

ACADEMIC SENATE: EXECUTIVE COMMITTEE EXTRA

MINUTES

TUESDAY, FEBRUARY 21, 2023

10:00 A.M. – 11:25 A.M.

LOCATION: BPC 134 AND VIDEO CONFERENCE

ZOOM LINK:

<https://csub.zoom.us/j/88627987809?pwd=RENhUVQ0OE90SVlqOXdmZmlyelBoZz09&from=addon>

Members: A. Hegde (Chair), M. Danforth (Vice-Chair; virtual), J. Millar, M. Martinez, E. Correa (virtual), C. Lam, M. Rees, J. Tarjan, V. Harper, and B. Bywaters (Senate Analyst Retired Annuitant).

Absent: J. Millar

1. CALL TO ORDER

A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

A. Hegde met with the President. She was given the updated job description for the Director of Advising. The due process of the Senate is on track. The earliest it can get to the Senate is February 28. ASI's resolution was shared. (A. Hegde) The Provost and E. Correa met with the advisors on February 20. (V. Harper) The purpose of the Provost's memo is to facilitate an open conversation to learn the Advisors' concerns. (E. Correa) A. Hegde and V. Harper recognized that shared governance is working well.

3. APPROVAL OF AGENDA

Take "Hold" off Office Flexibility. (M. Rees) E. Correa moved to approve. C. Lam seconded.

4. APPROVAL OF MINUTES

- a. October 18, 2022, Minutes E. Correa moved to approve. C. Lam seconded.
- b. November 1, 2022, Minutes – Tabled due to technical issue.
- c. November 8, 2022, Minutes - Statement under Provost report regarding AS&SS clarified: V. Harper thanked E. Correa for leading a conversation on the advising report with the staff advisors. E. Correa moved to approve. C. Lam seconded.

5. CONTINUED ITEMS

a. AS Log (*handout*)

i. AAC (J. Tarjan)

Emphasis and concentrations discussion: Looked at the appropriateness of definitions with respect to determining the size of the program versus

the size of the emphasis and size of the concentration. Consider looking at other campuses. We need to address it because it effects reporting. Referral sent.

Referral #13 Proposal to add a minor in Public Health: Waiting to hear from Economics on a second draft of the proposal.

Referral #11: GECCo draft written. Some people feel that the GVAR courses are being approved and they don't deliver it appropriately. It could be that people use the wrong coding. Another reason could be that the standards aren't being applied appropriately. The solution could be to give more authority to the core GVAR committee. Almost everything discipline faculty have recommended has been adopted by GECCo. The interpretation of standards could be different with GECCo than with the GVAR committee when the technical expertise is not on the board. Example, quantitative courses. It may come as a memo.

AAC has an on-going discussion regarding when there is curricular change in a program, it may effect programs in a different school. There isn't a way to catch that. There is no formal notification. A memo may be sent to the Academic Senate Chair to consider it for EC agenda topic.

- ii. AS&SS (E. Correa) Concern expressed about certain interactions and then sharing details outside the meeting. (E. Correa) There can be a closed session to keep discussion confidential. Remind committee members to keep information discussed during closed session confidential. (A. Hegde)

Referral # 21 Advising Task Force Recommendations and Director of Advising. The referral will be looked at again. V. Harper will be invited for that conversation.

- iii. BPC (C. Lam)

Referral # 5 – Reclassify AVP IRPA: V. Harper is thinking about ideas to bring to the BPC.

Referral #1 – Time Blocks & Space Utilization: Assistance provided from CSU San Marcos Vice-Provost, M. Owen, to explain “puzzling”; how to give schools room to give them some control for attaining 75% utilization, which provides the schools with more freedom. (C. Lam) A. Hegde discussed that with the President. If we shift more classes to asynchronous, it reduces our utilization of classrooms. The President mentioned the possibility of adding office space to West dorm buildings. There is an expense to bring the building to code. It could be that time blocks stay the way they are. (A. Hegde) Address enrollment issue at the same time, for it impacts classroom utilization. (E. Correa) Some students taking the Introduction to Government class held out for low enrollment to occur in face-to-face course to change to online mode. Then, the

students who don't have any money will be forced to register. We need to have our own campus policy on synchronous and asynchronous classes. (M. Martinez) Evidence is not a permanent shift. Companies are already asking employees to return to the office, in person. (A. Hegde) It has to go through DCLC. (C. Lam) If there is a suggested plan coming from Provost, he can get faculty input before executing it. (A. Hegde) When faculty build their schedule, there has to be a balance between the MWF and TR time blocks. (M. Martinez) In prior Deans Council meetings, everyone submitted time blocks on a big board and there was coordination on allotments. (M. Rees) At the BPA school level, we can coordinate. It calls for a culture shift, not just room allocation and consideration of the students' needs. (A. Hegde) Mid-day, every classroom is being used. There is need for flexibility of faculty's time. Class size and time slots are utilized in the formula. Collaboration within the department is necessary. Populate rooms with classes to occur in mornings, evenings and Fridays. There is some incentive and some requirements to generate a solution to filling-up the rooms. (C. Lam) Space database at the CO may not be correct. It's an Academic Operations issue. Errors can negatively impact utilization. (M. Danforth)

iv. FAC (M. Rees)

