ACADEMIC SENATE EXECUTIVE COMMITTEE
Minutes
Tuesday, March 24, 2020
10:00 a.m. – 11:30 a.m.
Video Conference

Absent: D. Wilson

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

2. ANNOUNCEMENTS AND INFORMATION
   Emergency mode issues: Some students say they aren’t getting email. V. Harper will request that F. Gorham send a message to campus community to look in their junk folders. V. Harper will talk to the Deans about a place where students can drop off paperwork.
   D. Wilson is attending an Emergency Preparedness meeting.

3. APPROVAL OF MINUTES
   The March 17, 2020 Minutes were approved electronically.

4. APPROVAL OF AGENDA
   Add “Concerns” to NEW DISCUSSION ITEMS. Add “Withdrawing” to 6. f. Add “Summer Session” to NEW DISCUSSION ITEMS M. Danforth moved to approve agenda as amended. J. Millar seconded. Approved.

5. CONTINUED ITEMS
   a. AS Log (handout) D. Boschini said that it may be necessary to work through summer. While the business could be done, under the emergency order and circumstances, attention is focused on teaching under alternate delivery. Students’ needs and situations can occur unexpectedly. If the EC waits until fall to address some referrals, the issues may enlarge. A. Hegde is in favor of continuing with Senate business and Searches as scheduled. J. Tarjan agreed with prioritization and continuation of Senate work.
   i. AAC (M. Danforth) The committee will discuss priorities before inviting J. Kegley to attend the next meeting.
□ Referral 10– Ethnic Studies as a GE Requirement – Response to the Task Force Report - It’s a standing referral. There hasn’t been any action on the state level following the feedback given to ASCSU.
□ Referral 14 New Course Forms and Process – It’s not super urgent. There is an important discussion to be had about an online curriculum submission system.
□ Referral 16 Program Review Process Improvement – It’s important. The discussion barely started. AAC members to decide whether it can be finished.
□ Referral 18 Interdisciplinary BS Degree in Public Health Proposal was sent back to the proposers to fix and improve some things. The questions to discuss are: Does the proposal have a home for the courses? Is that particular school or the AAC stand as the course approver?
□ Referral 19 Winter Term Courses and Units Policy – discussion has not started and the topic will probably be tabled. It could be done via Zoom so it’s ready for Fall 2020 so everyone would know what to expect for Winter Intersession.
□ Referral 22 Criteria for Dean’s List and Graduation with Honors discussion has not started and the topic will probably be tabled.

ii. AS&SS (D. Wilson) (deferred)
□ Referral 12– Graduate Student Grievance and Appeals Policy – Reporting Chain

iii. FAC (M. Rees)
□ Referral 02 Faculty Workload – One WTU Defined – the committee is nearing completion of a resolution.
□ Referral 08 Honorary Doctorate-Handbook Change - discussion has not started and the topic will probably be tabled.
□ Referral 23 – RTP Levels of Review – started discussion and reading of the Collective Bargaining Agreement (CBA). The FAC expects there will be resolution by the end of the semester.

iv. BPC (B. Street) The next meeting will focus on working through standardizing a Spring Break calendar. Student groups have asked for Spring Break survey data. There are 1000 comments from students. B. Street is concerned about the information being misinterpreted and distributed inappropriately. Also, it would be unfair to display the information in its entirety to expect the committee members to go through it. M. Danforth had redacted anything that related to a student or faculty member from the survey that her department ran. It took time. Information shouldn’t be personally identifiable. Redaction or summary of trends are the main methods. A. Hegde noted that students already made their voice known via ASI. Faculty information should be summarized for BPC’s consumption.

b. Interim Provost Update – It was a remarkable week. We started believing we’d continue operationally and then switched to shelter-in-place by the end of the week.
He’s proud to be part of the Executive Committee and the campus. The most important accomplishment is producing massive channels of communication. The faculty has shifted their modalities in such a short period that is really remarkable. He participated in the California Faculty Association (CFA) meeting. They covered the following topics:

