



Academic Senate: Executive Committee

Minutes- Extra Meeting

TUESDAY, APRIL 29, 2025

10:00 A.M. – 11:30 A.M.

Location: BDC 134- BPA Conference Room

Zoom link: <https://csub.zoom.us/j/84829418074?pwd=oa3Dgso1p0E7AxyaDN1cq2L5EJoaeK.1&jst=1>

Members: M. Danforth (Chair), D. Solano (Vice-Chair), J. Rodriguez (Interim Provost; virtual), A. Hegde, C. Lam, N. Michieka, J. Deal, T. Tsantsoulas, D. Wu, Z. Zenko and K. Van-Grinsven (Senate Analyst; excused).

Guest: D. Cantrell

- I. Call to Order
 - a. Chair Danforth called the meeting to order at 10:03 AM.
- II. Announcements and Information
 - a. President's Open Forum Debrief - April 23, 2025
 - i. Strategic Plan Report 2019-2024 shared
 - ii. Link to the Strategic Plan Report: <https://www.csub.edu/irpa/metrics.shtml>
 - b. NACADA Advising Report submitted ([link to Box file](#))
 - c. D. Cantrell – VP of Student Affairs and Strategic Enrollment Management (**Time Certain: 10:20 AM**)
 - i. D. Cantrell provided updates and information on the new Advising Council, NACADA report, and recent changes to staff advising:
 1. D. Cantrell spoke saying that he understands the concerns with the transition of advising to be under Student Affairs and Strategic Enrollment Management and supports collaboration with the faculty, Senate, and professional advisors.
 2. NACADA Report: The NACADA Report includes suggestions and recommendations for best practices, but does not govern campus or policies. There is a plan based on that report for assignment of certain tasks that faculty advisors and staff advisors will be able to do. The objective is to ensure students have the best experience possible.
 3. Advising Council: It was agreed that it would be co-chaired by the Senate Chair or designee. There will also be a co-chair, which would be himself or a designee that would work to ensure the staff and faculty are working and collaborating. The creation of this council would be in response to one of

NACADA's recommendations. The report will be circulated and posted to the Academic Advising website.

4. Advising Case Management Model:

- a. D. Cantrell has met with the academic advisors, as well as DCLC.
- b. A new advising case management model will be implemented, which will allow advisors to provide service as advisors and more than just class schedulers
- c. D. Cantrell reported that advisors have been reassigned in an effort to achieve a target ratio of 1:300. Looking to make some adjustments to allow the advisors to be more advisors than class schedulers.

5. Feedback/ Discussion:

- a. Chair Danforth suggested that the specialized programs, particularly those that were having some difficulty interacting with staff advisors, should be identified. For example, there are programs that require a faculty mentor that should be recognized in RunnerConnect.
- b. D. Wu voiced some concerns about the cost of running the proposed case management model, as advisors have an already heavy workload and if it would mean that more advisors would be hired? D. Cantrell answered that CSUB is at the advisor to student ratio, and that focus would be on recalibrating the workloads. For example, they found that much of the advisors work was not seeing students, but in attending meetings, teaching classes, etc. Intending to work with the Associate Deans to possibly lower and adjust the advising coordinators' caseload, as they are representatives in many meetings.
- c. Z. Zenko encouraged D. Cantrell to consider how advisors have institutional knowledge as well as specialty experience and knowledge in various disciplines. T. Tsantsoulas agreed with the concerns voiced by Z. Zenko and also shared the close relationship in Arts and Humanities between the faculty advisors and staff and how the smaller conversations and rapport will be possible in the new management model. D. Cantrell said that the staff advisors will still have a dotted line to the Associate Deans or designees within their colleges.
- d. A. Hedge spoke regarding the primary roles of faculty in overseeing specific career and upper division course advising.
- e. Chair Danforth clarified that in the NACADA Report, which references the First-Year Experience, this would be a GECCo and Senate matter. DCLC has brought up some desires for modifications, which need to be discussed within GEECo.

