

Academic Senate •1000 E. Victoria • Carson, CA 90747 • WH-A420 • (310) 243-3312

Academic Senate Meeting Minutes

May 10, 2017

LSU 2:30 – 5:00 PM
Approved 09/13/17

Voting Members Present: Abdourazakou, Avila, Heinze Balcazar, Chavez, Chun, Dotti, Durand, Evans (proxy for Haney) Ferris, Grasse, Johnson, Kaplan, Krochalk, Kulikov, Lacanlale, Ledesma, Ma, Macias, Monty, Moore, Oesterheld, Peyton, Price, Radmacher, Riddick, Robles, Shakib, Sneed, Tang, Tsuno, Vanderhoef, Vanterpool, Villanueva

Voting Members Not Present: Barab, Cid, Ernst, Furtado, Jarrett, Ladd, Nelson, Thomas

Voting Ex-Officio Members Present: Dellacioppa, Deng, Esposito, Hagan, Hill, Iheke, Norman, Pawar, Perez, Talamante

Voting Ex-Officio Members Not Present:

Non-Voting Ex-Officio Members Present: Davis, Brasley, Franklin, Hay, Kalayjian, LaPolt, McNutt, Stewart, Weber, Wen

Non-Voting Ex-Officio Members Not Present: Avila, Carrier, Driscoll, Goodwin, Huizinga, Manriquez, O’Donnell, Poltorak, Sayed

Guests: Larry Gaines, Jr., Glenn DeVoogd, G. Rhodes, Christy Stevens, Samila Amenyradpous[sp]

2016-2017 Academic Senate Executive Committee:

Jim Hill – Chair, Laura Talamante – Vice Chair, Annemarie Perez – Parliamentarian, Sheela Pawar – EPC Chair, Kara Dellacioppa – FPC Chair, Thomas Norman – Statewide Senator, Kate Esposito – Statewide Senator

**Recorded and Edited by SEW and the Executive Committee**

Meeting Called to Order: 2:30 PM

President Hagan suggested that due to Senate Chair Hill’s health, the gavel be passed at the beginning of the meeting to the new Academic Senate Chair to lead the meeting. Vote was taken in support of this suggestion. Agenda was amended to reflect this change.

New Academic Senate Chair Talamante took the gavel and as her first item of business was to introduce the new proposed Senate Executive Committee. She noted that EPC Chair Pawar would not be returning due to her time constraints and focus on two separate grants. Additionally Talamante noted, the FPC Chair Dellacioppa would not be returning as she too has a grant that will be occupying her attention. The outgoing Parliamentarian, Annemarie Perez will not be returning as she steps into her new role as a first year tenure-track professor. Talamante asked everyone to join her in thanking them for their service. Talamante introduced the new FPC Chair, Maria Avila; the new EPC Chair, Enrique Ortega and the new Parliamentarian, Brenda Riddick. Talamante noted that the position which had been revived, Senate Secretary, would be filled by Caroline Coward. Talamante moved to have the Senate body confirm the appointment of the aforementioned positions. Motion was seconded and affirmed by acclamation. Talamante thanked Provost Hay and Vice Provost O’Donnell in helping to put in place new time equivalents for several of the Senate positions.

Amended Agenda M/S/P

Minutes from 04/26/17 M/S/P

Talamante said while she did not have formal remarks, she did want to say she was excited about all that had been accomplished this year in the Academic Senate. She noted that Senate Exec is working on the list of unfinished business from this year and setting up priorities for the fall and plan to address some of those priority items at the Senate Retreat. Senate Exec will be in a meeting with incoming Provost Spagna on May 16th. Talamante said it is her vision to set up in advance some of the Senate agendas in advance with room to add as needed, so that we will have an idea of where we will be going.

President Hagan’s Report

* Provost Spagna will be on campus on May 16th and 30th to meet with various constituents, including Deans, Vice Presidents and incoming and outgoing Senate Exec. We’ve agreed not to give him an email address until the end of the semester. As we get a sense of his arrival, we’ll try to set up additional meetings.
* Graduating class of 2017 is the largest in the history of Dominguez Hills. [applause] It reflects a lot of work on behalf of the staff and students and advising and staff. Hagan said that the demand for Dominguez Hills is fantastic, however we may be becoming too popular and it could be problematic, as we’ll hear more about in the Enrollment Management presentation later on. We’re trying to figure out strategies to have the System help us grow as opposed to having to turn down the additional students.
* A yearlong symposium is being planned similar to the Watts Rebellion Symposium to celebrate the number of milestones related Latino culture in this campus community. There will be speakers, seminars and various events. We will probably be reaching out to folks to be on a planning committee. We want to engage some of the faculty members and tie in some of their classroom activities with those events.
* Had a meeting yesterday with head of AEG and the owner of the Chargers. It was a frank discussion letting them know that everything they need to do to be successful has to have a clear and direct support to the university, particularly our students. We laid out all of the resources Dominguez Hills has to bring to the table. They got that message; they are also looking to construct a hotel. Again we had a discussion asking how that hotel benefits the university. These discussions are ongoing.
* Land Development Plan – we’re about to move forward on further discussions with the Chancellor’s office about how that might be financed.

