THE MINUTES OF THE EXECUTIVE COMMITTEE

OF THE ACADEMIC SENATE

CALIFORNIA STATE UNIVERSITY, FRESNO

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October 18, 2021

Members present: Raymond Hall (Chair), Tinneke Van Camp (Vice Chair), Rich DeJordy (At-Large), Kathleen Dyer (Universitywide), Xuanning Fu (Interim Provost), Thomas Holyoke (former Chair Academic Senate), D’Aungillique Jackson (ASI Executive President), Saúl Jiménez-Sandoval (President), Jennifer Miele (At-Large), Susan Schlievert (Statewide)

Members excused: Rebecca Raya-Fernandez (At-Large)

Guests: Venita Baker (Academic Senate), Svetlana Bagdasarov (Division of Research and Graduate Studies), Brad Barker (Technology Services), Robert Guinn (Interim VP for Information and Chief Information Officer), Ashley Ilic (University Advancement), Bernadette Muscat (Interim Dean of Undergraduate Studies), Leticia Reyna Cano (University Advancement), Jim Schmidtke (Interim AVP Academic Affairs)

The meeting was called to order by Chair Hall at 3:17 pm on Zoom.

1. Approval of the Agenda.

MSC

1. Approval of the Minutes 10.04.21.

Amended section of excused members

MSC

1. Communications and Announcements.

Communications from the President:

The university is working on a grant proposal for the federal Department of Commerce in line with the state grant that Fresno State received for a center on innovation in food production with UC Merced. It is a proposal in response to a build-back-regional challenge, and this grant will help put Fresno State on the map. Our proposal, along with two other proposals, has been officially endorsed by the Governor’s Office of Business and Economic Development. The President will be travelling to Washington DC later this semester to advocate for it.

The President is preparing a document that addresses the questions that could not be answered at the last President’s forum because of time constraints (*e.g.*, on fair wage compensation and possibility for staff to work remotely) to share with the campus community. He is also happy to have another forum.

We are partnering up with the community to provide flu and booster shots on Nov 3 and 5 in North Gym – there will be a site for students, and a site for faculty and staff. This will be communicated to the campus community.

*Questions for the President:*

**Senator Dyer** wanted to know whether there was more information about our campus potentially moving online post-Thanksgiving.

**President Jiménez-Sandoval** explained that a decision about this will be made in about two weeks following a conversation with the county health department.

**Senator Holyoke** wanted to know whether there will be a Level A budget presentation in senate this semester.

**President Jiménez-Sandoval** explained that VP Adishian-Astone was working on the budget presentation and that he will ask her to communicate with Chair Hall.

Communications from the Provost:

The committees for two searches (for Dean JCAST and AVP Faculty Affairs) have been composed. The plan is for recruitment adds for these two positions to be posted before the end of the semester.

Two other searches are already underway (Dean Undergraduate Studies and Dean for COSS). These two searches are expected to be completed this fall.

The Provost next provided updated data on COVID-19 related matters.

On vaccination rates: 89 per cent of students are vaccinated; 82 per cent of employees are vaccinated; 84 per cent of faculty are vaccinated. Faculty still have 9 days to complete self-certification, so numbers can still increase.

On self-certification: 98 per cent of students completed their self-certification form; 491 students, among which 167 have in-person courses, still have to complete it. All 491 are blocked from registering for spring until they complete the form. We are also implementing deactivation of student ID cards. In addition, 13 per cent of employees have not completed the self-certification form yet.

On testing compliance: 3,287 campus members need to get tested, and

1,324 or 40 per cent of them are getting tested (this is an increase from about 33 per cent in past weeks’ numbers). Reminders are being sent out and a plan for disciplinary actions is being developed. Among those testing, 2 per cent tested positive.

On positive cases on campus: last week 27 cases were recorded; the cumulative total of positive cases on campus since Aug 16 is 191. In addition, 13 cases are still under investigation.

COVID dashboards are up (<https://covid.fresnostate.edu/dashboard.html>).

The Provost added that for spring 2022 new transfer students are required to self-certify before being eligible to register.

