SEC AGENDA

San Diego State University

September 20, 2022 | 2:00 to 4:30 pm

Online via Zoom

1. CALL TO ORDER

1.1. Land Acknowledgement

We stand upon a land that carries the footsteps of millennia of Kumeyaay people. They are a people whose traditional lifeways intertwine with a worldview of earth and sky in a community of living beings. This land is part of a relationship that has nourished, healed, protected and embraced the Kumeyaay people to the present day. It is part of a world view founded in the harmony of the cycles of the sky and balance in the forces of life. For the Kumeyaay, red and black represent the balance of those forces that provide for harmony within our bodies as well as the world around us.

As students, faculty, staff and alumni of San Diego State University we acknowledge this legacy from the Kumeyaay. We promote this balance in life as we pursue our goals of knowledge and understanding. We find inspiration in the Kumeyaay spirit to open our minds and hearts. It is the legacy of the red and black. It is the land of the Kumeyaay.

Eyay e'Hunn My heart is good.   *–Michael Miskwish, Kumeyaay Nation*

1.2. Principles of Shared Governance

Trust is recognized as a fundamental ingredient that is essential for effective shared governance. Without trust, the practices of partnership, inclusion, open communication, ownership, and accountability are likely to break down. SDSU community members have identified three key principles for shared governance at SDSU that all rely on the fundamental ingredient of TRUST: Respect, Communication, Responsibility.

1.3. Welcome (Butler-Byrd)

1.3.1. **AS-3565-22/APEP Feedback on the Intersegmental Committee of Academic Senates (ICAS) Cal-GETC Proposal** *Approved* . This resolution requests feedback from campus senates to inform the ASCSU's decision on the adoption of the lower division transfer pathway (Cal-GETC) proposed by ICAS pursuant to AB 928. Campuses are asked to indicate their support of the proposal, recommend specific changes, or report a lack of consensus by October 31, 2022, at 5pm.

Senate Chair Butler-Byrd: We have quorum

Senate Chair Butler-Byrd: called the meeting to order at 2:01:11 pm.

Senate Chair Butler-Byrd: reads the Land Acknowledgment and the Principles of Shared Governance.

Senate Chair Butler-Byrd: asks SEC members to review the **AS-3565-22/APEP** document which has to do with **AB 928**'s effects on general education, and a Google Form would be constructed to get feedback, such as specifying changes to satisfy **AB 928**.

Senate Chair Butler-Byrd: brings up the topic of **5.2.1. Selection of External Faculty Member Pool for Review Committees.** We need nominations from all of the colleges, as we have received nominations from only two colleges, COE & COS. She shares the link provided in that section of the agenda packet. She encourages to complete the nominations by the end of the week so the Provost & reviewers can select someone to serve on that committee. Link: https://docs.google.com/forms/d/e/1FAIpQLScby1s5TTFiUG-Y26GNAL55_om2g91tKhWG8zu_SIrv2pKorA/viewform?usp=sf_link

2. APPROVAL OF AGENDA (Fuller)

Senate Chair Butler-Byrd: Secretary is absent as she cannot recognize her and request to put forward an approval of the agenda. (Brooks) moved to approve the agenda.

The agenda is unanimously approved.

3. APPROVAL OF SEC MEETING MINUTES (Fuller)

> **3.1.** SEC Meeting Minutes for 8/23/22: https://senate.sdsu.edu/_pages_sec

Senate Chair Butler-Byrd: reiterates Secretary is absent and requests a motion to approve minutes.

The minutes are unanimously approved.

4. REPORTS

4.1. Senate Vice Chair's Report (Vasquez)

> 4.1.1. Referral Chart……………………………………………………..Page 4

Vice Chair Vasquez: reviewed the monthly referral chart report. She lets Committee Chairs know she will be sending emails on pending referrals.

4.2. Senate Treasurer's Report (Sharma)

> 4.2.1. Senate Expenditures & Assigned Time Audit……………………..Page 5

Treasurer Sharma: mentions he has contacted the Deans about Time Release, as updates will be

4.3. President's Report (de la Torre)

4.3.1. Title IX Updates

4.3.2. SDSU Individual Campus Visit from Cozen O'Connor regarding Systemwide Title IX/DHR Assessment—November 1/2/3, 2022.