Provost Hay’s Report

* Hay pointed out that this was his last Senate meeting in the position of Provost and said he wanted to publically thank the person who put him in that position. He also thanked the Cabinet, and added he wished to “assure everyone that this group really has the campus’ best interest at heart.” Hay also thanked the Deans, Faculty and Staff and commented on what a terrific group they were to work with.
* Hay noted that what was a priority on his list when he took the position was faculty hiring, WSCUC and the budget. Hay said they’re all moving in a positive direction.
	+ Faculty Hiring – there are 20 new hires and through the number of FERPS there will be six additional hires and through retirements, there are two retirements and then there are four rollover positions, bring the total of new hires to 32 new hires next year. Hay commented there may be some more but sometimes people do not know they are retiring until the last minute. He asked if anyone knew of someone who was retiring who has not reported it, we certainly would like to know so we can get a new hire on the books.
	+ WSCUC is on the right track for tenure accreditation. The team has been doing an exceptional job. We’ve been taking all of the suggestions that came out of the Town Hall and putting them into the document. That will go back out to those who are reviewing the chapters. The report is due to WSCUC on July 25th. They will read that document and call us back on October 3rd. That’s the off-site review where they will let us know if we’re ready for the on-site visit. Hay said he’s pretty sure that’s going to happen and if it does the on-site visit is February 27th – March 1st, 2018.
	+ Budget – working hand and hand with the Division of Finance and many other Division Heads, we have a good handle on budget in Academic Affairs. Our financial position looks good. There are some gaps that have been identified and we’re looking to fill them. Some of those are being filled with the student success funds this year so we’re able to do things like pay the chairs for all the work they do in the summer. I hope that soon that will be baseline and some of the other things such as supplemental instructors that has made us successful as far as getting students to graduate. Hay said our goal was to get to the point in which we could push budgets into the divisions. A lot of it has been controlled in central Academic Affairs. Right now what we’ve done is set the table so we’ll be able to give the colleges their budgets. We’ll be able to give some of the other departments (such as Faculty Affairs, Undergraduate Deans) their budgets and allow them to do what they need to and provide flexibility. There’s also been talk about departments wanting individual budgets. We’re also setting the table for that. Hay thanked the Deans who’ve been trying to do that already.
* Graduation Initiative 2017 – which was to try to get as many students to graduate this year as possible was funded at $1.3 million. We don’t know how many students we’ve actually impacted. However, we do know in our Pay It Forward grants, that we are looking at 129 students that we’re going to be helping to graduate this summer.
* Graduation Initiative 2025 – a lot of the same programs are in place for this as it falls on the heels of graduation initiative 2017. The goal is to raise the four year freshmen graduation rate from 9.7% to 31%. Raise the six year graduation rate from 42.4% to 55%; the two year transfer rate from 29.9% to 40% and the four year transfer rate from 66.8% to 75%. Hay said with all of your continued hard work, he sees us not only meeting these numbers but quite possibly exceeding them and reaching these targets sooner than 2025.
* Exit Survey – in an effort to understand what the students are thinking on their way out, we’re going to do a survey for the graduates at commencement. They’re going to sign-in; they’ll get a card with a little que code on it so that when they walk across the stage their picture will appear on the jumbotron. Around the same time they pick up this card, they’ll be asked to participate in a survey which they’ll be able to link to on their phone and tell us about some of the experiences they’ve had and what they thought they felt was most impactful. It’s being cleared through IRB as well.

Hay noted that he would be going back to faculty for a year or two. He said he has some research he’ll be working on. He would also like to get back to some of the things he’s put on hold such as building and playing guitars. Hay concluded his report by reciting the lyrics a song called [The Cape](http://www.azlyrics.com/lyrics/guyclark/thecape.html) by Roy Clark. Hay said there are all kinds of leapers here at Dominguez Hills and sees the faculty, staff and administrators leap all the time. Hay said he wished to tell “all the fellow leapers, thank you for letting me jump with you.”

**Q & A**

**Senator Monty** with regard to number of graduates in 2017 and the goals we have in the Strategic Plan from the Chancellor’s office. Do we have any projections for the graduation rates for the 2011, 2012 and 2013 cohorts? Monty continued, we were given some preliminary projects in fall at the college level and he was wondering if we have at the central level any updated projections now that we’re in the spring. Second question has to do with the budget. He said it is evident that none of the major initiatives he’s been involved with was defunded and the sky didn’t fall in. But last year in the Senate and at the Open Forum regarding budget, it had been suggested that the sky indeed was falling or nearly so and that we were in a state that would take us three or four years to take us out of a deficit situation. We have not gotten any real concrete updates on the budget this year. Monty asked if President Hagan or Provost Hay could tell us anything more or if not, that he would like to make a formal request for a full report at the beginning of fall 2017. **Hagan** responded, “The sky was falling” in on the budget. We went from $12 million dollars in deficit spending and we’ve gotten it down to $5 million or $6 million. The way we wanted to address that is we didn’t want to make cuts, one of the reasons we didn’t keep to our five year faculty hiring plan is we didn’t have the money. And what we were doing is putting those dollars towards bringing the structural deficit down and we’re going to position ourselves so we can eat at that debt over the next three years instead of trying absorb it all at once, which would mean we would have to cut things or slow back. The budget recommendations coming out of the University Budget Committee for the baseline funds we’re getting are going to things that are critical but in many cases were being funded by onetime funds. We’re trying not to add many new things on because we do not have a lot of baseline budget and most of the baseline budget that we do have is going to faculty hiring. It’s been reduced down and we still have three years to get it out. Hagan said he will have VP Goodwin come and provide a much more detailed explanation. Hagan added he wasn’t sure what we have on the grad rates on the 2011, 2012 and 2013 cohorts. **VP Franklin** said he’s sure we have information on it, but he just wasn’t prepared to deliver them. He said if he could, it would be fantastic, since we’re in the process of doing this graduate initiative 2025 that at the beginning of every academic year we come in and talk about our results. The 2011 cohort, which is if you add six years, which is the only thing were initially measuring, we will know from when grades are confirmed here and grades are confirmed in the summer, what their six year grad rates are. We would love to come back in the New Year and report on that and to give the projections on the 2012 and 2013 cohort. Summer PELL has returned, we are now beginning to do a huge marketing campaign with our students so they can take advantage of summer PELL. To come to every Senate at the beginning of an academic year to give our numbers on were our graduate numbers are and where our retention numbers are. **Senator Heinze Balcazar** asked what happened with the Student Success Fee. She said we have very serious issues with classrooms in LaCorte Hall and spoke of a student who came to the Department of Modern Languages requesting a broom so that she could sweep the classroom because it was so dirty. We have issues of cleanliness, computers not working, projectors not working. Particularly in the summer where some of us teach very early and there’s no one to help us with the computers and the projectors. **Hagan** said he would have VP Goodwin report on this in detail and added that we are continuing with summer classroom renovation plans. They have worked with Academic Affairs identifying classrooms that they’re going to renovate and upgrade. Hagansaid he’s asked VP Goodwin who has pulled together the entire facilities management team to look at the issue of cleanliness and make upgrades. Renovations will happen. We’ll probably speak with the union stewards about can we work together to provide more overtime or something to hit a problem that we all know is here. That will happen, but I’ll actually have her come to the Senate and provide more detail. He said he would also have VP Goodwin send a notice out to the campus on what the activities will be with regard to cleaning and maintaining classrooms over the summer. **Hay** added it is his understanding that they’ll be 10 classrooms that will be renovated over the summer. He said that part of the problem is that with the number of students we have now, we’re trying to schedule around the class and that’s been difficult. We’ve got a lot of early start and a lot more freshmen coming in.

