ACADEMIC SENATE EXECUTIVE COMMITTEE
Minutes
Tuesday, October 30, 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

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

2. ANNOUNCEMENTS AND INFORMATION
   Tutoring Center Hours and Funding (J. Zorn) - The new tutoring director didn’t see her full budget so the email about cuts to tutoring went out prematurely. P. Miser is working with R. Thompson.

3. APPROVAL OF MINUTES

4. APPROVAL OF AGENDA
   M. Danforth requested that the discussion on Grad Check include processing issues. E. Correa moved to approve the Agenda as amended. M. Rush seconded. Agenda approved.

5. CONTINUED ITEMS
   a. AS Log (handout)
      i. AAC (M. Danforth)
         Instructor Initiated Drop Policy - The focus was on taking the recommendations into the resolution for the Second Reading, November 8.
         Interdisciplinary Studies Program Proposal - AAC still working with BPC on the questions. D. Boschini said she, M. Danforth, and B. Street have been getting messages about the Interdisciplinary Studies Proposal process, particularly about having more input. The senders have been directed to communicate with AAC and BPC. Some of the concerns are intertwined with other concerns on campus. The proposal is unique. Department policy outlines what is supposed to be done; the steps and the materials to submit. D. Knepp is invited and can opt to include the other members of the Interdisciplinary Studies Program to attend the next meeting. The document isn’t being changed. The supplements show whether the budget and process is lacking. There is a perception that this is just a formality of getting approval. New faculty were brought here to be part of the department. The parties involved need to be told it’s not a formality to approve a new department, rather that it requires
iii. AS&SS (E. Correa)

*Campus Pilot* – The committee looked at materials from last year. The Canvas Pilot Committee has since moved forward. F. Gorham and C. Hu will visit AS&SS in November to update the committee on their actions.

*Distributed Learning Committee* (DLC) – the charge was to look at committee and decide whether DLC was created to make policy. If yes, it needs to be formalized. If not, it’s to be disbanded. The purpose of DLC was the launching of online instruction. It morphed into a committee that has regular on-going work where they review courses, review instructors who want to teach online, to prepare the instructor to be able to use Blackboard. Then, there is an online certification process. The DLC has continued to do work related to policies. The issue was whether we want to continue that level of oversight. Face-to-face instructors don’t have that kind of oversight on how to operate their classes. What is the interplay between DLC and the TLC and instructional technology staff? For example, ADA compliance in Blackboard would be in TLC. In the technology realm, what LMS does it support? There are people who use BB for their face-to-face class who don’t go through this level of scrutiny. There is a disconnect between what is appropriate: staff for technical classroom delivery and what is the committee’s oversight. There isn’t anything about the DLC in the Handbook. There is a gap between what the Handbook says about on-line education, and committees. E. Correa moved to retract the referral from AS&SS and refer it to FAC. M. Rush seconded. All in favor.

*Service Animal and Emotional Support Animals* - C. Catota will be visiting on legal matters. It was suggested that other campus policies also be reviewed.

iii. BPC (B. Street)

*Interdisciplinary Studies Proposal* - Individual meeting with M. Danforth planned to put questions together and then submit them to D. Knepp.

*University Hour* - L. Zuzarte joined the discussion on the referral. The committee requested that she look at three to four institutions who have adopted the practice, what days, and how they fit in the block schedule.

$1M priority – K. Krishnan will provide the fall 2018 data on faculty with the new hires, at next BPC meeting.

iv. FAC (M. Rush) FAC asked that EC do the tasks on Ombudsperson rather than the Committee on Professional Responsibility (CPR). The EC probably has more combined knowledge and judgement dealing with sensitive positions than any particular standing committee. D. Boschini clarified that the decision is to send the nominations of an Ombudsperson to CPR rather than the EC, but the FAC wants to switch it now. Thus, FAC would have to compose a job description
and run the call for interest in that appointment. EC/FAC would also form a search committee, augment it, etc. M. Rush will discuss the switch with FAC.

b. Financial and strategic planning transparency and faculty participation
   i. Budget Forum – date, location, live streaming – B. Street and T. Davis discussed possible dates. The goal of the Budget Forum is to discuss with faculty the Budget Book, and Questica (although the program still isn’t working). Budget Book is ready and will be posted on Budget Central website. It’s a living document. The committee discussed concerns that forums are occurring and the information doesn’t completely fit from one to another (not sure about this comment, unclear). D. Boschini said the reason we have a Budget Forum is to see what’s going well and what needs the light shined on, so that moves us forward. If we’re not ready, that needs to be part of the conversation. The whole idea is to have shared governance; having the same information to make decisions. RES 171813 Faculty Participation in Budgetary Matters was created with an understanding that we would have a Budget Forum in fall, and one in the spring. The President is welcome to be at the Budget Forum. T. Davis will present. Faculty needs to know that we have been waiting to get into Questica. It is useful to review the Budget Forum and the Strategic Planning Open Forum occur close together to show the impact of one on the other. The University Strategic Planning Budget Advisory Committee meets on December 18.

