

ACADEMIC SENATE EXECUTIVE COMMITTEE

Minutes

Tuesday, August 24, 2021

10:00 a.m. – 11:30 a.m.

Video Conference

**Members: A. Hegde, M. Danforth, J. Millar, M. Martinez, E. Correa, C. Lam, M. Rees,
J. Tarjan, V. Harper**

1. CALL TO ORDER

A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

- December 9 Senate Meeting is during Finals Week. The Senate meeting can shift to a previous week when the standing committees are scheduled. Discuss further at next meeting.
- President Zelezny has accepted invitations to join the EC once in Fall and once in the Spring. Prepare some questions for the President.
- The Executive Committee (EC) and the Senate meetings will be via video conference

3. APPROVAL OF MINUTES

E. Correa moved to approve the May 18, 2021 Summer Senate Minutes. M. Martinez seconded. Approved.

4. APPROVAL OF AGENDA

E. Correa moved to approve the agenda. M. Rees seconded. Approved.

5. CONTINUED ITEMS

- a. AS Log – the chairs reviewed the carry-over items from 2020-2021
 - i. AAC (J. Tarjan)
 - ii. AS&SS (E. Correa) C. Lam attended every ASI meeting to provide a direct connection between faculty leadership and students when he chaired AS&SS. The AS&SS Vice Chair may be the designee attending ASI meetings.
 - iii. FAC (M. Rees) CFA President or designee to be determined.
 - iv. BPC (C. Lam)
- b. Provost Update (V. Harper)
 - i. Open Forum with Faculty – Thursday, August 26, 12:00 – 1:00 p.m. via video conference.
 - ii. Guidance for the Spring is in the planning stage –

1. The AVPs are meeting. It was recommended that the Senate Chair attend the early planning meetings.
 2. DCLC requested a delay in Spring registration.
 3. The Department of Education regulates WSCUC. They measure out units and teaching methods. A. Hegde said that if a program has more than 50% of units teaching online, department permission is needed to continue that mode in the Spring. WSCUC informed Academic Programs that after December 31, if 50% of units designated as distance education and a program doesn't want to be designated as distance learning, they will have to bring faculty back to teach face-to-face in Spring '22. Faculty just has to request that the program be given the permission to deliver distance learning for reasons such as pandemic planning, etc. D. Jackson to explain the situation and requirements to the DCLC.
- iii. Academic Integrity (deferred)
 1. Office of Student Rights & Responsibilities and Academic Affairs
 2. Academic Integrity Pledge
 3. RES 192013 Response to Student Misconduct Task Force
 - Senate minutes February 18, March 4, May 13
 - EC minutes March 16, **March 23**, April 6, May 4, 11
 4. The things that came out of J. Drnek's proposed solutions at 5/13/21 Senate
 5. Testing Center
 - ii. Academic Affairs Reorganization (deferred)
- c. Searches (V. Harper) – Level 1 Search is full composition of faculty populating a search; one tenured faculty from each school, such as for the Dean Antelope Valley. Level 2 Search is when only one tenured faculty required, such as for AVPs.
 - i. AVP GRaSP - Fall election of a tenured faculty member
 - ii. AVP IRPA – B. Street has been elected.
 - iii. Dean BPA – one more FT tenured faculty needed to make faculty majority. A. Hegde said staff needed on Search Committee
 - iv. Dean NSME – looking for election by the School Election Committee
 - v. Dean Antelope Valley – four faculty have been elected
 - vi. Dean Library – four faculty have been elected
 - vii. Associate Dean Undergraduate and Graduate Studies hiring officer is D. Jackson
 - viii. Director Faculty Training and Learning Center (TLC) - hiring officer is D. Jackson. The current position to convert to an MPP position. The call will go out in Spring.
 - ix. Faculty Ombudsperson – Call for Interest forthcoming.
 - d. Financial and strategic planning transparency and faculty participation (deferred)
 - e. Teaching in Faculty's Assigned Class Times – FAC (deferred)
 - f. Proposal for the Creation of Ethnic Studies Department – FAC (deferred)
 - g. MA INST Moratorium – AAC (deferred)
 - h. INST Proposal to add Phil 4550 to INST WGSS Concentration – AAC (deferred)
 - i. Faculty Advising and Staff Advising Structure - AS&SS (deferred)