ASI Report - VP Iheke thanked the Senate body for being so welcoming and patient with her this year. She stated that her position is currently vacant and hopefully will be filled by the time Senate starts up again in the fall. The ASI budget will be posted on the ASI website. They’ve been meeting with different entities on campus to determine the various financial commitments for next year. Iheke noted the lack of visibility of Senate at the ASI induction ceremony for the new ASI board. **Chair Talamante** asked if Iheke knew the result of the IRA applications or did she know when faculty could expect them? **Iheke** directed the question to Vice Provost Ken O’Donnell. **O’Donnell** said the committee has taken the IRA applications and made their recommendations and presented them to the President who he believed had made some decisions and may have communicated that out. **Hagan** responded he does not have the latest information, but will look into it and communicate that out.

Second Reading

**EPC 17-09 Definition of Super Seniors, EPC Chair Sheela Pawar** – Pawar said that after the first reading item, there weren’t any suggestions for changes or edits, so she did not make any changes to it. She asked the body if they had any suggested changes currently. **Senator Moore** moved to vote on EPC 17-09, which was then seconded. Resolution passed unanimously.

**EPC 17-10 Resolution for Planned Leave for Undergraduates, EPC Chair Sheela Pawar -** Pawar said she looked into Senator Peyton’s previous inquiry on the potential impact on financial aid and found that the impact planned leave would have on undergraduates financially would depend on the length of their leave and the type of their aid. Pawar added an additional resolve which reads financial aid recipients must consult with the financial aid office before applying for planned leave. **Moore** asked if in the third resolve, where it says “students won’t be entitled to any campus services”, given that you can be on a leave which you’re engaged in academic programs or educational goals, does it make sense to exclude students from having access to library resources? **Pawar** responded it is possible that the impetus for this is that they don’t pay student fees so then the type of services that are fee based then are not available to them, but she would be happy to discuss that. **Senator Durand** asked with regard to military leave. She gave the example of some of her students who have had to leave suddenly and then are gone for two months and they did not have a chance to speak with anyone. Durand asked if there was anything in the Planned Leave resolution that would provide for an exception? **Pawar** said the exception would be the students could apply for a retroactive withdrawal. This is for leave that they know about ahead of time. **Moore** said a leave isn’t a withdrawal. Could it create unnecessary complications for students who are in the situation that was just described in terms of financial aid, and things like that, when they’re not necessarily gone for the entirety of the semester. **Pawar** asked if he was talking about someone who leaves mid semester? **Moore** continued, “that starts the semester and then they get deployed or something happens where they’re in national guard service.” **Pawar** said they would be eligible for planned leave in the following semester. **Senator Krochalk** asked if someone took seriously ill early in the semester, they can’t take a planned leave so they would do a retroactive withdrawal, and have no opportunity for a planned leave. **Pawar** said it depends what time of the semester they get sick. If they get sick before census date, they can withdraw. If they get sick after census date, they can request, through petition, a retroactive withdrawal. What we’re discussing is planned leave, which would happen prior to registration. **Krochalk** added what is a little troubling is that student would not have any opportunity for a planned leave. **Pawar** said they would have the opportunity for a planned leave in the following semester. This is not meant to cover a student who would need to leave mid semester—that process is already in place. We already have a protection for students that have to leave during the semester. Technically a student can stopout for one semester and not get penalized but if they go beyond one semester, then they are penalized. We’re trying to make it easier for them to get back into the university and not penalize them. **Chair Talamante** asked Dean Brasley if there wasn’t already a provision within the library if students have a note from a professor that they can get access to the library? **Dean Brasley** said it might be an unofficial situation. It would depend on whether they are currently enrolled because our licensing agreement is for currently enrolled students. But if they still have an active registration card in PeopleSoft then they do have access to our resources. Brasley said she would have to consult with her circulation supervisor at what point that they become active/inactive in our system. **Senator Ma** added if there is a particular student who has special requirements and if the student is not in PeopleSoft, the library has a 2nd log on screen, where the student can register individually with the library and keep a library barcode and then access the library services. **Brasley** said she was thinking more towards our online periodical databases and what Senator Ma was speaking about was the ability for checking out book materials and access e-books. The question was called and the resolution was put to a vote.

