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**M E M O R A N D U M**

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TO: ACADEMIC SENATORS

FROM: Ana Medic, Academic Senate Secretary

SUBJ: **ACADEMIC SENATE MINUTES**

DATE: Thursday, December 2, 2021, 2:30 p.m.  
Zoom: <https://csuchico.zoom.us/j/81231074627?pwd=ZWFzZVpKVENOY2pEb0drdC8vaE43dz09>  
Meeting ID: 812 3107 4627 Passcode: 761594

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PRESENT: Adamian, Allen (Ferrari), Boyd (Kaiser), Burk, Cline, Ford (Millard), Geier, Gray, Hutchinson, Irish, Jenkins, Kralj, Larson, McBride-Praetorius, McKee, Medic, Miller A., Miller M., Monet, Musvosvi, Newell, O'Conner, Ormond, Paiva (Chair), Peterson, Rios, Rosso, Seipel, Sherman A., Sherman N., Sistrunk (Hidalgo), Snyder, Son, Trailer, Walter, and Young.

ABSENT: Boura, and Buffardi.

Chair Paiva called a meeting to order at 2:34 pm.

1. Approve Minutes of [October 28, 2021](#)  
Minutes of October 28<sup>th</sup>, 2021 approved.
2. Approve [Agenda](#)  
Agenda approved.
3. Announcements
  - a. The CFA Chico chapter will be holding a meeting on December 6<sup>th</sup> at 2 pm to discuss the bargaining update.
4. Associated Students Report – Young/Rosso
  - a. Interviews for the Director of the University Affairs are finishing, new person will be announced next week (Spring semester service).
  - b. Last Board of Directors meeting was yesterday.
  - c. The Student Academic Senate met with Provost Larson and discussed academic advising procedures.
5. [Staff Council Report](#) – Peterson

- a. The Joy of Giving served 47 families and 93 children.
- b. Reception will be at the University Farm on December 8<sup>th</sup> from 5 – 6:30 pm. Everyone is encouraged to come.

6. University Reports – Hutchinson/Larson/Sherman/Boura/Rios/Miller

Hutchinson:

- a. Earlier this week there was a Parade at the campus organized by Kendra Wright, program coordinator at Student Life and Leadership.
  - i. Provided students attending in-person classes treats, scantrons and other gifts as encouragement.
- b. The Vice President for Information Technology search has been extended. There will be 3 finalists coming to campus, announcement coming next week.
  - i. Everyone is encouraged to participate in an open forum presentation and complete survey feedback
  - ii. Expectation is to finish the search process by the end of a semester.
- c. Today president met with the Search Committee for Vice President of Student Affairs; they are charged for this search.
  - i. Position is officially launched, and campus started accepting applications.
  - ii. Work has been done in past to improve position description for executive level positions, make them more inclusive around issues of equity, diversity, and inclusion, and to attract diverse candidates.
  - iii. Preference bilingual or multilingual to encourage diversity.
  - iv. Screening of candidates in January, semi-finalists in February, finalists in March. Name the Vice President for Student Affairs by the end of Spring semester 2022.
- d. In January campus will start forming the search committee for Chief Diversity Officer as a permanent position with a goal to have position filled by the end of Spring semester 2022.

Sherman:

- a. The search for future Chief of Police continues.
- b. HEERF funds activities are monitored, various proposals received. These funds must be spent by the end of Spring semester. More funds will be distributed to students next semester.
- c. Vaccine booster clinic on December 8<sup>th</sup> and 9<sup>th</sup> open to all. Chico State organized this with Rite Aid.
  - i. Eligible 18 years and older, received Pfizer or Moderna 6 months ago or Johnson & Johnson 2 months ago.

Question: Will HEERF funds be distributed based on financial need or will Chico State determine who receive these funds? Is there a specific date when these funds need to be used? Answer: In fall semester, checks were sent mid semester to allow students to use them more appropriately and have funds to complete semester. University received \$29 million to spend within one year period which is

ending in April 2022. Next semester is last one to use these funds. They were distributed this semester based on full or part time enrollment and based on financial aid eligibility.