[CSU Cozen O'Connor Systemwide Individual Campus Visit Schedule](#)

Senate Chair Butler-Byrd: Mentions the President is not available for her report, and shares that we will ask her to speak on these topics at the next Senate meeting.

4.4. Provost's Report (Ochoa)

4.4.1. Space Management Assessment by SmithGroup (Tong)

4.4.2. PeopleSoft transition (Sheehan/Hyman)

Provost Ochoa: mentions he would like to yield his time for two people (Tong *absent*)(Sheehan). He mentioned that they launched the search for the PSFA Dean on Friday. They have already received names that got nominated for the search of the Global Campus Dean, as they are trying to complete the committee with three faculty members that the President appoints, which they should have by next week. This coming meeting we will be electing members to serve on the search for the AVP for Assessment Accreditation and Curriculum.

Provost Ochoa: Yesterday was census day: 36,637 students headcount which is the highest ever.
-35,723 students on La Mesa campus.
-1,021 students on IV Campus with 107 students co-enrolled.

Our target was to have 99.8%, within 1% is considered "Gold Standard".

Provost Ochoa: The colleges with the most enrollment was:

1. PSFA - 104%
2. ED - 89.74%
3. ENG - 93.95%

Provost Ochoa: The entering freshman class is the largest we've had.

Freshman Class			
6,514 = Freshman	GPA = 3.9	61% = Female	39% = Male
49 states (missing WV)	1,916 from our service area	20% are first gen	99.4% are taking 12 units or more full time enrolled
Freshman Class Diversity			
40% = White	60% = Color	3% = Did not specify	-

Transfer Class			
3rd largest = 3,8878	GPA = 3.4	53% = Female	47% = Male
60% from our service area	30% from families < $24k household income	41% are first gen	90.5% full time enrolled

Provost Ochoa: Grad enrollment decreased to 2,219.
　　　　　　　Transfer 1st year retention rate = 90.4%
　　　　　　　Freshman retention rate = 89.3%

Provost Ochoa: We are still running data to have official counts. Provost thanks Stephan and his team and everyone who helped recruit to be at 99.8% is great compared to other CSU's.

Provost Ochoa: Now yields his time for Jerry Sheehan.

CIO Sheehan: Wants to go over communications and the use of PeopleSoft. Began the use of MySDSU (new student information system) last Spring for students who were financial aid eligible. University has been able to grant two students this Fall financial aid scholarships and are in process now.

Critical events upcoming in October/ November timeframe.

1. Decommission of elements of the Sims and Webportal environment.
   This will happen at the end of September.

2. The new Student Information system will happen in mid-October.

CIO Sheehan: Admission cycle for this year starts October. All data from Cal State Apply will go to PeopleSoft = System of record of both Grad and Undergrad.

Mid October is the beginning of advising month, where we'll make sure to validate the data from the new system with the two systems (EAB Navigate and uAchieve) to make sure they have the new data. Students begin AY23 registration at the end of November, right after Christmas break. Students will be using the new system for the first time when registering for classes. Faculty can log in during Mid-October to look at class rosters and grades in the new MySDSU. There is a new launch of the MySDSU website. Training opportunities will start Mid-October.

Chair Baljon: Mentions that the first step was to take functions away, and the important thing residing in the portal for the advisors are Draft Forms. These forms are used to give students exceptions in degree programs. These forms are used weekly and now concerned these forms are no longer there.

1. Will there be a separate communication going to advisors that use the portal extensively?
2. Is it guaranteed that there is no break in the use of these forms?

CIO Sheehan: The end of WebPortal means to use it to manipulate data vs. being able to look back at data. We will stop using it to change data. End of September, these forms will continue to be available until they are available in the new system. It won't stop people from being able to look at unofficial transcripts. Up until the 17thm the data will be in the process of being synchronized. There will be another communication session with advisors at the end of next week for more in depth discussions. This new system will allow us to look at real-time data, and won't interrupt operations.

AVP Brooks: Encourages advisors, or people who work for advisors to attend, this is dedicated entirely to this transition as we know how important the Forms, EAB, and uAchieve are.
September 30th, 9am-12pm on Zoom.

Barbone yields to Csomay: Will the Zoom on September 30th be recorded for those who cannot attend?

AVP Brooks: Yes it will be recorded.

