**Academic Support and Student Services Committee (AS&SS)**

**Minutes**

11/02/2023

10:00-11:30

**Members Attending:**

Dr. Elaine Correa (Chair), Dr. Melanie Taylor (Vice-Chair), Prof. Mary Slaughter she/her (A&H designee for Dr. Alicia Rodriquez), Dr. Antje Lauer (NSME), Dr. Atieh Poushneh (BPA), Mr. Eric Lord, LCSW/Counselor (At-Large), Janine Cornelison (Student Services Professional), Luis Hernandez (Staff), and Sandra Bozarth (*ex-officio*, Dean of Libraries), Ignasio Castillo (ASI Exec-VP), Dr. Markel Quarles (*ex-officio*, VP Student Affairs Designee), Dr. Denver Fowler (*ex-officio*, AD Undergrad. & Graduate Studies), Matt McCoy (Librarian),

**Members absent and excused:** Dr. Jennifer McCune (*ex-officio*, AVP Enrollment Management Designee)

Guest present: none

.

I  **Call to Order:** 10:00 a.m., by Chair Dr. Elaine Correa

II **Approval of Minutes -** October 19, 2023

* Motion to approve Matt McCoy, Antje Lauer

III  **Approval of Agenda**

* Motion to approve Matt, Second by Atieh Poushneh

IV **Old Business**

* Referral #28 – Testing Center – Lead Matt McCoy
	+ Matt McCoy summarized what the testing center working group discussed about the structure and content of a survey that will be sent to faculty and students to investigate if the testing center will be used and if yes, how the testing center will be used.
		- Matt Mcoy shared the survey questions and pointed out that the survey will be distributed soon.
		- Participation of students from different backgrounds and affinities will be encouraged (not just ASI students) to reach a wide audience. Options how to achieve that were discussed (e.g., send out by Department Chairs to students, opening up on Canvas for all students (Dr. Fowler shared his experience with the survey for the Advising Center last semester, a large audience was reached with an incentive [Ilaria Pesco lead this effort]).
	+ Several other topics regarding the structure and utilization of the testing center were discussed, for example:
		- Details on exam modalities, proctoring process, holding up academic integrity, class sizes using the center (size and space needs to be determined), software identified,
		- How to determine funding, size, space, and if an IRB is needed (Dr. Fowler will find out)
		- Making it clear that the survey is not put in faculty’s courses
		- An IRB will probably not be needed when surveys are for internal use only and when identifiers are removed, but Dr. Fowler will inquire.

Elaine suggested skipping over the next topic on the agenda which is course wait list referral #35), because Jennifer McCune is not here, no objection.

* Referral #19 – ATI Appendix Changes – Lead: Dr. Taylor
	+ Dr. Correa stated that she received no feedback from other senate members after presenting this referral to the senate meeting last week. The best way how to present this referral to the rest of the academic senate was discussed. Dr. Taylor suggested not to send the draft but send the clean version and the one where strike-through can be seen. Three other senate subcommittees are working on this referral as well and Elaine will send them the documents we have produced.
* Referral #15 – Academic Integrity Pledge
	+ Dr. Taylor reminded the committee that in our last meeting we voted on the creation of academic pledge, but we have not discussed the other 2 points of the referral which are: whether a student must read loud and/or sign the pledge, and if it should be placed in student’s files for later use by the university. After discussing these topics, we agreed that:
		- The value of academic integrity and consequences when violating it should be included in all CSUB 1029 FYE courses (and it is already covered to some extent in the syllabus of this course)
		- The committee agreed that reading out the pledge is not needed.
		- Sandra Bozarth pointed out that a module on Academic Integrity already exists in Canvas that can be used by students and the committee discussed best ways to use it.
		- Elaine suggested that this should be a recommendation and not a resolution and the committee revisited the recommendations that were identified at the 11/02/meeting.
		- After discussion the committee agreed that the recommendations could include some of the following:
			* Be completed by all undergraduate students (CSUB freshmen and transfer students). A similar one is worked out for graduate students by the Graduate Studies Committee (Dr. Fowler)
			* Not be put in individual faculty’s courses, but faculty could be encouraged, not required, to use it e.g. prior to exams
			* Be held up by the university as important, and therefore be required (in whatever form we finally agree it to be), making clear that consequences will follow when academic integrity is violated (Dr. Lauer)
			* Be present on Canvas when students open it with a hold that will be removed when taken
				+ It was unclear how a hold could be removed (automatically by the system or if staff/faculty must remove it)
				+ The committee also discussed that adding another hold to the many existing holds for many other reasons will not be supported by the Registrar’s Office
			* Regarding documenting student conduct, J. Cornelison pointed out that occasionally employers are requesting student conduct information from the university. It is not on the permanent record of the student if academic integrity was violated (not on transcript).

VII **Open Forum**

* + Announcements
		- None

VIII **Adjourn**

Chair thanked everyone for their participation, before adjourning at 11:32 a.m.