



ACADEMIC SENATE

C H A N N E L
I S L A N D S

Minutes of the Academic Senate

Martin V. Smith Decision Center
Tuesday, November 28, 2023; 2:30-4:30pm

Present: Abbasi, Adler, Anderson, Andrzejewski, Avila, Avila, Avila, Berkowski, Caravello, Castillo, Clobes, Collazo, Correia, County, Deans, DeGraffenreid, Delgado Hellester, Denton, Dixon, Estrada, Fitzpatrick, Ford Turnbow, Forest, Francois, Grove, Grzegorzcyk, Guerrero, Guzman, Hampton, Harris, Harris, Hasendonckx, Howard, Itkonen, Kaltman, Kee-Rose, Kenny Feister, Kohli, Lavariega Monforti, Leafstedt, Lee, Luna, Matera, McColpin, McGrath, Miller, Munroe, Navarrete, Neto, Perchuk, Pereira, Profant, Quiroz, Rivas, Scholl, Sherman, Slocum, Smith, Smith, Swan-Wood, Weis, White, Wood, Wyels, Yalcin

Absent: Asher, Chavarria, DeHart, Folk-Farber, Jiménez, LeRoy, Nichols, Reilly, Rex

Guests: Andrea Grove, Mark Patterson, Nikita Sarmiento, Dana Baker, jessie Elliott, Jose Alamillo, Michael Iglesias, Cindy Derrico, Rosa Bravo, Matt Zivot, Jamie Hannan, Lisa Marie Ruiz, Kristin Linton, Angie Stamos, Donna Flores, Jim Meriwether, Lorna Gonzalez, Janet Pinkley, Ernesto Guerrero

AGENDA

1. Opening the Meeting

The Chair opened the meeting at 2:42pm when quorum was reached.

2. Approval of the Agenda

Periera made a motion to add to the agenda a Resolution in Support of Integrity in Faculty and Administrative Searches. Francois seconded. The addition was approved by unanimous consent.

The agenda was adopted as amended by unanimous consent.

3. Approval of the Minutes from November 7, 2024.

Anderson moved to approve the minutes. Wood seconded. The minutes were approved by unanimous consent.

4. Report from the Chair

Report was emailed.

5. Unfinished Business

5a. Second Reading: Additions to the Academic Master Plan: Masters in Social Work, Masters in Professional Accountancy (APPC, SP 23-07)

Correia made a motion to add two programs to the Academic Master Plan: the Masters in Social work and the Masters in Professional Accountancy. Sherman seconded.

Anderson made a motion to amend the proposal to include a start date of Fall 2027 for the Masters in Social Work, and a start date of Fall 2026 for the Masters in Professional Accountancy. Francois seconded. After discussion, the motion to approve the policy as amended passed by unanimous consent.

5b. Second Reading: Resolution In Support of University-Wide Student Success Concept (SAPP, SR 23-02)

Adler made a motion to amend the resolution by moving the first 'resolved' statement to be the first of the 'resolved' statements at the end of the resolution. Wood seconded and the amendment was approved by unanimous consent.

Itkonen made a motion to add "and education" in the seventh 'whereas' statement. Wood seconded. Perchuk made a motion to amend Itkonen's motion (content unclear). Collazo seconded. The amendment was approved by unanimous consent.

Sherman made a motion to table the resolution and Anderson seconded. After some discussion they both withdrew their motion and second.

The resolution was passed by unanimous consent.

6. First Readings

6a. First Reading: Resolution in Support of Integrity in Faculty and Administrative Searches (SR 23-XX)

C. Smith introduced the resolution. Janet Pinkley read a student statement to the body (student was on the search committee for the dean of the Library and Learning Resource Center).

Collazo moved to accept as a first reading item. Francois seconded. The item was adopted by unanimous consent.

AVP DeGraffenreid spoke to the search and mentioned how the results of background searches on candidates cannot be included in a 'detailed justification' of a candidate being dropped from consideration or a search being canceled.

Provost Avila commented on the DAA checklist for searches.

Meriwether agreed with previous comment that the resolution could include more content abo faculty searches. Suggests revisiting and revising policy.

Anderson requested a brief presentation on the status and performance of searches this year.

7. Informational

7a. Update from the Non-Tenure Track Faculty (NTTF) Task Force on work toward a NTTF Council (Deans)

Deans presented. Slide deck attached to minutes.

