing to spread the classes. F. Gorham has invited A. Hegde and M. Danforth to view some software that will do the classroom assignments. Once information is spread throughout the campus, people will step up and say – let’s try and spread this schedule out. President Zelezny said that we have look like we’re maximizing space and resources. If we don’t, there will be a decrease in funding.

x. Workload was moved to Oct 16 EC Agenda. It will take work to decide what requires Senate action.

xi. Starting new programs possible referral to AAC (deferred to next meeting)

xii. EO Gen Ed. Grad (deferred to next meeting)

xiii. Academic Honesty is already a referral and the Student Misconduct Task Force is working on it.

xiv. Administrator Review Policy, Procedures, and Outcomes – D. Boschini has talked one-on-one to the Provost on how the processed was perceived. The letters
that went out for the Administrators was boiler plate and unsatisfying to the faculty. People feel their input was rendered invisible. J. Zorn said there was a committee and everyone got positive and negative feedback that went to President Mitchell, J. Zorn, the Person, and the review committee. J. Zorn met with the Administrator under review on where to make adjustments. President Mitchell’s philosophy was that it wasn’t necessary for him to write a letter to air personnel info. She will share the letter format with President Zelezny to see if there needs to be a change. Discussion ensured. Regardless of intent, the announcements weren’t received well. A suggestion is to explain the process and acknowledge the role that everyone played without stating what was the conclusion per role. There should be a process that speaks to the range of review results. D. Boschini acknowledged that it’s awkward when there are problems with certain divisions for years and people sit around the table and work together and get along. It makes it difficult when we don’t point things out about people around the table when things are bad and that person at the table needs to be told to fix the problem; there is an unwillingness to speak the truth when something is wrong.

6. **NEW DISCUSSION ITEMS**
   a. Types of concerns that should be directed to the Academic Senate
      i. Assigned Time for Grant Management (see previous handout) – withdrawn
         There is already a process in place and it’s that one writes a grant.
      ii. An anonymous letter was distributed to various campus leaders. –It’s a DCLC issue. All organizations need a safe way to report what’s wrong. Sometimes it’s open door policy. Sometimes it is an anonymous letter. Another way is through an Ombudsperson. Inform the campus community that if there is an issue, start with this person. J. Zorn did look at the letter’s content. D. Boschini – if it was signed, it still isn’t a Senate issue. DLDC to look at how faculty input was gathered and the process in place for Chair and Co-Chair to address issues.
   b. Ombudsperson – There needs to be a faculty ombudsperson. Years ago, the position was redefined with focus on the student. It did not make the service available to the faculty. There has been a gap. Referred to FAC.
   c. Canvas Pilot - The TLC has asked for faculty to be on the pilot. A. Hegde has heard concerns that the processed used to select candidates wasn’t very transparent. He suggested that the TLC put a call out for people to volunteer to the Pilot Canvas. M. Danforth pointed to the structure of the Canvas Pilot and the Mobile Application Steering Committee. There is only one faculty voice on both committees. It is heavily weighted toward ITS. Referred to AS&SS.
   d. Distributed Learning Committee – The DLC was originally developed to create policies and not intended to be a long-term committee. There is a need to either formalize it, make sure its in the Handbook as an on-going committee, or it needs to be disbanded, or find another way for it to do its work. It needs to be formally resolved. Referred to AS&SS
e. Interdisciplinary Studies Department (handout) Note: CSU Ethical Studies – (digital handout) – Referred to BPC and AAC.

f. Instructor Initiated Drop Policy – It was on AAC and AS&SS in 2017-2018. The reason it went to AAC is because of catalog policy. There is confusion as to what applies to online classes and what applies to in-person classes. Specifically, when is a student administratively dropped? Referred to AAC.