c. Administrator Reviews (Faculty Survey Action Item) (deferred)
   i. Committee composition
   ii. Conflict of interest - prevention
   iii. Procedures: chair, process, consistency

d. Searches – The Provost needs AS to put nominations for the search committees for whatever the handbook asks for faculty to elect.
   i. Associate Dean of Undergraduate & Graduate Studies – The Provost said it would be similar to a Dean Search Committee.
   ii. Director of Academic Operation - The search committee has to be set-up before the Provost determines whether it’s an internal or external search.
   iii. Interim AVP Enrollment Management – the Provost hasn’t worked on that because J. Mimms is in position through November 30. The Provost said if there are issues that come up, bring them to her (Provost).
   iv. GE Faculty Director – the Provost requested that the GE Committee start a search since Lori Paris is an interim appointment through May 2019. Discussion ensued. Last year there was confusion about whether GECCo or the Senate should do the search. Are we still doing the two parallel searches, or are we saying that GECCo can handle it? The transition document stated that GECCo would take over once there was a GECCo. Last year we needed to get moving on it because the GE Faculty Director resigned. D. Boschini wants EC to review the transition document to be able to support one plan or the other. The Provost stated that all three [interim] positions end at the end of the academic
year. Her decision will be in Spring term. In the meantime, there is a request for the current GE Faculty Director job description.

e. Starting new programs - possible referral to AAC  (deferred)

f. Grad Check Deadline and Grad Check process when denied –The Grad website was blank, and then the deadline date for Grad Check was posted after the deadline. J. Zorn hasn’t gotten an answer yet on the reason it happened again. Discussion ensued. How far in advance should EM post the deadline? Did the absence of posting the grad check dates impact the students’ financial situation? The problem is changing the date and it’s not consistent. We need to know every year which week in the semester Registration begins. New leadership has an opportunity to find out when is the deadline, how far in advance to post the deadline, and then reach communication deadlines to the students. The Academic Requirement Report is still buggy. Some departments manually enter data instead of relying on Academic Requirements. J. Zorn has spent time on it already. V. Harper will direct the right person to M. Danforth to have the conversation. CSUB has a grad check fee and not a commencement fee.

g. Request for 2019-2021 Faculty Trustee nominations (previous handout)  (deferred)

h. Graduation Initiative 2025 – follow-up to Updates added to the routine of the DCLC and/or the GI Task Force  (deferred)

6. NEW DISCUSSION ITEMS

a. University Council – New committee position Library Representative requested by the President (hand out)  (deferred)

b. Faculty Awards – Emeritus and other faculty awards - the validity of the content put forward and were changes made. The Wang awards and sabbatical awards (possible referral and possible Handbook changes)  (deferred)

c. Time Block Schedule (possible referral)  (deferred)

d. IACUC and HSIRB recommendations for appointments (handout)  (deferred)

e. Academic Calendar 2019-2020  (deferred)

f. Catalog copy approval – V. Harper at November 13th meeting

7. DISCUSSION ITEMS

a. Workload - What constitutes workload?  (deferred)
   i. Data: current student, faculty, SFR, etc.
   ii. Administrative (when assigned time is awarded)
   iii. Schools have different workloads based on different criteria
   iv. What constitutes a one WTU release?
   v. Is release time consistent?
   vi. Timeline for grant writing and approval

b. Types of concerns that should be directed to the Academic Senate  (deferred)

c. Election - Nominations to fill recent vacancy
   i. Academic Senate A&H representative - Call ends October 31, 5:00pm
      (1) Full-time faculty member to complete M. Dhada’s term May 2018-2020
d. Appointments – Interest Responses and Recommendations
   i. Academic Petitions Committee
      (1) A&H Faculty Member for a three-year term, May 2018-May 2021.
      No candidates. This committee effects students and needs to get on track. D. Boschini will send a message directly to the A & H Chairs.
   ii. Canvas Pilot Planning Committee
      (1) A & H – Teresa Fernandez-Ulloa appointed
      (1) BPA – EC to get School Election Chair’s help to locate knowledge of best practices in software migration process, especially conducting a gap analysis.
      (1) NSME –Andreas Gebauer appointed.
      (1) SSE – Patrick O’Neil appointed.
   iii. UPRC - EC selection of
      (1) Tenured Faculty Representative to a two-year term – Danielle Solano appointed.
   iv. Transportation Committee – appointed by the Academic Senate
      (1) Faculty Member for a two-year term 2018-2020 – Jeff Moffit appointed.
   e. 50th Anniversary Planning (deferred)
   f. Committee Structure – 40 committees - (committee proliferation) (deferred)
   g. Staff member selection process to various service opportunities
   h. Hiring Procedures (deferred)

8. **AGENDA ITEMS FOR SENATE MEETING NOVEMBER 8, 2018** (Time Certain 11:00 a.m.)
   Announcements
   UA Presentation – V. Martin
   Consent Agenda
   New Business
   Old Business
   RES 181903 Instructor Initiated Drop Policy - Second Reading
   RES 181904 Ombudsperson - Second Reading
   RES 181905 Role of Ombudsperson in Dispute Resolution * - Second Reading

9. **COMMENTS FROM THE FLOOR**

   * Changes to the University Handbook