7b. Resolution on Early Alert System (ASI, Student Government)

There were questions about how an early alert system would work. That many campuses employ them. That it would be fundamentally different from a CARE report.

14. Adjourn

Collazo made a motion to adjourn, seconded by Francois. The body approved the motion by unanimous consent and the Chair adjourned the meeting at 4:33pm.

Chair's report, 28 November 2023

I hope you had a restful Thanksgiving break and are ready for the last week of classes and the final exams that follow.

Meetings with the Provost and President

Since the last Senate meeting, I have met with the provost once and talked briefly on the phone with the president once.

My meeting with the provost included the other officers. It began by acknowledging the troubling political climate in the US and our region, and we wondered how the University can create space for conversations about these topics. We didn't have any answers.

We talked about work required to give clarity to how Affinity Groups are established in Academic Affairs, their relation to the Unity Coalition, and how the Senate Bylaws recognizes these groups. We have asked the Appointments, Elections, and Bylaws Committee to address these issues in early Spring.

Our meeting also included some conversation about a Memorandum of Understanding with Extended University, which might end up taking the form of a Memorandum from the President. This memo would help clarify the role of Extended University and how academic programs work with Extended University (e.g., faculty supervision and the role of School deans).

Senate ITRQs

At the meeting with the provost, we also talked about the Senate ITRQ and an apparent problem that arises when someone feels that the responses didn't adequately answer the questions or concerns raised.

We noted that, in the past, an ITRQ and its responses have motivated a group of Senators to draft and submit a Resolution to the Senate. We also thought that Senate Exec might play a role by asking a standing committee (or ad hoc committee) to pursue the issues further.

We are open to thoughts other Senators have on this issue.

Senate Officer Meetings

The Officers continue to try to meet weekly (on Thursday mornings) to share notes on work that needs to get done. At our last meeting we talked at some length about the paperwork workflow for policies and resolutions. We have a list of policies and resolutions that need to be processed, and we have access to digital files for most of those documents.

No policy is languishing in the Office of the President.

At the most recent meeting of Senate Exec, I reported to its members the state of the situation as we understand it, along with our plans to push through this backlog. I've said it before and I'll say it again: this is a high priority issue for me and the officers. But the effort this task requires cannot displace the effort required to keep the Senate moving forward on business.

After today's meeting, while Senate is on hiatus until the Spring, I will devote focused time to this issue, taking advantage of the fact that the Office of the President is open for business for several more weeks.

Closing

This completes my remarks for this meeting. Thank you for your work in the Academic Senate. Reach out to me if you have questions about the above or know of other work we should be thinking about.

– Jason

From Policy to Practice: Aligning Hiring Processes with a Student-Centered Mission

Nikita Sarmiento
November 28, 2023
Psychology Major, Class of 2023
Student Representative, Dean of the LLR Hiring Committee

Dear Members of the Academic Senate Committee,

I am writing to you as the student representative on the hiring committee for the Dean of the Library and Learning Resources (LLR). While I regret that I cannot be present in person to express my concerns due to a conflicting class schedule, I find it imperative to convey my thoughts in writing.

The role of a student in this hiring process is not just symbolic; it is essential to ensure that the new Dean genuinely represents and addresses the needs of the student body. One of the major concerns I have observed is the limited interaction between the candidates and the search committee. Such interactions are crucial in assessing the candidate's potential to connect with and understand the student community. Students value leaders who are approachable and committed to enhancing the student experience, qualities that are difficult to gauge without meaningful engagement.

Moreover, there appears to be a deviation from the standard procedures outlined in the Checklist for Academic Administrator Searches.¹ Notably, the committee was not permitted to recommend finalists or rank candidates. This departure from usual practices not only undermines the committee's role but also suggests a lack of consideration for the perspectives of students, who are directly impacted by the Dean's leadership.

The core of my concern stems from the selection process of the finalists. The committee's discussions, aimed at identifying the most qualified and suitable candidates, appear to have been sidelined. This not only undermines the purpose of the committee but also raises questions about the selection criteria. For students, it is imperative that the new Dean possesses not just the required qualifications and experience, but also a proven track record of student engagement, a vision that aligns with student aspirations, and the leadership qualities necessary to navigate the complexities of our diverse and dynamic campus.

Furthermore, the limited time the committee—and by extension, the student body—has had with the candidates is insufficient. This restriction prevents us from thoroughly evaluating the candidates' abilities to fulfill the multifaceted role of a Dean, which includes being an academic leader, a student advocate, and an administrative visionary. It is not enough to have a Dean with a CV; students need a leader who understands the pulse of the student body and can translate that into actionable progress.

