ACADEMIC SENATE EXECUTIVE COMMITTEE
Minutes
Tuesday, August 27, 2019
10:00 a.m. – 11:30 a.m.
SCI III Room 100


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

2. ANNOUNCEMENTS AND INFORMATION
   • D. Boschini will be on medical leave for the month of September. A. Hegde will conduct meetings, according to the Academic Senate Bylaws.
   • Senate Calendars (handouts)
     o Executive Committee – meetings added whereby EC meets every Tuesday
     o Senate
     o Standing Committee
   • President Zelezny – Delivers her report to Senate August 29, 2019
   • WSCUC Visiting Team On-Site October 7-10 - D. Jackson will provide the WSCUC visiting team’s schedule. Faculty is encouraged to make arrangements (give students online assignments, etc.) to make oneself available to meet with WSCUC, especially the EC.
   • Budget Forum - October 21, SU MPR 11:00 – Noon. Information from T. Davis will be available two weeks beforehand. B. Street requested a section of his presentation to focus on the reserve funds. K. Garcia is charged with reviewing budget book material and provide feedback from a non-budget expert eye. The President could answer whether this source change will provide the information that Senate needs.
   • Police Chief Williamson is interested in attending the Academic Senate to build a connection. An invitation to attend the third Senate meeting will be sent.
   • Work safety – There is an interest in panic buttons and other security measures available, especially at night. D. Boschini will contact Chief Williamson to send a message to campus.
   • There is an unprecedented special meeting of the Educational Policies Committee and the Board of Trustees on Thursday August 29, 2019. The discussion is whether to add a 16th course on quantitative reasoning.
3. APPROVAL OF MINUTES
   E. Correa moved to approve the May 14, 2019 Minutes. B. Street seconded. Approved.

4. APPROVAL OF AGENDA
   BC/CSUB Partnership added to NEW DISCUSSION
   E. Correa moved to approve the Agenda with modification. B. Street seconded. Agenda approved.

5. CONTINUED ITEMS
   a. AS Log (handout)
      i. AAC (M. Danforth) - The Distributed Learning referral from last year was carried over. This summer, A. Hegde was involved with the ATI Committee. A. Hegde was the faculty member on the summer ATI task force, due to the deadline for a decision by September 6 and the fact that other faculty were off contract. Faculty are grossly unprepared to have instructional materials be compliant. More than 50% of Instructional Materials (IM) are below baseline. We need some policy to ensure materials are available in class. There was consideration whether to extend the Distributed Learning Committee (DLC) to include face-to-face. D. Boschini doesn’t want to expand the DLC; she doesn’t want that committee to go into instruction. Discussion ensued. ATI compliance of face-to-face instruction would vastly expand the DLC. The DLC needs to be formalized in the Handbook. Students Services for Disabilities (SSD) doesn’t have the needed staff, so faculty must devise a policy. The fact that SSD doesn’t have staff is not a faculty issue. There are many factors that individual faculty members can’t do. ATI affects faculty too. SS&E hired a blind faculty member. D. Boschini said that the DLC needs structure and it needs to be in the Handbook. ATI issue is a separate referral. Once the ATI report to the Chancellor’s Office is made available, we need to form policy, especially for face to face classroom issues. An ATI faculty person needs to replace A. Hegde’s role immediately. The EC needs to approve the appointment. The ATI referral will come after the campus submits its report to the Chancellor’s Office. The Distributed Learning referral from last year was reissued to AAC under the same focus.
2018-2019 Referral #20 Continuous Enrollment Course – No response on last year’s request to submit a course 7000 description, relationship to EEGO, etc. and a proposal.

ii. AS&SS (E. Correa)
   - Referral # 05 Canvas Pilot is pending communication with F. Gorham. He expects the program to move forward. Some users are not happy with Canvas. The remarks from people concerned about Canvas are not being heard. Some aren’t speaking because they have not been paid for their participation. The Canvas Pilot Committee needs to provide a report. The people from the pilot need to be able to reference that the report is viable. E. Correa will ask F. Gorham for a report from the Canvas Pilot Committee to be submitted to the EC by October 1, 2019 on the results of compiling positive and negative feedback, the viability of adoption, and their decision process. She will ask when the Blackboard license expires. D. Boschini asked that the language in the report state that the conclusion is pending.

iii. FAC (M. Rees)
   - There is a need to remove the discrepancy in the Handbook regarding the Faculty Scholarship and Creative Activity Award. Handbook Section 308 Awards states that the Faculty Honors and Awards Committee (FHAC) handles awards on teaching, scholarship, and service. There is another reference in the Handbook that states the scholarship award is decided by the URC, and it’s not what we’ve been doing. FHAC has been deciding all the awards. Referral made to FAC.
   - Honorary Doctorate – In the interest of the short time to make a recommendation and broader perspective, consideration was made to have the vetting of nominees go directly from the President’s Office to the EC for their recommendation which would then return back to the President. It would require a Handbook change (addition). A referral was made to FAC to consider 1) removing FHAC from the process, 2) that the AS be allowed to sign-off on the Trustees’ recommendation(s) and 3) whether the student representative on the FHDC should be exposed to confidential faculty member information.