- Online SOCI – whether acknowledging shift in modality will have an effect on the SOCIs, and the role it plays on RTP. V. Harper discussed the matter with the Chief Legal Counsel. The CBA is clear that the SOCI “shall” be in the RTP file. B. Hartsell is looking at this. Other campuses (not in the CSU) have local agreements. V. Harper asked for authorization from the Senate and CFA to have local agreements by email. CFA proposes two alternatives: 1) giving faculty member agency to decide whether SOCI to be included in their files. 2) provide a note in everyone’s file so it’s clear in current and future review cycles that the SOCI was given in alternate modality. Working with the CFA was productive and collegial. J. Tarjan shared first reading AS 3418 Accommodation to Faculty Due to the Covid-19 Emergency, (emailed to EC). It states, “Student evaluation of teaching should be made available to faculty but should not adversely impact RTP.” RES 192014 Emergency Resolutions Related to the Transition to Alternate Delivery asks for an extra year. A. Hegde agreed that the tentative agreement was a positive move. Some faculty have gone above and beyond. Faculty choice is appropriate. For example, faculty may receive good reviews in an Introductory class and not so good in an upper division course. When the RTP covers SOCI’s be specific to the course when saying whether the SOCIs were good or not. Add a question to SOCI or survey by other means: “do you feel that you learned during this alternative delivery channel?” This is a unique circumstance whereby half of the semester was delivered in person and the other half online. D. Boschini thanked V. Harper for his work with the union.

- Extension of Tenure clock – He encouraged faculty to seek an informal agreement with the Dean and then the Dean would forward that to V. Harper. He said he will accept all reasonable requests.

- Observations in the fall – All of the Deans have committed to having some flexibility in the calendar.

Upon their next meeting, they’ll have a sketch on the above agreements to be circulated for commentary. D. Boschini said she is on the same page with everything that was discussed. If it’s in the Handbook the Senate could be heavily involved in the review of rule changes. She asked the group, at what point does the EC want the Senate to weigh in. V. Harper responded that it would be reasonable to 1) agree
upon a document and then 2) bring it to the EC to decision whether to refer to FAC and 3) expedite to full Senate as resolution. A. Hegde agreed that EC needs to be involved in anything Handbook related and the full Senate needs to approve, even though EC has the authority to act on behalf of the Senate. The FAC may not have enough time to go through the process to get it approved before the fall. Upon a tentative agreement with CFA, the EC can draft resolution for feedback for the tenure clock to be moved to fall. J. Tarjan said that even though President has the authority, it’s important that faculty do this, even if it’s the EC. V. Harper said a student survey was drafted by SSE and will be refined by IRPA about how students learned in this switch modality. It’s important to gather that information. It will be done institution wide.

i. Mentorship Programs - BPA Academic Certification Program and RAMP (deferred)

c. Searches – Update

i. Provost update from J. Tarjan – (V. Harper left the meeting) The search firm encourages moving forward. The search committee agreed to move forward. 10 candidates are scheduled for individual Zoom meetings next week, and then three or four finalists to come to campus. J. Tarjan said that there are many Searches taking place, all around the state. B. Street is concerned about the protest with the process done online.

ii. AVP Faculty Affairs – the faculty members on the Search Committee have been elected. The meeting schedule forthcoming.

iii. AVP Academic Programs (no update)

iv. Dean Antelope Valley - V. Harper asked the EC about a selection of an interim for 12-13 months. The Provost Office would send out a call. A. Hegde is in favor of having an interim, especially since it will likely be an internal candidate familiar with our circumstances. J. Tarjan is in favor of an interim. J. Millar referred to hiring freeze and agrees that now is a good time for an interim. AV is particular and needs careful attention.

v. Dean SS&E – the position is posted, and HR is still taking applications. V. Harper thanked S. Bacon for his service during an extraordinary time. Dr. Boone-Holladay returned yesterday, as Interim. S. Bacon showed his leadership capability and it’s much appreciated.

vi. Associate Dean SS&E (no update)

vii. Dean Library - the position is posted, and HR is still taking applications

d. Financial and strategic planning transparency and faculty participation

e. Handbook Error Log

6. NEW DISCUSSION ITEMS
a. Prison Baccalaureate - CA Department of Corrections and Rehab (CDCR) and Legislative Analyst's Office (LAO) (see previous handout) We are waiting for action. J. Tarjan due to cuts, no one knows how this will proceed.

b. MS Computer Science Proposal (see previous handout) M. Danforth said that it is ready to go and it’s non-controversial. AAC realizes it will be moved to Fall. It’s through the Extended Education program. M. Danforth will talk to R. Dawson or M. Novak. D. Boschini feels that new proposals can’t be rushed. Move the topic to first or second agenda Fall 2020.