*Questions for the Provost:*

**Senator Holyoke** wanted to know what steps will be taken in response to employees who are not complying with self-certification and testing.

**Provost Fu** explained that a discussion about this is ongoing. Options include counseling memos, then letters of reprimand, but not sure what could follow if employees still do not comply. The intention is to keep the disciplinary actions parallel to actions taken towards non-complying students. There is an ongoing discussion with other campuses and with the Chancellor’s office in order to establish a balanced approach. The President and cabinet will share the plan with the senate once it is finalized.

**Chair Hall** understands that disciplinary steps are challenging given the CBAs, but wanted to know when to expect these plans to be finalized, and will they be ready before spring?

**Provost Fu** responded that the plans will be finalized after Oct 27, the deadline for self-certification for many campus employees. A similar approach was adopted regarding responses to student non-compliance: disciplinary action was only taken after Sept 30, the student deadline for self-certification. But it will not take until this semester is over to be finalized. He highlighted that the plan for employee non-compliance will also reflect a progressive approach.

**Provost Fu** finally mentioned that our campus is doing well in the local community with regards to vaccination rate and cases.

**Chair Hall** agreed that that is good news, but that we need to continue to improve the situation on campus.

 **Action Items**

1. Memo dated October 4, 2021, James Mullooly, Chair of the Academic Policy and Planning Committee, to Ray Hall, Chair Academic Senate re: APM 241 (Policy on Course Syllabi and Grading). Memo has been received.

Suggestion: add to agenda

1. Memo dated October 8, 2021, James Mullooly, Chair of the Academic Policy and Planning Committee, to Ray Hall, Chair Academic Senate re: APM 233 (Policy on Repeating Classes). Memo has been received.

Suggestion: add to agenda

1. Memo dated October 14, 2021, David Low, Chair of the Personnel Committee, to Raymond Hall, Chair of the Academic Senate re: APM 301 – Policy and Procedures on the Appointment of Tenure-Track Faculty including the Award of Service Credit. Memo has been received.

Suggestion: add to agenda

1. Email dated October 15, 2021, Xuanning Fu, Interim Provost and Vice President for Academic Affairs, to Raymond Hall, Chair of the Academic Senate re: APM 335 and Library Chair. Memo has been received.

**Provost Fu** explained that APM 335 [Policy on the Periodic Review of Administrators] was updated last semester and requires that administrators are reviewed two years after their initial appointment [and every four years thereafter]. The Library is an academic unit, and its administrators hence fall under this policy. As per APM 335, the evaluation committee includes three randomly selected faculty and staff as well as a department chair from within the academic unit, and a department chair from outside of the academic unit. The Provost suggested to allow the selection of four full-time tenured faculty instead of three to serve on the administrator evaluation committee in the Library, given the absence of a department chair within the Library.

**Chair Hall** referred to footnote 5 in APM 335 that mentions that a department chair from outside of the academic unit should be selected if the unit has no department chair [in addition to a second department chair selected from outside of the unit].

**Provost Fu** responded that because the Library has such a small faculty body, he wants to make sure that they are well represented on the evaluation committee, hence the proposal to allow four faculty from within the unit to serve, rather than only three with two department chairs from outside of the unit.

**Senator Holyoke** suggested to consult with the faculty in the library.

**Provost Fu** responded that he will consult with the Executive Committee of the Library.

**Chair Hall** suggests to stick to policy and footnote 5 in APM 335, unless the Library faculty prefer to have an additional faculty member on the evaluation committee.

**Senator Dyer** mentioned that the Library is represented on the Council of Chairs and wondered whether this representative could be considered as the equivalent of department chair within the framework of this specific policy. She added that footnote 5 accounts for the absence of a department chair in a given unit.

Suggestion: add to agenda

1. Nominees (Executive Session)
* Dean of Research and Graduate Studies Search Committee
* Task Force Exploring Fresno State Operations in a Post COVID World (COSS)

Suggestion: today in executive session

1. New business

**ASI President Jackson** seeks to reimplement the spring 2021 Credit No Credit policy for fall 2021. There is significant student concern this semester to justify it. Premed majors reached out to ASI about it.

