



General Faculty Senate Meeting

Time: 11:00 am – 12:15 pm

Minutes (DRAFT)

12/15/2022

In attendance:

Ali Moradmand, Ariel Setniker, Christine Isakson, David Satterwhite, Elizabeth McNie, Frank Yip, Kitty Luce, Margaret Ward, Matthew Fairbanks, Mike Holden, Nipoli Kamdar, Ryan Storz, Ryan Wade, Sarah Senk, Tamara Burback, Wil Tsai, Nick Lewis, Mike Strange, and guests.

1. Call to Order

- Chair McNie called the meeting to order.
- *Motion to approve the agenda by Senator Tsai, seconded by Secretary Fairbanks. Agenda approved by unanimous consent.*

2. Minutes Approval

- *11/17/2022 minutes were reviewed. Senator Tsai motioned to approve as edited, Senator Holden seconded. Approved by unanimous consent.*

3. Senate Chair McNie’s Report

- Chair McNie called attention to the recent LA Times article that reported on instances of sexual harassment, homophobia, and transphobia on campus, and that Faculty Senate representatives are drafting a letter to the campus community in response. She said it will be ready for review later today. Senators will be asked to review it and give their up and down vote by email.
- Regarding the upcoming appointment of an interim President – the Senate Executive thinks that we as a Senate need to take a position on what we as a faculty want in an interim President. She briefly outlined some of the issues Senate Exec has discussed – explaining, for instance, that we’re not a military academy and that we need an agent of change in this crucial moment in the institution’s history.
- She acknowledged the discussion at the end of November’s General Senate, and she talked briefly about how DEI issues would be handled by the Senate in the future.

4. Vice Chair Senk’s Report

- The Senate will run an election to replace the very hardworking Keir Moorhead. She will be reaching out to the ET Department in the near future.
- Vice Chair Senk outlined the proposed changes coming to the Senate by-laws, noting in particular the adjustments to the Sea Training and IE committees – shifting them to a more ad hoc status. This is being done partially due to the difficulties in staffing the committees and also in response to adjustments in these programs from the University.
- McNie said (and Keir from chat) said that Strange has been elected to Senate. Congrats!

5. Provost Schroeder's Report

- Provost Schroeder said that the technology revision for classrooms has been funded by the Foundation. They're looking to do the whole thing at once rather than piecemeal. More information to come.
- She noted CommUNITY Day, which is currently set for 2/23. A half day is the proposal. She thinks it won't be successful if there isn't a faculty co-chair for the planning committee. She encouraged folks to step forward to fill the role.
- Provost Schroeder also addressed the LA Times article. She first noted her work experience as a Title IX officer. She emphasized that there are limitations to what the University can say regarding these issues because of the confidentiality rules for Title IX. She also reiterated the message that if anyone found the article or discussion triggering, then please take advantage of campus resources.
- Senator Yip asked about the inclusion center and specifically its budget or apparent lack thereof.
- VP Kathleen McMahon responded that the inclusion center is being supported with CLD's other budgets because the budgeting was already done for the year at the time of its planning and creation. The inclusion center's budget will be a line item going forward.

6. Sabbatical Policy – Second Reading

- Vice Chair Senk presenting. She noted that this was the second reading of the policy and that the feedback she has received was incorporated.
- Secretary Fairbanks noted a typo that changed the meaning of one passage, which was corrected.
- *Senator Tsai motioned to approve the policy as amended, Senator Satterwhite seconded. Motion passes with 16 votes for, 0 against, and 1 abstention.*

7. Classroom Technology Resolution – Second Reading

- Senator Tsai summarized the resolution supporting the classroom tech refresh and continuing maintenance. There have been no proposed amendments other than grammar since the first reading.
- *Senator Holden motioned to approve the resolution, Senator Yip seconded. Motion passes unanimously.*

8. Discussion Academic Affairs Policy on Office Hours

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- 91 - Chair McNie noted that this isn't an up or down vote on the policy (it's an Academic Affairs
92 policy, not Senate), but we are being asked for our feedback.
- 93 - She outlined the feedback received on the policy thus far, which centered around the number of
94 office hours and the modality of those office hours.
- 95 - Chair McNie opened the floor for discussion.

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- 97 - Senator Burback – what is the origin of this? Why do we need it? It seems to have a punitive
98 tone, almost as if faculty are being accused of not having enough office hours.

- 99 - Provost Schroeder responded that it was introduced by Interim Dean Dinesh Pinisetty. Most CSUs
100 have policies on this, but we don't. We're trying to get policies and procedures in writing to
101 improve the functioning of the University.

- 102 - Dean Pinisetty clarified that University advisors often advise students to meet with faculty and
103 sometimes students are having trouble doing so. Students have been approaching other faculty
104 and the Dean's office about these problems. Best practice to have a policy to refer to so that these
105 situations are handled appropriately.

- 106 - Dean Pinisetty also shared his research on other campuses' policies - all are 2 to 5 hours for a full
107 teaching load. He's selected 4 for our campus because it's the most common in the CSU according
108 to his research. He will share the research with McNie for distribution.

