

ACADEMIC SENATE: EXECUTIVE COMMITTEE

MINUTES

TUESDAY, MARCH 14, 2023

10:00 A.M. – 11:35 A.M.

LOCATION: BPC 134 AND VIDEO CONFERENCE

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

1. CALL TO ORDER

A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

President Zelezny (Virtual) –

- CSU Chancellor search – It continues to require the President’s involvement
- Advocacy Day in Sacramento with Legislators - Student body President and Academic Senator, Carson Vollmer, was the star of our meetings.
- CSUB Honorary Doctorates have been approved by the CSU: 1) Cesar Chavez, posthumously and 2) Irma Carson, first African American Bakersfield Police Officer and first African American to sit on the Bakersfield City Council
- Native American Graves Protection and Repatriation Act (NAGPRA) - CSUB had its role on the call with legislators. It’s a big job and they were satisfied with how we’re organized. All CSUs are part of this legislative audit. It’s a legal requirement.
- WSCUC visit - Thank you to Debra Jackson and all who participated. It went very well. The exit meeting had the following commendations. It included significant progress on the Strategic Plan, reorganization of the institutional research division, improving our graduation rates, and support for our students, faculty and staff during the pandemic.
- Diversity Strategic Plan – Visioning the roles of Faculty and Professional Advisors and closing our equity gaps
- Budget Forum - Monday March 20th 11:00 a.m. Location Dezember Leadership Room and virtually
- BPA Dean Search – Four candidates selected and she’s looking forward to feedback from the search committee
- Diversity Action Plan – National expert on DEI best practices, Amy Lambert PhD, will lead listening sessions next week. The action planning summit is March 29 at the Student Union.

Comment: Dore Theater - Leaks that have existed for more than 30 years are still there. There was a performance when we had to watch the path of the water near the electronics which threatened to stop the show. She's worried about the safety of the people watching the performance. (M. Rees)

Q: Faculty Advising – When myCSUB access role was changed from chair to regular faculty, discovered faculty advisors can't browse myCSUB course catalog, nor look up GWAR exam scores. Faculty advisors and staff having different access levels is problematic. The advisor role and technical assistance needs to be looked at. (M. Danforth) A. V. Harper is taking notes. Access fits in with recommendations to drive data down to levels of decision making. (L. Zelezny)

Q: Deans and faculty have questions about enrollments. (J. Tarjan) A. The memo from the Public Policy Institute is promising. We are 7% below target. As we look at projections looking forward, we won't be negatively influenced. We are identified as a growth campus. She is working with Provost Harper on accelerated retainment efforts. We did what we needed to get budget for cluster hire. There is a committee working with D. Cantrell and V. Harper on improving our rate of growth at CSUB. (L. Zelezny)

Q: To facilitate growth efforts, are we planning to increase dual-enrollment courses? BC has many dual-enrollment courses, but only aware of pre-calculus and geology from CSUB. (M. Danforth) A. There's been discussion with M. Martinez and the President appreciates those who are thinking. (L. Zelezny)

Comment: Sections taught in KHS District for college credit aid graduation rates. The request is for potentially increasing this program. (J. Tarjan)

3. APPROVAL OF AGENDA

Requests made to add new topics, Academic Integrity Pledge, and Disability Syllabus Statement. C. Lam moved to approve the agenda. M. Rees seconded. Approved.

4. APPROVAL OF MINUTES

- a. February 28, 2023 - M. Rees moved to approve the minutes. M. Martinez seconded. Approved.
- b. March 7, 2023 - Tabled until next meeting.

5. CONTINUED ITEMS

- a. AS Log
 - i. AAC (J. Tarjan)
 - Referral #11 – A resolution is ready for the Senate.
 - Referral #21 – AAC started discussion.
 - Referral #28 – There will be a resolution ready for the Senate. EEGO admitted students for Summer. There is an on-going department lag in notification that a course has been discontinued. When a course is used by a department from another school and there is a change of content, there's no way for other schools to know of the change. It

wasn't referred. (J. Tarjan) The curriculum committee would indicate changes in their letter. (M. Rees) Example Geology uses Econ when Geology changed, there may have been a department that missed out. (A. Hegde)

- ii. AS&SS (E. Correa) - E. Correa is at a conference
- iii. BPC (C. Lam)

Referral #5 Description AVP IRPA to be discussed, next meeting.