Other Handbook Issues (deferred)
- Workload – Referral given to FAC to define one WTU. Reference made to EC minutes March 5, 2018.
iv. BPC (B. Street)
   - Academic Calendar – Spring Break
     2020-2021 CSUB Academic Calendar draft (handout)
     2021-2022 CSUB Academic Calendar draft (handout)
   BPC was sent a referral to address the following issues: 1) sufficient teaching days are in place, 2) consider the campus’ current spring break and Thanksgiving break, 3) the short process time between finals and grade deadline, and 4) Commencement on Saturday. BPC is expected to provide input for the Calendar Committee on what needs to be considered to make this decision. Make it an inclusive conversation so that the final decision is to be made for perpetuity. Everybody has to participate in the discussion and finish with a resolution to the Senate.

b. Provost Update
   i. University week went well. Thank you to faculty who attended the Convocation. The first of two forums were held. The livestream recording and presentation slides will become available.
   ii. BC/CSUB Partnership – The building which will be housing the BC Southwest campus is 24 months from completion. The next planning committee meeting is scheduled for September 13, 2019. The different workgroups will provide their updates. BC had a component problem. They hope to launch courses in January, 2020.
   iii. The tutoring hours will not be cut.
   iv. A. Hegde asked for a breakdown on GI 2025 funds. V. Harper said OK.
   v. D. Boschini requested information on the lottery funds, and the reporting to the Chancellor’s Office on GI 2025 from the last three years. She had asked D. Cantrell for the enrollment growth projections sent to CO and the campus plan. If we’re going to be working on the right percent of TT, the plan is predicated on understanding what the growth will be. The percentage of enrollment helps with that plan.

c. Searches
   i. Provost – President will announce the search at her Open Forum
   ii. AVP Academic Programs - no information
   iii. Dean SSE search will begin at the later part of this semester
   iv. Interim Associate Dean SSE - It is going on, currently.

d. Financial and strategic planning transparency and faculty participation – covered under ANNOUNCEMENTS, Budget Forum
6. **NEW DISCUSSION ITEMS**
   
a. ASI Executive Director, as a member of AS&SS - Referral made to AS&SS to consider a change to the By-laws to add non-voting ex-officio member.
   
b. Masters in Kinesiology (handout) A referral made to BPC and AAC to consider program rationale, current resources, and the additional support resources required.
   
c. SOCs for Summer/Winter Courses  D. Boschini said there are courses offered only in summer taught by instructors who only teach in Summer. There is a gap in input from students. It is the students’ right to give feedback on everyone who teaches. The chairs would get SOCs in Fall if that chair isn’t here in Summer. M. Danforth said that F. Gorham asked her whether adding a feature in on-line SOCI will improve the online survey format. Inform ITS that a response from a faculty member to a software feature does not constitute General Faculty input. Referral made to FAC to require Summer SOCs. The exceptions would be the same. For example, classes less than five students would not require SOCI’s.
   
d. Call for Interest:
   
i. Faculty Ombudsperson job description has been drafted. V. Harper will forward a copy to D. Boschini.
   
ii. ATI Faculty Coordinator A. Hegde will draft the job description
   

   e. BC/CSUB Partnership deferred until next meeting, September 3, 2019 Item a.
   
f. University Handbook APPENDIX K: Instructional Materials Accessibility Plan (IMAP) - It may need to be updated to align with SSD’s Policy.
   
• Ethnic Studies as a GE Requirement: Response to the Task Force Report (handout)

J. Tarjan had a discussion with the Associate Vice-Chancellor regarding EO 1460. The Chancellor’s Office stance is that no action is being taken at this time. J. Tarjan suggested that Academic Affairs or GECCo examine the effect of EO 1460 on transfer students and then consider a contingency plan, should there be a quick shift in CO’s position.

   
g. Campus Reserve (deferred)
   
h. Elections and Appointments
   
   i. UPRC - Angel Vazquez-Ramos (Music & Theatre) elected per S. Gamboa – approved.
   
   ii. UPRC At-Large - Doreen Facile-Anderson has volunteered - approved.
   
   iii. URC – Emerson Case has volunteered approved.
   
   iv. FHAC – Mandy Rees has volunteered approved.
   
   v. BPC – Librarian replacement A. Grombly approved.
   
   vi. BPA Dean Review Committee – Call for nominations going out today
vii. Faculty Director TLC - V. Harper draft call for Faculty Director. He’s bringing back Faculty Fellow – it will be S. Bacon, who will report to the Faculty Director. The position starts in January. V. Harper will bring the job description to EC and then the call will go out.

viii. Interest forms collected at General Faculty meeting

1. Ombudsperson
2. IRA
3. Various

i. New Regulations on Consensual Relations (handout) (deferred)
j. UPRC Recommendations (handout: Annual Report) (deferred)
k. Summer Service (deferred)
l. GRaSP post-award – BAS (deferred)
m. Graduate student grievances and appeals policy: Reporting chain (deferred)

7. **AGENDA ITEMS FOR SENATE MEETING  AUGUST 29, 2019** (Time Certain 11:00 a.m.)

   **Announcements**
   
   President Zelezny –Time Certain 10:05-10:20
   
   Introduction to AVP Enrollment Management
   
   WSCUC On-Site Visit October 7-10
   
   Budget Forum - October 21, SU MPR 11:00-Noon
   
   Orientation

   **Consent Agenda**
   
   Standing Committee membership approval

   **New Business**

   **Old Business**

8. **COMMENTS FROM THE FLOOR**

   * Changes to the University Handbook