- f. J. Deal suggested providing training for faculty use on Runner Connect and also shared recommendations from GEECo regarding FYS classes and that they be taught by faculty to ensure academic content.
 - g. Discussion continued at length. Suggestions and feedback were provided, including the development of an onboarding process and handbook for new advisors.
 - h. Some faculty concerns have been voiced regarding the Interim Director of Advising becoming a permanent position and how the Senate was not brought into that consultation. D. Cantrell stated that the permanent appointment was made in response to a directive given by President Harper. D. Cantrell also added that he would like to improve communication and collaboration between the staff advisors, and faculty. Chair Danforth agreed that clearer communication to students is also very important and needed as students still have a lot of questions regarding the transition and would support open forums with the faculty and students in the fall semester. D. Cantrell shared that he would be attending and speaking at the next ASI Board Meeting.
- 6. Brief discussion ensued regarding the merger of the Division of Enrollment Management and Student Affairs. The merge will take effect on July 1 and some discussion and questions regarding the different and overlapping positions between the current two-divisions as well as budget.

III. Approval of Agenda (**Time Certain: 10:05 AM**)

- a. Agenda approved.

IV. Approval of EC Minutes (deferred)

- a. March 25, 2025 (handout)
- b. April 1, 2025 (handout)
- c. April 8, 2025 (Updated to deferred)
- d. April 22, 2025 (deferred)

V. Continued Items

- a. AS Referral Log ([handout](#))
 - i. AAC (J. Deal)
 - 1. AAC reviewed the feedback received after first reading for RES 242530 – Class Cancellation Guidelines and suggested changes for second reading, which have been sent to BPC. AAC also worked on RES 242529 - Updating the CSUB Policy on Discontinuance of Academic Degree Programs with FAC and it will also be ready for second reading on Thursday.
 - ii. AS&SS (T. Tsantsoulas)

1. AS&SS discussed Referral #30 – CSU Generative AI and Professional Ethics. After consultation with FAC, we decided to recommend to EC that a taskforce be formed to form guidelines for the professional and ethical use of generative AI by faculty members (see memo to be included in Senate agenda packet). AS&SS also created a list of potential priorities for the next academic year, including focus on academic support for students with disabilities.
- iii. BPC (D. Wu)
 1. BPC reviewed RES 242530 – Class Cancellation Guidelines and proposed changes for second reading. They also worked on the referral regarding faculty hiring priorities and consideration of tenure density. BPC also discussed the referrals to be addressed in the 2025-2026 academic year, including time blocks and space utilization.
 - iv. FAC (Z. Zenko)
 1. FAC discussed RES 242527, RES 242528, and RES 242529.
 2. RES 242528 Interruption Statement has minor changes and is ready for second reading.
 3. RES 242529 has also been updated after feedback was received from first reading and consultation with AAC, it is now ready for the second reading on Thursday.
 4. RES 242527 – Standardizing the Unit RTP Composition Process, will be tabled. There is still a lot of discussion in FAC, which will need to be continued in fall 2025.
- b. Interim Provost Update (J. Rodriguez)
 - i. Academic Administrator Review Committee (AARC) Concerns:
 1. AARC for D. Cantrell – timeline for completing the review (status update) (deferred)
 2. Chair Danforth provided an update that ITS is working on the college-based lists for students and staff for survey distribution for the current administrator reviews.
 - ii. Administrator Searches: (deferred)
 1. Dean for the College of Arts and Humanities (in progress)
 2. Associate Dean for the College of Arts and Humanities (HOLD)
 - c. Budget and Schedule Build (**Time Certain: 11:20 AM**) (deferred)
 - d. Rumor control (deferred)
 - e. Calendar Committee – Composition and faculty representation ([handout](#)) (deferred)
 - f. Add “Statements of the Senate” Process to governing documents – EC (deferred)
 - g. Expected Spring Reports to Senate/Campus (deferred)
 - i. Interim WASC Report – Academic Programs
 - ii. Strategic Plan Report – IRPA (submitted)
 - iii. Advising Report – Director of Academic Advising (Due: May 12, 2025)

- iv. Special Review Committee for Anthropology (Due: May 2, 2025)
- v. GECCo Annual Report – GE Director
- vi. UPRC Annual Report
- vii. URC Annual Report
- viii. Faculty Athletics Representative (FAR) and IAAC Chair
- ix. Grants, Research, and Sponsored Programs – AVP for GRaSP
- x. Faculty Teaching & Learning Center - FTLC Director
- xi. Taskforces and Ad Hoc:
 - 1. High Impact Practice (HIP) Taskforce
 - 2. Scholarship and Creative Activities Taskforce
 - 3. Criteria for Proposing New Schools Taskforce
 - 4. Task Force for Periodic Evaluation
 - 5. Testing Center Exploratory Committee (ad hoc) (?)

