

**California State University, Chico**  
Academic Senate  
(530) 898-6201, Zip 020  
MEMORANDUM

**ACADEMIC SENATE MINUTES**  
Thursday, May 7, 2020, 2:30 p.m., ZOOM

*Academic Senate meetings are recorded. Traditionally the written minutes consist of a summary of topics discussed. For more detail, listen to the audio file [here](#). Time stamps for each agenda item are provided in brackets for convenience. CSU, Chico is committed to making its resources accessible for all audiences. If you have accessibility-related difficulties with any of these documents, please email [oats@csuchico.edu](mailto:oats@csuchico.edu).*

**PRESENT:** Adamian, Alfaro Ramirez, Allen, Altfeld, Bailey, Boyd (Kaiser), Boura, Buffardi, Connolly, Day, Ferrari (Chair), Ford (Sistrunk), Gruber, Guthrie, Herman, Holbert, Horst, Hutchinson, Irish, Kaiser, Larson, Livingston, Medic, Millard (Paiva), Ormond, Paiva, Parsons-Ellis, Peterson, Schartmueller, Seipel, Shepherd, Sherman, Sistrunk, Sparks, Teague-Miller, Trailer, Underwood, Westbay, Wyrick, Zartman

**ABSENT:** Hostetter-Lewis, Hidalgo, Perez

Ferrari called the meeting to order at 2:32 p.m. [00:16]

**1. Approve [Minutes of April 30](#)** [00:25-4:03]

Zartman noted that Wyrick was late to the meeting but attended.

Amended Minutes were approved.

**2. Approve [Agenda](#)** [4:03-4:18]

Agenda was approved.

**Annual Reports** [4:21-46:05]

**[Diversity and Inclusion Efforts update](#), Chela Patterson, Tray Robinson, Michelle Morris**

Chela Patterson (Interim Chief Diversity Officer) went over some highlights of work this year and noted the updated committee charge.

- The council has extended Unconscious Bias training from the faculty to the staff as well.
- A grant was submitted in March to work on recruiting diverse faculty and creating an RTP bootcamp.

- Some members of the Council collaborated with CAB to create a diversity and inclusion rubric for GE programs.
- They are working on a campus-wide Website to launch next year
- Priorities include workforce diversity as well as Social Justice, Diversity and Inclusion across the curriculum
- Council membership is across the divisions and includes students. Some people are brought into the work to lend their expertise. Multiple workgroups are following varied tasks and people can join if interested.

Kaiser wondered why we only got 3.5 out of 5 for our GLBT work. Chela Patterson noted that there are certain restrictions on us because we are in California. For example, we cannot offer special scholarships. There will be a taskforce considering recommendations to explore how we might move forward with these ratings.

### 3. Academic Integrity Council, Rebecca Ormond

Rebecca Ormond reported that the committee looked into online cheating especially.

- They determined that enforcement is not their role, but they found much miscommunication between faculty and students.
- They decided to create a FAQ to teach people how to find answers to questions and cite information to the varied policies.
- They compiled a list of answers from many departments and stakeholders across the University. The next step will be to send these to the Department Chairs next Fall.
- The 2018 Academic Integrity policy needs to be updated given our expanded experience with online education on this campus during the pandemic and this too will be undertaken.

### 4. Enrollment Management Advisory Committee, Diana Dwyre

Diana Dwyre described how the committee had finished work on a new EM

- Membership on the committee is expanded to include important campus units and constituencies (a new student member, the VP of Business and Finance)
- New ex officio members (Dean of Graduate Studies, Director of Housing, AVP International Education and Global Engagement)
- There will be regular consultation between the AVP of Enrollment Services and the Chair and Vice-Chair of EMEC as well as the VP of Business and Finance and the VP of Student Affairs
- Welcomed new VP of Enrollment Management, Jerry Ross
- Meet twice a month now
- Nation-wide enrollments have declined
- Is year FTEs were down about 355 and headcount over 500
- The committee is focusing on the relationship of budget and enrollment and expanding education about the impact of this relationship
- EMAC is trying to improve and standardize data collection across units and time

Zartman asked what EMAC hopes the university community will contribute next year to this new focus. Diana said she thought leaning more about what is effective in recruitment, retention, online

orientation in the colleges or in departments will help. Wyrick noticed that he is having more trouble tracking his many online students. He wondered if there was online help. Ferrari reminded senators that the UBC meeting next Monday would deal with these issues further and the conversation about how to increase outreach could continue.

