

# AGENDA

## Academic Senate – Executive Committee

March 9, 2020 12:00- 1:30 pm, ADM 167

1. Approval of meeting minutes of February 24, 2020
2. Consent Calendar
3. President's Update
4. Review of 2021 Senate General Elections Calendar
5. Policy committee updates
  - a. Curriculum & Research
  - b. Organization & Government
  - c. Instruction & Student Affairs
  - d. Professional Standards
6. University updates
  - a. Chief Diversity Officer
  - b. Provost and Senior Vice President
  - c. Statewide Senate
  - d. VP Administration and Finance
  - e. Associated Students President
  - f. VP Student Affairs

**Executive Committee Minutes**  
**March 9, 2020**  
**ADM 167, 12:00 p.m. to 1:30 p.m.**

Present: Curry, Day, Faas, Frazier, Marachi, Mathur, McKee, Papazian, Peter, Shifflett, Sullivan-Green, White, Wong(Lau), Frazier

Absent: Parent

1. The Executive Committee minutes of February 24, 2020 were approved as amended to show Senator Frazier absent (14-0-0).
2. There was no dissent to the consent calendar of March 9, 2020.
3. President's Update:

The President noted that it is important to maintain communication with one another. The President's Leadership Council will be meeting today. The Rapid Response Team is activated. The Chancellor's Office will be providing us with details/guidelines on the larger issues such as travel and large gatherings as a result of the Coronavirus later today. All international travel is suspended. Essential travel was not defined so that the Provost can make determinations. We are building as we go. There has not been a case of the Coronavirus at SJSU. However, we are preparing in case we need to move to online/remote classes. We have the capability with Canvas and Zoom options. Stanford University has moved to online classes. Other universities are also going online. President Papazian and her cabinet are looking at all very large events like the Faculty Service Recognition Luncheon and the Honors Convocation. These events may need to be postponed. We need to be as flexible as possible with faculty, staff, and students. There will be a 24/7 hotline for Information Technology in addition to additional services provided by eCampus and the Center for Faculty Development should we move to online/remote teaching classes. There may be cascading effects for changes in our teaching, so we need to prepare as much as possible. For those travelling and who have paid out-of-pocket expenses, Charlie's office is looking into that situation.

President Papazian thanked Senator Peter and the PS Committee for continuing to push for staff awards. At the recent Staff Service Recognition Event the honorees and staff council were recognized.

Questions:

Q: What if a class can't be taught online?

A: The campus will still be open and there is the option of zooming out to students.

Q: Will students who need clinical hours and internships still be able to graduate?

A: We will be looking at the grade policy. Our goal is that every student scheduled to graduate in May will be able to do so.

Q: If we do move to online classes, how will we move back?

A: That will be driven by public health guidance and we will be checking to see what occurs every 2 to 4 weeks.

Q: Will you be issuing advice regarding faculty hiring and bringing people to campus?

A: We don't want to stop the hiring process, but we want to limit large events. We are looking at substituting things like virtual tours, etc. We are not stopping small meetings and events.

Q: Can our campus close without other CSU campuses closing?

A: Yes, but with guidance from the Chancellor's Office.

Q: What about the staff?

A: If they have health issues they should reach out to University Personnel. Faculty, staff, and students that feel ill should be encouraged to go home. We are in the middle of flu season as well.

Q: If the campus is closed will staff who are non-exempt have to take sick or vacation time?

A: No.

C: Fully online courses come with a price. They have a higher level of invasiveness. It is hard to be sure the person taking the test is the person, and proctoring can be very expensive.

C: The committee discussed that some of the worst effects of a health epidemic are how people treat each other. There are ethnic dimensions that we need to be sensitive to and respond to.

C: Local virologists estimate it could be 18 months before a vaccine is available. SJSU is in constant contact with the Santa Clara County Public Health Department. The campus is instituting a new cleaning schedule and bathrooms and common areas will be cleaned many more times a day. Employees are encouraged to wash their hands frequently under warm water for at least 20 seconds with anti-bacterial soap. Employees should also refrain from touching their face unless they have just washed their hands. Employees are also encouraged not to shake hands and to maintain a distance of 6 feet where possible.

