

THE MINUTES OF THE EXECUTIVE COMMITTEE  
OF THE ACADEMIC SENATE  
CALIFORNIA STATE UNIVERSITY, FRESNO  
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(EC-14)

April 17, 2017

Members present: Kevin Ayotte (Chair), Thomas Holyoke (Vice Chair), Otto Benavides (Statewide Senator), Joseph Castro (Ex-officio), Michael Jenkins (At-large), Loretta Kensinger (At-large), Melanie Ram (University-wide), Rebecca Raya-Fernandez (At-large), and Lynnette Zelezny (Ex-officio)

Members excused: Tim Ryan (ASI)

Guests: Venita Baker (Academic Senate), Frank Lamas (VP for Student Affairs), Rima Maldonado (SSD), Curt Parkinson (Kennel Bookstore), and Tom Siechert (Procurement)

The meeting was called to order by Chair Ayotte at 3:04pm in HML 2108.

1.) Approval of the agenda

MSC approving the agenda

2.) Approval of the Minutes of March 27, 2017

Friendly amendment accepted

MSC approving the Minutes of March 27, 2017, as amended

3.) Communications and announcements

a. President Castro

Announced the coming talk by Thomas Friedman on April 19 at 6:30pm at the SaveMart Center.

Update on the situation with Dr. Lars Maishack (History).

Entered executive session at 3:07pm

Returned from executive session at 3:31pm

b. Provost Zelezny

Announced that CSU Executive Vice Chancellor Loren Blanchard is coming to Fresno State on Tuesday, May 9, and will want to meet with the senate leadership.

c. Action Items

- i. Memo dated March 24, 2017, from Dr. Frank Lamas, Vice President, Student Affairs and Enrollment Management, to Kevin Ayotte, Chair Academic Senate re: Reorganization of the Student Health and Counseling Center. Memo has been received.

Dr. Lamas gave a quick overview of the changes. He also consulted with the Senate Executive Committee about the promotion of Dr. Janelle Morillo to Associate Vice President for Student Affairs Administration as required under APM 320.

Several clarifying questions were asked about the reorganization and promotion. Senator Kensinger (Women's Studies) expressed concern about the placement of the word "counseling" in the Center's new name, fearing that students might confuse it with academic counseling services. Dr. Lamas agreed to reorder the words for clarity. Senator Kensinger also expressed concern about not having enough counselors. Dr. Lamas said he has been building up the number of counselors.

- ii. Memo dated April 7, 2017, from Timothy P. White, Chancellor to CSU Presidents re: Policy on Systemwide Smoke and Tobacco Free Environment Executive Order 1108. Memo has been received.

The new executive order makes Fresno State entirely smoke free. Vice Chair Holyoke noted that the order also recommends that campuses create task forces to help

implement the new order, but it was not clear what the task force would need to do if all smoking and tobacco were entirely banned. Chair Ayotte said he would let Diana Ralls in the president's office know that if a task force was contemplated, then the president should consult with the Senate Executive Committee.

- iii. Memo dated April 11, 2017, from Joseph I. Castro, President to Dr. Kevin Ayotte, Chair Academic Senate re: Faculty Representation – Athletics Advisory Council. Memo has been received.

A call for service will be sent.

- 4.) APM 237 – Policy on Faculty Responsibility for Accessible Instructional Materials. First reading.

Chair Ayotte and other members of the Instructional Materials Committee (Rima Maldonado, Curt Parkinson, and Tom Siechert) presented the proposed policy revisions.

The old policy really just required faculty members to order their course textbooks on time so they can be made accessible to students. The proposed new policy makes all faculty responsible for making sure that all of their instructional materials, in whatever medium, are accessible. It also makes Fresno State compliant with federal law.

Senator Benavides (Statewide Senate) noted that one reason this new policy is needed is because three other campuses have been sued for not having fully compliant material.

Vice Chair Holyoke asked how exactly course documents were to be made accessible and who would do it. Rima Maldonado explained that the Center for Faculty Excellence is, more or less, taking the lead in helping faculty members with this, and she showed a webpage that has instructions for faculty on how to make their material compliant. Chair Ayotte also noted that the conversion of most Word and PDF documents are quick and easy.

Other concerns were expressed about difficulties in finding information on how to make material accessible, as well as help. Senator Ram

(University-wide) argued that a check-list would be a good way to provide faculty with basic information on what they needed to do and how.

Chair Ayotte noted that the Center for Faculty Excellence has been a little reluctant to do that because it might lead faculty to think that if they check all of the boxes their classes would be entirely compliant.

Senator Kensinger (Women's Studies) noted that this is also a workload issue because it will take some effort to convert all course documents into an accessible format. Chair Ayotte admitted that this might be difficult for some faculty for a while. Senator Kensinger also expressed concern that the university syllabus template might not be compliant with the new policy, though Rima Maldonado said it was.

Senator Jenkins (Mechanical Engineering) asked if there was anybody would he could ask to look at his courses to see if they are compliant. It may be that somebody at the Center for Faculty Excellence will do this. Senator Jenkins also said that when courses are peer evaluated that faculty evaluators could examine the course to see if it complied with the accessibility policy. Chair Ayotte said that this idea was brought up during discussions about the new policy and shot down.

Additional clarifying questions were asked.

The Senate Executive Committee adjourned at 5:06pm.

The next meeting of the Executive Committee will be on Monday, May 1, 2017.

Submitted by:  
Thomas Holyoke  
Vice Chair  
Academic Senate

Approved by:  
Kevin Ayotte  
Chair  
Academic Senate