More information will be shared at the next UBC meeting on December 13<sup>th</sup>.

Question: Looking at the job posting for the Chief of Police, it was noted that prior recommendations from campus community included the need for a police chief to have experience and understanding of equitable policing practices as applied to diverse student and campus communities. This is absent in current position description. Is there any additional rationale why is this the case? Answer: This is a job posting, which is just an announcement that position is available. The search firm is conducting a more robust process with potential interested candidates and a list of requirements they need to fulfill.

Rios:

- a. The Career Center conducted final destination survey; completed survey for the AY 2019-2020.
  - i. Responds revealed that 42% students were directly employed, 19% started graduate or professional school.
  - ii. Average salary for all students was \$51,277, and for underrepresented graduate minorities was \$53,676.
- b. Student Life and Leadership have recognized and activated 129 student organizations this semester compared to 96 last semester.
  - a. Last month they hosted a Club President and Treasurer training event with 173 individuals attending in person and 11 remotely.
  - b. Tomorrow at BMU 20 clubs will be tabling as part of the Sense of place event.
- c. Athletics (NCAA division) two out of five teams concluded successfully season and made it into the playoffs.
- d. Ongoing search for the Director of Admissions.
- e. Preparing to schedule interview with finalists for the Director of Financial Aid and Scholarships.
- f. Enrollment for domestic undergraduate applications is good. Application deadline closes on December 15<sup>th</sup>.

Questions: Was there any data analysis done to determine if there is a statistical correlation between the students who came to Career Center and those that haven't used their services when it comes to their salaries? Answer: No, not now. It would be good to see geographical location and income correlation.

Miller:

- a. The Governor's AY 2021-22 budget included \$2 million to fund intersegmental LMS and move to Canvas.
- b. Canvas is used by 16 out of 23 CSUs, most community colleges and almost all UCs.
- c. Campus is moving on to Canvas as a new LMS. Deadline for migration will be end of Spring 2024.
- d. Starting AY 2023/24 BlackBoard will be removed and Canvas will be used by all.

Support was shared.

Questions: Do we know how much funds will be allocated to Chico State? Have we done any faculty surveys to determine what types of resources we will need on the faculty end for professional development, training or how to utilize this new LMS properly? Is there any historical data from another campus that recently went through a transition? Concern was shared by many faculties who during pandemic have developed extraordinary amounts of coursework into BlackBoard system. How will this transition impact them and is there any support planned? Do we have any examples of how transition looks like?

Answers: Governor's \$2 million budget will cover the cost of the campus license, migration of course content from BlackBoard to Canvas, 24 hours Canvas support through 2023/24. Discussion included encouragement for faculty training, however, CO has not committed to that yet. Transition of faculty content will receive a support. Once it is moved to Canvas, it might need some restructuring (where is what). Faculty will receive TLP, Faculty Development and Canvas support. There will be additional staff support and team training done. There will be more meetings with CO regarding Canvas implementation to seven CSUs and this is where questions on best practices and challenges can be discussed. CO found that transition takes about 18 months. Suggestion to do additional consultation with senate officers and EC.

Questions: What is the year that Canvas would start? When will we stop having access to Blackboard?  
Answer: Information is that Canvas must be used by the end of Spring 2024, no start date yet. Considering that Blackboard cost campus money, probably elimination of the same might happen earlier. Blackboard contract is about \$175,000 and these funds campus might be able to redistribute.

Question: Will there be any support for students on how to use Canvas? Answer: in the past this was not offered, not as a robust support for students on how to use the learning management system. This may be part of further discussion.

Question: All the departments are revising RTP documents. Do we have any direction where templates are posted or in what direction to proceed? Answer: OPAL website contains very general template, an outline for what should be in the department document. Additional support can be found in FPPP document and changes approved by the Academic Senate last year. Each department can create their own RTP document that suit their needs for promotion purposes.

