

THE MINUTES OF THE ACADEMIC SENATE
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March 19, 2018

Members excused: N. Akhavan, M. Botwin, D. Cady, Q. Chen, M. Dangi, B. DerMugrdechian, C. Guerra, H. Jones, N. Nisbett, G. Thatcher

Members absent: P. Adams, M. Golden, P. Ho, D. Law, K. McBee, M. Raheem, B. Singh, C. Sullivan, E. Waldman, B. Zante (ASI)

The Academic Senate was called to order by Chair Holyoke at 4:05 p.m. in HML 2206.

1.) Approval of the agenda

MSC approving the agenda

2.) Approval of the Minutes of March 12, 2018

MSC approving the Minutes of March 12, 2018 as amended (1 abstention)

3.) Communications and announcements

a. Senator Schlievert (Statewide senator)

Senator Schlievert statewide Executive Committee has been meeting with key stakeholders and has produced a statement of principles. Resolutions were also issued regarding faculty trustee procedures and counseling support services. A whitepaper on student success was presented. There was also a discussion about some outside groups that had attempted to influence curriculum development in the CSU. Emergency student housing had also

been discussed, along with enrollment management. A report was given on presidential search procedures. Chancellor White discussed DACA students and employees. A budget update was also given, reflecting that all campuses will face effective cuts to their budgets.

Senator Sanchez (CLAS) asked whether any specifics on cuts were discussed in recent meetings. Senator Schlievert reported that a 1% cut to all campuses was expected unless there were changes to next year's funding.

Senator Bryant (University-wide) asked about the outside groups that seek to influence curriculum. Senator Schlievert explained that the discussion was about monitoring outside groups and that it was a first-read motion in the previous discussion.

b. Chair Holyoke

Announced that proposed changes to the University Constitution have been passed with 91% approval and will be sent to the president for final approval.

Announced that the second task force for student evaluations had a good turnout, with most members coming from the professional colleges. Social Science was not represented.

- c. Senator Kensinger (Women's Studies) again urged senators to take part in the upcoming bus trip to Sacramento on April 4 and to encourage their students to do the same.
- d. Primavera Martinez (ASI) stated that a recent survey had shown that many students lacked information about basic services on campus including the food pantry and mental health services. ASI will be asking faculty to include a sheet listing those services at the end of syllabi.

Senator Kensinger suggested ASI create a digital version that could be posted to Blackboard and even potentially included on the Blackboard entry page.

4.) Installation of new senators

The following senator was installed and welcomed to the Senate:

Mathieu Richaud
Department of Earth and Environmental Sciences

5.) New business

There was no new business for the Academic Senate.

6.) APM 206 Policies and Procedures on Technology-Mediated Courses and Programs - Academic Policy and Planning. Second Reading.

Senator Ram (University-wide) asked about the approval process for reviewing courses that faculty are seeking to take online or are online already. Chair Mullooley (AP&P) was recognized and answered that the policy was based around the percentage of the class that is being offered online and the process would be done through BizFlow. Senator Ram clarified the question and asked how committees review the proposals currently, and how they would do so under the new proposal. Chair Mullooley stated that proposals are currently sent to the Center for Faculty Excellence, but under the new policy will be sent to the college curriculum committee.

The modified document was called to a vote and passed. (1-abstention)

7.) APM 237 Policy on Faculty Responsibility for Accessible Instructional Materials. Second Reading.

Former Senate Chair Ayotte was recognized to introduce the revisions. He explained that the changes were made to ensure compliance with federal law to make all materials accessible. Federal law also requires that students do not have to ask for accessible materials, the materials must be accessible at all times. The revisions on the floor now offer faculty resources to make those materials accessible and to clarify faculty responsibilities in these areas.

Senator Ong (Marketing) asked about policies regarding a taped lecture or discussion and whether a written transcript or captioning would be required to accompany the video. Bryan Barrett (Center for Faculty Excellent) answered that providing captioning is a best practice and should be done in all cases. The Accessible Resource Center captions materials at no cost to faculty or departments. Senator Ong asked whether this currently involved a manual retying of the content. Dr. Barrett answered that the Center is exploring various options for captioning.

Senator Karr (Music) asked whether the bookstore automatically requests accessible materials. Former Chair Ayotte answered that this is a faculty responsibility and a reason for the bookstore's early deadlines. Materials can be made accessible with sufficient lead time. Senator Karr additionally asked whether the library ensures accessibility and accessibility to the Blackboard interface itself for streaming audio files. Dr. Barrett answered that the library is exploring various accessibility issues at the present time, including in this area and in the area of PDF accessibility.

Senator Wilson (Computer Science) asked whether non-accessible articles are forbidden from use, or what the procedure would be for such a text. Dr. Barrett stated that the Center's team would generate an accessible version for faculty. The goal is to change the culture for instructors to ensure that all documents created by faculty are accessible.