- 109 - Provost Schroeder – we want to have the policy to make sure students have access to faculty as
110 they should.

- 111 - Senator Burback said she appreciated the answers but thinks there's still some issues. She noted
112 the case of faculty who teach from early until late in labs, clearly have close student interactions,
113 but office hours of this number could add a significant burden. She also noted the need for CFA
114 consultation.

- 115 - Senator Strange said the modality restriction is a problem for him, though he agrees there should
116 be some parameters on office hours. He has had a remote option office hour later in the day that
117 students find really useful and is well attended.

- 118 - Dean Pinisetty did say that there is flexibility, but that the modality would need to match the mode
119 of instruction for at least one office hour.

- 120 - Senator Lewis noted the difficulty for lecturers with 15 WTUs and also the location of office space
121 and hours, but supports the idea of having consistency.

- 122 - Vice Chair Senk. From the C&C department, there were some suggestions for concision in the
123 policy's language. Additionally, students should be the primary people needing to be notified for
124 changes or cancellations of office hours, not the Dean.

- 125 - Question – is this the only opportunity for revision and suggestion? Answer - No, we can discuss
126 in the January meeting if need be.

- 127 - Senator Burback spoke to the appointment model for office hours and that stated appointments are
128 a valuable tool for student privacy or comfort level. This policy should be a minimum, but we
129 could perhaps have an office hour 'best practices' document as well.

- 130 - The discussion concluded. Chair McNie asked Senators to please send feedback by email if they
131 have further comments.

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134 9. Graduate Writing Assessment Requirement

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- 136 - Amy Parsons presenting on behalf of Colin Dewey. Parsons noted that Dewey has a very detailed
137 document on this item that she share. She'll summarize here.

- 138 - GWAR previously could be satisfied by a course or an exam. The Chancellor's Office has
139 removed the exam option post-COVID. We need a campus wide policy for how to deal with that.
140 - The Curriculum Committee is probably the place where courses could be designated as GWAR or
141 not. But we also need a policy for what qualifies as a GWAR course. CC policy is currently be
142 drafted.
143 - Secretary Fairbanks asked if the Chancellor's Office gave any guidance on what courses might
144 qualify. Answer: No, unfortunately, not really.
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10. CAPS Report

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149 - Ian Wallace, Director of CAPS, is here to speak with us.
150 - He acknowledged the recent and tragic deaths of 4 Maine Maritime students and noted resources
151 available for students, staff, and faculty.
152 - He gave some statistics showing the demographic breakdown of students using CAPS, the
153 utilization rate of their services, average wait times, etc. Utilization is up and average wait times
154 are short.
155 - He gave some advice to us regarding the holidays and some related resources.
156 - There will be trainings in the spring for faculty and for faculty/staff – Mental Health First Aid as
157 well as You Can Help A Student from the JED Foundation. There will be an email going out on
158 these.
159 - He noted a mental health survey for students coming up on February 9th.
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161 - Chair McNie - congratulations for 2.5 day average lead time for appointments. That's good
162 news. Wallace noted that staffing here at Cal Maritime is better than other campuses, and he
163 really wants to maintain this.
164 - Fairbanks asked about the uptick in CAPS use and what his interpretation of that statistic is.
165 Wallace said nationally, there's been more mental health problems (not a good thing), but there's
166 also been more outreach and education on campus, which may be driving the increase here (a
167 good thing).
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11. Learning-Aligned Employment Program

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172 - Priscilla Muha is here talking about this program. 10-year program, \$186,000 over that 10 years.
173 Here at Cal Maritime, we'll be using some of this for campus student research internships. Chris
174 Brown will be in contact with faculty on these. We're hoping to have 3-5 students each year,
175 starting this spring, funded under this program.
176 - Awardees will be from disadvantaged groups, low-income, etc.
177 - Provost Schroeder noted that RIO is meant to push for undergraduate research opportunities, and
178 this is a nice complement.
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12. Academic Council on International Programs

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183 - Chris Chiego said that now there are more one semester options for students studying abroad,
184 which can be extended to a year if the student really likes it.
185 - There's also more and more internships associated with these programs.

- 186 - If faculty know students who want to learn a language and go abroad, please tell them to talk to
- 187 him.
- 188 - One award has a deadline of 2/1, \$25,000, no GPA minimum.
- 189 - Another award has March and October deadlines. No GPA min.
- 190 - Great opportunities. Lots of funding opportunities. Chris Chiego wants to help with
- 191 applications, so please send students to him!
- 192 - Ona Schafer – can this fund regular campus IE? Answer - Boren award cannot, Gilman award
- 193 can.
- 194 - Chris Chiego is working to get more info out on these awards and programs. He’s got fliers, etc.
- 195 Earlier is better for starting the application process.
- 196 - Kamdar – how are you disseminating this information? Chiego noted he’d like to do a seminar
- 197 or something and also send to the student email list.
- 198 - Josie Alexander offered to coordinate and maybe get some food to drive engagement with
- 199 events.