Referral # 24 - AS&SS membership approved.

Referral # 29 - A resolution about CFO designee ready for Thursday.

Referral # 1 - Next meeting, the Vice-Provost San Marcos will join the discussion on the Time Block Scheduling plan.

RES 222316 - C. Lam and E. Correa are working on the changes for the second reading of Interim Director of Advising. (C. Lam) At the Senate, discussion will be limited to the points in the resolution and the rationale. (A. Hegde) Parliamentary procedure includes the instruction, "Are you speaking for or against, and speak to why you are for or against." (J. Tarjan) When are we going to have a scientific survey of advising? (M. Martinez) We could ask a faculty member to design a survey and administer it in early fall. There could be a request for a report from Director of Advising by November. (A. Hegde) Open Forum is not Public Comment. (J. Tarjan) It would be beneficial to send a guidelines to I. Pesco that Open Forum is not Public Comment. (M. Danforth) Faculty should have a say in the design of the survey (M. Martinez)

- iv. FAC (M. Rees)

RES 222317 - Working on second reading of Periodic Evaluation/

Performance Review Calendar, whether post-tenure faculty can serve on other committees. There is confusion on what is a "cycle".

Referral 2020-2021 # 23 Faculty Hall of Fame - resolution soon.

- b. Provost Update (V. Harper)

- i. COVID Policies (deferred)
- ii. ITS Policy Timing (deferred)
- iii. CO Update (deferred)
- iv. Stateside Summer Session - The session will still be organized by Extended Education. FTES counts in the college year. If the school has a model based on the academic year, they will not count. For the college year, for which our overall allocation from the State is based on, it counts. However, it won't count in the departments in an academic year. Students' tuition will be about the same. The CBA defines compensation. No change to the pay period. Q. Are there any effects dealing with targets and average enrollments? (J. Tarjan) Students who take classes in the summer don't take those classes in fall. There are two impacts: 1) university-wide, we are just moving

them between terms. 2) If they take classes in the summer, students would still have to take 12-15 units in the fall. Unit counts could increase in the fall. For campuses that fall below 10% of their target, they get "swept" to other campuses. CSUB is not in jeopardy of being swept. We don't want the circumstance of having class modalities change right before the session starts. (V. Harper) Faculty decide on the course modality. (A. Hegde) Advising week starts next week. It would be helpful to have information distributed on the Student Success Network and to faculty about the switch of summer session to stateside funding. It would be useful to post course fees and guidelines for a class going forward. Lay out the discussion before advising. (M. Danforth) The out-of-state students will be impacted. (J. Tarjan)

- v. Search Committee for AVP GraSP – Is the composition of the Search committee for AVP GRaSP under 309.5 or 310? It's a topic for EC next meeting, to decide. Research the Handbook and make it a call for interest in appointment. The EC is in support of an extension for the Interim AVP GRaSP to the end of the calendar year. It will be handled by the Provost.
- vi. IRPA Advisory Committee – The Provost revised the title from assistant to associate VP. It's an appointment by EC. M. Danforth will research minutes for committee composition.
- vii. Ombudsperson – There was discussion on whether the position to be held by a Professor or Associate Professor. The Provost has increased the assigned time to 6 WTUs. (A. Hegde) Since we haven't had anyone interested, the position could be available to tenured faculty, giving a sense of security in the way situations are addressed. (M. Rees) Tenure. 15 years. Full Professor. It should be something they want to do. (M. Martinez) Leaning toward tenured. (M. Danforth) OK with Associate Professor, tenured candidates. (C. Lam) It's a meaningful job. Someone who's attained professorship would indicate that they had an opportunity to look from above and across, to mitigate policy. There is a lot of conversation about contingent faculty. (J. Millar) It could be that the position requires tenure, but the preference is for full professor with a set minimum number of years. The EC recommends the candidate to the President for her decision. (A. Hegde) Send the Ombudsman call separately from the other calls. The EC to have one more conversation, next week. (A. Hegde)

6. NEW DISCUSSION ITEMS

- a. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis)
- b. Elections and Appointments – M. Danforth
 - i. U-wide RTP criteria taskforce (equity) (HOLD)

