

ACADEMIC SENATE MEETING MINUTES

October 16, 2017

12:00 PM – 1:00 PM

4th Floor Conference Room, LRC

CHAIR: Joshua Cameron

VICE CHAIR: Malika Kachani

SENATORS: Beth Boynton, Casey Chaney, Donna Emanuele, Ed Goering, Malika Kachani, Craig Kuehn, Kabir Lutfy, Valerie Quan, Beatrice Saviola, Munish Sharma, Jacqueline Truong, Irina Vukmanovic Nosrat, Nithya Venugopal

ABSENT: Pat Callard, Denton Eldredge, Eric Gupta, Shalechia Hunt, Pen-Jen Lin, Steven Standley

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Actions
1. Call to Order	Meeting was called to order at 12pm by the Chair, Joshua Cameron	
2. Approval of minutes of previous meeting 9/11/17	The hold <i>The expressed concerns</i> that all of these have is the faculty that are mainly clinical and not teaching on a daily basis in classroom, being able to do research at their desk. These are the people that I feel have a hold, <i>Clinicians feel that</i> there is no way for them to promote.	Dr. Chaney motioned to approve the minutes as amended, Dr. Lutfy seconded; all were in favor.
3. Announcements	<ul style="list-style-type: none"> - The President specified details about the two day strategic planning conclave, there were strategic pillars that were reviewed and discussed by faculty and administrators. Those pillars were the WesternU Way, Education Excellence, Innovation and Operation Excellence, Collaboration and Partnerships, Inter-professionalism, and Revenue Diversification. The President will be presenting these pillars to the Faculty as a whole at the Academic Assembly. - Please remind your Faculty to attend the Academic Assembly on Tuesday, November 14. - The Handbook revisions will be presented 	
4. Handbook Revisions	<p>Ms. Rodriguez has created a OneDrive folder for the Academic Senate where you will find the old/new language for the proposed Faculty Handbook. Please look over the document and provide your feedback within the document. The Deans will be giving their feedback this week, putting all the comments from the Deans and the Provost into one document. The document will be uploaded onto the Senates OneDrive. By the end of October, we should be able to see all the comments by the Deans, Provost, Faculty. Hoping that the handbook will go to the Board of Trustees for review by March.</p> <p>Dr. Lutfy suggested that the handbook gets sent out to the whole faculty, where they can make their comments/suggestions. The Senate could then review them before being presented at the Academic Assembly.</p>	The proposal is to send it to the entire faculty immediately, have all their input by November 3, combine all the comments by November 10, and then send to Faculty for review for the November 14 Assembly meeting. Ms. Rodriguez will create a OneDrive Folder where the entire Faculty will have access to the document to make comments/suggestions. Dr. Goering motioned, Dr. Chaney seconded; all were in favor
5i. Changes Program Review	This pertains specifically to the Academic Standards and Policy Committee and the Academic Support Services and Planning, there is a new process that is being generated by the institution coming from the Provost office for program review, regarding reviewing new and	

