



Academic Senate: Executive Committee

Minutes

TUESDAY, SEPTEMBER 24, 2024

10:00 A.M. – 11:30 A.M.

Location: BDC 134- BPA Conference Room

Zoom link:

Members: M. Danforth (Chair), D. Solano (Vice-Chair), J. Rodriguez (Interim Provost), A. Hegde, C. Lam (absent), N. Michieka, J. Deal, T. Tsantsoulas, D. Wu, Z. Zenko and K. Van-Grinsven (Senate Analyst).

Guests: E. Adams

1. Call to Order

- a. Chair Danforth called the meeting to order.

2. Announcements and Information

- a. Dr. Elizabeth Adams, Interim AVP for Academic Affairs and Dean of Academic Programs: CourseLeaf Initiative **(Time Certain: 10:30 AM)**

- i. Dr. Adams discussed the CourseLeaf Initiative and curriculum software to be used/presented.

1. Overview: The CourseLeaf is the new online curriculum management system for course and program proposals. Paper forms will no longer be necessary. They are in the final testing stages for course proposals/modifications, including finalizing the workflow and this aspect should be ready soon. The program modification and proposals are more complex than the course modification and will not be ready until January. The software integrates with the catalog.
2. Current Challenge: The software has limitations on the number of university learning outcomes that can be listed and listing both the undergraduate and graduate learning outcomes will exceed this limit.

- a. Option 1- Not have the university learning outcomes in the program proposal (mapping) and instead use a link to the catalog.
 - b. Option 2 - List the undergraduate learning outcomes and note that for the graduate proposals, they will need to pull the graduate learning outcomes from the catalog.
 - c. Option 3 - Combine the learning outcomes.
3. Discussion: Some discussion ensued regarding the possibility of the university learning outcomes needing to be updated, but this would take a long time and extend the timeline. Option 2 is the preferred option voiced by the EC.

3. Approval of Agenda **(Time Certain: 10:05 AM)**

- a. Z. Zenko motioned to approve the agenda; J. Deal seconded. Agenda approved.

4. Approval of EC Minutes

- a. September 10, 2024 (handout)
 - i. J. Deal motioned to approve the agenda; N. Michieka seconded. Minutes approved.

5. Continued Items **(Time Certain: 11:15 AM)**

- a. AS Referral Log (handout) (deferred)
 - i. AAC (J. Deal)
 - ii. AS&SS (T. Tsantsoulas)
 - iii. BPC (D. Wu)
 - iv. FAC (Z. Zenko)
- b. Standing Committees Composition – EC (deferred)
 - i. Clarify Handbook language about staff positions being non-MPP staff.
- c. Interim Provost Update (J. Rodriguez)
 - i. Report:
 1. The search for the Director of the California Energy Resource Center (CERC) has been approved to move forward. The search committee has been formed and schedule set. This is an MPP position.
 2. EC members to save the date for a possible dinner on October 8 or 9.

6. New Discussion Items **(Time Certain: 10:10 AM)**

- a. Elections and Appointments (D. Solano)
 - i. Appointments: (handout)

1. Student-centered Enterprises, Inc. (SEI) Board (*appointed by the President*)
 - a. EC agreed on a recommendation to the President for appointment.
2. Web Governance Committee
 - a. EC appointed Dr. Nick Toothman.
3. High Impact Practice (HIP) Taskforce (*D. Wu stepped out*)
 - a. EC appointed Dr. Ji Li.
4. Exceptional Service Award Committee
 - a. EC appointed Dr. Dan Zhou, Dr. Bilin Zeng, and Dr. Erin Rodriguez.
 - b. Note for future EC meeting: The EC will also need to appoint two other members from the Executive Committee to complete the committee.
5. Criteria for Proposing New Schools Taskforce
 - a. Standing Committee appointments:
 - i. AAC: Dr. Heidi He - NSME
 - ii. AS&SS: Dr. Pratigya Sigdyaal - BPA
 - iii. BPC: Dr. Rhonda Dugan - SSE
 1. Discussion ensued regarding the BPC appointment. Dr. Rhonda Dugan volunteered to serve on the calendar committee. Senate Analyst K. Van Grinsven had an incorrect interpretation during the Senate report from September 12. BPC Chair Dr. Wu will reach out to Dr. Dugan and the committee.
 - iv. FAC: Dr. Amber Stokes - NSME
 - b. Two (2) At-Large positions
 - i. Discussion ensued regarding the remaining appointments needed and the value of involving faculty outside of the Senate and balanced representation. Chair Danforth and BPC Chair Dr. Wu will bring these remaining positions to DCLC for recruitment from SSE and AH.

