

Israel Flores
Vice President of Academic Affairs

To: Samantha Elizalde
Vice President of Academic Affairs-Elect

From: Israel Flores
Vice President of Academic Affairs

Subject: End of the Year Report/Transition Report

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Introduction:

Congratulation again on your campaign and being the next elected Vice President of Academic Affairs. I'm excited to see your journey unfold, I trust you are going to do an amazing job in this position. I have compiled this transition report to make it easier for you to adjust yourself in this position. This report will highlight Duties and Responsibilities, the Student Academic Senate, Faculty Senate, and Executive Faculty Senate, Strategic Priorities, Committee Appointments, Capital Public Radio Internship, Meeting with Administrators and everything that I think will be helpful for you while you start your position. In this report I will also advice you on how my Academic Year went and how Academic Affairs affected students during this COVIC-19 pandemic.

I have a lot of files that I have left for you to review in the ASI-VPAA drive, my folder is titled, "Flores, Israel" or check out Jose's under, "Arias-Ruiz, Jose" to make it easier to identify all the stuff we worked on while being the VP of Academic Affairs. Make sure you give yourself a day or two to review some of the files. Additionally, I have left with you my personal contact information if you may have any questions in the future, I would be more than happy to be a resource for you. Do not hesitate on reaching out.

Duties and Responsibilities:

The most important part to highlight here is the responsibility you have to the Board of Directors to represent students on every Faculty Senate and Faculty Senate Executive. It is crucial you sit on these two committees because a lot of Academic related business happens in these meetings that might need student action. The VPAA position duties and responsibilities outlined in the ASI operating rules is one of the lengthier positions but do not let that intimidate you from trying your best.

Another important thing to highlight is that you are the Board's representative responsible for all academic related issues like recruitment, enrollment, graduation, diversity, and advising. Additionally, you serve as the liaison between the ASCSUS Board of Directors and the Sacramento State Division of Academic Affairs. Your job here is to build strong relationships with Academic related administrators and work through solving academic related issues.

Israel Flores

Vice President of Academic Affairs

I was able to work on a couple of things this year on things relating to Online Classes, Credit/No Credit, SB-1460 and many more. Each year will look different and it will be your responsibility to act upon institutional policy and legislation that might affect students that particular year ensure that the student voice is being heard and taking into consideration when Administrators and Faculty Senate vote on these things.

Aside from sitting on the Faculty Senate, Faculty Senate Executive, and chairing the Student Academic Senate. You will be required to appoint students on Academic Related committees. This will take a lot of work in the first semester of your term. I would suggest starting to contact students over the summer to recommend them at your first official board meeting. It is hard to get students involved so I do suggest you get as many students as you can. I would highly suggest working with your VPAA to get students voices on Faculty Committees. The most crucial ones I would say is the Grade Appeals Panel as there might be an extensive amount of students that might want to contest their grade due to the online switch mid-semester. I know this coming up Academic Year will be tough due to the impact this pandemic had on our students. If the fall semester is moved online this might affect students involvement of committees, but do not let that stop you from trying.

You are also required to give an Academic Affairs report/presentation by the end of the fall semester that outlines what you have worked on and what your plans are the spring semester. I have left mine in the VPAA folder for you to reference (Jose's is in there too). There are additional responsibilities in the ASI Operating Rules Section 200.1.E. which I will link below for you to read over.

<http://www.asi.csus.edu/wp-content/uploads/2019/02/OPRULES-as-of-12.14.18.pdf>

I also want to say that just because you are the Vice President of Academic Affairs remember that you are only a representative. You will get a lot of questions from Directors if students are going through something with a professor. For example, if a student of a college is having difficulties with a professor and a Director asks you what to do you I will explain how these situations should be handled. Student's should try with their professor first if that does not work. Student's should try and talk with the Department Chair to solve an issue (this is where I think College Directors can use advocacy to help). If the Chair is not responding the issue then moves up to the Dean of the College. At any of these stages the issue should be resolved, the last thing to do would be to use the Provost for her. This is where you have ties with the Provost and Administration to help with any advocacy efforts to help students. I received email regarding these types of issues and this is what I was told by the Provost when I first met with him last year. I hope this helps a little because a lot of people believe that you have great power to change things and while you do these cases do not go up to the Provost directly.