c. IRPA Strategic Review – V. Harper said it is less urgent.

d. FHAC/Nominations feedback from Senate Open Forum, March 5, 2020 – D. Boschini and M. Rees were present when the comments were made. Put early on agenda in the Fall. Junior faculty sometimes feel pressured to support faculty award nominations. M. Rees is chairing the FHAC and the discussion was already made during Emeritus. She recommends the extension for applications to April 6, 2020. She will craft language so people are aware. V. Harper said that the President has the binder on Emeritus and that happened before the crisis. D. Boschini acknowledged agreement on an extension to April 6, 2020. The announcement will be sent from the Provost Office, per usual.

e. Freeze on MPP and Staff hiring – There are local concerns about the prioritization of hires and the directive from the CSU. J. Tarjan said the issue is hiring others and not faculty. He believes that the percentage of hires is weighted toward MPP and staff. He went to another budget forum that could not provide information to show. Whenever there is a MPP hire it reduces faculty ranks. A. Hegde said that over time, there has been a disproportionate increase of hires in divisions. Yet, due to the current situation, there may be some staff we do need to hire. Make sure that it supports the crisis. D. Boschini asked V. Harper what can be expected. V. Harper replied that it’s reasonable to see a period of contraction. There will be some hiring and travel freeze. He has not received any guidance from President to stop hiring. D. Boschini said the long-term trend needs to be address. Keep the topic on agenda. She asked J. Tarjan to draft a resolution for short-term and long-term hiring. J. Tarjan suggested that Provost talk to president and report back. The resolution could say “no-net increase”. Boschini had talked to the President after the first data came to the BPC months ago, when we heard that there wouldn’t be any expansion hires and shouldn’t see any MPP or staff hires. Before the crisis, her response was reasonable starting position for faculty to take. There are staff positions that are strategically important to take us forward. It was not realistic for her to commit in advance because she wants to be able to make decisions as issues come forward. M. Danforth recalled what happened in 2008. There will be a lot of movement in the
J. Tarjan requested bringing it up to the President. Faculty strength is strategic. Any extra money should go toward faculty. D. Boschini is sensitive to how it will be perceived to bring it up now. Keep the topic on the agenda for next meeting.