6. Scholarship and Creative Activities Taskforce
 - a. AH: EC appointed Dr. Maryann Parada.
 - b. BPA: EC appointed Dr. Jing Wang.
 - c. NSME: EC appointed Dr. Kathy Szick.
 - d. SSE: EC appointed Dr. Brittany Beck.
 - e. Library: EC appointed Kristine Holloway.
 - f. Some discussion ensued regarding the issues for this taskforce to discuss and address, such as past misunderstandings of release time for research be granted in BPA, faculty retention and other systematic challenges.
7. Office of Equity, Inclusion and Compliance (EIC) Taskforce (HOLD)
 - a. Interim President Harper will bring this item up at Senate on Thursday.
 - ii. Review of committees' activity (HOLD; Senate Office to compile list)
- b. ASCSU Proposed Bylaws Change (ASCSU Packet- Handout)
 - i. AS-3660 Amending the Constitution of the Academic Senate of the California State University to Add Three Designated Lecturer Faculty Positions (handout)
 - ii. AS-3714 Special Rule Of Order: Eligibility to Vote on Ratification of ASCSU Constitutional Amendments (handout)
 - iii. AS-3715 Schedule and Procedure for Ratification of AS-3660 Amending the Constitution of the Academic Senate of The California State University to Add Three Designated Lecturer Faculty Positions (handout)
 - iv. Discussion:
 1. Chair Danforth presented the proposed resolutions regarding bylaw changes at the ASCSU level which would amend the ASCSU Constitution to add dedicated lecturer seats to the ASCSU. The ASCSU [Constitution \[calstate.edu\]](http://calstate.edu) requires that any amendments be ratified by the campuses and then approved by the CSU Board of Trustees.
 2. At the ASCSU plenary meeting last week, the senators amended and approved AS-3714 and AS-3715 which govern the details of the ratification process.
 3. Ratification of amendments to the ASCSU Constitution requires "a majority of the total vote cast in a systemwide referendum and a majority of the votes cast at each of a majority of the campuses." [Constitution VII.2]

4. A ratification vote will need to be conducted on this amendment and completed prior to November 1.
 5. If it is ratified, the campus will need to have rules and processes for electing representatives to Lecturer Electorate by November 4 and a referral will need to be sent to FAC. A resolution for the campus bylaws changes would need to be discussed and a resolution passed in the spring.
 6. Chair Danforth will provide an update at Senate and notify the Senators of the upcoming election, and that the EC is in discussion regarding the proposed bylaw changes and election details (i.e. platform) etc.
- c. Generative AI Initiative (handout)
 - i. Chair Danforth presented the generative AI issues and presented by the CIO Chris Diniz, ITS.
 - ii. Two referrals will be drafted for AS&SS by Chair Danforth and the Senate Analyst, K. Van Grinsven.
 1. One referral will be drafted to review and provide feedback for the proposed Generative AI Surveys for faculty and students.
 2. Another referral will be drafted to discuss the Generative AI Governance Structure and determine if the three proposed subcommittees should be generated, or if it can perhaps be added to the current committee functions (ITAC and ITC).
 - d. RES 232431 Search and Screening Procedures for Administrators (handout) – EC discussion (deferred)
 - e. CFA Report – possible addition to Senate Agenda (deferred)
 - f. Handbook and Bylaws (deferred)
 - i. Updating Schools to Colleges
 - ii. Notation for revisions
 - iii. Director of Assessment: Review position
 1. Reference: Handbook 105.2 and 305.6.1.
 - iv. Council of Academic Deans: Review Composition and name; Handbook 105.2.
 - v. Public Affairs Committee: Committee in handbook but not bylaws
 1. Reference: Handbook 107.1. Standing Committees of the Academic Senate.
 - vi. Review committees listed in the Handbook 107.
 - g. AS&SS Composition: Associate Dean of Undergraduate and Graduate Studies is not actually listed in the bylaws as an ex-officio member of AS&SS. (deferred)
 - h. Double-Major Policy: Timeline for Declaring (handout) (deferred)

