



# Cabinet of Academic Senators Meeting Minutes

Wednesday September 18, 2019

Time: 11:00AM – 12:30 PM

Location: U-SU Board Room #203

Attendees: Committee Members & General Public

Type of Meeting: General

I. Organizational Items:

a. Call to Order

Called to order by Jacquelyn Acosta at 11:02AM

b. Roll Call

Jacquelyn Acosta	Vice President for Academic Governance (VPAG)	Present
Jacob Isai Amaya	Undergraduate Academic Senator	Present
Merridith Chou	Undergraduate Academic Senator	Present
Cristian Flores	Graduate Academic Senator	Present
Diana Chavez	Senator At Large (Undergraduate)	Present
Kyle Taing	Undergraduate Academic Senator	Present
Ledi Loot	Graduate Academic Senator	Present (Excused at 11:40AM)
Damarea Parker	Senior Coordinator of Student Engagement and Outreach	Unexcused Tardy

c. Approval of Agenda (action): Wednesday September 18

Offered By:	Cristian F	Seconded by:	Diana C			
Motion to approve the adoption of Agenda for September 18, 2019.						
All in Favor	All	Opposed	0	Abstained	0	Motion: PASSED

d. Motion to Table the Approval of Minutes for September 4, 2019 (action): Moved up for next meeting

Offered By:	Diana C	Seconded by:	Kyle T			
Motion to table the adoption of Minutes for <u>September 4, 2019</u> .						
All in Favor	All	Opposed	0	Abstained	0	Motion: PASSED

e.

✚ Approved

II. Public Forum/Announcement:

This time is allotted for members of the public or representatives to make announcements to the Executive Committee members.

✚ -NONE-

III. Reports

a. Vice President for Administration Governance – Jacquelyn Acosta

Jackie is finishing a final review for her event proposal for Open Deliberation. The Executive Academic Senate Committee is working on the Academic Senate reorganization initiative, which will move the Academic Advisement Subcommittee into the Curriculum Subcommittee, add advisement duties to the General Education Subcommittee, combine the Academic Information Resources Subcommittee and the Library Subcommittee into one standing committee, and change the Fiscal Policy Committee into a council. Furthermore, faculty have suggested that the link to student resources be housed on the University website, possibly in the Division of Student Life. This would be to ensure that the most updated, accurate information can be provided to students, since the University must follow legal standards for the information they provide.

b. Undergraduate Academic Senator Reports – Isai Amaya

The Student Policy Committee, has been discussing the effect impactation has on our student body and student concerns such as inequitable preferences for CSULA applicants and potential decreases in minority populations on campus. SPC has also been discussing updating the academic honesty sections in the Golden Eagle Handbook to address intellectual property issues resulting from homework-sharing websites.

c. Undergraduate Academic Senator Reports- Diana Chavez

Regarding academic advisement, Diana is planning to distribute a survey for student feedback as she did last year. She has been meeting with the Director of Student Success and the Dean of Undergraduate Studies to discuss this survey. The survey will be altered to address the changes in advisement, such as the NSS advisement center adopting structures similar to A&L advisement, where faculty and professional advisement is separated. She has been speaking with the Director of Advisement in NSS to collaborate on Student Advocacy for student feedback on advisement. To encourage faculty to be open to adding a link to the ASI website listing student resources, we should increase faculty awareness of ASI and how we serve students.

d. Graduate Academic Senator Reports- Ledi Loot

Ledi brought up the possibility of forming a graduate strategic planning committee so that graduate students can have more representation. She has submitted a survey for graduate students that is currently in IRB (Institutional Review Board) for review.

Time Certain (11:15-11:35) with Senate Chair Veena Prabhu

Ledi: Ledi brought up the importance of increasing the CAPS counselors to reflect the large student body.

Cristian: Cristian suggested that a preliminary syllabus revision in the faculty handbook should be directed to the Educational Policy Committee.

Veena: We should not allow exceptions to dictate policy; it would be best practice to require a syllabus on the first day of class in the handbook. However, we cannot mandate faculty to post syllabi before the first class session. We can encourage faculty and enable them to post earlier by asking CETL (Center for Effective Teaching and Learning) to post the syllabus template earlier.

Veena: After the syllabus is distributed, curving should not be affected, and specifically grading criteria and distribution of graded assignments that make up the grade cannot be changed by faculty.

Diana: If a policy is returned to committee, can another committee take up that same policy?

Veena: Other committees can make recommendations, but certain policies are housed within specific committees.

Senator Ledi Loot was excused at 11:40AM.

Reports (continued)

e. Undergraduate Academic Senator Reports- Merridith Chou

The Fiscal Policy Committee has been discussing what exactly its role is within the Academic Senate, in light of the Senate reorganization initiative. Generally, the Committee is inclined to create more policy and create more oversight on University finances and funding. Merridith is also discussing a survey for students to share their opinions regarding fiscal matters so that their voices can be better represented on FIPC.

f. Undergraduate Academic Senator Reports- Kyle Taing

The Faculty Policy Committee has been discussing tenure within HHS; specifically, what the requirements should be to move from tenure-track into tenure in regards to peer-reviewed papers and student feedback. FPC is also planning to change Senate policy from the current policy of advising to replace a Senator that misses 3 consecutive Senate Meetings to replacing Senators who miss 3 Senate Meetings, but allowing Senators to video conference in to Meetings to avoid being marked absent. The University Academic Appeals Board heard 2 appeals but chose not to move forward with either.

g. Graduate Academic Senator Reports- Cristian Flores

The Graduate Studies Subcommittee has been deliberating about the process of new course approval and introduction within each program. Cristian is thinking about reaching out to the Interim Provost and possibly introducing a TA tuition waiver proposal on behalf of the Graduate Studies Subcommittee. In reviewing the Proposal for the College of Ethnic Studies, the Educational Policy Committee supports the formation of the College, but requests more information about the formation of the College and recommends the Proposal is sent back to committee before moving to the Academic Senate. EPC has also been reviewing the policy detailing requirements for continuing student status, and after what period of time students will need to reapply to CSULA to enroll in classes.