#### **5. Executive Management Evaluation and Development, Jennifer Meadows**

Jennifer Meadows noted that EMEDC was pretty busy this year and is still working on the search for the AVP of OPAL as well as finishing up the stakeholder surveys for the Interim Dean of Graduate Studies.

- For the first time in a long time EMEDC did reviews of two Deans which involved the creation of a process for those reviews and this process will continue to be worked on
- EMEDC helped with several successful searches or began them
  - Dean of ECC was successful
  - The search for the Dean of HFA was postponed because of COVID-19
  - The AVP for International Education and Global Engagement was also postponed
  - As was the search for the VP of Student Affairs
  - The AVP for Enrollment Management was successful

Ferrari was grateful for the great amount of work done under trying circumstances

#### **6. Faculty Recognition & Support Committee, Jinsong Zhang/Shelley Hart**

Shelley Hart noted that the committee was able to accomplish many of its tasks in the Fall so that they could continue to celebrate excellence in teaching and creative research through the Outstanding Awards.

- The committee evaluated the work of meritorious faculty and presented eight outstanding examples for distinction.
- Additionally, five professional achievement Honors were bestowed.
- Two new awards were added including “the Outstanding Early Career Faculty Award” and the “Outstanding Lecturer in Bringing the Profession into the Classroom”
- Stipends attached to the awards were increased from \$1500 to \$2500.
- The committee continues to work on the application forms to delineate and clearly identify the criteria for the awards
- They are also trying to promote the widest participation of candidates possible

Hart wanted to thank Jinsong Zhang for her leadership for many years as she will be cycling off the committee. Ferrari added her thanks to Boura and Hutchinson for increasing the awards so generously.

#### **7. Graduation Initiative Advisory Team, Kate McCarthy**

Kate McCarthy remarked that the goal of the Team is to help our students get to a timely degree that means something to them and that is efficient as possible. Graduation rates are a clumsy proxy for this but they keep us accountable.

- The first page of the report includes tables on the most recent annual rates (this is old data)
- The next update will be in September
- The active working groups includes the Equity Minded Initiatives Program  
The program has taken on six academic programs that have had challenges around equity

outcomes and using deep data it has suggested many program ideas that might alter these outcomes

- Another project is the Second Year Retention Pilot. This is a one-unit course that targets people who ended up on academic probation after their first year appears to be serving well
- McCarthy expressed gratitude to the Provost and the VP for Student Affairs for their collaborative approach to allocating funds. There is a summary about how this funding was allocated.
- The COVID crisis has made our Equity gaps more visible. There will be a team to work on the problems of continuation to keep our students engaged and matriculating.

Kaiser hoped we could take advantage of staff and faculty who have gone through these struggles themselves. McCarthy said there are many first generation and underrepresented group members on the GI team. McCarthy said there are many system-wide programs looking at equity programs in the context of the pandemic.

Hutchinson said that the Chancellor's Office has put together a team of several campus Presidents and some Vice-Chancellors to present to the Governor's staff about plans for Equity, Diversity and Inclusion especially around issues of connectivity, engagement, mental health, housing and food. There is a continuing effort to keep a direct line into the Governor's Office.

She added that the Governor's council is also interested in narrowing the digital divide. Help from the State will help keep our students engaged and persisting toward degree.

#### **8. Ombuds, survey, Suzanne Bonneau Miller**

Susanne Miller summarized the Ombuds visitor information and related activity.

- She noted the number of visitors had dropped off markedly this year (nearly 50% less)
- She sought the potential causes of the decline by talking to other offices on campus and other Ombuds offices elsewhere. This seems to be typical elsewhere and the causes are suggested in the report (including that informal issues seem to be attracting less people)
- A survey of services and expectations was conducted and is still ongoing
- There was Chair training through Faculty Development
- A few recommendations emerge:  
Recommendation that those with authority receive training in effective communication strategies  
We need to have enough faculty support that allows the Ombuds to have a consistent outreach plan and the possibility of providing training to others in the University

Susanne Miller noted that she will be leaving the position and expressed gratitude for the opportunity to serve for four years.