Referral #20 RTP Review Calendar Timeline: The language was discussed to keep it at a minimum of 28 days for the unit committee. The recommendation is to have reviews for RTP, PTR and Lecturer all consistent. The recommendations were sent to C. Lam to help BPC to construct a resolution.

Referral 2021-2022 # 20 Instructional Materials – The Handbook Appendix has information that is in the referral. The suggestions to the committee don't seem to call for a resolution. Perhaps give a report to the Senate. The department maintains a master textbook list. The university could explore any automatic system which could prompt a "check yes/no" to order. The committee suggested that the textbook order deadline be before advising starts and to put it on the Academic Calendar. The Provost's Office could compile a list of faculty who haven't ordered. The process has hick-ups. (M. Rees) AS&SS and FAC are discussing ATI for instructional materials simultaneously. (M. Danforth)

Referral # 3 Holding Exams on the Last Day of Class: There are requirements that exams not occur at time of Commencement. The

Senate could send a reminder of final exam policy when people are working on syllabi (May, August).

b. Provost Update (V. Harper)

- i. The Provost did a walk-through of DDH. The needs are great. As a result, the \$250,000 spend was updated. Each of the schools will get release time for scholarship and creative activities. There's funding for the Media Arts Center.
 - ii. Q: What are we hoping the students accomplish? Part of the information they can get from their smart phones and part of it is learning skills. Having intensive feedback in class is very important, whether in person or online. Consider how we can better support students' growth and development. We spend \$18 million a year on athletics and the attendance is very low. The Homecoming event was poorly attended. Supposedly those events are to help students' growth and development and foster a sense of community. Are we misspending money? There are other ways in this new learning environment to help students grow, develop, receive mentorship, spend time with others and in groups to develop those soft skills. It's not just about delivering content, whether it's better on-line or not. For example, University of Phoenix has a really good students services, but no athletics. However, reason CSUB is here is because it's much more than delivering content. (J. Tarjan)
 - iii. Modality – There is an open meeting scheduled for DCLC to discuss the impact of the pandemic on modality and instruction. (V. Harper) Some MPPs are expressing their opinions on social media. (M. Danforth) J. Tarjan requested that leadership enunciate their philosophy on modalities. A. Hegde discussed modality with the President. She said it's faculty's decision. It will be brought before the Senate and a decision will be made. (A. Hegde)
 - iv. Dashboard from IRPA to be presented to DCLC – modality history. Comment: There are coding issues with some of the data. Don't trust it until things have been worked out between Academic Operations and IRPA. An analysis is needed on what was entered into People Soft and the Chancellor's Office database. (M. Danforth)
 - v. COVID Policies (deferred)
 - vi. ITS Policy Timing (deferred)
 - vii. CO Update (deferred)
- c. Office hours flexibility – FAC: Office Hours should be in person. (J. Tarjan)