7. Statewide Academic Senate [Report](#) – Ford/Boyd [CSU Academic Senate](#)
  - ASCSU [Agendas](#), [Minutes](#), [Resolutions](#), & [Summaries](#)Report attached to the agenda.

Report represents a summary and includes the following:

- a. Statewide Senator's written notes (not official ASCSU notes) from plenary meeting. Links provide direct link to official ASCSU reports.

- b. Guests giving a report at the ASCSU meetings summary.
- c. Approved resolutions which can be accessed in full length via general link in agenda above.
- d. Last section of this report contains first read items. Please provide any feedback on these to Statewide Senators (for ASCSU feedback contact: Betsy Boyd [eaboyd@csuchico.edu](mailto:eaboyd@csuchico.edu) and Rick Ford [rford@csuchico.edu](mailto:rford@csuchico.edu)).
- e. ASCSU Chair is representative at the intersegmental body that is charged with AB 928 plan for a single pathway for GE. All campuses will have an opportunity to provide feedback prior to any decision making. There will be a survey portal available soon. Similarly, there will be an ethnic studies survey portal at the ASCSU website.
- f. Interim committee meetings of ASCSU will be held next Friday (December 10<sup>th</sup>).

## 8. Standing Committees Reports

- [Educational Policies and Programs Committee](#) – Kralj  
EPPC met twice and two items on the agenda today were passed during those meetings.

- [Faculty and Student Policies Committee](#) – Sistrunk  
FASP did not meet last Thursday. Subcommittee meetings were held instead and will report in Spring producing new policies and EMs.

- [Committee on Committees](#) – Allen  
Report attached.

- [Executive Committee](#) – Medic  
EC met twice; report attached.  
No questions.

## 9. Chair's Prerogative

- CalFresh Outreach – Stephanie Bianco (CHC) – 3:30

Presenters: [Stephanie Bianco](#), Associate Professor in the Department of Nutrition and Food Science, and the Director at the Center for Healthy Communities (CHC), [Kristin Gruneisen](#), CHC Co-Director and [Amie Riesen](#), CHC Assistant Director.

- a. CHC is University Center, falls under the authority of Dean Hassenzahl (College of Natural Sciences) and is operating based on EM 20-019.
- b. CHC directly work with 50 campuses to support the governor's graduation initiatives by helping to shrink the academic equity and health equity gaps, help low-income individuals, students to apply for CalFresh benefits, to conduct a research and effective outreach strategies.
- c. The role of the Steering Committee is to protect the integrity and function of CHC and provide guidance for the future the center (30 professional staff and 100 part time staff, faculty researchers and students in CA).
- d. Recently hired 3 full time professional staff members and planning on hiring 10 more.
- e. CHC mentor students, almost all of student interns and staff successfully obtained professional employment and/or pursued advanced degrees after graduation.
- f. CHC provides new funding opportunities to all professional staff and faculty.

- g. CHC was established in 2003 with a small grant and now operates with a \$6.7 million budget or close to \$12 million if including subcontractors.
- h. Two largest contracts are CalFresh outreach and CalFresh healthy living, funded through federal farm bill and USDA. These contracts provide help to low-income individuals and families to obtain funds for food.
- i. CalFresh outreach is a 3-year contract that support and train 55 subcontractors, 17 CSU campuses and 24 California Community Colleges with a total budget of \$54 million (\$31 million in state share or match funds and \$24 million in federal reimbursement).
- j. Around 40 campuses helped 74,000 students to apply for CalFresh out of which 38,000 enrolled in program.
- k. November 2020 through March 2021 CHC conducted second pilot study following students at 3 CSU campuses. Students received an average \$149 a month for food, which equates \$86 million per year, which helped California generate \$133 million per year in economic activity.
- l. This can help student academic success, improve health among low-income, first-generation students. Focus is on EOP students.
- m. CalFresh food dollars will allow students to work less outside the classroom, have more time to study for exams, attend class more regularly and take more units per semester.
- n. CHC work with those who specialize in housing insecurity mental health disabilities and are always looking for more help.
- o. CHC help individuals graduate to obtain a higher annual median income and escaped that cycle of poverty.

