

# ACADEMIC SENATE: EXECUTIVE COMMITTEE

## MINUTES

TUESDAY, FEBRUARY 28, 2023

10:00 A.M. – 11:40 A.M.

LOCATION: BPC 134 AND VIDEO CONFERENCE

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

1. CALL TO ORDER

A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

a. Announcements:

The Student Rep on AS&SS is ex-officio, non-voting member according to the bylaws. AS&SS wanted a closed session. The ASI representative was asked to leave. AAC and BPC have ASI members as voting members. A referral to be sent to the four sub- committees. (A. Hegde)

ITS request for Inclusive Access pilot - Students pay to have access to digital textbooks for less than the normal cost. Equitable Access is different. Many Librarians and people involved in open education resources (OER) and zero-cost course materials (ZCCM) are not supportive of Inclusive Access. There isn't a conversation about how much less the students would pay. F. Gorham wants a pilot during the summer for feedback. (E. Correa) Discussion ensued. A. Hegde will tell F. Gorham that EC is supportive of a pilot study conducted by faculty who are teaching during summer session and that a report needs to be presented to the Senate upon completion for review.

b. D. Jackson visit:

GE Faculty Director Job Description and Periodic Review – D. Jackson is interested in having the call sent before department schedule building, since position has assigned time. Historically, there has been a difference in policy and practice. Resolution 212232 GECCo Structure, Course Approvals and Reporting identified the role of GECCo, yet it didn't have a role for GE Faculty Director. The job description has evolved over time. D. Jackson presented the revised job description for feedback. Discussion ensued. Q: Who is in charge of the Faculty GE director? We have a position without clarity or hierarchy. (M. Martinez) There are a number of faculty director positions that have ambiguity about who is responsible. The Faculty GE Director meets regularly with the AVP Academic Affairs. D. Jackson acts as a functional lead

but doesn't review GE Faculty Director's performance as it is a faculty position. The unit committee does performance evaluation. (D. Jackson) FAC has been interested in discussing other campus-level director positions, beyond the GE Faculty director, where faculty get assigned time, as part of Referral #22 GECCo Review and Appointment. Example, the FTLC, the Honors Program, CERC, etc. (M. Rees) An important item in the draft call is who is eligible to be a candidate. Also, consider including a review of program directors in their third year. (D. Jackson) Create a review mechanism that includes input from constituents, after a specific amount of time, for all positions which carry compensation. Have terms of service spelled out clearly. (J. Tarjan) Referral #22 can be extended to include other faculty director positions. (A. Hegde) FAC will bring something wider in their recommendation to the Senate. (M. Rees) 1) The change to the Handbook was specifically for Graduate Program Directors, not Program Directors in general. That's where the gap exists. 2) The teaching of a course is not a clear designation of faculty since many MPPs teach and some faculty have 100% assigned time. Focus on Human Resource's designation of faculty unit. (M. Danforth) Members of the EC had the opportunity to edit D. Jackson's draft of GE Faculty Director job description. It goes to GECCo for input. GECCo will send out the call.

WSCSU Special Visit and Fall Advising Survey – One of the recommendations from WSCUC after their last reaccreditation visit was to improve the consistency, effectiveness and quality of academic support services, including advising. WSCUC asked for Academic Affairs to provide an advising tool for the special visit next week. D. Fowler, Associate Dean Academic Programs, worked with the Advising Leadership Team (ALT) to develop a survey from already vetted advising surveys. A Qualtrics survey was sent to students about their advising experience on November 22, 2022 via Canvas. 800 students responded. The results have only been shared with the Provost and the EC so far. It gives us a view of the strengths and weaknesses at that point in time. We need a consistent way to get students' feedback on advising for assessment. (D. Jackson) There is a process issue and a product issue. Product: It was a poorly designed survey. Process: Canvas is a classroom space and to put something there without consulting faculty is an issue. There have been two reports on advising, the most recent having been last summer. Those reports ended up in a Senate referral, where discussions are ongoing. There is a concern that items are being taken to ASI, who should be consulted but may or may not have the full set of information, to put out a resolution which then drives the discussion without following the shared governance process with Senate. The proper process was not followed with the student survey. (A. Hegde) We often don't utilize faculty expertise to do things like survey design. (J. Tarjan) The IRB provides a lot of feedback before

surveys are approved to protect the faculty and students, as well as the people who use the info. (E. Correa) The student survey results are anecdotal evidence. (M. Martinez) Every survey the institution performs is not perfectly generalizable, does not have the confidence intervals that we appreciate, etc. (V. Harper) The Director of Advising could be the person who builds the survey. (A. Hegde) There is a concern about how the quality of the survey reflects the way we do things. It's not ready for public view. (E. Correa) A more structured way to get student feedback is a satisfaction survey after advising reports are filed on RunnerConnect. (M. Danforth) IRB approval is not needed since it's an indirect assessment survey. The intent is to capture the students' experience for continuous improvement. It's limited, but it can still be useful. In terms of sharing info, it would be in Task Stream, and not for public sharing. (D. Jackson) There is no recollection of this going to faculty advisors. It should have been joint operation between the ALT and the Council for Faculty Advising. That would have given faculty input on survey development and design, instead of just getting input from staff advisors on ALT. (M. Danforth) If D. Jackson shares the EC's concerns with WSCUC, the EC is supportive of her presentation. (A. Hegde) How the survey was developed, who was consulted, and it's language will be shared with the EC before going before WSCUC. All WSCUC visits will be via Zoom. (D. Jackson)