¹ <https://www.csuci.edu/daa/guidelines.htm>

From Policy to Practice: Aligning Hiring Processes with a Student-Centered Mission

Finally, the sporadic and last-minute nature of communications to the committee has been a major obstacle. This approach limits our ability to prepare effectively and voice our concerns, further marginalizing the student perspective in this critical decision-making process.

CSUCI's mission statement states that it places students at the center of the educational experience.² Yet, my experience serving on the Dean of the LLR Hiring Committee thus far has failed to reflect our voices and disregards the very ethos of student-centered governance. This is unacceptable. As I stand on the brink of graduation, I am compelled to demand a comprehensive overhaul of the process. We need a system that is not only transparent and inclusive but also one that actively involves students in decision-making. Our goal is clear: to install individuals who truly embody the values of CSUCI and champion the student community. Anything less undermines the integrity of our institution.

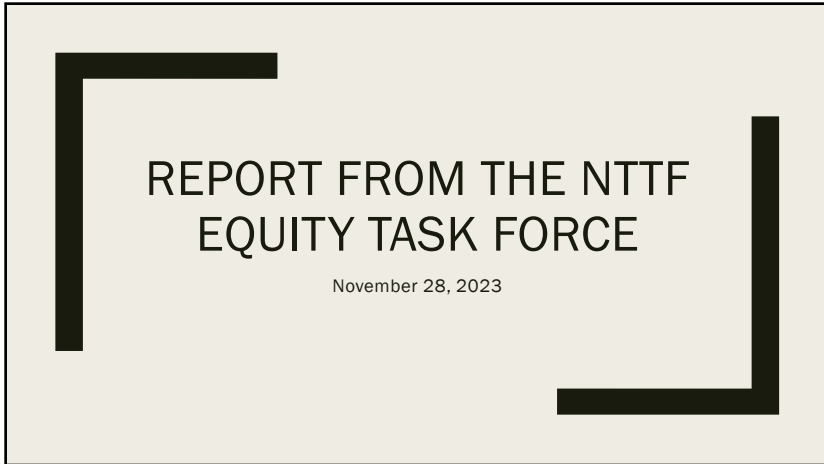
Thank you for considering these points, and I hope that this feedback will contribute to a more representative and effective hiring process that benefits our entire university community.

Sincerely,

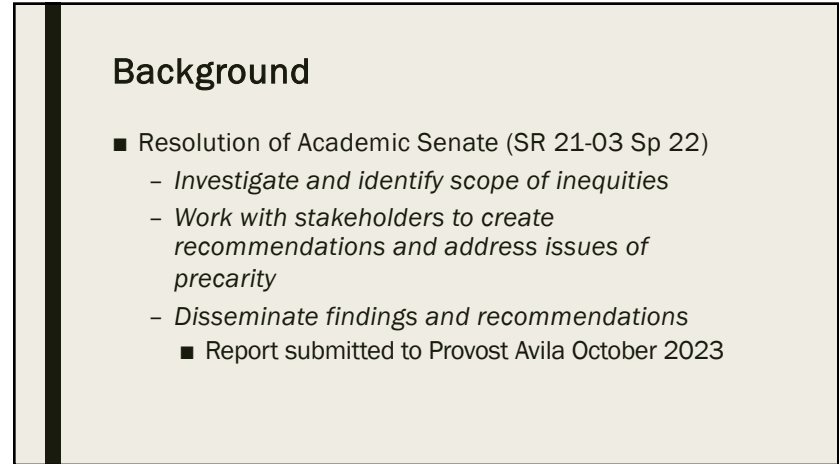
A handwritten signature in black ink that reads "Nikita Sarmiento". The script is fluid and cursive, with the first letters of "Nikita" and "Sarmiento" being capitalized and prominent.