Praises were shared for CHC's outstanding work. Suggestion was made to continue discussion on potential presentation at the Statewide Academic Senate to share their work and impact they are making on student's success.

10. 2023-2024 [Faculty/Staff Calendar](#) and [Academic Calendar](#) – EPPC Discussion Item, Guests: Tang Lor, Robin Yant, Holly Ferguson 4:00

Overview:

- a. Attached are AY 2023-2024 calendars.
- b. APSS, OPAL, HR and RCE worked together to ensure dates on both calendars are the same.
- c. Dates are determined based on the CBA, and the State of California rules and regulations.
- d. Academic Calendar is student calendar, while other is faculty and staff calendar.
- e. Calendars are shared with Deans, PAC, EPPC and now with Academic Senate.

Academic Calendar:

- a. Brand new layout starting with June 2023 through May 2024 based on year and not semesters anymore.
- b. New is Juneteenth holiday, which is anticipated to be added to the CBA and be official holiday.

Suggestion and comment: Academic Calendar as year based doesn't reflect students' semester. If student is taking only fall semester, this calendar appearance might not be as helpful. Suggestion to consider this when forming a final version.

Faculty/Staff calendar:

- a. One change is two instead of three start days before fall semester starts in fall due to a rule that a payroll period cannot be longer than 45 days. Earliest semester can begin is August 17<sup>th</sup>.
- b. In December, usually there is three grading days and this time there will be four grading days.
- c. In May last week will be split into two which will allow extra day for grading and grades will be due by May 24<sup>th</sup>.
- d. Tentatively, Juneteenth is listed as a holiday, waiting CBA to complete bargaining for the outcome.

Question: what are rules we need to follow to complete calendar? Answer: Minimum number of faculty workdays is 170. We can add more days, but then pay doesn't go up and this can negatively affect faculty daily rate (goes down) and can impact grants and contracts. Other rule is you can't have a payroll period longer than 45 days. This impacts August start day as August has 31 days. Faculty work in August and get paid end of September.

Question: Is it true that graduation ceremony is earlier because campus did not want it to be on Memorial Day weekend? Answer: Yes, that is correct. Faculty are also paid to attend graduation ceremony. Previous president made an agreement with City of Chico not to have graduation week during Memorial Day. And this made campus start semester earlier.

Comments: discussion to add an extra fall break. Discussion to follow path of other universities that start their year later and have grades due on January 5<sup>th</sup>. If grades are due later then this will affect students' ability to obtain transcripts earlier. Additional support was given to add an extra fall break.

Question: Does two workdays in August impact student employment especially training of students for a peer mentor program? Answer: due to previously mentioned rule, start date is set and can't be changed.

Comment: In EPPC was brought up (after the meeting) that fall recess in parenthesis have additional "Thanksgiving break" term added. Is there a discussion to remove this to align with names of other breaks? Not everyone celebrates Thanksgiving, we should honor different cultures, and these can be the reasons to keep only fall recess or fall break. Answer: This is a campus preference, but it can be removed. This can be further discussed at the calendar committee. As an example, in the bargaining agreement we have Columbus Day. With presidential approval it was changed to Indigenous People's Day.

Suggestions:

- a. an official request to a committee to review linkage between the due date for grades and the last workday as this deserves additional consideration.
- b. additional support and recommendation to add another fall break. Pedagogically it is difficult to have a long semester and come back to complete last three weeks (one week of regular

instructions, one dead week and one final week). This can benefit both faculty and students not to feel overly stressed to finish semester.