- j. Proposal to Employ High Impact Practice (HIP) Tracking - AAC, AS&SS (deferred)
- k. EEGO Course Offering - Summer Term – AAC (deferred)
- l. GECCo Reporting Structure (handout) – AAC, BPC, FAC (deferred)
- m. General Studies (GST) Department Formation – (deferred)
- n. Accessibility – FAC (deferred)
- o. Honorary Doctorate-Handbook Change – FAC (deferred)
- p. Criteria and Nomination Process for Faculty Awards – FAC (deferred)
- q. CSUB Patent Policy – FAC (deferred)
- r. Notification to Chairs of Assigned Time – FAC (deferred)
- s. URC Recommendations – additional Handbook changes – FAC (deferred)
- t. Sabbatical Application Process Improvement – FAC (deferred)
- u. Institutional Research in Response to WSCUC Report – BPC (deferred)
- v. Distinguished Professor Award – FAC (deferred)
- w. Faculty Poll regarding online instruction (Hold pending further information)
- x. Alma Mater (Hold pending further investigation)
- y. Assigned Time application revision and timing (Hold pending further information) – FAC

6. NEW DISCUSSION ITEMS

- a. Late RTP Application – M. Rees referenced RES 192020 RTP Guidelines for 2020. Anyone who had been teaching during the pandemic could request an additional year be added to their probationary period before going up for tenure. Separately, the Collective Bargaining Agreement (CBA) states that faculty requesting an additional year apply 30 days before the first day of classes in the academic year (AY) they are going up for tenure. A. Hegde said the latter is specific to the CBA. Approval for an extension to apply for an additional year is granted through the Provost’s Office. E. Correa noted that faculty who conduct qualitative research are concerned about advancement because of the restrictions on using human subjects during the pandemic. V. Harper said the notification on the extension of the deadline for applying for an additional year is coming. There is a grace period. The inability to have students in the lab, faculty to complete projects, etc. will not have a negative impact on faculty’s research agenda. It’s recommended that faculty apply immediately to get an extension. E. Correa asked if due to the pandemic, whether there is another option; can faculty do something else that is not focused on research? V. Harper said the criteria is defined by the CBA. If a department decides to modify their RTP criteria, it goes before the Provost for his approval. It would be overreach of the Provost to recommend to a department how they should modify their criteria. M. Danforth suggested that it would be useful to send out the

- procedures to modify RTP criteria and how to appeal when a department chair or school dean denies the changes. It can go to URC, but that process needs to be clarified. A. Hegde said that modifying criteria is part of the larger conversation. The General Faculty Meeting survey pointed to not diluting the RTP process because of the pandemic. Also, it was suggested at the General Faculty Meeting open forum to increase support for scholarship and research rather than changing the criteria. A. Hegde will discuss faculty's concerns with the Provost. RES 192020 was only for 2019-2020 academic year. Referred to FAC to update.
- b. UPRC Task Force – A. Hegde requested that either J. Tarjan or C. Lam chair the task force. We need a conduit between the task force, the EC and the Senate. C. Lam offered to chair the task force.
 - c. RTP hard copy – a couple faculty members reached out to AVP FA to hand-in a hard copy RTP file (WPAF). There was nothing in RES 202103 and RES 202125 to say one couldn't submit a hard copy. The concern is that, at some level of review, an individual is not comfortable with coming to campus or may have a disability issue accessing a hard copy; they would need an electronic file. The Provost's Office makes the determination. The EC can provide the AVP Faculty Affairs and the Provost's Office some guidance. M. Danforth suggested that a referral be sent to FAC to consider electronic RTP files going forward. E. Correa suggested a RTP email distribution list and a centralized campus contact to establish and maintain consistency of the process. A. Hegde added that the administrators need to be directed to the point-person and the process. Individuals change, but the process flows are through use of official policy. J. Tarjan requested that the referral consider making recommendation for potential products. A. Hegde shared that six CSU campuses use Interfolio software for electronic submittal of RTP. V. Harper said the AVP FA drafted a message encouraging electronic RTP submission. Send feedback directly to D. Boschini.
 - d. Distance Education Classification – Academic Programs – see item 5.b.ii.3. M. Martinez will be recommending that chairs check the box to allow flexibility to switch to virtual education should the pandemic persist. V. Harper stated that it's an important issue that needs consultation. D. Jackson will present the issue and process at the DCLC. Contact D. Jackson to discuss further. M. Danforth asked what Senate involvement and workload expectations are there to review the materials for checking the box, or is it all handled through Academic Programs and the Chancellor's Office (CO)? A. Hegde learned from D. Jackson that the Chancellor's Office directed each campus to follow their protocol of shared governance. He suggested that upon each department check-off, Academic Programs submit a report to the EC indicating those departments that chose distance learning. It could

be routed through AAC and FAC as a formality and then presented as resolution to be placed on the Consent Agenda. The documents need to be at the CO by December 31, 2021.