Nikita Sarmiento

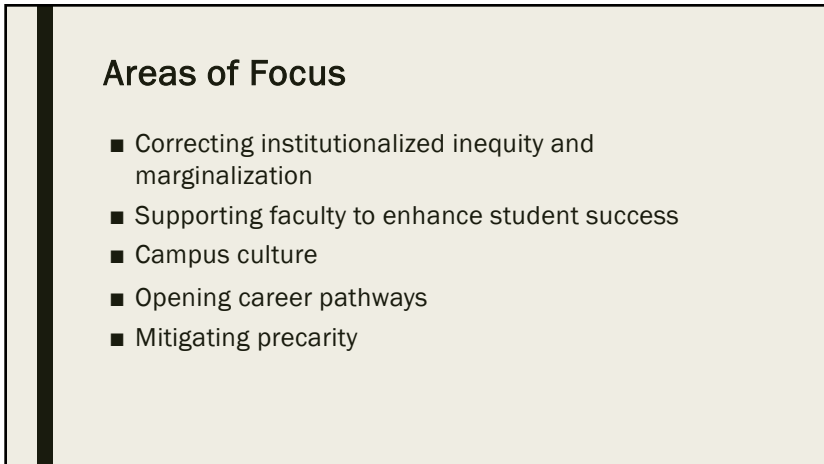
² <https://www.csuci.edu/about/mission.htm>



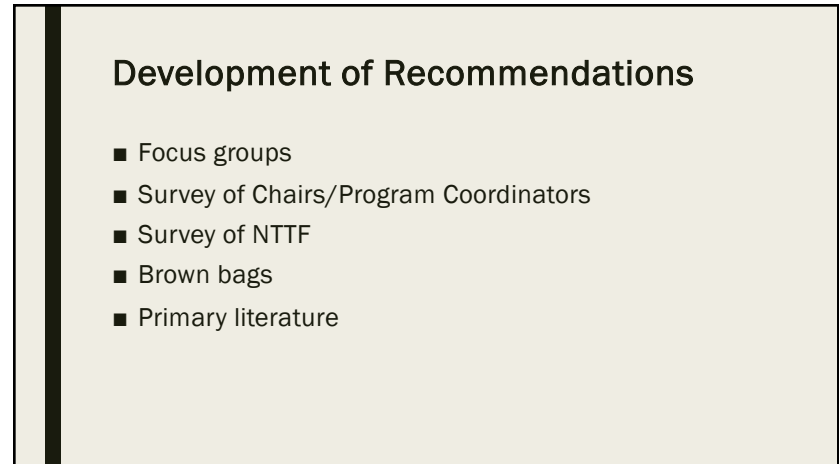
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Development of Recommendations

- Focus groups
- Survey of Chairs/Program Coordinators
- Survey of NTTF
- Brown bags
- Primary literature

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Just a few examples of findings from the NTTF Equity Survey

- 45% response rate (114/253)
- 65% - at CSUCI for more than 7 years
- 58% are on 3-yr contracts
- 34% have no office at CSUCI
- 40% have not been provided a CI computer/tablet
- 75% would serve on committees if compensation provided
- 41% unsure of voting status in department/program
- 57% would like a title to indicate seniority at CSUCI
- 88% thought CSUCI should provide more opportunities for a progressive career path

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Recommendations – NTTF Council

- Resolution passed by Academic Senate (SR 22-08 Sp23)
 - *Establish within Academic Senate (include in Bylaws)*
 - *Identify and provide solution to resolve systemic inequities; develop and implement plans of action to support NTTF*
 - *Senate Executive Voting Representative*
 - *Policy sponsorship/authorship*

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Status of Council

- Provisional Council has completed the Council Charter and Bylaws
- Charter and Bylaws have been submitted to Appointments, Elections, Bylaws Committee (AEBC)
- Received feedback from AEBC
- Next steps
 - *Meet with AEBC to address questions*
 - *Work with AEBC and Senate Exec to finalize Charter and Bylaws and submit to a vote of the faculty*
 - *Establish inaugural Council*

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Recommendations – Shared Governance

- **Standardize department/program bylaws** to be inclusive of NTTF
 - Voting rights
 - Meeting rights
 - Leadership
- Provide departments/programs with resources to **fund NTTF serving on department/program committees**
- **Institutionalize** through policy the reassign time/stipend currently provided to lecturer faculty elected as senators to Academic Senate

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Recommendations – Career Progression

- Career Progression
 - Leadership Training & Opportunities
 - RSCA Program
 - Pathway to Full-Time
 - support NTTF who are seeking full-time work
 - Mobility to Tenure
 - Implement Teaching Tenure-Track or Equivalent

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Recommendations – Resource Equity

- Resource Equity
 - Computers
 - Office Space
 - Name tags & Business cards
 - Separate Funding Pool for NTTF for RSCA and associated travel

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Other Recommendations

- Title Restructuring
 - *Honoric titles; acknowledgement of seniority*
- Training and Professional Development
- Chair Support for NTTF
 - *FASE provided support for Chairs*
- Standard allocation of WTUs for RSCA, service, and professional development
- Addressing Precarity