- c. concern about intercession that used to be a very robust way in which our students could add another course without feeling extreme stress to complete it within a timeline.
- d. to consider transition to Canvas as one of the factors that will influence fall 2023 and spring 2024 semesters. And to consider extra support and additional financial compensation for faculty during this transition.

Question: Is Spring semester and January start of a semester also an issue with 45 days rule? Answer: No, campus is following the same pattern as with August. In a consultation with other groups there was a consensus that preference is to have more days at the end rather than at the beginning of a semester. It was recommended that the calendar committee to strongly look at not the status quo of the last few years, but pedagogically what is the best thing for our students and for students' success. It could help graduation rates for any student who takes intercession classes.

11. Proposed [Suspension of EM 01-018: Library Advisory Committee](#) – FASP Introduction

Patrick Newell and Jody Shepherd provided feedback to FASP on suspension of EM 01-018. Item passed as introduction and action item at FASP and now is presented to the Academic Senate. The Library Advisory Committee was formed in 2001 and provided resources to faculty, staff and students across the campus. It is an old EM and many structural changes occurred in past due to which librarians would like to suspend this EM. When Library was formed, they originally had Director of Library and not Dean (current status). Librarians can be unit 3 faculty and are very valuable to the university. The library has Dean and Chair, they report to EPPC and Senate annually. Request to suspend this EM and Library Advisory Committee. No additional comments, and no objections. Item passes as an introduction item and will be presented next week at Senate as an action item.

12. Proposed New [BA MCGS Online Degree Completion Program](#) – EPPC Introduction

The College of Behavioral and Social Sciences is bringing this proposal. This is a state supported online degree program with intended implementation in fall 2023. This major is fulfilling all university requirements for successful student degree completion in 60 units. All courses are online and include nine units of upper division GE pathway courses (required), two upper division writing courses (core courses), area F, US Diversity and Global Culture courses, and courses of specialization. The demographic target group for this program are transfer eligible students with 60+ transferable units. This degree is available to working professionals or distance students. Susan Green, Chair of MCGS and Sara Cooper, Immediate past Chair (current Vice Chair) are here to answer any questions.

Question: Was there any research done on the choice of self-support vs state support program? What was the reason to choose state supported program? Answer: Initial exploration and the research was done with Humanities and Religious Studies. Self-support option would provide an opportunity to



make more money while state support option provided broader and more diverse cross-section of students into their regular major. Later was what they wanted as a department.

Praises were shared for a tremendous proposal.

Questions: Is this a mirror program of the existing program, but just online? Is this a transfer only program as it has only four semesters within major academic plan (page 26)? Answer: This is not an exact mirror program. Regular major has the requirements set out into categories. These categories exist within online program, but students complete them differently, more restrictive. In addition, there is area of specialization included in online degree program (three unit; not included in regular major). There is more rigor in order in which courses are taken to guarantee seats for every student accepted in this online program. Second question: It can be a transfer student from a different institution. However, it can also be a Chico State student that started in person program and can transfer to this online program. It is intended for someone who started their degree and paused it. The expectation is these students have completed their 60 units, lower division GE courses.

No objections, item 12 is approved as an introduction item and will come to next Senate meeting as an action item.

13. Proposed [Endorsement of Best Practices Responding to Targeted Digital Harassment of Faculty](#) – FASP Introduction

This proposal started being developed four years ago. It is providing a tool to those that are being targeted by online harassment. At the end of best practices document is a bibliography of resources that can help people going through targeted digital harassment. This document contains legal definitions of exactly what constitutes harassment, the features of what targeted harassment can be or what may not be targeted harassment and different ideas about how to mitigate what to do. If this policy is endorsed by Senate, this document will be available on OPAL and University HR websites.

Suggestion: if this document passed today suggestion is to add the intention of where this document goes e.g. OPAL, HR website, for this to be officially recorded in this document. Similar to “responsibilities” in EMs, this document can have few sentences added at the beginning of it.