Jackie: The Senate Executive Committee agrees more information needs to be provided within the proposal, and had consensus in favor of the new college.

Discussion: Food and Housing Insecurity

Isai: Isai has been hearing student concerns about not being able to identify resources on campus and not knowing how to apply for resources. He plans to consult with the Dean of Students to increase accessibility in this regard. He has spoken with Jackie, who suggested that students need to be able to visually see resources for the most accessibility. Isai plans to focus on increasing the timespan of the 14 day emergency housing and see if there are off-campus housing resources we can collaborate with.

Cristian: Cristian spoke to a graduate student living on campus during tabling at the Graduate Resource Center with Merridith. One of the major issues she talked about was the financial insecurity of having to work during the summer and save up money to pay for the one-off housing fee at the beginning of the semester, which depleted her savings. Cristian suggested that a monthly payment plan of smaller payments would allow students to have more financial security and give them more time to find the money for payments. She was also concerned about the food pantry lacking fresh fruits and vegetables and the lack of access due to long WaiveCar waitlist times to drive to grocery stores off campus.

Diana: In light of the previous Winter Session, when students were forced to leave their dorms, how is housing funded and how can we solve this issue?

Jackie: Housing is self-sustaining and doesn't have state funding. Students' extra financial aid can cover housing fees. Regarding fresh food, CSU Fullerton had a mobile food pantry, and we could create a similar event where we contact grocery stores for donations and help with visibility/advertising. We could hold this event one to two times a semester.

#### Discussion: Personal Statement Workshop

Isai: Isai is working on creating a personal statement workshop that will equip students with the knowledge and on-campus tools they need for personal statements. He has reached out to professors, many of whom sit on graduate admission committees, and he would like to have staff from the Graduate Resource Center or Writing Center volunteer at this event.

#### Discussion: Campus Transparency

Cristian: This semester, many students were affected by the late notice they received of the closing of offsite parking, the increase in parking costs, and the opening of the new parking structure that requires a more expensive permit. This especially impacted students already under financial strain.

Diana: Going back to the class syllabus, Diana mentioned that students need to know their rights in situations such as these. There was deliberation within the Senate last year regarding parking, but there was not enough momentum for the issue. The best solution currently is to emphasize continuously meeting with the administration about this issue.

Jackie: ASI should build more of a relationship with Public Affairs to collaborate in sending out information. Our current liaison to Public Affairs would be Aaron, the ASI President. We need to make sure we keep pushing for more information this year.

Cristian: The Student Fee Advisory Committee is advisory for fee notification, but the President and the Board make decisions about the timeframe for notifications.

Jackie: To increase ASI transparency, we could create an ASI Updates blurb on mycalstatela, and ASI representatives on that committee should be encouraged to send out memos regarding this.

Diana: What medium would be best to increase accessibility?

Cristian: Since all students have the formal email point of contact, this would be one way. Additionally posting information on the University website would also be helpful.

#### Discussion: Parking and Parking Alternatives

Jackie: Jackie is planning to meet with Parking administration, and hopes to consult CSU Long Beach payment plan models. She found that CSULA does have a high cost for parking, but not the highest. However, we also have the highest percentage of low income and first generation students. Jackie wants to negotiate for offsite parking again, but the new parking structure somewhat replaced offsite parking. The most feasible method would be to implement a payment plan and contact Student Services to implement a similar plan as tuition payment plans. CSU Long Beach also has subsidies on specific parking tickets where students can pay a portion of their ticket and donate 3-5 food pantry items to cover the rest. This depends on how much Parking profits from parking tickets and the price set by DMV. Waivecars are part of parking services, and along with student/staff parking job costs, contribute to

Parking's expenses. Permits and tickets fund the Waivecars, but students who park off campus can still use Waivecars with the app. An appeal process for parking tickets is available, but is generally difficult and not successful.

Isai: Students must pay first, then try to appeal.

Discussion: Cabinet Focus

- a. Motion to Table Discussion Item of Cabinet Focus (action): Moved up for next meeting

Offered By:	Merridith C	Seconded by:	Kyle T			
Motion to table Cabinet Focus for the next meeting.						
All in Favor	All	Opposed	0	Abstained	0	Motion: PASSED

Discussion: Open Deliberation

Jackie: For Open Deliberation, we will keep much of the structure the same as the previously planned event, but Jackie has asked other administration to be backups for senior administration panelists, to ensure the event can still take place if senior administrators are unable to attend.

IV. Adjournment

Offered By:	Isai A	Seconded by:	Kyle T			
Motion to adjourn the meeting at 12:15PM						
All in Favor	All	Opposed	0	Abstained	0	Motion: PASSED

Adjourned at 12:15PM