3. APPROVAL OF AGENDA

Advisory Group for Academic Integrity (J. Tarjan) under NEW DISCUSSION  
Assigned-time of UPRC member on sabbatical (M. Danforth) under 6. NEW DISCUSSION

Voting platform replacement (M. Danforth) under 6. b. Elections & Appointments

Approval was not completed before meeting adjourned.

4. APPROVAL OF MINUTES (deferred)

- a. November 8, 2022, Minutes – Updated: 5. Continued Items, a. Academic Senate Log, ii. AS&SS V. Harper thanked E. Correa for leading a conversation on the advising report with the staff advisors.
- b. February 14, 2023
- c. February 21, 2023

5. CONTINUED ITEMS (deferred)

- a. AS Log (**handout**)
  - i. AAC (J. Tarjan)  
Referral #11  
Referral # 13  
Referral # 21
  - ii. AS&SS (E. Correa)  
Referral # 28

- Referral # 21 – Advising Task Force Recommendations – Director of Advising
- iii. BPC (C. Lam)
  - Referral # 1- Time Blocks and Space Utilization
  - Referral 9 – Addendum to Calendar
  - Referral #20 RTP Review Calendar Timeline
  - Referral # 21 Advising Task Force Recommendations Director of Advising
- iv. FAC (M. Rees)
  - Referral 3 Holding Exams on the Last Day of Class
  - Referral # 16 GST Instructor Classroom Observations
  - Referral # 20 RTP Review Calendar Timeline
  - Referral # 22 GECCo Review and Appointment

A. Hegde moved to extend the meeting by ten minutes. Approved.

- b. Provost Update (V. Harper)
    - i. The first reading of AS&SS and BPC’s resolution on the Director of Advising – Students are planning to attend the Senate meeting for the reading of RES 222316. (V. Harper) Clear direction will be given at the Senate meeting about following Robert’s Rules and to speak to the resolution only. (A. Hegde)
    - ii. COVID Policies
    - iii. ITS Policy Timing
    - iv. CO Update
6. NEW DISCUSSION ITEMS (deferred)
- a. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis)
  - b. 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] 5<sup>th</sup> 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
    - vi. Voting platform replacement
  - c. 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
- d. Retention Tenure and Promotion (RTP) - FAC
  - i. Clarify handbook language for 3-year Lecturers and PTR Committee – FAC
  - ii. 2<sup>nd</sup> Year Review Materials; drafted referral
  - iii. Review letter thoroughness; including reviewers addressing all criteria.
- e. Academic Administrators
  - 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
- f. Campus Modality Philosophy – Handbook Appendix
- g. Order of Business – Bylaws change (Section III. A.)
- h. Sabbatical Eligibility Language – Handbook?
- i. Various policies
  - 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*)
- j. Open Educational Resources (OER)
- k. Carry-over from 2021-2022 Annual Report (Possible New Referrals)
  - 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*)
- l. Resolution on CCC baccalaureate degrees [AB 927] – EC
- m. Exam Modality for Flex Classes – AAC and AS&SS
- n. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (*HOLD- check with Provost on if award still exists*)
- o. Strategic Plan Group data gathering instrument(s) - BPC
- p. Investment Divestiture – BPC
- q. Academic Integrity Policy AI

- r. Proposals Direct to ASCSU (E. Correa's request)
- s. Advisor-initiated course adds in Adobe-Sign – (M. Rees request)
- t. Skipping Course Waitlist
- u. Advisory Group to Academic Integrity (J. Tarjan)
- v. Sabbatical effect on UPRC – An email was received about people who are on sabbatical for committees that come with assigned time. The question is whether a person serving on UPRC should step down for the entire year while on sabbatical so the committee could find another person, and the effect that would have on their release time. Should the member step down and ceded the position for replacement. A referral to be sent to FAC.

## 7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, MARCH 2, 2023

10:00 A.M. – 11:30 A.M.

*LOCATION: DEZEMBER LEADERSHIP AND DEVELOPMENT CENTER, ROOM 409-411  
AND ZOOM VIDEO CONFERENCE*

- 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. WSCUC – D. Jackson (**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
    - RES 222316 Interim Director of Academic Advising Recommendations

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

8. ADJOURNMENT