**36 in favor/0 opposed/2 abstentions**

**FPC 17-11 Establishment of a Council of Department Chairs and Program Coordinators, FPC Chair Kara Dellacioppa** – Dellacioppa said that there has been some substantive changes between the First Reading to the Second Reading. She said for the last several years as Chair, she’s been trying to understand what her compensation was for summer. She said she kept asking people and making complaints to her Dean and other administrators but she didn’t get any responses. She said that one day after speaking with her colleagues, Chairs and Program Coordinators, they put together a memo about getting clarity on compensation for the summer. After it was written, edited, signed and sent off to the Provost, a week and a half later a meeting was held with the Deans and something was worked out. While it wasn’t perfect, results came out as a result of communicating as chairs and coordinators across the campus something happened. Dellacioppa read aloud the 2nd reading of FPC 17-11. **Senator Kaplan** said he’s been looking for reasons for and against for some time and just today said he asked himself, has he ever asked what the chairs want and what would help them to do their job? He said that factor would be just as important as any other in deciding how to vote on the matter. Without polling the chairs, Kaplan said he assumed they would find this useful in helping them to do their tasks. He went on to say that unless we can show for sure that it would some way hamper this body as a policy advisory body, he believes we should defer to the chairs and let them have a council. Kaplan said he will be voting in support of this resolution. **Senator Vanterpool** commended the FPC Chair in her presentation of the resolution. He added that it was about a year ago that he vehemently opposed it, and it wasn’t because he didn’t believe in the value of chairs and coordinators coming together as a body, but because of what was presented. As he looks at this resolution as it is being presented on the floor today, he is prepared to speak in favor of it. He asked about the meetings of the body and how frequently they would meet as he believes there might be greater participation by chairs and coordinators if there were set times and we know them up front, it might help. **Dellacioppa** said that Faculty Affairs has been organizing a Chairs workshop every semester and sometimes there’s a substantial number of chairs and coordinators attending. Faculty Affairs gave us space where Chairs and Coordinators discussed their issues. Dellacioppa said even if they met once a semester and said what are our biggest issues, what are our priorities, it would be helpful. **Vanterpool** added having in writing that the amount of times that chairs would be meeting would have minimal impact in their time would be helpful. **Heinze Balcazar** offered a friendly amendment on the last line of the first resolve and so it would said “work with Faculty Affairs to organize the Chairs/Coordinators Workshop.” **Monty** said he is currently a department chair and led the charge against this resolution about a year and a half ago and am still opposed to creating such a body even though he is much happier with the shape that the body proposed here would take. He said he still intends to vote against it for a couple of reasons. The agreement with the Provost last year was reached without a Council. Chairs got together and made their voices heard. Do we really need it? Summer advising is a mess and affects chairs disproportionately, then why didn’t the FPC Chair raise this matter within the Executive Committee and bring the matter to the floor? The Senate is where we can adjudicate these things. We have mechanisms available to us to address all of the specific concerns chairs might have. That said creating a forum where chairs can get together and share their experiences, he said he believed that to be useful. He said he would be in favor of creating such a council if it were strictly a consultative body. In terms of its jurisdiction, in terms of advising EPC and FPC on matters of educational and program quality and faculty matters, that should be stricken. It seems unnecessary and problematic. EPC and FPC are already advisory bodies to the Senate. Passing this resolution in its current form means we’re creating an advisory body to the advisory bodies that already exist. If this body is to advise and recommend EPC and FPC, it would have to meet somewhat regularly. To prepare a formal proposal in the name of the Council of Chairs is something that would take some time, research and deliberation. If we’re talking about just advising informally then why create a council? If we’re creating a council, than I’m imaging that this body would prepare formal written recommendations for submission to EPC and FPC. If that is the case, it needs more well-defined bylaws and processes. **Dellacioppa** said she believed the biggest benefit in having this council is the information sharing and if we need bylaws then we’ll work that out if people seem really interested. **AVP Weber** said that the resolution should state “the office of Faculty Affairs and Development”. **Heinze Balcazar** said yes, we need this council, and we achieved quite a bit with the memo that we wrote. But we actually encountered lots of obstacles in our path and one of those is that we have been unable to meet with people regarding some other issues that have concerned chairs such as workload, retaliation, intimidation. There are issues that we have pushed and have not made inroads on, which brought us to the realization that we probably need this council as opposed to a temporary council that does not have a formalized recognition. We need that formalized recognition so we can move forward with some of the problems that have not been fixed. The other thing is that we’re sharing experiences, we’re sharing issues, and we’re sharing information and this would be the formal way in which to do that. **Statewide Senator Norman** spoke in favor of the resolution. He said, “Is this document perfect, no it is not. But since being on Exec we’ve amended our constitution and bylaws several times because we’ve found imperfections.” Norman said he would urge the body to move forward in what he thinks will be positive. Chairs play a very important faculty role in governance and in the absence of that, you just open it up to administrators moving forward with their goals and objectives. Norman moved to call the question.

**Resolution passes with 26 in favor, 3 against and 5 abstentions.**

**\*W EXEC 17-12 Resolution in Support of Protecting the Work Assignments of Current HUM 200 Lecturers, Laura Talamante,** Talamante brought to the floor a resolution that she was supposed to present in her role as Vice Chair. She said she would like to offer some history as to why she’s suggesting the waiver of a 2nd reading. Previously at the April 26th Senate, the issue of HUM200 came up and a request for a Senate resolution regarding HUM200 lecturers and entitlements brought about a strong discussion. Talamante explained that at a previous period of time when we had a migration of courses in upper division GE from HUM, SMT and SBS a joint resolution of EPC and FPC was put forth. This current resolution was informed by what was passed previously in regards to taking care with our lecturers and the movement of these courses back to the departments in Area C of General Education. Talamante formally asked the Senate body if we could move to waive the First Reading and noted that the Parliamentarian Perez would be taking the gavel so that she could step away from her role as Chair for a moment to present the resolution, which was seconded. Talamante read the resolution aloud. She offered that she would summarize the rationale stating that Senate Exec, including the EPC Chair had said in the last meeting that they support the changes in Area C of these requirements. They can see that it will be beneficial for students, departments and programs, especially some of the smaller department and programs. Additionally, it will bring forth more courses to benefit students and will likely be beneficial to university advising as it helps to stop roadblocks that have happened with the different requirements between our native freshman population and our transfer students. However, we do think it’s important that the Senate have a voice and that we show support for our lecturers and use this moment to build upon our previous resolution EPC/FPC 13-11. Also in looking towards our Statewide Senate for their voice and precedence that they have set with AS2633-03/FA from November 13 and 14th of 2003 addressing Protection of Work Assignments Available for Temporary Faculty. **Senator Villanueva** said she would like to express her support for this resolution and read the following prepared statement: “I am bound by my profession to show support for changes that benefit students’ academic experience, and I am sure that the HUM 200 course migrations carry good intentions. However, it is often our union theme that student learning conditions are faculty working conditions and faculty working conditions are student learning conditions. We have to simultaneously protect faculty rights, lecturers’ rights, and I trust in our communication with Dean Avila that he will follow through with his commitments that he has stated to us. That he will maintain or try to maintain the same level of employment for this group of lecturers and that he will be transparent in this process and explain and address the teaching load for each of the lecturers.” Villanueva continued, “I believe that this resolution allows for shared governance and also keeps in mind the well-being of our students and the reassurance that faculty rights are carefully protected.” **Monty** called the question which was seconded.

