



## ACADEMIC SENATE

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

### Meeting Minutes DRAFT

#### Academic Senate

Del Norte 1500

Tuesday, November 5, 2024

2:30-4:30pm

This meeting offers a virtual option through Zoom:

<https://csuci.zoom.us/j/86923923435>

Present: Cameron Harris, Alison Perchuk (also Proxy for Marianne McGrath), Amy Denton, Gareth Harris, Cindy Sherman, Maria Ballesteros Sola, Nancy Deans, Nicholas Centino, Bahareh Abbassi, Annie White, Jared Barton, Taryn Hakala, Sean Anderson, Antonio Jiménez, Tom Clobes, Jim Meriwether, Nancy Deans (also Proxy for Cindy Wyels), Brian Rasnow, Heather Castillo, Chris Scholl, Kimmy Kee-Rose, Weldon Smith, Jose Luis Callazo, Janet Pinkley, Manuel Correia, Chuck Weis, Lydia Dixon, Matt Campbell, Peter Krause, Nancy Chen, Nicole Vines, Jose Alamillo, Tiina Itkonen, Ron Berkowsky, Georgina Guzman, Monica Pereira, Mari Estrada, Billy Munroe, Tabitha Swan-Wood (also Proxy for Susan Lafevre), Jeannette Edwards, Cynthia County, Sean Kramer, Christina Smith, Andrea Grove, Monica Rivas, Colleen Forest, Kristen Dobson, Jessica Lavariega Monforti, Ritchie LeRoy, Gina Sánchez Gibau, Michelle Hassendonckx, Veronica Guerrero, Phillip Hampton, Jill Leafstedt.

1. Opening the Meeting
  - a. Meeting called to order at 2:47pm, after determining quorum.
2. Approval of the Agenda
  - a. GE Committee requests to withdraw GE policies from agenda
    - i. Motion: Sean Anderson
    - ii. Second: Alison Perchuk
    - iii. No objections, unanimous consent.
  - b. Accept modified agenda
    - i. Motion: Greg Wood
    - ii. Second: Tabitha Swan-Wood
    - iii. No objections, agenda amended.
3. Approval of the Minutes from October 22, 2024
  - a. Motion: Greg Wood
  - b. Second: Sean Anderson
    - i. No objections, unanimous consent.
4. Report from the Chair – available on [Canvas](#)
  - a. Honors Convocation Ceremony re-instated, thank you Interim Provost
  - b. CSU GI2025 Conference, key takeaways: work needed with retention and graduation and faculty are key to student success, what we do matters.

- c. Implementation/refinement of AMP is happening, no programs being modified/eliminated but only changes are implementation timeline.
  - d. Senate Officers met with President Yao. Discussed AMP, policies that were under legal review, upcoming hiring process for permanent Provost. Please consider self-nominating for search.
  - e. Election: students are anxious, practice empathy and self-care.
5. Returning Business
- a. M.H.A. in Healthcare Administration Proposal ([Link to materials HERE](#))  
Sonsoles de la Calle presenting
    - i. Motion to approve
      - 1. Motion: Greg Wood
      - 2. Second: Sean Anderson
    - ii. Sonsoles, re: questions from last meeting – Teaching will in no way will affect undergrad program. Undergraduate levels continue to grow with expanding major offerings. MA is fully online, leaving flexibility for additional employment to faculty. We also have other people teaching that have expertise. Program self-sufficient in 3 yrs, EU paying in meantime. No questions at brown bag.
    - iii. Discussion
      - 1. Sean – do we have additional guidance on how to be evaluated, programs that we approve that say they don’t need faculty but ultimately need faculty and they jump to beginning of queue over filling vacancies in older programs.
        - a. Sonsoles – with self-support this is not an issue, we can recruit faculty needed for program. This question was raised at admin level for other programs wanting to put forward, and the answer was not clear.
        - b. Provost – will discuss in my report later in the meeting
      - 2. Nancy – program will run for 3 years at a loss with additional planned losses in the future. How is this “self-support”?
        - a. Jackie – a pro forma and not exact science. We forecast at highest faculty salary. EU can cover costs.
        - b. Sonsoles - As program grows, we will need new roles.
      - 3. Sean – ESRM Master’s degree wasn’t allowed to go forward because it had to have net positive revenue every year. Seems like there is a new standard now.
        - a. Jill – that program was 3 provosts ago, EU was in a deficit at the time and we’ve built up reserves. We invest in development at the front end. We can see Jackie’s work on the pro forma, we feel confident with this program. Program that you proposed got caught in change of leadership chaos. We set money aside for program development and we have reserves built up and we can take on more costs than before.