6. NEW DISCUSSION ITEMS (Time Certain: 10:45 AM)

- a. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD)
- b. GECCo Review – The three-year term of the GE Faculty Director is coming up for review. The GE Director could be treated as a Chair in their review. The EC does not have a role in evaluation. Give faculty constituency an opportunity for feedback in the review. Faculty from various schools can reach out to other faculty for feedback. (J. Tarjan) For info coming to the Senate, how does that info get to the group when conducting the review? (E. Correa) It goes to D. Jackson. (A. Hegde) Who is in charge? (M. Martinez) Send a referral to FAC to clarify for the Handbook: 1) How the Faculty Director is reviewed. 2) The position is for another three-year appointment. The process of review of the Faculty Director has started. GECCo initiates the call. The review goes to D. Jackson and is not shared. The appointment is up to the Provost. Consider providing the faculty a chance for feedback. (A. Hegde)
- c. Elections and Appointments – M. Danforth
 - i. General Studies (GST) Review Committee
 - 1. Fall 22 FYS and GST Instructors due for review
 - ii. HIPs taskforce [RES212212] 5th resolve- composition discussion
 - iii. U-wide RTP criteria taskforce (equity) (HOLD)
 - iv. Faculty Fourth attempt to fill position turns to EC appointment – Handbook Change
 - v. Committee proliferation and
- d. Standing Committee Bylaws change – (Section IV) - BPC
 - i. Chair Election Statement of Interest (J. Tarjan’s suggestion) – EC
 - ii. Two-years on Senate requirement
 - iii. Structure of BPC
 - iv. Strike “at least” (J. Tarjan’s suggestion)
 - v. Term limits
- e. Retention Tenure and Promotion (RTP) - FAC
 - i. Clarify handbook language for 3-year Lecturers and PTR Committee – FAC
 - ii. 2nd Year Review Materials; drafted referral - Concern is for second-year faculty. URC spends Thanksgiving for review. If moved back another 2 weeks to give unit committee more time for review, URC review goes into final exams period. (C. Lam) A joint meeting with BPC and FAC was suggested. (M. Danforth)
 - iii. Review letter thoroughness; including reviewers addressing all criteria.
- f. Academic Administrators (deferred)
 - i. Evaluation of Academic Administrators – Handbook 311.1
 - ii. Academic Administrators Search and Screening Procedures
 - iii. Dean Professional Development [Orientation] – FAC
 - 1. Responsiveness
 - 2. Understanding/following the Handbook
 - 3. Understanding/following the CBA
 - 4. Supporting (not undercutting) chairs
- g. Campus Modality Philosophy – Handbook Appendix

- h. Order of Business – Bylaws change (Section III. A.) (deferred)
 - i. Sabbatical Eligibility Language – Handbook? (deferred)
 - j. Various policies (deferred)
 - i. Policy Documents: Program Review Guidance, Honor’s Program, Campus Survey of Items of Cultural Significance
 - ii. School/ College Creation Policy Holder [SEEC to issue report]
 - iii. Canvas access policies
 - iv. Reference Letters Policy- Link: Employment Policy Governing the Provision of Employee References
<https://calstate.policystat.com/policy/12142918/latest/>
 - v. Course Drop Policy – AAC
 - vi. Policies: Reimbursement Rate, and Professional Development Funding (HOLD- check with Provost)
 - k. Open Educational Resources (OER) (deferred)
 - l. Carry-over from 2021-2022 Annual Report (Possible New Referrals) (deferred)
 - i. Honorary Doctorate – Handbook Change
 - ii. Committee on Professional Responsibility (CPR) Constitution; academic integrity for faculty –FAC
 - iii. RES 212234 CSUB Faculty Retention and Tenure Density Priority – (HOLD- pending action from President)
 - m. Resolution on CCC baccalaureate degrees [AB 927] – EC
 - n. Exam Modality for Flex Classes – AAC and AS&SS: See comment under Provost Report
 - o. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- check with Provost on if award still exists)
 - p. Strategic Plan Group data gathering instrument(s) – BPC (deferred)
 - q. Investment Divestiture – BPC (deferred)
7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, FEBRUARY 28, 2023

10:00 A.M. – 11:30 A.M.

LOCATION: DEZEMBER LEADERSHIP AND DEVELOPMENT CENTER, ROOM 409-411

AND **ZOOM VIDEO CONFERENCE**

<https://csub.zoom.us/j/86276576714?pwd=bVFjVzdDSG1HekJnZDQzck45Y0NxQT09&from=addon>

- A. Call to Order
- B. Approval of Minutes
 - a. February 16, 2022 (attached)
- C. Announcements and Information
 - a. President’s Report – Lynette Zelezny (**Time Certain: 10:10 AM**).
 - b. Elections and Appointments- M. Danforth
 - c. Guests- (**Time Certain: 10:20 AM**).
- D. Approval of Agenda (**Time Certain: 10:05 AM**).

E. Reports

- a. Provost's Report
- b. ASCSU Report
- c. Committee Reports: *(Minutes from AAC, AS&SS, BPC and FAC to be posted on the Academic Senate webpage; Senate Log attached)*
 - i. ASI Report- C. Vollmer
 - ii. Executive Committee- M. Danforth
 - iii. Academic Affairs Committee (AAC)- J. Tarjan
 - iv. Academic Support & Student Services Committee (AS&SS)- E. Correa
 - v. Budget and Planning Committee (BPC)- C. Lam
 - vi. Faculty Affairs Committee (FAC) – M. Rees
 - vii. Staff Report- S. Miller

F. Resolutions **(Time Certain: 10:45 AM)**

- a. Consent Agenda
- b. New Business
- c. Old Business

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

H. Adjournment

8. ADJOURNMENT

- A. Hegde adjourned the meeting at 11:30.