#### **9. University Technology Advisory Committee (UTAC), Kim Jaxon**

Kim Jaxon noted some of the key projects and goals that came from UTAC this year:

- Security remained a major theme
- Accessibility on campus was another theme (including website improvement)
- It is a goal to have everyone in Duo by this summer (with Duo two factor authentication)

- There was much conversation about the use of Ally for web accessibility
- The availability of Adobe Creative Cloud will cut down on duplication of costs

Kim Jaxon wanted to give kudos to IRES team for their efforts during these trying times. They performed heroic work to get over 300 laptops to students, staff and faculty and they continue to get people access to hotspots and web tools with one on one support.

Sistrunk asked what the news was about the new EM for Digital Learning Policy. Kim Jaxon noted that the policy has been mostly written and it is hoped it can be on the Fall agenda for FASP. She observed that the current circumstances have brought up more issues where it is clear that policy is needed and must be applied.

#### **10. University Budget Committee, Chiara Ferrari**

Ferrari said that the main focus of UBC this year has been to increase the connections between budget and enrollment. She said this approach will continue.

Sherman explained that the typical state budget process is being delayed this year. Although we are waiting for the May Revise on May 14, the tax receipts have been delayed until July. The provisional budget we get in June will be very provisional. The Fall Budget will actually be closer to an actual budget. She wanted to emphasize that our budget will continue to undergo adjustments through August, September and October,

Ferrari welcomed everyone to the UBC meeting this Monday from 3:00-5:00 where there will be a more in-depth discussion.

#### **11. Academic Senate, Chiara Ferrari**

Ferrari reminded Senators that they were all in attendance over the year! She highlighted a number of issues.

- Discussion of the GE Minors was delayed until next Fall
- Discussion of the Policy for Digital Learning will be taken up in the Fall

#### **12. Presentation of Graduates (BA/BS Graduates) (MA/MS Graduates) [46:05-52:37]**

- **College of Agriculture**
- **College of Behavioral and Social Sciences**
- **College of Business**
- **College of Communication and Education**
- **College of Engineering, Computer Science, and Education**
- **College of Humanities and Fine Arts**
- **College of Natural Sciences**
- **Graduate Studies**

Ferrari introduced Terrance Lau, Dean of Business, who will introduce the Deans' presentation. He explained that the Deans had put together this power point of student images from all the colleges to recognize elegantly the achievements of the 1000's of our students who are graduating and formally present them to the Senate.

Ferrari thanked Dean Lau and observed that in the midst of our remote technological interaction, she was touched by the reminder of the human motives about why we are all here. He noted that we will all see each other in person again.

### **13. Farewell to Outgoing Senators/Welcome Incoming Senators [52:38-57:39]**

Ferrari thanked all of the outgoing senators

- Chuck Zartman, CME
- Jim Connolly, BUSN
- Jeff Livingston, HFA
- Jonathan Day, NS
- Darcy Hostetter-Lewis, NS

She welcomed all the incoming senators:

- Jaebong Son, BUSN
- Annie Adamian, CME
- Nicholas Burk, CME
- Danielle Hidalgo, BSS
- Kendall Leon, HFA
- Matthew Teague Miller, HFA
- Holly Kralj, NS
- Ennies Musvosvi, NS

### **14. Election of Senate Officers [57:39-100:05]**

**Nominee for Academic Senate Chair – Chiara Ferrari**

**Nominee for Academic Senate Vice Chair – Marianne Paiva**

**Nominee for Academic Senate Secretary – Tim Sistrunk**

**Nominee for EPPC Chair – Mahalley Allen**

**Nominee for FASP Chair – Jennifer Underwood**

The officers were not opposed and Ferrari asked the new incoming senators to join those still in office to endorse the candidates. This was done and the secretary recognized their positions.