4.5 Associated Students President's Report (Moore)

President Moore: AS is running at a good capacity. Walk Around Campaign is being conducted, 5-7 minutes presentation on resources that AS can offer to residents and recognize student organizations to ensure they are successful. Last year was a decrease in activity of these organizations. AS is being proactive, providing funding for trips, hosting events, and including other initiatives happening such as registering students to vote during Rock the Vote campaign.

President Moore: Annual Aztec Rock Hunger campaign is coming soon. There will be a 3 week campaign to raise funds for the Jacob and Kushman Food Bank, some proceeds will go back to the food pantry on the 2nd floor of the Student Union.

5. ACTION ITEMS: UNFINISHED BUSINESS

5.1.   AY2022-23 Senate Agenda Items (Butler-Byrd)...Page 6

Senate Chair Butler-Byrd: Data derived from a survey from the beginning of August and presented in the previous SEC and Senate meeting. This item is brought forward for a vote.

Chair Baljon: Are they handled or not handled? How are they handled? Maybe the Officers should make Action Items out of these agenda items? Have the current Officers talked about how these items will come to the floor?

Senate Chair Butler-Byrd: We do plan to have Action Items related to the five items on this list. Chair Weston did report what happened with the items from the previous year at the last meeting.

The AY 2022-23 Senate Agenda Items are unanimously approved.

5.2.   Senate Executive Committee (SEC) (Butler-Byrd)

    5.2.1.   Selection of External Faculty Member Pool for Review Committees:

    Google Form link: Requests for Nominees for External

5.3.   Senate Library Committee (SLC) & Faculty Affairs (FA) (FA)(Holvoet/Mills)

    5.3.1.   Reappointment**,** Tenure, and Promotion: Criteria (Excluding Library Faculty and Student Affairs Faculty)..Page 7

Chair Alyson Abel: Explains this is unfinished business in AY22 May that was postponed to Fall**.**

Senate Chair Butler-Byrd: Asks to make a motion to make this item to the Senate agenda.

Motion (**Abel-Mills/Barbone**) to add this item to the October Senate agenda passes by unanimous consent.

6. ACTION ITEMS: NEW BUSINESS

6.1.   Academic Policies & Planning (Lach)

    6.1.1.   Curriculum Approval Process policy changes (AP&P) (Lach)........Page 10

00:30:33

Chair Lach: Introduction of curriculum helped facilitate a review of existing curriculum approval process, while highlighting areas of process that did not match policy. These proposed changes ensure alignment

between process and policy, including alignment with broader CSU requirements. The updated process streamlined reviews and decreased time to approve curriculum.

Chair Lach: The Following groups and committees agreed to these changes: **Academic Deans, Undergraduate Council, all curriculum committees including GE committee and the College of Education.** Previous policy didn't describe the curriculum approval process. The charts previously created to visualize workflow were improperly labeled and inaccurate. Charts are now a representation of the new language to prevent future errors.

Motion (**Lach/Barbone**) to add this item to the October Senate agenda passes.

00:32:58
Chair Baljon: From the proposed charts, it demonstrates first the proposal is initiated> to curriculum office> Dean's office. She believes missing in the chart is the step that is going back to the department, curriculum committee, and department chair. From her experience it happens after the curriculum office approves it.
00:34:05
Guest McCall: They were requested that each college has an internal process that is on file with the Provost Office. The College of Curriculum Committee is there under **3.0 College Review**. Its not in the chart because other colleges do it differently. The Provost Office will have the process, then it goes to the Dean as the final step at the college level.
00:35:26
Chair Baljon: Asks that proposals she submits go to the department specific for the College of Science before they go to the Dean of that college?

Presenter McCall: Not specific to the College of Science, every college has their process. Every college doesn't have it go through the Dean, they have it go to the Associate Dean. It depends on what the college wants done. The college process is assumed, per **3.0 College Review "*Each college shall develop and file in the Office of the Provost procedures for review of curricular proposals".** The chart has never spelled out the process in the first place.

Guest Csomay: *Chair Barbone yields the floor to Guest Csomay.* Asks about the four month silent period when curriculum is down from January to April. What is happening in the four month period since we cannot do anything with our submissions at all?

Presenter McCall: During that time the Academic Catalog is being produced for that AY.

