

Academic Affairs Committee Meeting

Thursday, March 23, 2023

10-11:30am

BDC 134

<https://csub.zoom.us/j/83182439022>

Meeting Minutes

Present: Daisy Alamillo, Janet Armentor, Andreas Gebauer (ex officio), Heidi He, Debra Jackson (ex officio), Mary Slaughter, Danielle Solano, Michael Szolowicz, John Tarjan (Chair)

Absent: Maureen Rush

1. Welcome and Introductions
2. Approval of the Agenda

We moved the Minor in Environmental Sustainability down on the agenda (since we just received the memo last night). The agenda was approved.

3. Approval of Minutes March 9, 2023 (attached and in AAC Box folder)

We approved the minutes. **John Tarjan will write the report for submission to the Senate and submit the minutes for posting.**

4. Announcements/Reports
 - a. School Elevation Recommendations (in Box)
 - i. Recommendations to Executive Committee

The School Elevation Taskforce recommended that we elevate the schools to colleges and further recommends that the Academic Senate develop an approval process for the formation of future schools within the colleges. John Tarjan asked our committee for feedback on the current draft. Andreas Gebauer pointed out the naming rights issue was not really a benefit as schools can have naming rights. He also pointed out that and that there were departments of nursing at other CSUs that have colleges. Debra Jackson requested very clear criteria & guidelines for creation of schools and colleges be developed. Dani Solano was concerned that departments would bear the burden of the costs associated with the name change,

so it was suggested that a budget to offset these costs be added to the resolution. **John Tarjan will forward our suggestions to Senate Executive committee.**

5. Potential Resolutions for the Senate (Materials can be found in AAC Box folder.)
 - a. Referral on Definitions of Concentration and Emphasis and Their Implementation (in Box folder)

CSU policy states that a subprogram has a shared core of more than half of its units with the parent degree program. They give each campus the authority to use the terms they want to. Debra Jackson emailed other CSUs to ask what terms/definitions they use and provided the responses (from the 5 CSUs that replied) to the committee there seemed to be no common definition.

There was general agreement that a concentration should have more units than an emphasis. Debra Jackson asked if we could just use the term “concentration” (and get rid of the term “emphasis”), but some committee members did not want to remove the term “emphasis”. One option would be to keep and enforce the current definition. Andreas Gebaeur thought the current definition was not working and suggested that concentrations be defined as 12 or more units and emphases be less than 12 units. There was general agreement that this was a good starting point for drafting a resolution. We also decided to determine how many programs would be affected by this change, especially as compared to enforcing the current definition. We may want our resolution to include this information. Mary Slaughter asked what processes departments would have to go through to make the changes if they would be affected by the new definition. Dani Solano suggested something in the resolution to allow for such changes to be fast tracked. **John Tarjan will draft a resolution for our next meeting. Debra Jackson will provide a list of the affected programs for our next meeting.**

- b. Bylaw Change: AS&SS student member as a voting member. (in Box)

John Tarjan shared that a bylaw change requires full consultation, which is why our committee is discussing this issue. Debra Jackson pointed out that AS&SS is the only subcommittee with a student representative that does not have a vote. John Tarjan did not see any reason for the student member not to have a vote. Other committee members supported the proposal, and there were no objections stated. **John Tarjan will recommend to the Senate Executive Committee that this issue go forward to the Senate.**

- c. Bylaws Changes—Standing Committee Chairs (in Box, referred to all 4 standing committees)

The referral asked us to consider:

- Whether a statement of interest from the candidates for Sub-Committee Chair is required
- Whether two-years on the Academic Senate is required before one can be eligible to serve as Standing Committee Chair
- Clarify the term limits for Standing Committee Chair
- What qualifications are required or desired of the Standing Committee Chair

Andreas Gebauer has previously chaired standing committees recommended experience on the Senate as well as experience on the standing committee. John Tarjan shared the idea of having the chair elect serve as vice chair. Mary Slaughter supported a statement of interest. Debra Jackson suggested two years on the Senate or two years on the standing committee. Another idea suggested was at least one year on the Senate and two years' experience on the committee. There was some debate as to whether service should be recent or not; ideally, they would be currently serving on the standing committee. Andreas Gebauer pointed out that there were logistical issues involved with soliciting of statements of interest; John Tarjan suggested a verbal statement of interest. It was suggested that we word the qualifications to allow alternatives in the event that no one is qualified. **We will carry this forward to the next meeting.**

d. Graduate Studies Committee (in Box)

Debra Jackson shared that there is a reference to the Graduate Studies Committee in the handbook, but in practice there is no Graduate Studies Committee. There is, however, a Council of Graduate Program Directors. The Council of Graduate Program Directors would like to rename themselves the Graduate Studies Committee and formally give themselves a charge. Heidi He added that there is no description of the Graduate Studies Committee in the handbook. Debra Jackson suggested that we re-word the charge so that they "recommend" and "advise" rather than "develop" and "oversee". Dani Solano suggested that we define who serves on the committee. **Debra Jackson will draft a resolution based on our discussion.**

e. Small Business->Entrepreneurship Concentration Name Change (in Box)

John Tarjan did not think the current title of the program describes what is currently being done; this is just title change, not a curricular change. There were no objections to the proposal. **John Tarjan will draft a resolution.**

f. Minor in Environmental Sustainability (see new memo in Box)

We received a memo regarding the Minor in Environmental Sustainability last night and did not get a chance to review it prior to the meeting. We will invite someone (Aaron Hegde or Antje Lauer) to discuss the minor at our next meeting.

6. Continuing Discussion

a. Communication Across Schools When Changing Curricula

We did not get to this.

7. Open Forum

We did not get to this.

8. Adjournment

We adjourned at 11:28am.