VI. New Discussion Items **(Time Certain: 10:45 AM)**

- a. Elections and Appointments (D. Solano)
 - i. Faculty Ombudsperson- Memo to current incumbent ([handout](#)) and drafted Call ([handout](#))
 - 1. Chair Danforth looked into the original call and documentation regarding the Faculty Ombudsperson. The resolution passed in 2018-2019. The first call was sent out in Fall 2019, which resulted in the appointment of D. Boschini, who later moved to the AVP role. The first and second call went out in Fall 2021 for a replacement with their performance to be reviewed annually by the President, however, a review procedure was not determined. The position description was revised in Spring 2022. The revised call went out in Spring 2023 where the current incumbent, Dr. JJ Wang, was appointed for a two-year term. Dr. JJ Wang is due for review and there is currently no clarification regarding the meaning of the term “renewable.” Chair Danforth will follow up to see if there are any additional documents confirming the term and reference to “renewable.” The original call did say that the position would be evaluated at the end of the two years.
 - 2. The Faculty Ombudsperson call will be kept on hold until further notice. President Harper will be coming to EC next week and EC can review the drafted memorandum to be sent out to Dr. JJ Wang.
 - 3. 2025-2026 AY: A referral will need to be sent to FAC to add a review procedure for every three years, just as there are for other faculty director positions.
 - ii. Appointments for College Appointed Positions (2nd Calls)- Statements of Interest ([handout](#)) Additional attachment – Announcement of Appointments sent to General Faculty on May 5, 2025
 - 1. Appointments made by the EC for various positions:

- a. Academic Integrity Policy Violations Committee
 - i. AH: Kyung Jung Han, Communications
 - ii. BPC: John Stark, Management/Marketing
 - iii. NSME: No submissions. Reverts to at-large.
 - iv. SSE: A statement was received; however, the faculty member is not tenured until the fall. Discussion ensued regarding setting a precedence. Second call will be needed.
 - b. All-University Teacher Education Advisory Committee (TEAC)
 - i. SSE: Katt Bonga Hoban, Sociology
 - c. Auxiliary For Sponsored Programs Administration (SPA)
 - i. EC agreed to recommend the BPA candidate who submitted a statement to the Provost and President.
 - d. Institutional Research and Planning Assessment (IRPA) Advisory Committee
 - i. AH: Charles MacQuarrie, English
 - ii. NSME: No statements received. Reverts to at-large.
 - iii. SSE: No statements received. Reverts to at-large.
 - iii. Pending Calls:
 - 1. At-Large Calls to open 4/30.
 - a. The at-large calls will be held until the second call has been sent out and closed for the SSE position on the Academic Integrity Policy Violations Committee.
 - 2. Standing Committee Calls
 - a. Call for Interest (all faculty and staff) – Closes May 5, 2025, 5:00 PM
 - b. Call for Chairs (open to Senators only) – Closes May 2, 2025 5:00 PM
 - 3. Staff Senator – Election in progress by Staff Forum
 - iv. Review of committee's activity status (HOLD)
- b. Handbook and Bylaws Project; Summer Project – funding? (deferred)
 - i. Updating Schools to Colleges
 - ii. Updating all references to quarters
 - iii. Standing Committees Composition:
 - 1. Clarify Handbook language about staff positions being non-MPP staff
 - 2. AS&SS Composition: Associate Dean of Undergraduate and Graduate Studies is not actually listed in the bylaws as an ex-officio member of AS&SS.
 - iv. Director of Assessment: Review position (Handbook 105.2 and 305.6.)
 - v. Council of Academic Deans: Review Composition and name (Handbook 105.2)
 - vi. Public Affairs Committee: Committee in handbook but not bylaws (Handbook 107.1. Standing Committees of the Academic Senate). Discussion on if we want to create the committee or not.
 - vii. Review committees listed (Handbook 107)

- viii. Update TEAC Description: Currently lists old college names (H&SS, SOE, and NSM) (Handbook 201.5)
- ix. Update reference to Associate Vice President for Academic Affairs- association with Academic Advising and review other duties (Handbook 104.2.1).
- x. Update position titles in 309.9 (Handbook 309.9).
- xi. Update all references to the AVP of Enrollment Management- distinguish the VP of Strategic Enrollment Management from the new AVP of Enrollment Management
- xii. Bylaws Section IV.A.4 Annual reports from committees- limit to specific committees?
- xiii. Review and update the Standing Committees ex-officios in light of re-organization of university
- c. Department Formation follow-up (HOLD follow up w/ Academic Programs)
- d. Resolution on CCC baccalaureate degrees [AB 927, SB 895] – EC (HOLD)
- e. Strategic Plan Group data gathering instrument(s) follow-up – BPC (HOLD 3/18/2024)
- f. SOCI Task Force on preamble and content of SOCI instrument (HOLD 3/11/2025)