201 **13. Tutoring Report**

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- 204 - Erika Nelson, Coordinator for Student Academic Support, is presenting a summary of the
- 205 tutoring program this semester.
- 206 - Big increase in tutoring appointments. 84 SI sessions. 170 drop-in attendees, though there was a
- 207 mishap with recordkeeping early in the semester, so probably more than that in total.
- 208 - She also talked about the distribution of what students were asking about. General study skills,
- 209 for instance, was a big item.
- 210 - Student reviews of tutor performance were generally very positive. A lot of 5/5 ratings.
- 211 - Nelson also noted some written comments, of which there are many, which are great. They
- 212 generally show that tutors are appreciated and students are getting skills not answers.
- 213 - She’s following up with all tutors with training, reviews of their reviews, etc. Tutors have been
- 214 very receptive.
- 215 - SI Courses: 5 this semester. Between 8 and 10 for next semester.
- 216 - There is also an all-student survey on tutoring services. The #1 thing to motivate future tutoring
- 217 attendance – “if my professor recommended it in class”.
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- 219 - Senator Yip commended her work in organizing study groups for various affinity groups, that
- 220 this work wasn’t called out in the campus letter that went out yesterday from administration on
- 221 DEI issues, said she’s doing great work in this area. Faculty are here to support her work.
- 222 - Senator Isakson (and many others in chat) commended her on her presentation and work.

223 **14. Canvas Update**

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- 227 - Jase Teoh, Senior Director of Academic Technology is presenting. She has a schedule of
- 228 professional development sessions that will be happening at the beginning of this spring. She
- 229 encouraged everyone to attend as many as possible.
- 230 - She noted faculty ambassadors who are trying Canvas this spring. They can also answer questions.
- 231 - Maribel Duran has been helping faculty in their transition from Brightspace to Canvas. Senator
- 232 Setniker stated that you’re not starting over in terms of building your course pages in this transition.
- 233 Most things import well.

- 234 - Senator Satterwhite asked whether Canvas could be used by anyone in the spring semester. Teoh
235 said yes, Canvas is live, PeopleSoft is integrated already. Senator Satterwhite - so students
236 wouldn't see the Brightspace? Answer - No, they're in parallel, so both will be visible.
237 - Senator Satterwhite - where is the schedule of trainings? Answer: It's on the Academic Tech
238 website and a link will be shared.

241 **15. VPCD McMahon Presenting on Career Services and the Commandants Office**

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- 243 - Our Director of Career Services left on short notice.
 - 244 - Jen Schmid has agreed to fill in for about three months while a search is run.
 - 245 - Interim Dean Dinesh Pinisetty is chairing the search. There's been good feedback from alums
246 and industry on people interested in the position. It's going well thus far.
 - 247 - There have been two failed searches for a Title IX coordinator. It's a very tight market for
248 people with these skills. A national search firm is helping with this search now.
 - 249 - The hope is to have candidates in January and the position filled by March.
 - 250 - The search firm is also helping with the Career Services director hire. Candidates on campus in
251 February for that position if all goes well.
 - 252 - Commandants office staffing is challenge. We lost all 3 deputy commandants. Jimmy Moore
253 was hired, but the company commandant position has been posted for a long time and the pool
254 has not been a good fit for the position. They're committed to trying to hire diverse candidates.
 - 255 - They have a temporary hire (Craig Hennike) from Career Services for the company commandant
256 position in MPM.
 - 257 - Commandant Taliaferro has military leave starting June 8th. We need to shore up the office in
258 short order. The commandant positions have been re-posted. Faculty are on the hiring
259 committee. We're reaching out to women who are currently off-shore as part of the recruitment.
 - 260 - If anyone has ideas for specific people or recruiting pools, please send them to Kathleen
261 McMahon or David Taliaferro.
 - 262 - Cadet Affairs is creating safe spaces for students impacted by the LA Times article. Please
263 spread the word to those impacted. We want them to feel safe, supported, and part of a
264 community. Current times and places: SEAS 2-4pm, today and tomorrow. 4-7pm and 5-7pm at
265 the inclusion center.

268 **16. ASCMA Letter Discussion**

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- 270 - Senator Tsai requested that the ASCMA officers talk a bit about their letter to campus regarding
271 the LA Times article.
 - 272 - Max Jones, ASCMA President, reviewed it. ASCMA met last night to draft the letter in support
273 of the students who spoke to the LA Times. They drafted it in 1.5 hours and voted on it. Sent it
274 out to students at 10:45pm.
 - 275 - Senator Tsai - and is there something we should specifically take away from it?
 - 276 - Ona Schafer, ASCMA Senator, outlined the primary purpose (commending the students who
277 spoke up) and said that it also asked President Cropper to talk to students about these issues and
278 what's being done to improve the situation sometime in January.

281 **17. Meeting Adjourned [~12:15 pm]**