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Next Steps

- Establish Council
- Work with Provost Avila to begin implementation of recommendations

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Task Force Members - AY 2022/2023

Amy Caldwell (NTTF) – History
 Nancy Deans (NTTF) – (co-chair) – Chemistry
 William DeGraffenreid (Interim AVP for Faculty Affairs Success and Equity)
 Mari Estrada (NTTF) - (CFA) – School of Education
 Marie Francois (TTF) – History
 Georgina Guzman (TTF) – English
 Alan Jaeger (NTTF) – Business
 Vandana Kohli – Dean of Arts and Sciences (co-chair)
 Peter Krause (TTF) – Psychology
 Susan Lefevre (NTTF) - (Team Lead) – UNIV/Communication
 Nik Lewis (NTTF) – Business
 Sunghee Nam (NTTF) – Sociology
 Malia Roberson (NTTF) – Performing Arts
 Daniel Sandoval (NTTF) - (Team Lead) – Sociology
 Tabitha Swan-Wood (NTTF) - (Team Lead) – Physics
 Mona Thompson (NTTF) – School of Education
 Richard Wasniowski (NTTF) – Computer Science
 Ashley Winans (NTTF) – Health Sciences

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Task Force Members – Summer 2022

Roberto Bueno (NTTF) - Psychology
 Charlotte Gullap-Moore (NTTF) - Nursing
 Kathleen Klompier (NTTF) - English
 Nik Lewis (NTTF) – Business
 Sunghee Nam (NTTF) - Sociology
 Steven Norris (NTTF) - Biology
 Tabitha Swan-Wood (NTTF) – Physics
 Brittnee Veldman (TTF) – Chemistry

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Staff Support

A big Thank You to **Alex Garza** (FASE) for her patient support of our work!

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Thank you to:

Dean Vandana Kohli for serving as our co-chair

Bill DeGraffenreid - Interim AVP FASE – for his administrative support and thoughtful discussion

President Yao and Provost Mitch Avila for recognizing the need for the task force

Provost Avila for providing support for the task force (both in principle and financially)

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Questions

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Topic: Advance Planning for Summer Session 2024

Last summer we piloted Summer Session on state-support for the first time. Overall this was successful and stakeholders across campus learned a number of lessons about how to leverage state-supported summer session to advance campus goals. I note that enrollment was strong, with approximately 440 FTES for summer session, contributing 5% toward our annual FTES target. Among the challenges were navigating complex financial aid awards, accounting for department level performance in our annual instructional budgets, and scheduling the best courses to meet student needs.

For Summer 2024, we will continue to offer summer session as a state-supported, rebranding summer as *Summer Semester*. I anticipate Summer Semester operating on state-support for the indefinite future.

Meeting with the leadership team in DAA, we have identified the following goals for Summer Semester 2024:

1. Improved retention of First year and New Transfer students
2. Continued FTES growth, with an interim goal of an additional 20-30% (FTES target: 520-570)
3. Continue to routinize operations in order for the Summer Semester to function like Fall and Spring
4. Contribute to improving our GI2025 grad rates

We are actively exploring a number of strategies to achieve these goals. This includes:

- Developing processes for scheduling courses based on student needs and demands (for example, by using degree planner)
- Balancing course offerings in Session A and B in order to improve unit load
- Lowering costs and simplifying financial assistance
- Incorporating Summer Semester into the annual instructional workbook
- Improving our marketing of Summer Semester to students
- Improving our support for students through a concierge model

In the coming months, we will form cross-divisional working groups to implement these strategies.

Dates for Summer Semester 2024 are as follows:

Summer Semester 2024

Session	Start Date	End Date
Summer A – 5 weeks	May 28, 2024	July 1, 2024
Summer B – 5 weeks	July 8, 2024	August 9, 2024
Summer C – 10 weeks	May 28, 2024	August 6, 2024
Summer 1 – 6 weeks*	May 28, 2024	July 5, 2024

* Session 1 is reserved for the Nursing program only.

Note that the Registrar's Office will send out the call for classes in late January, accompanied by a suggested schedule template.

Finally, I'll be working closely with our Deans on all of these details, who will in turn work directly with our academic programs. This step is an important part of the transition to more routine operations. While I am happy to address concerns and questions in my role as Provost, most of the detailed implementation will be happening in the academic schools.

-- Mitch Avila