### **15. Significant Change to BS in Sustainable Manufacturing – EPPC, Action item [100:05-1:02:40]**

Allen explained how the next three action items are all interrelated. The intent of these changes is to address the needs of students to learn about the modern manufacturing workplace and updated technologies. This program includes three pillars:

- Robotics and Automation
- Materials and Manufacturing Processes
- Business Communication and Management

Greg Watkins, Department Chair is available to answer questions.

Action item passed.

**16. Name Change from BS in Sustainable Manufacturing to BS in Advanced Manufacturing and Applied Robotics – EPPC, Action Item [1:02:40-1:04:12]**

Allen noted this is the second related curriculum proposal to update the name of the degree to better reflect the significant change we just made. The Chancellor's Office was favorable to this proposal.

Action item passed.

**17. Name Change from Department of Mechanical and Mechatronic Engineering and Sustainable Manufacturing to Department of Mechanical and Mechatronic Engineering and Advanced Manufacturing – EPPC, Action Item [1:04:13-1:05:58]**

Allen said this is the third curriculum proposal related to the change of name of the department passed above to better reflect the degree. This name will better reflect the three degree program.

Action item passed.

**18. Student Conduct Rights and Responsibilities Grade Appeal Policy – FASP, Action item Substitute document – clean copy [1:06:37-1:14:44]**

Underwood said she just emailed a different substitute document that was changed because of feedback from general counsel. Underwood pointed out the changes made by the general counsel marked in red. The new substitute document was accepted as an action item.

Alfaro Ramirez said that the students did not have any concerns about the two documents.

Action item passed

**19. Student Conduct Rights and Responsibilities Student Complaint Policy – FASP, Action item Substitute document – clean copy [1:14:44-1:28:05]**

Underwood reported that the General counsel made more vigorous changes to this policy. Underwood explained some of the wording of General counsel clarifying the language of the introduction item.

Sistrunk registered his objection that the General counsel's comments were added so late before people had time to read them. He thought it did not matter in this case because the changes clarified matters. They did not change meaning profoundly, but usually last minute document substitutions must have their changes adopted one at a time and each one discussed.

The substitute document was accepted as an action item.

Emily Prout gave examples of the kinds of issues that fit in this policy because they might be complaints about unfair treatment academically that are not about grade appeals. Sometimes student's health issues have impacted their place in a program and if they unfairly impact the student, these can be taken up under this policy. She noted that her office will explain which policy applies to the students when they are visiting. There will also be a flow chart to graphically depict the pathway that students can take to fit their circumstances.

Gruber asked if it was mandatory that students try to address their complaints with all the parties on their own before starting these processes. Emily Prout explained that this responsibility was true of the older policies. The goal of the policies is to empower the students so that they can resolve issues informally on their own without going through the longer formal process. This will prevent parties being drawn into disputes when they were never given the opportunity to resolve them earlier informally.

Action item passed.

**20. Kathy Kaiser Academic Senate Service Award nominations close May 8, 2020 – Information Item [1:28:32-1:29:25]**

Kaiser noted that the establishment of this award was a great honor and she thought the people who have been given the award were outstanding examples of significant senatorial work.

**21. Executive Committee Report, May 1, 2020– Sistrunk [1:29:25-1:29:50 ]**

Ferrari asked for questions for Sistrunk and there were none.

**22. Associated Students Report – Guthrie/Alfaro Ramirez**

[1:29:50-1:37:45]

Ferrari asked if Alfaro Ramirez or Guthrie wanted to report anything.

Alfaro Ramirez thanked the senators for their help over the year. He had a few questions about CARES Act money. He wondered if any students tested positive for COVID-19 was there any financial help they would be given to support them with counseling or material support?

Parsons-Ellis said that the same services are available to students whether they have COVID-19 or not. If they need emergency housing for quarantine. We have had students who needed to quarantine themselves and CSU has brought them meals. If there are economic impacts, they can apply for CARES act emergency grant money. Counselling is available right now to all students whether through telecommunication services or with our on-campus counsellors.

