

THE MINUTES OF THE EXECUTIVE COMMITTEE  
OF THE ACADEMIC SENATE  
CALIFORNIA STATE UNIVERSITY, FRESNO  
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(EC-13)

September 18, 2017

Members present: Thomas Holyoke (Chair) Paula Durette (Vice Chair), Loretta Kensinger (At-large), Melanie Ram (University-wide), Rebecca Raya-Fernandez (At-large), Susan Schlievert (Statewide Senate), and Lynnette Zelezny (Ex-officio).

Excused: Bradley Hart (At-large), Blake Zante (ASI), Joseph Castro (Ex-officio)

Guests: Kevin Ayotte (Former Chair), Venita Baker (Academic Senate), Melissa Jordine (Director of Assessment), James Mullooly (Academic Policy & Planning Committee), Dennis Nef (Vice Provost)

The meeting was called to order by Chair Holyoke at 3:02pm in HML 2108.

1.) Approval of the agenda.  
MSC approving the agenda.

2.) Approval of the Minutes of August 28, 2017.  
MSC approving the Minutes of August 28, 2017.

3.) Communications and announcements

a. Vice Chair Durette

Announced due to expected leave of absence in spring 2018 she will not be able to fulfill her responsibilities as Vice Chair.

Chair Holyoke suggested an election be held to select a new Vice Chair for the spring semester.

Senator Kensinger asked what process for replacements would be outlined in the new constitution. Suggested the committee follow what is being proposed in the new constitution.

Chair Holyoke stated he would make the appropriate arrangements and announce the upcoming election at the next senate meeting.

- b. Senator Kensinger (At-large) announced she was invited to a conversation on calendar issues. She will report back to the committee.
- c. Action Items
  - i. Email dated August 14, 2017, from Dennis Nef, Vice Provost, to Thomas Holyoke, Chair Academic Senate re: Higher Education Opportunities Act (HEOA). Email has been received.

MSC to be placed on the Executive Committee agenda.

- ii. Memo dated September 8, 2017, from Keith Clement, Chair Undergraduate Curriculum Subcommittee, to Thomas Holyoke, Chair Academic Senate re: Transmittal Memo for Degree Title Change: Bachelors of Arts in Family and Consumer Sciences to Bachelors of Arts in Fashion Merchandising. Memo has been received.

MSC to be placed on the consent calendar for the Academic Senate and invite Katie Dyer to the session.

- iii. Memo dated August 27, 2017, from Keith Clement, Chair Undergraduate Curriculum Subcommittee, to Thomas Holyoke, Chair Academic Senate re: Transmittal Memo for Degree Title Change: Bachelors of Science in Child Development to Bachelors of Science in Child and Family Sciences. Memo has been received.

MSC place on the consent calendar for the Academic Senate and invite Katie Dyer to the session.

- iv. Melissa Jordine, Director of Assessment, requested a call to be sent asking for individuals to serve on the GE Assessment subcommittee.

A call for service will be issued.

- v. Memo dated September 18, 2017 from President Castro, to Thomas Holyoke, Chair Academic Senate re: request for call for a new member on the President's Commission on Human Relations and Equity. Memo has been received.

A call for service will be issued.

- 4.) Delegation of Authority to Approve Subprograms (Options, Concentrations, Special Emphases) and Minors Executive Order 1071.

No action was taken.

- 5.) Governing Documents – By Laws.

Chair Holyoke provided a review of the changes being proposed.

Senator Ram (University-wide) inquired if the faculty members stated in the AIT section are meant to be from each college. The language was changed accordingly.

MSC to be placed on the agenda of the Academic Senate.

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

James Mullooly (Academic Policy & Planning Committee) provided a review of the policy and its revision.

Provost Zelezny inquired if any courses through the Faculty Center for Excellence would qualify, as their offerings are expansive and may not be related.

James Mullooly (Academic Policy & Planning Committee) suggested the committee could make an amendment if more specifics were needed.

Senator Kensinger (At-large) supported the point of verifying student identification in online testing.

Provost Zelesney stated there is not enough capacity in the testing center at this time for testing from online courses. Additionally, a lot of distance students are in rural areas and cannot commute to campus.

Vice Chair Durette related that true verification online is very complicated and expensive to achieve. Stated the workaround in universities has been to have students go to a testing center at the university or remote site.

Provost Zelezny related the concern that faculty might interpret the verification requirement as the university's obligation to provide access to the testing center.