President Papazian found out during the meeting and announced that a 60-year-old woman had just died of the Coronavirus and is the first to die in Santa Clara County.

4. The Executive Committee voted and approved the Election Calendar of 2021 (14-0-0).
5. The Executive Committee discussed rearranging the Senate Agenda for the March 23, 2020 meeting to allow for the University reports first. Chair Mathur noted that several presentations are scheduled for this meeting including a presentation from Athletics and the Faculty Athletics Representative (FAR). In addition, there are two resolutions that were not gotten to during the last meeting in addition to new resolutions. The committee decided to wait to discuss in our next Senate Executive meeting to make a decision on whether to make a motion to suspend the rules or to allow a motion from the floor during the next Senate meeting to see if time would permit this action.
6. Policy Committee Updates:
  - a. Curriculum and Research Committee (C&R):  
C&R is focused on approving curriculum and will not be bringing any resolutions to the March 23, 2020 Senate meeting.
  - b. Organization and Government Committee (O&G):  
O&G has been splitting their time working on the bylaws and changes to resolutions returned by the President such as adding general unit seats to the Senate.

- c. Instruction and Student Affairs Committee (I&SA):  
I&SA will be bringing the two resolutions that they were unable to present at the March 2, 2020 Senate meeting to the March 23, 2020 Senate meeting. They are also working on the Advising, Honors, Academic Integrity, and Excused Absences policies.
- d. Professional Standards Committee (PS):  
PS is working on a Report on Improving Implementation of RTP and the Lecturer policy.

7. Administrator Updates:

- a. Chief Diversity Officer (CDO):  
Update on Campus Climate Survey: 12% of faculty and 19% of staff have taken the Campus Climate Survey. Not as many students have taken it. The CDO has been speaking with Rankin and Associates to see if we should extend the survey given the Coronavirus situation. Rankin and Associates have never encountered this type of situation before.

There is concern that President Trump may make changes to Title IX. The hearing process for students may become mandatory for employees. The committee discussed possible Senate action. SFSU has already come up with a resolution.

Questions:

Q: Is our Title IX coordinator leaving?

A: Yes, she has resigned, but we are looking into options to extending her work. However, there are no hearings in the pipeline.

- b. Provost:  
We are having discussions about the best ways to deliver instruction and to produce as much flexibility to faculty and students if we need to transition to online/remote teaching. We want to ensure that we maintain our core academic mission. We are looking for ways to expand ProctorU to be available for all. The provost is in contact 24/7 with the deans. We are hiring 20-25 faculty who are deeply exposed and trained with online teaching and providing stipends to them to support faculty as they transition to online teaching.

Questions:

Q: What is the strategy for communication with staff in regards to the Coronavirus?  
Will it be through the staff council?

A: University Personnel will take the lead in this. Staff don't have the option of leaving when they want like faculty. We will be collecting information and looking at options. Some staff wouldn't be able to work remotely.

Q: Can you explain your vision for Institutional Research (IR) vs. Institutional Strategic Effectiveness and Analytics (IEA)?

A: The vision was for an AVP who would absorb IR and also be the Accreditation Liaison Officer. The IR department would report to the AVP of IESA as well as Space Management and Scheduling. Right now Space Management reports to Thalia Anagnos. However, we might go other directions.

Q: What about student travel is that only essential?

A: AS usually adopts the same travel policy as the university. However, we can't stop students traveling over spring break.

- c. CSU Statewide Senator:  
The ASCSU is discussing whether to have the March meeting. Regarding AB 1460, there was protest at CSU Sacramento that the Senate didn't give enough information. Some people in Ethnic Studies are using this as an opportunity to hire more faculty using the concern that students are graduating and know nothing about racism. We have been on a corrective path since 1999, but the data shows blatant racism. Ethnic Studies Departments need to have a conversation about the issues. We should consider a white paper.

8. The meeting adjourned at 1:40 p.m.

These minutes were taken by the Senate Administrator Eva Joice on March 9, 2020. The minutes were transcribed by Senate Administrator Eva Joice on March 12, 2020. The minutes were reviewed by Chair Mathur on March 14, 2020. The minutes were approved by the Executive Committee on March 16, 2020.