Prior Process		
Approved by December 2022 > In catalog August 2024		
Not Approved by December 2022 > Rolled over to 2023		> In catalog August 2025

Current Process

Approved by December 2022	>	In catalog March 2023				
Not Approved by December 2022	>	Removed from Curriculog	>	Re-entered in March 2023	>	In catalog August 2025

00:38:57

Presenter McCall: We also use that time to send the departments their department pages for edits for new faculty, new Chair. Departments before used to not have information ready in a timely manner to produce the new catalog. We are producing the catalog for publication in March. The catalog is tied to the curriculum process. There are 145 proposals her office re-entered. The new curriculum process is to make it more efficient and save time.

00:41:35

Senator Schellenberg: The inability for proposals to roll forward was one of the greatest concerns. Question: There is a department level approval that originates with faculty that's not shown there if it can be added in the chart? URP feels by the time proposals get to them and have been approved by the college Deans. Felt as if they were "rubber stamping" proposals.

00:43:57

Presenter McCall: The old "New Graduate" process did not have UR&P and AP&P in there. The "New Graduate Courses" have UR&P and AP&P in there. It did not make sense for UR&P and AP&P to review course modifications, it makes more sense for them to review new programs. Once UR&P and AP&P only get new programs, it will significantly shorten what they have to do.

Senate Chair Butler-Byrd: The motion passes by unanimous consent.

6.1.2. Graduation Writing Assessment Requirement (GWAR) policy changes (AP&P) (Lach)...Page 22

00:48:03

Chair Lach: Background: Last April, CSU revised its policy on GWAR (Graduate Writing Assessment Requirement). New policy eliminates the WPA and requires all students to satisfy the GWAR with a three semester unit upper division course(s). Crouse writing requirements must be factored into high unit majors (120+ credits). In the Summer, SEC adopted to waive the GWAR for students in high unit majors graduating this AY as a short term solution while we worked on updating the policy. This revised policy outlines students shall enroll in one intensive upper division W course or two disciplinary writing courses (designated as DW). This is a long term solution for high unit majors. Move to Senate October agenda.

Senator Barbone: How does a course become a DW? Before we agree to move on, we should explain how this would happen.

00:50:47

Presenter McCall: This was developed by Glen Mcclish. He suggested requirements for DW course:
Disciplinary means: of argumentation, exposition, ways of reasoning, analyzing, synthesizing, evaluating, formats, genres, conventions, vocabulary, prose style. Students demonstrated understanding of

rhetorical context and audience. Apply writing processes effectively in research, prewriting, drafting, revision, and editing.
00:52:17

Chair Baljon: Could people make a GED course a DW course in hope that they get higher enrollment?

Presenter McCall: We did not anticipate a GED class could be a DW. It is new on this campus and necessitated by the executive order. It is new to have a W class double count towards the major. We did not want to increase the double counting towards graduation requirements for GED. Some majors don't have their own upper division classes (urban studies).

Chair Baljon: Are you allowing it? Can they change their GED course to a DW course? Or do they have to show a specific need for it.

Presenter McCall: Other CSU's have writing integrated in the curriculum, we don't. Believes this is more of a Senate question since we haven't done this before. Hesitant to answer this question for the campus community. We are trying to expand options for high unit majors. We can't do that without some other option.

Chair Hernandez: Similar question to Senator Baljon. Who does it fall on to establish a course to be DW?

Presenter McCall: We assume it goes through the Writing committee, that was Glen's intention.

Chair Hernandez: For some they have to take one W course but others two DW courses**.** Does this create a scenario where some majors would be impacted with more units required?
00:57:10

Presenter McCall: A W class is writing specific. With a DW class, writing is not the focus of the class. In a W class, students have to write six thousand words. It was not equitable to have students do this while others in a DW class could write a lab report which is less than six thousand words. This was part of the calculation

00:58:49
Chair Barbone: Would "triple-dipping" be allowed? I have a GE course that is also a W course and counts for the major.

Guest Csomay: *Chair Barbone yields.* Believes other campuses do it. We can observe and see if we would like to follow their practices.

Presenter McCall: This is modeled after Fullerton's Policy, which is what CSU is recommending. Believes "triple-dipping" is a Senate issue. Other campuses do allow "triple-dipping", since EO-1100. Proposes a friendly amendment to include criteria in the rationale for DW.

Unanimous consent.

6.2. Committee on Committees and Elections (CCE) (Marx)

01:01:05
Chair Marx: Global Campus Committee is the last one without a Chair. These appointments are as of last week. Motion to include this on Senate October agenda.

Chair Barbone: Second.

Motion (**Lach/Abel-Mills** ahead of Q/A**, Marx/Barbone** again after Q/A) to add this item to the Senate Agenda passes with unanimous consent.