- i. Dual enrollment (including AB 359 – sent to the Governor on 09/10/2024, HOLD)
- j. Department Formation follow-up (HOLD follow up w/ Academic Programs) (deferred)
- k. RTP: Unit Review Committee Procedures (handout) (deferred)
- l. RTP: Lecturers working across different departments/ Review process (HOLD for more info 8/27/24)
- m. Expanding SSD Hours – AS&SS (HOLD for more info 08/27/2024)
- n. Catalog Deadline – revisit deadline of December 1 (EC Minutes 5/7/2024, HOLD)
- o. Resolution on CCC baccalaureate degrees [AB 927, SB 895] – EC (HOLD Spring 2024)
- p. Strategic Plan Group data gathering instrument(s) follow-up – BPC (HOLD 3/18/2024)

7. Agenda Items for Senate Meeting

Academic Senate Meeting – Fall 2024

Thursday, September 26, 2024

Agenda

10:00 AM – 11:30 AM

Location: Dezember Leadership and Development Center, Room 409-411

Zoom Link: <https://csub.zoom.us/j/84996177015?pwd=NTRyNlJDNk4xUVY3VmhCNkpieTRiUT09>

Senate Members: Chair M. Danforth, Vice-Chair D. Solano, Senator A. Hegde, Senator C. Lam, Senator N. Michieka, Senator T. Tsantsoulas, Senator M. Naser, Senator D. Wu, Senator S. Sarma, Senator L. Kirstein, Senator A. Stokes, Senator Z. Zenko, Senator S. Roberts, Senator K. Holloway (virtual), Senator H. He, Senator A. Grombly (alt. Jing Wang), Senator E. Correa, Senator J. Deal, Senator T. Salisbury, Senator A. Rodriguez, Senator J. Cornelison, Senator E. Pruitt, Interim Provost J. Rodriguez, Senator J. Dong and Senate Analyst K. Van Grinsven.

Guests: Interim President V. Harper and GE Director E. Montoya

- A. Call to Order
- B. Approval of Minutes
 - a. August 29, 2024 (handout)
 - b. September 12, 2024 (handout)
- C. Announcements and Information

- ~~a. GE Director, E. Montoya (Time Certain: 10:XX AM) (handout)~~
 - i. Amendment: Will remove from announcements. Dr. Montoya will be invited to speak during the presentation of the Cal-GETC resolution.
- b. President's Report – V. Harper (Time Certain: 10:10 AM).
- c. Elections and Appointments – D. Solano (handout)
- d. ASCSU Proposed Bylaws Change (handouts)
- e. Upcoming Events:
 - i. Addition: September 27 – CFA General Faculty Meeting; 11:30 AM; Online
 - ii. October 7 - University Open Forum; 1:00- 2:30 PM, Location (likely the Student Union MPR)
 - iii. October 14 - Budget Open Forum; 11:00 AM-12 Noon, Location TBA (likely the Student Union MPR).
 - iv. October 16 - Faculty Hall of Fame; 3:30 PM at the Solario de Fortaleza, SRC.
 - v. October 17 - Faculty Recognition; 2:00 PM, Albertson Room.

D. Approval of Agenda (Time Certain: 10:05 AM)

E. Reports

- a. Interim Provost's Report – J. Rodriguez
- b. ASCSU Report – Senators Lam and Michieka (handout)
- c. Committee Reports:
 - i. ASI Report – Senator Pruitt
 - ii. Staff Report – Senator Cornelison
 - iii. Executive Committee – Vice-Chair Solano
 - iv. Standing Committee Reports:
 - 1. Academic Affairs Committee (AAC)– Senator Deal (handout)
 - 2. Academic Support and Student Services Committee (AS&SS)– Senator Tsantsoulas (no handout)
 - 3. Budget and Planning Committee (BPC) – Senator Wu (handout)
 - 4. Faculty Affairs Committee (FAC) – Senator Zenko (handouts)
 - a. Memo: Timeframe of SOCI Administration (Referral 2024-2025 15)
 - b. Memo: Task Force for Periodic Evaluation (Referral 2024-2025 06)

F. Resolutions (Time Certain: 10:35 AM)

- a. Consent Agenda
- b. New Business
 - i. RES 242503 Cal-GETC Changes – AAC (handout)

- ii. RES 242504 Bachelor of Music, Music Teacher Preparation Concentration– AAC and BPC (handout)
- c. Old Business
 - i. RES242502 Discontinuation of Agricultural Business Concentration in BSBA – AAC (handout)

G. Open Forum **(Time Certain: 11:15 AM)**

H. Recognition **(Time Certain: 11:25 AM)**

I. Adjournment

8. Open Forum Items

- a. No items.

9. Adjournment

- a. Chair Danforth adjourned the meeting at 11:31 AM.