**Resolution passed by a vote of 31 in favor, 0 opposed and two abstentions.**

Presentations

Enrollment Management, Brandy McClelland – with regard to where we stand in our pipeline for this year for the incoming class of Fall 2017. McClelland shared a PowerPoint presentation [[click link]](http://cm1.csudh.edu:9992/Assets/CSUDH-Sites/Academic-Senate/docs/insidethesenate/academic-senate/Presentations/ENROLLMENT%20UPDATE%20Senate%202017.pdf).

* First slide is a summary of past three years of history and how that compares to where we’re at for the incoming class of freshman this fall 2017. For the past two years we have closed applications by the priority deadline, that means we’re only staying open October 1 through Nov 30, which is mandated by law and that we’re continuing to increase in Freshman applications even by closing by that deadline.
* Number of admitted students is also going up this semester dramatically where we ended up with over 9,400 admitted freshman. That indicates to us that those students are coming to us more prepared and coming to us more as a first choice institution. (note that the number is actually equal to the number of transfer admits we’re seeing this year. We have never been in a position where those numbers have come in at an equal rate.)
* Intent to enroll is 33% for Freshman is higher
* More students are completing their files (test scores or completing EAP requirements)
* Number of students who are conditionally exempt or exempt from remediation also has increased this year.
* Historically, we have had about 62% of intent to enroll freshman turn into actually enrolled students. If that happens this year, that puts us at a freshman class of just under 1,700 students. However all indications being stronger than last year, that would put us even higher
* When we’re looking at the top 10 high schools coming in, those numbers are still very similar for the numbers of the students we’ve had coming in over the past five years. We’ve added a couple of new high schools, such as Paramount and Garden Grove, which is interesting because we’ve not done any extra outreach except for our regular campus marketing.
* Transfer numbers are stronger. The Transfer application numbers go down, because we close by priority deadline. We used to stay open until March and take transfer applications. The last two years we’ve closed within two years we’ve closed within a week of that priority deadline but we’re seeing those admitted numbers going way up. Actually our freshman exceeded by 50 our transfer admits, which has never happened based on the data she has.
* Pipeline is also strong; we’re about 16% higher than this time last year.
* Northridge impaction of transfers and LA impaction of programs will drive up yield
* Lastly, McClelland shared the following slide which shows the kind of structure around enrollment management which has helped expand cross divisional conversations around recruitment, retention, academic programs, finance and financial aid. The things that we’re seeing happen around conversations and communications with students are a direct result of this structure, the conversations that are happening, recruitment plan, and the retention plans that are put in place around the graduation initiative. We can see that by coming together that it is impacting what we’re doing and what is happening out in the community with our students.



**Senator Monty** said that last year there had been an initially unscheduled emergency orientation on August 17th for those who had not attended another orientation. Do you foresee that happening again? **McClelland** said we always have that orientation and we will continue to have that orientation. It’s not necessarily unscheduled or last minute. It often serves our international students who aren’t necessarily in the country until then. It also sometimes serves a number of athlete students who are being recruited over the summer. We will have that orientation, but it will not be last minute because that deadline will be upheld. It will serve a specific population for students who cannot attend earlier orientations. **Heinze Balcazar** said that as a chair it would be very helpful to know what is in the file for the students. **McClelland** said that students need to submit test scores and academic transcripts that prove their GPA and the academic content. Admission for freshman is based on a combination ACT or SAT test score and their GPA, so that evaluation happens as well as the APP requirements. For transfers they don’t need to submit test scores, but they do need to submit their academic transcripts that prove that they completed the golden four requirements and that they have the minimum 2.0 GPA and that they’re in good standing with their last institution. Heinze Balcazar said that some of us are under the impression that there is a quota in admissions such that you admit a certain number of students in STEM, a certain number of students in Humanities, a certain number of students in Letters, is that the case? **McClleland** responded no. She added that we as an unimpacted institution have to admit anyone meets the basic minimum standards as laid out in Title V, regardless of their major. **Heinze Balcazar** asked what about the demographics of the students who have indicated an intent to enroll? **McClleland** stated we just got that data and haven’t looked at it all. Usually we do demographic information on the enrolled students and we’ll be able to provide that once we know. It will be more helpful to look at the demographics after June 1st. **Senator Radmacher** asked when would we be getting the information about which students are coming to which orientations? **McClleland** said usually we send that information out to the Associate Deans a week before the students come to orientation because the students can switch that around if their schedule changes. This week we have five transfer orientations in one week, so we’ll be putting all of that information together. **Radmacher** said please do that at least a week before as we need to evaluate their transcripts and sometimes we need to ask them to send the unofficial transcripts to us so we can clarify which courses they’re eligible for and that can take a really long time especially when we have 40-50 students to go through. Radmacher said the eligible to enroll list in the beginning of the fall usually is a very big list. When do the students who don’t actually enroll get vetted off that list? **McClleland** responded at census. **Radmacher** said she wanted to know so she could determine when to run that report to get a true reflection of the numbers. **President Hagan** said he wanted to put a statement/question to the Senate. It is highly likely that our intent to enroll numbers are going to go up. If we look at where we’re heading and if you add in the additional FTE growth because students are taking higher unit load, we’re likely to end up 8% - 12% over target, and that’s way over target. There’s a lot more focus on that there are a lot more students who are making Dominguez Hills the institution of choice. There is also the impactions decisions at other campuses, and we have had a strong commitment to our mission to serve this community and have not wanted to have that discussion. Hagan said he’s wondering if this trend is going to continue, and he thinks it is, then is it worth it for this campus to have discussion around program impaction? Some of the programs on this campus are absolutely bulging and Hagan said, sometimes impaction can be viewed as a bad word, should we have a discussion around this. Being one of only five institutions left in the system that aren’t impacted, and more students are coming our way. We want to serve them and make sure we’re able to serve our local students. Hagan says he doesn’t see these numbers going down and believes its important to put out there and a discussion we should have in the fall in terms of where we need to go. **Monty** responded “yes”, it is time for us to have that discussion, and it’s been time for some time. Some programs have gotten so large, speaking as chair of the Program Review Panel, that they struggle to serve the needs of their students, and absolutely no disrespect to the faculty in those programs. They are overworked and under resourced. We have programs with hundreds of students and two to three faculty. Why is that the case? One reason would be that we’ve been pouring faculty resources into business administration in pursuit of accreditation, and they have to have a certain percentage of full-time faculty in order to be eligible. Monty added what he would recommend is if we want to get the business program accredited, we might look at impaction, because only if we do that will we ever be able to hire a sufficient number of faculty. If it keeps growing, they’re going to need more faculty and these other programs will continue to be starved even though their students’ needs are not even being met. He concluded by saying its just one point of view but believes it is at least worth having a conversation. **Statewide Senator Thomas Norman** agreed that it is definitely the time. He said he was at the Chancellor’s Office yesterday speaking with Gerry Hanley and Sheila Thomas about our Applied Studies which we’re trying to change the name to organizational leadership. Gerry suggested I let President Hagan know that it can be a great other choice for folks who struggle to meet the finance and the statistical requirement in the business administration program. We really want to have the quality in terms of assessment as well. As we grow, it might not be the best for people who think they might want to do business, but there are some other alternatives. So I think its time to have this conversation, especially while we’re looking at the graduation initiative, so we’re not sacrificing quality in any way to get to these four and six year rates. **EPC Chair Dellacioppa** said we’re one of the campuses who have not developed a policy around this issue. She said she’s been trying to figure out a solution, because to cut out students takes a little piece of your heart. What about not just the idea that we were a redirect campus but what about a redirect to smaller programs that actually need students? Maybe we need to start thinking about ways in which incoming students can begin to think more broadly about the different opportunities that our campus offers? **Senator Radmacher** said she wished to agree with Senator Monty regarding impaction as being one of those programs who has grown substantially in the last ten years. It has been something to be considered but also look at what are the needs of the community and what programs may actually benefit them. One of her programs is in desperate need of more faculty and resources and while we might initially think we’d like to go towards impaction, there’s also a great need to go in the community to bring more because half of our students want to go into early childhood education. There’s now processes in place where many of those teachers in a lot of the schools now have to have bachelor’s degrees, where an Associate degree was acceptable before. A lot of our students are coming now, individuals who have Associate degrees and now need to come back to get their Bachelor’s degree. Things like that need to be taken into consideration when we’re thinking about the idea of going into impaction. While I might at times feel like I need to, at the same time, are we really serving the community we want to serve by doing that, this also needs to be part of the discussion.