Senator Van Camp (Criminology) asked how much time is needed for the Center to produce accessible materials. Dr. Barrett answered that the Center supports all faculty regardless of how much time they are able to dedicate to generating accessible materials. Former Chair Ayotte added that classes can be prioritized by enrollment if there are large amounts of material in a number of courses that need conversion.

Senator Van Camp (Criminology) asked about the responsibilities of instructors who only receive their teaching assignments at the last moment and therefore may not have the lead time to produce accessible materials. Dr. Barrett answered that the Center must prioritize the

materials being converted, but attempts to help all faculty regardless of the circumstances. Former Chair Ayotte added that the law and policy require a reasonable, good faith effort to produce and use accessible materials.

Senator Chowdhury (Art & Design) asked about how visual media such as photography should be made accessible. Dr. Barrett answered that the Center can help produce meaningful alt-tags for visual materials and other descriptions of images. The Center can also provide advice and other resources to help.

Senator Karr (Music) asked how faculty can receive additional help making their own materials accessible if they do not know how. Dr. Barrett answered that the Center could provide that assistance.

Senator Kensinger (Women's Studies) stated that it would be helpful to have a full schedule of Center workshops posted.

Senator Bryant (University-wide) observed that there is a cost associated with Adobe Acrobat and asked whether there is a plan in place to make Acrobat available to all faculty. Dr. Barrett stated that this is an area being explored by the Center.

The modified policy was moved to a vote and passed unanimously.

8.) APM 415 Dispute Resolution Policy. Academic Policy and Planning.
Second Reading.

Chair Mullooley (AP&P) introduced Dean Coon and Jamie Hogan (Student Affairs) to answer any questions concerning the proposed abolition of APM 415. Jamie Hogan introduced the proposed Student Concerns Table and Dean Coon stated that the dispute resolution tribunal had never been used to her knowledge.

Senator Ram (University-wide) stated that most of the APM sections mentioned on the Student Concerns Table referred to the Student Petitions Committee as the main body dealing with disputes. However, APM 243 on student petitions only applies to petitions regarding

academic requirements 419 appears to be out of date and refers to an executive order that has been replaced. Senator Ram asked whether this item should be sent back to AP&P to examine all APM sections in the Student Concerns Table to examine whether additional revisions are needed before repealing APM 415.

Dean Coon answered that executive orders have indeed modified the dispute resolution process and made the campus policy in question impossible to actually use.

Senator Sanchez (CLAS) concurred and advocated sending the item back to AP&P. Senator Sanchez advanced a motion to that effect. The motion was seconded.

Senator Ram (University-wide) asked whether it is possible to temporarily suspend APM 415 pending further work by AP&P to revise additional APM sections.

Senator McKeith (Animal Science) stated that it would be possible to suspend the policy as long as there is a date certain for debate to resume.

Senator Sanchez (CLAS) kept his motion on the floor.

Senator Wilson (Computer Science) asked whether the president would have to approve suspension of the policy. Senator McKeith agreed that this would be the case.

Senator Henson (English) argued in favor of the motion and stated that the entire matter needs to be examined as a whole by AP&P.

Senator Ram (University-wide) spoke in favor of the motion and suggested AP&P look at APM 243 first and examine the possibility of expanding the role of the Student Petitions Committee.

Senator Kensinger (Women's Studies) argued in favor of the motion.

Senator Miele (Finance and Business Law) asked for clarification as to why the current policy would be problematic if used. Dean Coon stated that more recent executive orders would be in conflict with the policy and be used by the campus in the event of a dispute. Invoking the APM section would be in conflict with executive orders.

Senator Kensinger (Women's Studies) stated that it would be helpful to have full clarity that every instance handled by this APM section would indeed be covered by executive orders or other policy. In addition, the Senator advocated adding phone numbers and other contact information on the chart itself so both students and faculty members could use the chart as a resource.

Senator Henson (English) stated that the chart section on disruptive classroom behavior tells instructors what to do rather than students and should be rethought to cover possible student actions and give instructions to the student.

Senator Gillewicz (English) questioned whether the APM is a document for primarily students or faculty. Chair Holyoke stated that the APM applies to everyone in the university. Senator Gillewicz suggested that the chart should therefore include another column offering specific assistance to faculty.

Senator Ram (University-wide) suggested moving the ~~columns to move the policy column~~ to the middle ~~since the APM includes all of the procedures (which are not listed)~~ and then providing contact information for questions in the final column ~~to clarify that it includes both policy and procedures~~.

The motion was called to a vote. The motion passed unanimously and the item was referred back to AP&P.

The Academic Senate adjourned at 5:16 p. m. The next meeting of the Academic Senate will be on Monday, April 2, 2018.

Submitted by

Approved by

Bradley Hart
Vice Chair
Academic Senate

Thomas Holyoke
Chair
Academic Senate