Alfaro Ramirez noted that the CARES Act student forum was very comprehensive and helpful. He quoted a student who observed that 50% of the Cares Act money \$9M was supposed to go to students and that students had wanted to be sure how the funds were spent would be transparent. They had thought that the University was using funds to replace lost revenue which is not really the purpose of the money.

Ferrari noted that the UBC meeting will cover his. Hutchinson said that the University is still working hard to distribute the funds. She said some of the money would be operational, but that this would be clear at the UBC meeting Monday. She said a complex federal program like tis takes time to implement. Hutchinson added that the feds just announced that HSI minority serving institutions could spend that money for students as well. That means that a little over \$1M might be coming to Chico State.

Guthrie expressed his gratitude and said he has looked forward to the Academic Senate meetings. He said he and Bre Holbrook have collected many humorous sayings from Kaiser. He said they were still in the



AS offices.

**23. Staff Council Report – Peterson [1:37:45-1:38:05]**

Peterson said Staff Council will meet next week.

**24. Statewide Academic Senate Report - Ford/Boyd [http://www.calstate.edu/AcadSen/ASCSU/Resolutions & Summaries](http://www.calstate.edu/AcadSen/ASCSU/Resolutions%20&%20Summaries) [1:38:05-1:56:31]**

Ferrari noted that the ASCSU is currently meeting in plenary and she wondered if anyone had questions for them when they return. Kaiser wondered if faculty will have more time to turn in their grades because of the added work of online finals and papers at the very end of the semester. Could there be some informal flexibility to provide more time beyond the due date for grades. Ferrari clarified that this question refers to the Chico grade due date of May 22. Could that be more flexible?

Paiva noted that many students are asking for flexibility to turn in their work. The more charitable faculty are the less time they will have to grade student work when they were doing for their welfare. Paiva hoped there could be a grace period added.

Larson noted that this reopens the whole conversation about the need to get grades in on time. Maybe the registrar will have ideas. Student needs to get their grades quickly might be mitigated by the times we are living through. She needed more information. Do students still need their grades quickly? Are other CSU's changing their deadlines to be flexible?

Ferrari said that to be strict with the grade deadline it is almost impossible to give students more time. She also wondered about the problems with extending student deadlines, will this constrain the time they need to decide whether to take a D or no-credit (which is May 29)?

Larson pointed out that it is a violation of labor law to ask people to work after their contract has expired, but we used to not consider that at Chico State. One might change their assessment processes to simplify what is required.

Parsons-Ellis said she could take this question up with Katelyn Baumgartner and the Registrar and see what the consequences might be. Maybe there are subtle ways to give students extended time and give faculty and students some grace.

Kaiser said she thought there were other CSU's thinking about formally giving time extensions to faculty to turn in grades. She thought this kind of flexibility could serve to retain students longer term so that they stay enrolled because they were treated well.

Katlyn said she would take this conversation to the registrar and circle back. She said we are still trying to identify things that impact students passed Chico. A major restraint is that we do not want to increase confusion by creating different deadlines than what we have already named. There may be standard ways that faculty and students can find flexibility without a formal rule change.

Evanne O'Donnell thought we could pull together a group to consider the issues as has been suggested. She noted that our May 22 grade due date was the result of the CSU Tech letter about employment requires that grades are due no later than the last academic workday.

Sistrunk asked if we could just informally be late. What happens if people are a few days passed May 22? We cannot rely on not heavy enforcement.

Larson summarized the considerations that will need to be made. She did not want to commit to a hardline. Sistrunk noted that the Senate is the elected representative body of the University. It should have some authority that we are advocating for informal grace to be applied.

**25. Announcements** [1:56:32-1:57:16]

Ferrari said she had a few announcements.

- Tomorrow is the deadline to receive nominations for the Kathy Kaiser Award.
- Tomorrow is the deadline to vote for the senator-at large position that is currently open

**26. Other** [1:57: 17-1:59:35]

Zartman complimented the Deans for the wonderful job they did today in presenting the graduating seniors which he hoped would become a new tradition.

**27. Adjourn.** [1:59:35]

Meeting adjourned at 4:54 p.m.

Respectfully submitted,  
Tim Sistrunk, Secretary