**Dean Stephanie Brasley –** [**Library End of the Year Report**](http://www4.csudh.edu/Assets/CSUDH-Sites/Academic-Senate/docs/insidethesenate/academic-senate/Presentations/2016-17%20University%20Library%20Update_may%20101017_AS.pdf) **(**click through to access presentation**)**

Update on Materials Relocation Project – we moved over 400,000 volumes from the 3rd and 4th floor north to the 3rd and 4th floor south and then to a 1st floor closed stack storage area. This was completed by mid January, but there is still work to be done. Around 60% of the collection is still in the open stacks located on the 3rd and 4th floor south. Brasley noted that when she spoke to the Senate in the fall, there was concern about the loss of ability to browse and access to things that were in storage. In the spring semester, there were 57 books requested from the storage and then the number of items that were retrieved but not checked out were only 10, they were used in-house. Last fall we said that the turnaround time would be approximately 15 minutes to retrieve something from storage, we’re now averaging around 10 minutes. When we look at the materials that were primarily circulated by students and some faculty, 34% of all of our circulating collection was checked out but only 2.5% were storage materials. The bulk of what was needed was found in the open stacks. We still have some work to do in terms of shifting, the stacks on the 3rd and 4th floor stacks are packed. We are trying to shift and create more room for updated materials, that would require that some things might go to storage and conversely there are some things in storage that need to be moved to the open stacks. The movers did the best they could with our instructions, but you may find some things are not where they should be. We’re aggressively identifying and changing those things in the open stacks and always ensuring that a representative number of materials in a particular discipline are always up there. We did also say that anything that circulates more than three times a year will automatically go into the open stack. Regarding Library Space – we changed what was formally known as the internet café that had about 20 computers for students to use that had access to the Microsoft Office Suite and basic searching. We found that it was a dated approach as we found that all of the computers in the library have the Microsoft Office Suite and other programs as well as access to the internet. We repurposed the suite to be a co-lab, which stands for collaboration lab. In that lab, which is a group study room, we only had 11 group study rooms. We could quadruple that to meet the need, but in trying to add a few more spaces for group study, but they can also use it to practice presentations and also faculty will have the opportunity to practice on the active learning classroom software. This room provides the opportunity to do that. June 13th we will be going live with a new system-wide discovery system that will house the holdings of all 23 campuses. This is really amazing because it now will provide all of the campus communities in the CSU system to access in one place all of the holdings. It will improve access, discoverability, we can streamline resources sharing with our interlibrary loan. There are improved citation features in the interface and it is now more robust, whether print or electronic, videos, or streaming. One new feature, CSU+, where a member of CSUDH puts in an interlibrary loan request, will first go out to the CSU campuses for retrieval. Hopefully it will be a faster process, getting it within 2-3 days. We’re going to have standardized loan period, currently it is a semester for faculty and 30 days for students. Faculty will now have a one year circulation rate, and students – 1 semester. One caveat, although you have access to looking at the ebook and print book holdings of other campuses, it does not mean we have access to the full text articles or databases of other campuses. Over this year we have tried within our resources to augment a collection. We have PolicyMap which provides a lot of rich demographic and geographic system data for research across disciplines. [BioOne Complete](http://www.bioone.org/) is a full text database of 200 leading journals in the biological, ecological and environmental sciences. [Sage Research Methods](http://methods.sagepub.com/)  is a source for undergraduates which provides them with some specific research method guidelines and it helps them to become familiar with research and scholarships for their majors. [Bloomsbury Drama Online](https://www.bloomsbury.com/academic/academic-subjects/drama-and-performance-studies/) for our Theater and Literature program where they’ll have access to over 1000 play texts. These, with the exception of PolicyMap, others were requests from faculty members in different colleges. We’re trying to make sure we lessen the gap between all five colleges in the disciplines to make sure we’re serving everyone in a greatly representative way, if not equally. We added 33,000 new e-books, over 970 new titles in our print collection and new faculty who were hired the prior year for last year we have them $1,000 each to purchase books in their discipline as we have done the last two years. Academic Senate Chair Talamante asked if we could now see if there were any questions from the Senate and asked that Dean Brasley provide the Senate with the presentation that people would be able to follow-up on if they had any additional questions.