Student Academic Senate:

The Student Academic Senate (SAS) is an internal ASI committee that serves as an advisory to the Board of Directors pertaining to matters within Faculty Senate and the division of Academic Affairs that directly affect students. As the VPAA, you will also be chairing this committee. Jose started to compile a binder that I used and I will leave for you to look over and reference when starting it up again. You will be in charge of making the agenda for this meeting, appointing students, and electing a Vice-Chair and Secretary. The Vice-Chair is the person who will lead the meetings in case you are unable to make it

to the committee meeting and the secretary will be in charge of taking notes and keeping everyone's contact information for you. I wasn't able to have a strong Vice-Chair and Secretary this year, which is totally okay, I was still able to lead the meetings and designate someone to take notes the day of. Make sure you also reach out to ASI college directors to find students to appoint to this committee. Once students have been recommended to you and you have met with them, you will send over names to the ASI Executive Vice President, who is in charge of appointing students of all internal ASI committees through legislations. Additionally, this committee's charge is also listed on the ASI Operating Rules Section 400.13. I have left meeting agendas in the A-Folder (Arias-Ruiz,Jose), feel free to browse through them and see what agendas looked like for the 2018-2019 or under (Flores, Israel) for the 2019/2020 academic year.

Faculty Senate:

The Faculty Senate is the governing body of professors on campus that tackle academic related issues. Their focus is working with University policy and procedures and they serve as an advisory to the University President. Your first senate meeting will feel like a lot. Do not let this stress you out or feel voiceless. It took me a couple of senate meetings to speak up during discussion. I recommend reading over the agenda the night before and writing down some thoughts about certain pieces of legislations so that you have something to say about it if it affects students on campus. I also suggest scheduling a meeting with the Senate chair, who will help you understand procedures and how things are structures at the faculty senate.

<https://www.csus.edu/senate/>

Faculty Senate Executive:

The Faculty Senate Executive consists of all Faculty Senate Standing Policy Committee Chairs, as well as faculty members at-large and university administrators. This committee is much smaller and conversations are private. You can expect to have important information be discussed here that has not yet been made public. I enjoyed this committee a little bit better because I felt that I made more of an impact here when it comes to having conversations about academic related issues. I would recommend also meeting with the Antonia Peigahi who is the Director of Policy and Record Management. She is an outstanding resource and will definitely help you out with any Policy that goes through Exec. She was also Prior Faculty Senate chair before Adam Rechs.

Strategic Priorities:

Here is a list of the strategic priorities I worked on during the 2019/2020 Academic Year.

- 1.1.1 Collaborate with campus partners on an event supporting the need to vote
- 1.1.2 Support/market voter registration to Sac State students
- 1.2.1 Collaborate with other campus partners in support of census education
- 1.2.2 Promote census education
- 1.5.1 Promote CHESS Conference Attendance
- 2.2.1 Collaborate with campus partners to promote ASI events and programs

- 2.3.1 Assess the feasibility to require ASI presentation to External Grant recipients.
- 3.3.1 Investigate storage for professional clothes closet with campus partners
- 4.1.1 Promote Career/academic focused campus programs
- 4.1.2 Assess the feasibility of an online platform compiling career/academic initiatives across campus partners

Committee Appointments:

To appoint students to Faculty Senate Standing Policy Committees and Academically-Related University Committees, you will need to submit legislation. There are examples in the VPAA folder that I have left for you to get a reference. It is strongly suggested you meet with students prior to appointing them to any committee to confirm they are willing to commit. Here, you will be working alongside VPUA, in trying to appoint students to University committees. However, you are in charge of all the academic related ones. I recommend being flexible when meeting with students. If it not possible to meet, emailing and a quick phone call will suffice. I meet with a lot of students on the phone and outside the office at Starbucks. In the VPAA Operating Rule Section, you are required to designate students to sit on committees, make sure you appoint students to these committee because they are important to your position. You will also need to recommend students to the University Grade Appeals Manager (usually about 3-4 students). This committee is usually all year long. Additionally, you will need to be familiar with the Grade Appeals Process and the Students Rights and Responsibilities to aid students in the process.