6.3. Faculty Honors and Awards Committee (Welsh)

Motion (**Baljon/Barbone**) to add this item to the October Senate agenda passes with unanimous consent.

6.4. Staff Emeritus Requests (Rehfuss)

01:03:26
Chair Rehfuss: Submitting a slight tweak to the process which is modeled after the Faculty Honors Committees.
01:05:54
Barbone yields to **Guest Csomay**: What are the perks that come with the emeritus status for staff? Last year Red ID and sdsu.edu emails were taken away and have not been restored even from individuals with staff emeritus status. HR required a letter from the Provost? Not sure where that is in the process if Rehfuss can update us on that.
01:07:00
Chair Rehfuss: This is a process we are constantly trying to improve.

Vice-Chair Vasquez: Wondering if the term "invasion" can be changed in the document. Maybe change to "incoming".

Motion (**Baljon/Barbone**) to add this item to the October Senate Agenda passes by unanimous consent.

6.5. General Education Curriculum and Assessment (GE)(Wilson)

01:10:57

Chair Wilson: We discovered two Writing subcommittees. We decided to get rid of both subcommittees under GE and UCC and combine it into the main committee, W or DW proposals to go through the GE committee as it aligned with our charter. This policy change is in service to streamline the curriculum approval process so that there are no subcommittees they have to contend with.

01:14:38
Chair Baljon: Notices American Institutions are mentioned. That the rules are changed, which never went through the Senate process. Prior discussions with the Political Science faculty and Chair who said it would be good at some point to do an assessment of the American Institutions to see it under the new rules.
01:16:06
Chair Wilson: You're right, there was no mechanism of a specific review or oversight of course proposals that were coming through for American Institutions. We decided to incorporate that as part of the change. We can draw upon the expertise of our faculty colleagues in those areas for souness. As far as the assessment part, it is not a conversation he's been involved with.
01:17:36
Presenter McCall: Chair Baljon is correct that the changes did not go through the Senate. It is back to where it was in the Policy File. We've never really evaluated where or not a class is an American Institution class, which is part of the conversation that led us to evaluate American Institutions.
Presenter McCall: We are one of the only CSU campuses that does not have a learning objective for American Institutions. They exist in Title V, we've just never adopted them.
01:19:54
Chair Hernandez: Where has cultural diversity been located in terms of grinding of that status to the courses?

Chair Wilson: Cultural diversity courses are part of GE. They wanted their proposals to also satisfy the cultural diversity requirement. We have courses called "overlay" which are upper and lower division courses that students can take to satisfy ethnic studies requirements. The reason we included cultural diversity in this policy file change is just to codify it in policy because that has been our practice.

Senator Schellenberg: Question on 2.5 - Not sure if we should use "supervise" when we're talking about shared governance committees. Also concerned about "such as, but not limited to" in his opinion not good policy. Curious about the GE Curriculum Committee is now supervised by the Undergraduate Council.
01:24:41
Chair Wilson: The supervision is centered around our curriculum reporting structure. What we decided to do was create a singular report that's managed and created by the Office of Curriculum, Assessment, and Accreditation.
01:27:10
Senator Kamper: It was approved by the Senate that the Ethnic Studies Committee will approve all classes for ethnic studies. He wants to make it clear in the structure for approval that the changes don't affect it.

Motion (**Schellenberg/Barbone**) to add this item to the October Senate Agenda passes with unanimous consent.

01:28:53
Motion (**Brooks/Barbone**) to add this item to October 6th Senate Agenda passes with unanimous consent.

7.   INFORMATION ITEMS

All information items are added to the October Senate Agenda by unanimous consent.

Chair Barbone: Suggest to change the names of certain groups like "third semester first-year students"

01:37:08
Senator Baljon: Doesn't want the term "first year students" to be taken literally. These are labels to indicate how many units these students have. If you don't finish thirty units after the two semesters, you're still considered a first year student as that coursework still needs to be completed.

8.   EXECUTIVE SESSION (Voting SEC Members Only)

meeting moves to Executive Session

     8.1.   **University Relations & Development (URAD) Naming Presentations (Vargas/Wood/Pasenelli/Stanley/Teplin/Terrones) *[TIME CERTAIN: 4:00 PM]***

9.   ADJOURN

Meeting adjourned at 4:30pm.