Senator Ram (University-wide) raised the question if the verification requirement is something the university can provide or should that requirement be removed.

Senator Kensinger (At-large) suggested adding a footnote indicating the university will look into solutions for identity verification.

Chair Holyoke suggested the committee either holds the policy at this level and find a solution or to strike the requirement and move forward.

MSC to strike the verification bullet point.

Senator Ram (University-wide) questioned the definitions being used to determine the percentage of online instruction.

James Mullooly stated that the change in language (web enhanced vs. web facilitated) in the document was to correspond to the consortium's definition.

Senator Ram (University-wide) inquired how the policy was defining courses that included up to 1/3 online instruction.

Senator Schlievert (Statewide) informed the committee that the online definitions state 20% or less online instruction.

The committee members will communicate via email about refining the revisions and will discuss in the next Executive Committee meeting.

7.) APM 215 – President’s edits to New Section E on GE Assessment.

Vice Provost Nef provided a review of why the policy was rewritten. The Academic Senate approved the APM at the very end of the semester and there was not enough time to consult faculty. The rewrite was intended to match the new APM with the current APM. Two changes were significant. The first was to ensure the committee would have staggered terms. The second was to have students state the learning outcome about which students were writing.

Melissa Jordine (Director of Assessment) mentioned there was some reorganization to consolidate issues in similar places.

Senator Ram (University-wide) asked what action is being requested of the Executive Committee.

Melissa Jordine (Director of Assessment) stated they are not asking for anything. It is the same policy that was passed, but the wording was changed.

Senator Kensinger (At-large) asked what the precedent is of having a major rewriting at the president’s level.

Chair Holyoke stated there have been minor grammatical changes in the past but nothing of substance.

Senator Kensinger (At-large) stated she is not concerned about this particular case but inquires if we should question this practice in general.

Chair Holyoke stated in the future if there is a time-sensitive policy that needs alteration at the end of an academic year, there is the option of calling a

meeting of the Expanded Executive committee in the summer. The expanded committee is there when the senate cannot meet.

Kevin Ayotte (Former Chair) stated the constitution allows the president the ability to change policy.

Chair Holyoke suggested this might be a possible issue for an amendment to the senate constitution.

8.) APM 232 Policy on Student Absences – Academic Policy and Planning Committee.

James Mullooly (Academic Policy & Planning Committee) provided a review and history of the policy.

Senator Ram (University-wide) asked whether the section of “judiciously schedule courses” is needed.

James Mullooly (Academic Policy & Planning Committee) responded that it was in the policy previously and indicates some responsibility a student has in scheduling appropriately.

Senator Ram (University-wide) questioned if the week’s worth of absences mentioned in a policy is made of consecutive days or accumulated days.

James Mullooly (Academic Policy & Planning Committee) agreed to a minor revision to clarify this.

Senator Ram (University-wide) suggested a revision to the section on university events to allow the ability for students to turn in work prior to or after the event.

Senator Kensinger (At-large) requested a clause to ensure it is faculty’s decision.

MSC sending the policy to the Academic Senate with the minor revisions suggested.

9.) APM 237 Policy on Faculty Responsibility for Accessible Instructional materials. (Formerly 12 on the agenda, 9 was postponed.)

Chair Holyoke reminded the committee that the policy was not approved previously because the committee wanted more instructions on document conversion.

Kevin Ayotte (Former Chair) presented the resources associated with APM 237.

Senator Ram (University-wide) inquired if the checklist should have more description.

Kevin Ayotte (Former Chair) responded the checklist is very condensed because the instructions are elsewhere.

MSC to place APM 237 on the Academic Senate agenda.

10.) Student Ratings on Instruction Task Force Recommendations.

Chair Holyoke reviewed the results of the recommendation. The university will need to renew with IDEA as an online system, put out a RFP for a new vendor, or develop something in-house. At the time Angel Sanchez was interested in the third option but is retiring.

Senator Ram (University-wide) inquired if any information was provided how the migration to online would affect us.

Vice Chair Durette stated that having one of the options off the table because of a retirement is difficult.

Chair Holyoke responded that we could see if a one-year extension is possible.

Senator Kensinger (At-large) noted the date listed in the note says 2018/19

Chair Holyoke will check the date of deadline.

The Senate Executive Committee adjourned at 5:00pm.

The next meeting of the Executive Committee will be on Monday, October 2, 2017.

Submitted by:  
Paula Durette  
Vice Chair

Approved by:  
Thomas Holyoke  
Chair