g. University Hour (ASI Proposal) (handout) – ASI asked the Senate to consider one hour at least once a week when there isn’t a class scheduled. As a shared governance issue we will look at it again. Now that we are settled down on a semester system, this is for consideration. We are partners with ASI and it’s important to consider their request and communicate that there are issues. Referred to BPC

h. Appointments – (see previous handouts) (Time Certain 11:15)
   i. Academic Petitions Committee – EC appoints
      (1) A&H Faculty Member for a three-year term, May 2018-May 2021
      There has to be a second call.
      (1) SSE Faculty Member for a three-year term, May 2018-May 2021
      • Marisa Sanchez – Sociology – Appointed
   ii. University Strategic Planning and Budget Advisory Council – Selected by the President in consultation with the EC
      (1) Faculty Representative to complete an Alternate position 2017-2019
      • Jing Wang – Accounting – Appointed
      (1) Faculty Representative to complete (Brian Street’s) term 2017-2019
      • John Tarjan – Management/Marketing – Appointed
      (1) Faculty Representative for a two-year term 2018-2020
      • Jackie Kegley – Philosophy/Religious Studies – Appointed
   iii. Alumni Association Board 2018-2020
      (1) AS Chair or designee
      • Isabel Sumaya – Appointed
   iv. Auxiliary of the Sponsored Programs Administration (SPA) BOD
      (1) Appointed by the EC for two-year term 2018-2020
      • Re-appoint Kristina LaGue – Teacher Education – Appointed
      (1) Recommendation to the President’s office for President’s appointment
      • Re-appoint Anna Jacobsen – Biology – Appointed
   v. Mobile App Steering Committee
      (1) Academic Senate member or appointee – the EC decided to appoint both.
      • Alberto Cruz – Computer Science – Appointed
      • Bilin Zeng - Mathematics – Appointed
   vi. Web Governance Committee - The membership lists a Faculty Senate Member. The EC is supportive of appointing a designee. A classroom faculty member is preferred.
      (1) Faculty Senate Member
      • Zachary Zenko – Kinesiology – Appointed
vii. **Student Union Board**  
(1) Appointed by the EC for one-year term 2018-2019  
- Janet Millar – Counseling – Appointed

viii. **Property Survey Board**  
(1) Appointed by the President  
- Mansik Hur – Management and Marketing – Appointed

i. Upcoming presentation to Senate by V. Martin, VP for University Advancement (deferred to next meeting) The EC will think about topics other than budgeting.

j. Request for Review/Feedback: Service Animal/Emotional Support Animal Policies (handout) Last year there was discussion on the potential disruption of support animals in the classroom, where are the lines, what does our policy say, and if it’s sufficient. C. Catota, J. Watkins drafted a policy. They want faculty feedback. Referred to AS&SS.

k. Master of Science in Administration program – EEGO reached out to D. Boschini to inform the Senate that they were developing an interdisciplinary curriculum committee to decide on a Masters of Administration program. D. Boschini will talk to Dr. Novak about what our reservations would be and to find out exactly what they are trying to do. J. Zorn said that WASC approved it when it formed, as an EEGO degree. D. Boschini said it puts it in conflict with our Handbook that says that the stateside departments retain control over the curriculum. We don’t want to hold back EEGO, but if they want to establish programs, there is a department. There seems to be some overlap we want to identify. J. Zorn said it is an established program.

l. Request for 2019-2021 Faculty Trustee nominations (handout) (deferred to next meeting)

m. 50th Anniversary Planning (deferred to next meeting)

n. Committee Structure – 40 committees - (committee proliferation) (deferred to next meeting)

o. Staff member selection process to various service opportunities (deferred to next meeting)

p. Hiring Procedures (deferred to next meeting)

7. **AGENDA ITEMS FOR SENATE MEETING OCTOBER 11, 2018** (Time Certain 11:00 a.m.)
   - Announcements
   - Consent Agenda
   - New Business
   - Old Business
     - a. RES 181902 - Faculty on Sabbatical Serving on RTP Review Committee - **Second Reading** *

8. **COMMENTS FROM THE FLOOR**

   * Changes to the University Handbook