Question and comment: Second item in the recommendations section is to contact UPD. It was shared that a colleague left campus few years ago due to being harassed by the UPD. Were there any additional conversations about this? What discussion occurred about how these recommendations might be implemented or altered in the case of harassment that's initiated or carried out by members of the University Police Department? Answer: This policy doesn't envision action. New policing policy might be able to include that kind of outreach and communication. If you are having harassment situation, feel free to contact union representatives.

Question and comment: If this passes today, will we be able to make comments and edits to this document next week (action item)? And a comment that in the Appendix C for documentation link is

not valid, shows error page. Can this be fixed for next meeting? Answer: yes, today this is discussed as an introduction item. Number A, Appendix C should have been a link and will be fixed.

Praises were shared to members who worked on this document for their hard work, and for administrative support. Considering that there was an executive order that stopped creating an EM, this is a great solution for what campus needs.

No objections. Item 13 has been approved and will be presented as an action item at the next Senate meeting (next week).

14. Proposed New [BS in Business Administration Online Degree Completion Program](#) – EPPC Introduction

This proposal is state supported and target different working professionals (older students, working students, professional parents, rural areas) who have some college background and want to finish Bachelor of Science in Business degree online. This will not replace other in person program where different options exist e.g. marketing, finance etc. This program is completely online. It is similar, but not identical to Redding program which is hybrid version. Currently there are four CSUs with similar programs. Chico is proposing to start this option in fall 2022. Program consists of eight-week blocks where students take two courses per block with expected completion to be as early as 19 months or more flexible option to complete it in 24-30 months. Expectation is to have students across the state and to provide revenue to the university. Additional help is offered through tutoring, career center and via scholarship support. RCE has given full endorsement and this item passed EPPC. Mike Rehg is here to answer any questions.

Question: Did EPPC discuss the effect of online program on faculty, resources and protection provided for faculty? Answer: EPPC did discuss this especially questions and concerns around wanting to make sure that we are protecting and supporting our faculty and departments. There were 32 faculty members that expressed interest in teaching within this program. RCE is currently a mechanism we use for self-supported programs.

Question and comment: This question is about how units are listed here, which was discussed in EPPC. In the past, self-supported programs have not been listed in catalog. Page 28 have listed 21 units of lower division prerequisite for the degree while major course requirements list 57 units without including those 21 units. Is this because expectation is these will be taken prior to transferring to the university? However, state supported degree listed their online degree as 70 – 75 units. This was discussed at EPPC and should be discussed further at Senate. Answer: This is a transfer program. Expectation is that students will take these 21 units prior to starting this online program. Putting this in a catalog is a good idea. This degree is similar to regular in person business degree when it comes to number of units, 75 units. However, online degree is targeting transfer students and that's why it shows only 57 units.

Additional comment: there is no consistency between the way number of units are recorded for self-supported vs state-supported program. This can be discussed further next week at Senate meeting.

Question: How is College of Business distinguishing faculty roles and faculty expertise when it comes to course teacher vs course designer? Is there a support for those faculty that are teaching course that was designed by someone else? Answer: There will be a standardize course look for students to know where to find specific modules, quizzes, exams, assignments etc. on Blackboard or in Canvas. What is in each module, this is part of faculty knowledge and their way to create a course.

No objections. Item 14 has been approved as an introduction item and will come next week to Senate as an action item.

15. Ask the Administrator

No questions.

16. Other

Today's meeting at City Hall in Oroville reviewed and discussed Tuscan formation at the Tuscan Water District. This has a potential impact on anyone using well or aquifer water. It is worth looking at the proposal as this may have an impact on water users if there is a different agreement with Cal water. This district is formed under the Sustainable Groundwater Management Act. There will be another public hearing on January 6<sup>th</sup>. Link <https://www.buttelafco.org/>

17. Adjourn at 5:15 pm.

Respectfully submitted,  
Ana Medic, Secretary