Added to agenda: Continuation of Spring 2021 Credit No Credit into Fall 2021.

1. Revised Conflict of Interest Policy (APM 505).

**Svetlana Bagdasarov** (Division of Research and Graduate Studies) submitted a policy proposal for APM 505 to bring it in compliance with regulations from public health service agencies and private funding agencies regarding documentation, training etc a while ago. In the context of an NIH grant proposal that was recently submitted, the Division of Research and Graduate Studies was requested to submit a copy of the official conflict of interest policy, of which there appears to still only be an interim version that is not in compliance with regulation, despite the revisions that were submitted. We urgently need a permanent policy that concurs with regulations.

**Senator Dyer** agrees that this should be rectified and that we need to make sure the proposed policy does not clash with other policies.

**Senator Holyoke** wondered what happened with the first draft of this policy once it was submitted and where it disappeared to and expressed concern about sending it to a committee because the proposal could get lost again. We could find a short-circuit to speed up the process to get the policy approved.

**Chair Hall** wanted to know how the proposed APM 505 compares to policies on conflict of interest on other CSU campuses.

**Bagdasarov** explained that she consulted with various other CSUs when she was working on the proposal.

**Chair Hall** suggested that different sets of eyes need to look at this and suggested to ask AP&P and the Personnel Committee to consider the proposal.

**Senator Holyoke** suggested that the chairs of the Personnel Committee and AP&P need to be told about the urgency of the matter to avoid further delay.

**Chair Hall** will reach out to the Personnel Committee and AP&P. He also asked Bagdasarov to write a memo to explain the proposal, describe where the interim policy was out of line, and include links to policies on other CSU campuses.

1. APM 206 Memo.

**Provost Fu** explained that there is a need for clarification on what part of APM 206 is relaxed for spring 2022, and on what level of virtual teaching is allowed in in-person classes given the relaxation of APM 206. The university also needs to know how a class is taught for safety and testing reasons as well as for accounting purposes.

He added that in a hybrid I class, individuals need to access campus more than in a hybrid II class. For accounting purposes, a hybrid II will not be counted as in-person, because there is less on-campus activity required. He also shared that there are very few sections of hybrid II courses for spring 2022.

**Senator Dyer** first remarked that APM 206 itself has fundamental problems and it is difficult to implement. The policy itself should be reconsidered, by the senate task force on Fresno State Operations in a Post-COVID world, for instance. Second, she highlighted that how we count courses and how courses are scheduled for students does not concur and is not clear in PeopleSoft. It is difficult to convey in PeopleSoft how frequently a class will be meeting. This memo is for our accounting purposes, but we also want to give students the right information. These two issues might require different interventions.

**Provost Fu** added that what students find clear in the course schedule is the designation of a course as in-person, virtual synchronous, virtual asynchronous and on digital campus. Hyflex is a new and not included as a designation yet, and is counted as in-person for spring – meeting times are shown for these courses in the schedule, which makes it clear to students what is expected of them. The hybrid designation, however, is less clear because it does not show a meeting pattern in PeopleSoft – meeting times are only apparent to students once they see the course syllabus, which they do not see until the start of the course. This is where the real confusion is. There are very few sections of hybrid courses for spring, so only a small number of sections may cause confusion.

**Chair Hall** mentioned that we cannot do anything about how students see what is expected of them in terms of on-campus meetings in the schedule, hence the importance of adding an addendum to this memo to encourage faculty to include clear information about meeting times in their syllabus.

**Provost Fu** responded that the course syllabus is beyond this memo. In this memo we need to clarify how much flexibility faculty have in the delivery of a course that is scheduled as face-to-face.

**ASI President Jackson** added that students need know what is expected in a course and suggests to amend the language in APM 241 to require faculty to be clear on class meeting times in the syllabus. She also mentioned that PeopleSoft allows pop-up messages with additional information about a course (e.g., to remind students that the course they are enrolling in is a DISCOVERe course). This could maybe be done for hybrid I and hybrid II courses too, to include a definition of what hybrid I and hybrid II is.