4. Interim Provost Lavariega Monforti – programs coming through now were in motion before I stepped into this position, I did not want to stop progress. Anything I’m sharing is for next academic year and beyond.
  - iv. Objections were solicited and there were none. Unanimous consent, MHA passed.
6. New Business
- a. Syllabus Policy (Faculty Affairs Committee) – Lydia Dixon presenting
    - i. Lydia presented PowerPoint on behalf of FAC. Yellow items are what was added/significantly changed. We presented to Student Senate, Senate Exec. Committee. Plan is not to bring back for a few Senate meetings to have plenty of time for feedback/brown bags.
    - ii. Discussion
      1. Sean – suggestion to pull out attendance policy. Use generic language, ‘people conducting themselves dangerously/wrongly are subject to change of modality. If you violate campus norms/behavior, then ...’
        - a. Lydia – should that be university policy or should every syllabus say this?
        - b. Sean – when this happened, it was questioned, was this in your syllabus? But if a student denies the change in modalities, they can't force it.
        - c. Ernesto (Dean of Student Affairs Office) - suggests ‘violation of student conduct code may result in actions including but not limited to changes of modality of instruction.’
      2. Annie – wondering about AI use? Needs to be some kind of general policy around AI.
        - a. Lydia – yes, thinking about university level vs. syllabi
      3. Jose – suggestion to include language from resolution that Senate passed with definition of student success.
        - a. Lydia – noted
      4. Jim – suggestion to include language that limits who can access the syllabi, including under what circumstances and how it will be used. Syllabi are intellectual property of faculty and could be readily accessible for anyone, w/o permission of instructor. It does seem like way policy is currently written, a lot is put on faculty.
      5. Jim – In course-specific policies, is academic honesty course-specific or campus level?
        - a. Lydia – there is university wide policy on that, but you can include additional details for your course

6. Brian – accreditation does not allow >2 pgs. for syllabus. One of the templates is 15 pages. Suggestion to separate what is our information and what can be copied.
  7. Jose Luis – suggestion to add language about title IX, faculty being mandated reporters, instead of having it in the hub. Certain policies for protection of students should be required to be put in the syllabus.
  8. Sean – amount of time expected outside of course per class...students don't understand expected effort.
  9. Georgina – If service-learning course, definition should be added and explain work/time involved.
  10. Tabitha – suggestion for CAPS to also be included in syllabus, this can be a way for faculty (especially NTTF) to learn about these resources that can be offered to students.
- ~~b. Policy on GE Program and Learning Outcomes (GE Committee)~~
- ~~c. Policy on Mission Category Descriptions (GE Committee)~~
7. Intent to Raise Questions Available via Canvas
  8. Reports (full reports available via Canvas)
    - a. Report from President Yao – Kaia Tollefson reporting
      - i. Gearing up for launching permanent Provost search. Per policy, must have majority of faculty. President appointed 5, will add one more staff and one student. This means there has to be 8 faculty members for majority. Chair, Exec, EA/CEAR, NTTFC; need 4 more. Timeline: description end Nov/early Dec. Will use Academic Search again, will recruit through March. Application review in March. Finalists mid-late April. July 1 start date.
      - ii. Symposium last week, President Yao is going to call for meetings about action steps to follow up on.
    - b. Report from Interim Provost Lavariega Monforti – Interim Provost reporting
      - i. Addressed her presence in Senate, thought Senate would want a place where administrators aren't always around. But at CI seems that the opposite is true. She will try to be here as her time allows.
      - ii. Today is election day – staff/students scared. Extend grace during this time, it's not just an imaginary fear but a real fear.
      - iii. Low enrolled course guidelines – there were guidelines but then during COVID guidelines were lifted. The basis for new guidelines comes from 2019 guidelines. Analysis was run, originally thought only 19 courses would be affected, turns out analysis ran incorrectly by FTES not headcount. It is more than 19. Analysis will be rerun and there will be new guidance. Adjusting targets in the short term. Every program is in a diff. spot. My main concern is to negatively impact students' progress to a degree.

