

Academic Support and Student Services Committee (AS&SS)

Minutes

03/30/23

10:00-11:30

Virtual Modality

Members Attending:

Dr. Elaine Correa (Chair), Dr. Alicia Rodriguez (Vice-Chair A&H), Dr. Antje Lauer (NSME)
Dr. Pratigya Sigdya (BPA), Dr. Monica Ayuso (At-Large), Dr. Melanie Taylor (At-Large),
Mariela Gomez (Student Service Professional), Prof. Matt McCoy (Librarian), Steve Miller
(Staff Member), Maria Espinoza (*ex-officio*, ASI Exec-VP), Dr. Denver Fowler (*ex-officio*, AD
Undergrad. & Graduate Studies), Jennifer McCune (*ex-officio*, Registrar), Dr. Markel Quarles
(*ex-officio*, VP Student Affairs),

Absent: Sandra Bozarth (*ex-officio*, Dean of Libraries)

I **Call to Order:** 10:03 a.m., by Chair, E. Correa.

II **Approval of Minutes**

Motion to approve Melanie Taylor Seconded by Pratigya Sigdya

III **Approval of Agenda**

Motion to approve Alicia Rodriguez Seconded by Steve Miller

V **Old Business**

1) Referral #24 - Bylaw Changes – Student Representative as voting member - Resolution passed

2) Referral #19 – ATI Appendix Changes – Discuss Google draft provided by Dr. Taylor

- a) Emphasis on ADA compliance not an option, but a legal requirement.
- b) Discussed Procurement processes that review products for ADA compliance.
- c) Discussion that faculty created materials must meet the same accessibility standards as textbooks and other purchased instructional materials. FTLC can teach the methods, not necessarily remediate on the fly.
- d) Committee members to review goals and provide additional feedback if necessary:
 - i) Dr. Melanie Taylor to review Goal 1
 - ii) Dr. Markel Quarles to review Goal 5
 - iii) Dr. Monica Ayuso to review Goal 8
 - iv) Dr. Alicia Rodriguez to review Goal 9
 - v) Dr. Elaine Correa and Steve Miller to review Goal 7
 - vi) Dr. Pratigya Sigdya and Steve Miller to review goal 4

VI New Business

- 2) Referral #27 Bylaws Change Section IV - Setting qualifications or Academic Senate membership requirements before becoming a standing committee chair and term limits.
 - a) Should a statement from the candidate be required? Yes, brief explanation of experience and recent work relevant to the committee and how they would facilitate a diversity of ideas.
 - b) Should 2 years on Academic Senate be a reasonable requirement? Preference for 2 years' experience, but 1 year experience on Academic Senate or serving as an Ex Officio member would be acceptable before serving as a chair. Experienced preferred to ensure the candidate is familiar with the workings of an Academic Senate committee and the commitment required.
 - c) Clarify term limits for standing committee chair? Yes, this is needed.
 - d) Members voted to put forward these recommendations.

3) Referral #34 - Student and Course initiated Add/Drop in Adobe Sign

Engaged in an informative discussion that explored the number of forms that are used. Jennifer McCune explained that there are several forms used, but only one is available at a time based on when the form is accessed in relation to the term. Before census date one form is available, after census date and after the 12th week of instruction other forms are accessed. The necessity of faculty or advising consultation discussed, with advisors not wanting to be a part of the add/drop process as they don't have time to meet with every student engaging in this process.

Question 1: Should there be policy or guidance for Student initiated form? Moving towards yes, especially in the form of training for everyone (student/staff/faculty/administration)

Question 2: Should there be a bigger deny button? Yes.

Question 3: Should students have to contact a faculty member? Some disagreement on whether a student 'must' contact a faculty member.

Faculty/Administrator reviewing the request has the option of contacting the student to verify they are fully aware of the ramifications of their actions.

VII Open Forum

- Announcements
 - Sustainability Symposium - April 12 -15 – Congrats Dr. Lauer & CSUB Sustainability Committee
 - Dream Week – March 20-24 – Congrats Mariela Gomez & Dream Resource Center

VIII **Adjourn**

Chair thanked everyone for their participation, before adjourning at 11:30 a.m.