**Senator Dyer** reminded this body that a discussion of APM 241 was just put on the agenda, and in this discussion we should consider the revision made by ASI President Jackson.

**Chair Hall** concluded that the most important element to highlight in the memo is that only 20 per cent of an in-person course may be online activity.

**Senator Dyer** agreed that we are not relaxing this particular component of APM 206, and should stay the same as in APM 206.

**Chair Hall** amended the memo and will put it on the agenda for the next senate meeting.

1. Student Email Deactivation and Zoom Phone Discussion (Robert Guinn, Interim CIO).

Brad Barker (Technology Services), Robert Guinn (Interim VP for Information and Chief Information Officer), Ashley Ilic (University Advancement), and Leticia Reyna Cano (University Advancement) were invited to explain this item. Due to time constraints, focus on email deactivation. **Guinn** suggested to send a link for the Zoom Phone demo.

**Barker** explained that in light of improving security and our digital footprint, there are plans to deactivate student email addresses. Listening to concerns on campus about this and willing to modify plans.

**Chair Hall** explained that he is concerned about this because our connection to alumni is important, and that follow-ups, exit polls, surveys for WASC purposes are sent out to student email addresses after graduation. He wanted to know whether deactivation is the only answer.

**Senator DeJordy** wondered whether email forwarding is possible.

**Barker** explained that they looked at what other CSUs are doing. Also, name space, for instance, can be preserved forever. Other universities offer alumni email accounts to former students who want to join the alumni organization – membership helps fund the addresses.

**President Jiménez-Sandoval** asked how many alumni use their student email address.

**Reyna Cano** explained that alumni can switch to their personal address, which is then recorded in the database, and that alumni tend to switch to their personal address. There is a better return on personal email addresses.

**Chair Hall** appreciated that there seem to be mechanisms in place to ensure alumni connections. Are alumni given ample opportunity through personal addresses to engage?

**Ilic** added that that has been the case. Her office is also collaborating with Student Affairs to communicate to students who are about to graduate about this, to provide them with the tools to transfer to a new email account and to answer questions, *e.g.,* if they have exceptions and need to retain their student email. This is done to proactively obtain contact information before an account is deactivated.

**Chair Hall** will invite Barker and Interim VP and CIO Guinn to the next Academic Senate meeting.

**Barker** added that the current time frame to deactivate is one year after graduation and that lots of reminders will be sent.

**Senator Dyer** suggested to include instructions on how to transfer emails and data as well in those reminders, and wanted to know whether and how we can distinguish between used and unused accounts a year after graduation?

**Barker** responded that this is difficult, for instance because simply receiving an email counts as using an account. There will be FAQ sheets and a helpdesk to help former students transfer their account.

**Senator Dyer** is concerned that we cannot count how many are used and unused, and mentioned that she gets emails from alumni using their student account.

**Senator Schlievert** added that she does too.

**Barker** suggested that overall, it seems that only a small percentage of alumni still actively use their student account. He repeated that deactivation will be a gradual process and that caution will be used.

**President Jiménez-Sandoval** added that faculty will always be able to be contacted, even if alumni no longer have their student account – faculty’s contact information is on our website. But we need to focus on our need to connect with alumni.

*Into executive session at 5pm.*

1. Executive Session.

COSS nominee Exploring Fresno State Operations in a Post COVID World: **Chair Hall** will offer Mullooly, chair of AP&P, that also has a nominee on the task force, to assign someone for AP&P in addition to Mullooly serving as the COSS representative.

Nominees Dean of Research and Graduate Studies Search Committee

Steve Blumenshine (Science and Mathematics)

Cory Brooks (Science and Mathematics)

Falon Kartch (Arts & Humanities)

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The Senate Executive Committee adjourned at 5:07 pm.

The next meeting of the Executive Committee will be held on Nov 1 via Zoom.

Submitted by: Approved by:

Tinneke Van Camp Raymond Hall

Vice Chair Chair

Academic Senate Academic Senate