**Q&A**

**Senator Vanderhoef** asked, as one of the only brand new faculty in the room, he wasn’t aware of the $1,000 and asked if the deadline had passed. Brasley said there are always ways to stretch deadlines and asked Vanderhoef what his department was to which he responded Communications. **Brasley** apologized and explained the A&H Library Liaison had resigned for another opportunity, and they’ve been doing the best they can to cover. She suggested he email her and that between now (May 10th) and June, they would get that stuff in so they would have it for him in the fall. **Chair Talamante** asked that Brasley reach out to faculty across campus to make sure they got the opportunity. **Brasley** said she thought they had a list, but that list may not be complete but would work with AVP Weber to get that list and reach out. **Statewide Senator Esposito** said a while back they talked about the number of journals that had been cut from our subscription due to the price increases; she asked where we are with that. Esposito added that in Education they were really impacted by that. **Brasley** said that the one she recalls was the WILEY subscription whose prices became unreasonable. She said they did go ahead and purchase a smaller subscription just for CSUDH. One of the things they noticed when they did a Budget Presentation for the Provost and Vice Provost a couple of months ago and had a breakdown by college on how much they were spending

[**FPC End of Year Report**](http://www4.csudh.edu/Assets/CSUDH-Sites/Academic-Senate/docs/insidethesenate/faculty-policy/End%20of%20Year%20Report.pdf)**, FPC Chair Kara Dellacioppa** – the Faculty Policy Committee reviews issues of shared governance, RTP and other issues related to faculty work. The FPC Chair meets regularly with the AVP of Faculty Affairs. This semester the membership of the committee included Chair Dellacioppa, Laura Talamante and Caroline Coward. In the fall, the committee also included Charles Thomas. The topics that were covered included salaries policy, who can serve as chair coordinator, lecturer pay, faculty climate survey, workplace harassment policy, chairs/coordinators council, academic freedom policy, RTP handbook, campus lactation policy. Resolutions we’ve had are Campus Lactation, Academic Freedom and the Chairs/Coordinators Council. We sent back to Faculty Affairs the packet for the RTP policy packet for going over and answering questions.

[**EPC End of Year Report**](http://www4.csudh.edu/Assets/CSUDH-Sites/Academic-Senate/docs/insidethesenate/educationalpolicy/EPC%2016-17%20Year%20End%20Report.docx)**, EPC Chair Sheela Pawar** – Pawar noted that there was a typo in her end of year report that had been included with the Senate materials. Pawar said in the 2nd sentence should read “all proposals were passed by the Academic Senate except EPC 17-09 and EPC 17-10 which are pending. Pawar said she was very pleased that Enrique Ortega will be EPC Chair next year. Ortega has participated on the EPC committee for two years and has done a great job.

**Parliamentarian Report, Annemarie Perez** – two people stepped forward for the Mervyn Dymally Search Committee and there are two positions. A vote to affirm was had for Kara Dellacioppa by affirmation. 2nd nominee was Jose Martinez who was also voted in by affirmation.

Staff Representatives for 2017-2018 Darryl Evans and Larry Gaines

Part-time Faculty Representatives for 2017-2018 Daniel Cutrone and Matthew Luckett

[**GE/UCC End of Year Reports**](http://www4.csudh.edu/Assets/CSUDH-Sites/Academic-Senate/docs/insidethesenate/curriculum-committee/Yearly%20Senate%20Report%20GE%20%20UCC%202017%28mbm-rev%29.docx) **– Dr. John Wilkins -** Dr. Wilkins first requested the ability to continue with the work on the GE AdHoc Committee – there are a few other issues they still need to deal with such as assessment and a new course policy. Any faculty member is welcome to join them on this committee. They plan to meet a few times over the summer and usually meet the 2nd and 4th Monday at 9:30 a.m. Chair Talamante asked for a formal move and a 2nd to continue and the Senate voted in favor of it. Senator Heinze Balcazar made it known she would no longer be able to serve on the committee. It was noted that a call would go out in the fall to fill that opening.

Wilkins said that the UCC has had almost 200 proposals over the past three week in programs, modifications and courses and half of them came through in the last two weeks. UCC has had two five hour meetings. Wilkins said he would be sending out that list and the new GE courses that have been approved and what they look like. One issue that he would like guidance on from the Senate is the notion of what an online course should look like and what kind of policy there should be for that. We don’t ask for extra things from face-to-face courses. Wilkins said he believes it’s something that FPC should look at in the fall. Wilkins said an example of this would be one of the things they looked at in an online course in the syllabus, especially in the calendar, is do we see the equivalent times to fill out the approved course. We don’t have a policy for that. Does the UCC have the jurisdiction to make such a judgement and something we believe there should be a policy for.