	<p>current programs. They are creating a new time table that is going to be modular. They are currently drafting what the policies would be and they would like input from both sub committees. They are going to try and make it an all online process where you can track how each program is progressing.</p>	
<p>5ii. Centralized Student Conduct Hearing Process</p>	<p>The University is in discussion in creating a Centralized Student Committee. Colleges have their own SPC committee that sees everything from academic problems to professionalism issues. This would be a committee on campus that would see allegations of misconduct, not academic things, but professional misconduct issues. The proposal is to have a five voting panel that is made up of the Chair of the College that is represented by the student, two other members from that same college and two other members at large from the institution.</p> <p>Dr. Chaney recommends that they would consider setting it up like an appeals board, where it would only deal with it if it went past the colleges conduct committee and Dean and it gives the process one more step that it goes through.</p> <p>Dr. Saviola feels that the colleges are expert about the conduct because they are expert in the program and so having it go outside of the college in a unified committee would be unjust when the college itself would be the best people to handle the situation.</p> <p>The other proposal would be to do better training and leave things as is and come up with a set of guidelines for what type of case and punishment.</p> <p>Dr. Sheree Aston, Simone Miller, Kim DeKruif have been meeting for months trying to come up with a unified way to protect the University legally.</p> <p>One of the other things that they have been talking about creating is an Office of Student Conduct, with having someone within in Student Services be a type of person who contains regulations and making sure that the we are following legal procedures and being up to date and trained properly.</p>	
<p>6i. Academic Support Services and Planning</p>	<p>Library report: Several exhibits: IT, AIDS, Nursing. Running a pilot for 'escape rooms' for students. Katherine Staab is getting a video created on value of the library. They are attempting to keep the electronic resources going. The costs increase 5-10% each year with each subscription. They are going through current journals to avoid duplicating what is on line. Efforts are to ensure that they will be available in perpetuity. Compact shelving on sliders is being proposed.</p> <p>The computer lab on the 2nd floor is rarely used. Propose moving staff there and computers to floor level. The reference office may become a study room. The IT offices on 4th floor may be able to be repurposed for study rooms. The library surveys students and faculty on alternate years and results are on a public site. Highlights are sent out in the Stacked newsletter. There is a new position for an E-Learning librarian. An image bank will be demonstrated soon.</p>	

	<p>Officer Election: Beth Boynton, Chair, Associate Chair: Munish Sharma</p> <p>Each member will spearhead liaison work with departments or services within our jurisdiction.</p> <ul style="list-style-type: none"> - IT- Munish Sharma - Library Munish Sharma - Research –Steve Stanley - Facilities-Craig Kuehn - HR- Jacqueline Truong - Purchasing-Nithya Venugopal <p>A request is made to add the Bookstore to our areas of collaboration. We would like to make a motion that the Academic Senate support this addition.</p>	
<p>6ii. UFAC</p>	<p>The UFAC can report that the committee reviewed the second portion of the handbook on September 25 and subsequent online comments. The comments received were merely grammatical and editorial as opposed to substantive.</p> <p>The UFAC recommends that the entire handbook be moved from the committee level to the Senate level with corresponding review for comments by the Senators, the Administration, and the Board of Trustee’s Subcommittee.</p> <p>UFAC anticipates that the Senate will review and comment, and move to the next level for full faculty input/review/adoption.</p>	
<p>6iii. OPS Council</p>	<ol style="list-style-type: none"> 1. Discussion on how minutes should be written and shared. The view is that transparency creates more of a community, but some items are not ready for distribution and may be on “executive session” mode. Approved minutes will be put on SharePoint. 2. Work on Operation Council Charter is in progress by Trena Rich, Beverly Guidry, and Matt Katz. Once the OPS Council approves the Charter, it will be sent to the Provost for approval. <p>Reports:</p> <ul style="list-style-type: none"> - Facilities and Physical Plant – Much work was needed in response to the PCC flood. HR is scheduled to move the first week of November. They are repairs needed in Anderson Tower. Approval has been obtained for access doors in COMP. Weinberg building is slated for a new roof, and HPS will get new exit doors. Getting requests for washing outdoor tables and removing the old gazebo. - Financial Aid – reported meeting with an immigration lawyer regarding DACA students (Currently about 10 here). - IT – reports upgrade of database platform preparing for Banner 9. - IRE – BOT reports in and WASC report submitted. - Library – Server upgraded, going to a hosted system rather than physical server. They are reviewing tutorials in the library as a video format. 	

	<ul style="list-style-type: none"> - University Financial Services and Treasury – Budget workshops ongoing. Oct. budget analysis, Nov. salary information. - Student Affairs – OPTUM will be rolling out virtual counseling, and we do have 2 on site providers. <p>Plan for joint meeting of OPS Council and Dean’s Council on Tuesday, Oct. 24.</p>	
7. Next Meeting	<p>November 13, 2017 Academic Assembly meeting: November 14, 2017</p>	
8. Adjournment	The meeting was adjourned at 1pm.	