iv. Strategic planning: Steering committee coming together. Looking through 3 lenses. There are 5 goals. Top 4 is Academic affairs specific, we want all divisions to find themselves. Something generated for 5<sup>th</sup>. Hear more about this soon.

v. AMP/larger vision around enrollment: Yao – use AMP as cornerstone of our growth. Managing growth with budget cuts. List of criteria, 5 categories, rubric for each. Every program that is already approved on AMP will be prioritized, nothing is coming off AMP. We are revisiting timeline which was never fixed. Before it was a race to finish line, now we need to be more thoughtful with how many programs we can launch per year. Add 3-5 new academic programs a year, max being 5. Mix of grad and undergrad programs, favoring undergrad programs. Mix of low and high cost programs. McKenzie Scott dollars to support new programs (\$10M). Conversations are forthcoming about what will be EU and stateside. Long term goal to return to 7000 students, same as pre-COVID. Pro forma will determine faculty.

Q: What about programs with lost faculty? A: Depends on whether not replacing will negatively impact students. Enrollment will be key.

Q: How will be approach programs that may not be strong enrollment drivers but serve other needs, like Ethnic Studies programs A: Rubric considers connections to CI's mission and vision, but need high-demand programs to balance out lower demand programs.

Q: How will this affect NTTF? A: Part of logic to have low enrolled course policy to cancel at least month in advance. Software to predict course demand is better than what we have.

Q: What will the administration's expectation be around hiring for programs that already exist that either need to maintain or grow? A: Provost is a former ethnic studies faculty member. Each of those programs still needs to go through pro forma and curriculum development process, just like every program. Once have pro formas, can build into multiyear budgeting. Then can start asking existing programs about their three-year horizon and use this for advance planning as opposed to being perpetually reactive.

Q: This body has had three graduate programs come before it this year; will there be more programs coming forward soon, or where are we in the prioritization process? A: APPC is in the prioritization process, using new criteria for new programs. No more programs coming through this year for launch in Fall 2025; any additional programs that come through this year will have gone through the prioritization process.

Q: When we had money we didn't hire on the tenure track; when

new money came spent before faculty could even make a request. We have lowest tenure-track density while having the second-highest per-student allocation from the system. A: Advance planning with a three-year plan will help immensely.

Q: If the goal is to make decisions about low-enrolled courses a month out doesn't work when students often don't register or register fully until the start of the term? A: Working with students to help them understand. The low enrollment guidelines will include dates. If the enrollment drops after the deadline, we will still run the course. One issue is that at CC, have to pay full tuition on day of registration; not the case here, but students may not know that. Working to get advising done in advance of the deadlines.

Q: Is it appropriate to issue across-the-board guidelines when have some smaller programs, where different needs may pertain. A: This is why there is an opportunity to ask for a waiver, and the option to batch-request waivers for full small programs. Goal is not to impede student progress, so will not cancel a class that students need to graduate.

- c. Report from Statewide Senators
- d. Report from CFA President
- e. Report from Staff Council – Sean Kramer reporting
  - i. Reminder to complete survey for Corporate Games – check email for link. It gives us brand recognition from partners, awareness for our institution, getting our name out there, fun.
  - ii. Resolution in support of dean's list. Hopefully a resolution from Senate in support of dean's list.
- f. Report from NTTF Council
- g. Report from ASI
- h. Reports from Senate Committees
  - i. Appointments, Elections, and Bylaws (AEBC)
  - ii. Academic Policy and Planning (APPC) - Cindy Sherman reporting
    - 1. Working with rubric from Interim Provost, we've edited it and done now. 17 programs have been approved and on AMP, those are ones that we are ordering. Not taking anything offing, putting in order. Looking at short form and data from hanover/lightcast that discusses demand for program.
    - 2. Lina Neto: this work is done by faculty, with faculty, for faculty. Ex-Officio supporting by providing information. Not only on data, but intergration with mission/vision in campus.
  - iii. Senate Budget (SBC)
  - iv. Equity and Anti-Racism (CEAR)
  - v. Faculty Affairs (FAC)

- vi. Student Academic Policies and Procedures (SAPP)
- vii. Others

9. Adjourn

- a. Motion: Alison Perchuk
- b. Second: Greg Wood
- c. Meeting adjourned at 4:25pm.