**UWC (University Writing Committee)** [**End of Year Report**](http://www4.csudh.edu/Assets/CSUDH-Sites/Academic-Senate/docs/insidethesenate/uwc-committee/UWC%202017%20End%20of%20Year%20Report%20to%20Senate.pdf) **– Dr. Siskanna Naynaha -** Some of the work we’ve been doing since last year and some that were action items we were charged with at the Senate retreat last fall include:

GWAR Policy issues - reconcile the discrepancy between the policy as it pertains to native Dominguez Hills students vs. students who came from other CSUs. This was addressed before the academic year even started. What we found was that there was no discrepancy in the policy, there was a discrepancy in how the policy was being implemented. So the policy stands as it was when that conversation started. The other item was reviewing the GWE – Graduate Writing Examination, the test that students take to become GWAR certified. About 50% of our students actually take the test and 50% take ENG350 which is our GWAR certifying course. We looked at GWAR and designed an assessment project which consisted of three distinct parts. One was looking at data from institutional research on GWE pass rates from 2008 – 2016. About 86% of our first time freshman pass the GWE the first time they take it and almost 88% of our transfer students best the GWE the first time they take it. One thing we noted as a committee that contradicts anecdotal information about GWE and GWAR in general on campus, it tends to be seen as a significant barrier to student progress and completion, but we find it is less than an issue than is often assumed. Naynaha noted that 13%-14% do not pass the GWE exam the first time. We don’t know is what happens for those students, once they fail, if they take the GWE the 2nd time, they’re less successful at much lower rates then students who take it the first time. Reviewing the GE Exam itself, looking at the test prompts, procedures and scoring criteria. Conducted a review of disciplinary data on writing assessment and standardized tests. We found there is good reason for us to ask questions about the validity of the GWE as a testing instrument. That puts us on par with the CSU system in terms of the content of the GWAR, but there’s not a fast and easy answer. The GWAR is not optional, and we don’t have the capacity to quickly switch to another model. Other CSUs are moving to a course certifying model.

Institutionalizing the Assessment of Writing Across Campus – the charge of the UWC identifies two narrow areas of responsibility for institutional writing assessment. That is assessment of the GWAR and assessment of the writing intensive program. All other areas of writing assessment are the purview of the University’s Director of Assessment, USLOAC and the GE Committee and individual departments and programs. The UWC can serve in a consultative function and partnership with those other bodies, but we have no responsibility for wider and or broader institutional writing assessment on campus. **Chair Talamante** suggested in the interest of time having an update in the fall might make sense, given the last part is ongoing. **Naynaha** agreed and said she did include a list of resources and said they’re going to be conducting a survey of faculty in the fall in terms of the writing intensive course program and revising that policy. **Heinze Balcazar** asked about item 1a if there was more than one self-identifying item other than ESL? **Naynaha** responded no and that those who do identify as ESL get an extra hour to complete the exam.

**Statewide Senate End of Year Report, Kate Esposito and Thomas Norman**

Senator Esposito let the Senate know that the last plenary meetings would be held the following week.

* Statewide Senator Esposito said in addition to Statewide, she serves on one standing committee that is the Academic Preparation and Educational Program Committee once a month.
* She was also recently asked to serve by the Board of Trustees as a statutory member to the California Academic Partnership Program, a committee that works to provide grants to IAG.

Senator Norman thanked Dominguez Hills Academic Senate for its resolution for the lactation policy. He brought it to CSU Faculty Affairs committee and that became a recommendation to the Chancellor’s office from the ASCSU.

-        The search committee for the Vice Chancellor of Human Resources is ongoing and he is not at liberty to discuss the names of the candidates. The first group of finalist did not lead to a hire and three new candidates were currently being considered.

-        Norman said he wished to comment on something that just happened where the former Chair of the Board of Trustees, Lou Monville, in defense of a friend of his, the President of CSU San Bernardino, Tomas Morales, published a letter on May 9th in the San Bernardino Sun,  outing members of the Senate Executive Committee that were on a search committee as being opposed to the president during the search.  As search deliberations are supposed to be confidential this is horrible beach of decency and attack on senates.  Morales is quoted as saying " For too long some academic senates and their executive committees, who are vested with great authority, have been able to hide in the shadows  using authority and intimidation to impose their will, creating a campus climate where innovation and best practices are actively pushed aside in favor of the status quo, protecting power and influence for the few." Norman was disturbed with the categorization of shadowy Academic Senates, such as our own, being used to push legislation such as AB 847. This article was a horrible thing and as anticipated it lead to the campus vote of no confidence which President Morales received yesterday. Norman stated as Chair of Faculty Affairs, this has been a big concern to him as it is an unprecedented attack on shared governance and Academic Senates.

-        The Academic Freedom and Intellectual Property proposals developed by the Chancellors office was discussed in the Faculty Affairs Committee who decided that as CFA has been dealing with this topic in bargaining negotiations it was better not to respond in detail prior to this summer's bargaining. As you recall, we have been speaking very forcefully that any restriction on academic freedom requirements are not welcome.  Furthermore making academic freedom contingent on faculty performance standards is a bad idea and we will continue to forcefully speak against this at the upcoming plenary meeting.

Norman thanked the Senate for their great ideas, for their support and for the concerns that they’ve brought to his attention for him to bring forth on their behalf. He added that he felt things were going very well at CSUDH. He concluded that sometimes the bureaucracy that we’re apart of can do really good work.

**CFA End of Year Report – Vivian Price, CFA Co-President -** We went through elections and one of her interests in the fall is to bring more people into direct involvement into CFA. We need more open engagement by the faculty. Everyone expects our union to perform and people write with problems regarding RTP, benefits, discipline, and layoffs. Our election results will be announced tomorrow. There were positions where people did not come forward. Today we sat with benefits today to discuss that fact that people lose their benefits sometimes when they change departments. We learned about the intricacies of how soon you have to enroll if you’re a new lecturer without being docked and then ending up having to pay back. Some faculty report that sometimes they’ve been overpaid and have to pay back anywhere from $3.00 to $10,000. CFA has been very busy trying to answer questions and route people. Price said she’s proud of the work they’ve done. She said it is very satisfying and rewarding work to be part of the union. She said not only do they help on campus but statewide and nationally. We are in bargaining, the contract will be coming up and there are some really important issues to know about. Even though elections are over, don’t think you’ve missed the chance to get involved. Senator Riddick said that part of the benefit conversation was around people who had moved departments and then lost their benefits. She said she had not moved departments and she lost her benefits. Price said they had an hour and a half meeting and discussed about 25 reasons people have problems with payroll, benefits and insurance. If there are any changes in PeopleSoft it can impact. Riddick said she had no changes. Price said there’s a new head of Payroll and Benefits, Chris Miller and she also has many new staff and is more than open to meeting with people. Price recommended to read your paystub often. Price offered to meet with Riddick to see if she could assist.

Talamante thanked the Senate for all their hard work this year and said they would see everyone in the fall.

**Meeting adjourned.**