After you have appointed students to committees, it is important you check on them once a month to stay updated on what is happening around the university in relation to academics. This will help you when putting together your Academic Affairs Report. Additionally, Lisa and Corinne will be able to assist you when submitting legislation in our database.

Capital Public Radio Internship:

In collaboration with Capital Public Radio, this internship is a great opportunity for students to gain hands-on experience in public-radio. The VPAA is able to participate in the candidate interview and give recommendation on which student should be chosen. The VPAA will also assist in contacting the intern and schedule a presentation to the board meeting regarding their experience. The EVP shall add the student intern presentation to the board's agenda. I recommend introducing yourself to Zoro Pruneda, who is the Business Affairs Assistant and will be conducting the interviews. Lisa can help you get into contact with her.

This might change as we don't know how the semester will pan out and Zoro said there might not be an intern this fall, but definitely spring 2021, again Lisa will help you work with her!

Meetings with Administrators:

The VPAA operating rules lists various University Administrators that you are required to meet. I met with all of them at least once, however, I recommend meeting the Faculty Senate chair, and the Provost, a couple of times to familiarize yourself with how the university works. Some administrators I only met

Israel Flores

Vice President of Academic Affairs

with once because I felt as though I did not need to based on the strategic priorities. The Provost will be able to assist you in what advocacy will look like for your position. The chair of the faculty senate will help you understand university procedures. Additionally, when Jose was VPAA past year we added two new administrators to the list, Associate Vice President of International Affairs who may be able to give you an insight on how to better serve international students on campus, as well as, Vice President of Inclusive Excellence who may be able to assist with any diversity academic issues on campus. Make sure you build relationships with all the administrators that are listed in the Operating Rules, it is essential to your position and to the future of Board of Directors. It will be helpful to have a list of questions prior to your meetings to better help facilitate the conversations, sometimes admin can be a little tricky to work with and it is your responsibility to strengthen those relationships while also adding pressure to make any changes that are affecting students. This is where you advocacy starts!

This spring semester having great relationship with these administrators helped me advocate for Credit/No Credit, Financial Aid dispersement for COVID-19, online classes, adding Grad students to C/NC, and anything else they needed of me.

Recommendations:

My only recommendations are get to know the administration early! They are amazing people and will always help when you need it. I would ask questions all the time, if I did not know what I was doing. This fall will be challenging and your work might start early. This virus has is a game changer and you might be asked questions you don't know the answer to and that is okay! Reach out and ask "if you don't have an answer can you point me in the direction of someone who does?" This always worked for me and allowed me to network with a lot. You will do a great job I know it!

Take breaks when needed. This spring semester was hectic for me because everything changed and I felt really pressured to do something on behalf of students. Remember you are a student as well and if you need a break; take it.

Noteworthy Events:

Jose had a list for me that were noteworthy to attend. While I wanted to add this too I decided not to because as of now there is a possibility that the semester will be online. I would suggest to attend as many events as you can because this semester might be online/in person/or hybrid.

Since the fall semester will be determined sometime later this month (May) or even June this will allow you to plan for the semester.

Be Passionate!

Lastly, one piece of advice I have for you is to be passionate about the work you do. This position is an important asset to the board and it will be your job to make things happen! I trust you will do an amazing job and cannot wait to see where this journey will take you. Again, do not hesitate to reach out, I will more than glad to be a resource to you.