- e. Senate Calendar and Potential Timelines in Standing Committee(s) (deferred)
- f. Department Formation Criteria - A. Hegde received proposals last year for an Ethnic Studies Department and a proposal for a Department of General Studies. We have criteria. Given the eventual Academic Affairs reorganization, the expectation is that there will be new departments forming. The criteria need to be clarified. The pending proposals would have to be held to the existing criteria. M. Danforth said that the recent proposals submission show that there is a need for procedures to be clarified and extended. Perhaps we need How To tips like the CO has for filing out a proposal so people know what to expect and how they can write a good proposal. M. Martinez commented that a benefit of having the Ethnic Studies discussion last year was that FAC did a good job of identifying what is necessary to build a department. They outlined a structural, if not institutional process. A. Hegde said it's fair for the committees to ask the kinds of questions that fit into the criteria. Research guidance and best practices. The referral for Department Formation Criteria Revision sent to AAC, BPC, and FAC.
- g. Universitywide Exceptional Service Requirement for RTP – It is a department situation. Most departments don't have exceptional criteria. FAC could provide some guidance and offer some ideas for departments to consider. For example, sitting on boards, recruiting students for a program, etc. and what they would do, above and beyond the call of duty, to draft it into their policy. It's not a referral. It's a department decision. It's not relative to teaching or scholarly work. It's separate. The Senate wanted to make service "exceptional". [RES 202121 Post-Tenure Review] It would be helpful to the University Review Committee, too. A. Hegde said put this item on hold.
- h. Exceptional Service Article 20.37 Application and Screening process – The CFA is headed toward making Exceptional Service a permanent part of the CBA. In the meantime, CSUB needs to have better criteria in place. Other campuses have rubrics. Some have a very specific application. We need a consistent set of criteria to make it easier for the review committee. Referred to FAC.
- i. CSUB Policy on Use of sUAS – GRaSP update (deferred)
- j. DEI Faculty Report (deferred)
- k. Elections and Appointments – M. Danforth
 - i. Fourth attempt to fill position turns to EC appointment – Handbook Change
 - ii. School Elections Committee – Handbook Change 202.7 (deferred)
 - iii. Standing Committee Bylaws change – (deferred)

1. Chair Election Statement of Interest
2. Two-years on Senate requirement
3. Structure of BPC
4. Strike “at least”
- iv. Standing Committee Vice-Chair – Chairs received the standing committee orientation document to bring to the meeting. It’s a good practice to either appoint or elect a Vice-Chair. The Vice-Chair could be assigned to take minutes.
- v. Committee proliferation (deferred)
- l. Strategic Plan Group data gathering instrument(s) (deferred)
- m. Academic Freedom revisited – FAC (deferred)
- n. University Handbook Numbering Revisions (deferred)
- o. GE Minors (deferred)

7. **AGENDA ITEMS FOR SENATE MEETING August 26, 2021**

Approval of Minutes

Announcements

- President Zelezny (Time Certain 10:10)
- Elections and Appointments – M. Danforth

Approval of Agenda (Time Certain 10:05)

Reports

Resolutions

Consent Agenda

Standing Committee 2021-2022

RES 212201 Addendum to RES 202110 Academic Calendars Fall '21, Spring '22,
Summer '22

New Business

Old Business

Open Forum and Wellness Check (Time Certain 11:15)

8. **COMMENTS FROM THE FLOOR**

- CSUB place in the top five of twenty-three campuses in Academic Senate productivity, in terms of our shared governance practices resulting in the number of resolutions passed in 2020-2021.
- Major points discussed during General Faculty Meeting – E. Correa. A. Hegde suggested discussion at EC before bringing to the full Senate.
- Extra EC meeting August 31, 2021 – J. Tarjan. Agreed.

9. **ADJOURNMENT** A. Hegde adjourned the meeting at 11:30.