f. Credit/NoCredit Grading and Withdrawals – M. Rees asked if a “W” could be given without it being recorded, especially for those applying to graduate school and jobs. D. Boschini said there are a maximum allowable Withdrawals. V. Harper was part of a system-wide discussion about policy. There are short-term solutions that have long-term consequences that students may not see. D. Boschini asked for some guidance on Withdrawals. Some campuses have moved to credit/no credit. Faculty don’t always understand the consequences of Incompletes, etc. Ex Vice-Chancellor Blanchard stated that it’s too late in the term to put grading scales through Senate. Was that a rule or an opinion? V. Harper said there are many strings to pull on. Academic Affairs and ASI want to discourage students from withdrawing from courses and the university. For example, if the student falls into part-time status, they will be required to pay back a significant part of their Financial Aid (FA), lose the credit for the class and not use the credit for their progress toward a bachelor’s degree. Students should not have a short-term view and should have a conversation with FA about the negative implications of withdrawing from one or multiple courses at this stage. The CSU Provost Group agreed that there are numerous factors (type of student, type of aid, grants, etc.) It’s an individual conversation with the student. D. Boschini said that there is no answer without negative consequences. M. Rees referred to discipline-specific one-unit courses that can’t be finished as designed. For example, the Choir has rehearsed, and now they’re stopped from rehearsing any more. We want to give them credit versus grade for what they’ve done. There is a student involved in a theatre production that’s been cancelled and cannot physically do the work in the course. He’s graduating this semester and doesn’t need that one-unit course. A flexible policy on Withdrawals would be helpful. One-unit courses probably wouldn’t affect the students’ full-time status. D. Boschini feels it is a DCLC topic, yet the meeting is cancelled. It’s urgent and the chairs need to know that faculty is free to give a W. However, consider flexibility in policy whereby the W would not be counted or shown on their transcript. J. Tarjan suggested the item included in the Dean Council meeting. List the concerns to go before the Dean’s council to address policy. M. Rees suggested a new category, W-Covid 19. V. Harper said there are classes that can’t continue. Teacher Education field work has been cancelled. The faculty member is assigning an Incomplete. He has had difficult conversations with students. Every Provost in the system is grappling with this issue. D. Boschini
suggested that the DCLC be rescheduled, notating that Credit/No Credit/Grade/Withdrawal is the important agenda topic. The current structure in the catalog is to assign grades. Presumably, it’s inflexible. It would help to hear from faculty how that structure is incompatible in the current situation. What kind of flexibility is being asked? The other campuses are looking at the current scale of grades to be offered for a class – what was proposed at a system level is to go through A-C, P or F. It’s probably too late to offer that systemwide. If we want to do it locally, we could do that. However, there will be faculty who don’t want that. He asked for guidance from faculty. J. Tarjan suggested urgent action for FAC, EC committee to Senate, or have it as an Open Forum at Senate. He doesn’t expect faculty to object to giving a pass or no grade is reasonable. D. Boschini acknowledged EC members’ agreement on the flexibility. It is appealing at the course level. Some students will complain that it’s unfair. A. Hegde discussion needs to occur with the chairs. It will definitely have impact. Students who have access to online courses, it’s business as usual. Special projects students had difficulty before the crisis. For some, it would be appealing to give them a special assignment for a grade, and for other students give the option of grade or pass/fail, course by course. V. Harper gave the example of two sections of first experience where some got an F and others got a pass – this would open the university to liabilities. Any new policy will have to pass through legal counsel. D. Boschini suggested trying to get a chair focus-group before the next DCLC. People are thinking about what grades really mean. V. Harper wants to come to the DCLC with a proposal rather than a round-robin. He’ll huddle with his team and the Deans. The blanket proposal collapsed at the system level because of the implications downstream. D. Boschini said most of her email traffic is about grades. If we go in with a proposal, we also need to be ready to discuss the things that V. Harper has learned along the way. It’s part of the process of getting people where they can do something. V. Harper said he needs time to pull the expertise together. For example, if a student on SAP is given no-credit, or credit, it interrupts the student’s pace. That course doesn’t count. If they had 12 units, it drops them below eligibility. It stops their pay. There is no simplicity here. Downstream, a lot of students could be hurt if we put something together without thought. That takes time. A. Hegde and M. Danforth are willing to help V. Harper work through the issue and produce an explanation why things can/can’t be done.

g. Student Evaluations and Faculty Performance Evaluation were addressed in the Provost Report in the discussion about the CFA.

h. Concerns: It’s rumored that students in dormitories are having difficulty accessing food. A. Hegde asked V. Harper to gain information from D. Wallace on campus
food offerings and how students’ Meal Plan is being handled. V. Harper said there are hundreds of students remaining in the residence halls. They have been encouraged to leave. Many cannot. D. Boschini and V. Harper have been invited to ASI’s virtual meeting. J. Millar said that the counseling center will send a memo that campus students can still receive counseling by phone and Zoom video conference. Emergency Crisis is on alert and doing a marvelous job. D. Boschini said that Counseling is blazing trails.

i. Summer Session (deferred)

7. **AGENDA ITEMS FOR SENATE MEETING APRIL 2, 2020** (Time Certain 11:00 a.m.)
   
   Announcements
   
   President Zelezny Update to the General Faculty – Time Certain 10:05 – 10:25 Live stream (pending her availability).
   
   Consent Agenda
   
   New Business
   
   Old Business

   **RES 192011 Learning Management System Recommendation** The decision still needs to be made, but the timing is awful. A. Hegde heard that people are finding that both Canvas and BB are having issues under the circumstances. There haven’t been any new concerns, given the discussions that have occurred in surveys, sub-committees, and Senate. M. Danforth requested on extension to the BB license to give people more time with BB. D. Boschini stated that if we didn’t have the crisis, the resolution would have been passed and faculty would be working on the transition to Canvas. V. Harper replied that he would discuss an extension with F. Gorham.

   **RES 192012 Proposal for Energy and Power Engineering Emphasis within the B.S. degree in Electrical Engineering**

   **RES 192013 Response to Student Misconduct Task Force Report** The report itself is non-controversial.

8. **COMMENTS FROM THE FLOOR**
   
   Senator Martinez – D. Boschini will check with M. Ault to learn what might be appropriate to send on behalf of the Senate, in sympathy of loss of M. Martinez’ son.

   Schedule another extra meeting for next week via Zoom.

9. **ADJOURNMENT**
The meeting adjourned at 12:05.