VII. Agenda Items for Senate Meeting (Time Certain: 11:15 AM)

Academic Senate Meeting – Spring 2025

Thursday, May 1, 2025

Agenda

10:00 AM – 11:30 AM

Location: Dezember Leadership and Development Center, Room 409-411

Zoom Link: <https://csub.zoom.us/j/89047995676?pwd=VEdFQVJkZTk5UUVzblQyNDR4UkZrUT09>

Senate Members: Chair M. Danforth, Vice-Chair D. Solano, Senator A. Hegde, Senator C. Lam, Senator N. Michieka, Senator T. Tsantsoulas, Senator M. Naser, Senator D. Wu, Senator S. Sarma, Senator L. Kirstein, Senator A. Stokes, Senator Z. Zenko, Senator S. Roberts, Senator K. Holloway (virtual), Senator H. He, Senator A. Grombly, Senator E. Correa, Senator J. Deal, Senator R. Dugan, Senator T. Salisbury, Senator J. Cornelison, Senator E. Pruitt, Interim Provost J. Rodriguez, Senator J. Dong and Senate Analyst K. Van Grinsven.

- I. Call to Order and Tejon Tribal Land Acknowledgement
- II. Approval of Minutes
 - a. March 27, 2025 (handout)
 - b. April 10, 2025 (handout)
- III. Announcements and Information
 - a. President's Report – V. Harper (**Time Certain: 10:10 AM**)

- b. Elections and Appointments – D. Solano (handout)
- c. Events:
 - i. Emeriti – Tuesday, May 6, 2025
 - 1. Time: 3:00- 4:30 PM
 - 2. Location: DeZemmer Reading Room, WSL
 - ii. Senate Meeting – Thursday, May 8, 2025
 - 1. Session 1: Final Senate Meeting of 2024-2025 AY
 - a. Time: 10:00- 11:00 AM
 - 2. Session 2: Senate Organizational Meeting
 - a. Time: 11:00 - 11:30 AM
 - b. 2025-2026 Senators Only
 - c. Picture of 2025-2026 Senate to be taken outside (Time TBA)

IV. Approval of Agenda **(Time Certain: 10:05 AM)**

V. Reports

- a. Interim Provost's Report – J. Rodriguez
- b. ASCSU Report – Senators Lam and Michieka (deferred/ handout?)
- c. ASI Report – Senator Pruitt
- d. Staff Report – Senator Cornelison
- e. Committee Reports:
 - i. Executive Committee – Vice-Chair Solano (handout)
 - ii. Standing Committees:
 - 1. Academic Affairs Committee (AAC) – Senator Deal (handout)
 - 2. Academic Support and Student Services Committee (AS&SS) – Senator Tsantsoulas (handout)
 - 3. Budget and Planning Committee (BPC) – Senator Wu (handout)
 - 4. Faculty Affairs Committee (FAC) – Senator Zenko (handout)
- f. CFA Report – Senator Salisbury

VI. Resolutions **(Time Certain: 10:35 AM)**

- a. Consent Agenda: no items.
- b. Old Business:
 - i. RES 242527 – Standardizing the Unit RTP Composition Process – FAC (TABLED)
 - ii. RES 242528 – Updating the Bylaws to Create an Interruption Statement and Add Clarity to Procedures – FAC (handout)
 - iii. RES 242529 – Updating the CSUB Policy on Discontinuance of Academic Degree Programs – FAC and AAC (handout)
 - iv. RES 242530 – Class Cancellation Guidelines – AAC and BPC (handout)
 - v. RES 242531 – Assembly Bill 1361 of 2025 Endorsement – EC (handout)

- vi. RES 242533 – Faculty Hiring Prioritization and Funding for Student Services – BPC (handout)
- c. New Business:
 - i. No items.

VII. Open Forum (**Time Certain: 11:15 AM**)

VIII. Adjournment

VIII. Open Forum

- a. Final Exams: Discussion ensued regarding the continued issues with students being required to move out of dorms before final exams are completed, as well as overlap between commencement and final exams. Permanent solutions are needed.

IX. Adjournment

- a. Chair Danforth adjourned the meeting at 11:50 AM.