- c. Academic Administrators (deferred)
 - i. Evaluation of Academic Administrators – Handbook 311.1
 - ii. Dean Professional Development [Orientation] – FAC
 - 1. Responsiveness
 - 2. Understanding/following the Handbook
 - 3. Understanding/following the CBA
 - 4. Supporting (not undercutting) chairs
- d. Campus Modality Philosophy – Handbook Appendix (deferred)
- e. Order of Business – Bylaws change (Section III. A.) (deferred)
- f. Various policies
 - i. Policy Documents: Program Review Guidance, Honor’s Program, Campus Survey of Items of Cultural Significance (deferred)
 - ii. School/ College Creation Policy Holder [SEEC to issue report] (deferred)
 - iii. Canvas access policies (deferred)
 - iv. Reference Letters Policy- Link: Employment Policy Governing the Provision of Employee References
<https://calstate.policystat.com/policy/12142918/latest/> (deferred)
 - v. Course Drop Policy – AAC (deferred)
 - vi. Policies: Reimbursement Rate, and Professional Development Funding (*HOLD- check with Provost*) (deferred)
- g. Open Educational Resources (OER)
- h. Carry-over from 2021-2022 Annual Report (Possible New Referrals)
 - i. Honorary Doctorate – Handbook Change (deferred)
 - ii. Committee on Professional Responsibility (CPR) Constitution; academic integrity for faculty –FAC (deferred)
 - iii. RES 212234 CSUB Faculty Retention and Tenure Density Priority – (*HOLD- pending action from President*)(deferred)
- i. Resolution on CCC baccalaureate degrees [AB 927] – EC (deferred)
- j. Exam Modality for Flex Classes – AAC and AS&SS (deferred)
- k. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (*HOLD- check with Provost on if award still exists*) (deferred)
- l. Strategic Plan Group data gathering instrument(s) – BPC (deferred)
- m. Investment Divestiture – BPC (deferred)
- n. Academic Integrity Policy AI (deferred)
- o. Proposals Direct to ASCSU (E. Correa’s request)
- p. Advisor-initiated course adds in Adobe-Sign – Now that we’re removing human contact for add and drops, we’re missing discussion about the ramifications. To be able to communicate with students, insert step “Must contact faculty member”. (M. Rees) A student wants to add two courses. One instructor says yes and the other says no. How does the chair respond to compound inputs? A suggestion is to have some type of guidance or policy to follow when a student initiates a form in conjunction with an advisor. (J.

Tarjan) Students can access the start of Adobe Sign process. It's not always started by faculty or staff. There needs to be a bigger deny button. (M. Danforth) Referred to ASSS

- q. Skipping Course Waitlist – It's a technical issue with the way that wait lists are programmed. It's possible to skip the queue. Academic Operations should see if this can be changed. Is it possible for them to stop rolling people off the wait list if someone in a higher position has an issue? Is it possible for Academic Operations to alert the administrative unit for that course that someone is “stuck” on the waitlist? Is there a need for a policy change? (M. Danforth) Referred to ASSS
- r. Advisory Group to Academic Integrity (J. Tarjan's request) (deferred)
- s. Graduate Studies Committee – Handbook Change –There is a graduate studies committee of all the graduate program directors that have looked at the Handbook language in terms of the committee and rules. They request some Handbook language changes. Referral to AAC to be sent with the documents from the Graduate Studies Committee.
- t. Academic Integrity Pledge - Referred to ASSS
- u. Disability Syllabus Statement - Correct the information in the statement that has already been approved. (M. Rees) There was a task force convened by SSD to update their internal policies which would then inform faculty what is needed on their syllabi. We want to make sure that faculty are directing students appropriately to those services. Accommodations come from SSD. (M. Danforth) Course syllabi should have the specific location of SSD, phone numbers, and links to websites. (M. Rees) Craft a referral for AS&SS that pertains only to the syllabus with links to other areas. (A. Hegde)
- v. Research and Teaching Moratorium on Native American Remains and Cultural Items, and Patriotization – CalTrans, the Bureau of Land Management (BLM) and private entities have brought articles to CSUB for research. This activity has been part of our institution for decades. CSUB has a repository with human remains and artifacts. The Native American Graves Protection and Repatriation Act (NAGPRA) requires that all state institutions establish a procedure to identify and return those items. We have contracts with CalTrans and the BLM. These are their items. We are the stewards. It's a moral and legal issue with a very bureaucratic process to return the remains and artifacts to the Native American tribe(s). If someone would like to research items, they would have to get permission from the respective tribe. (V. Harper)

7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, MARCH 16, 2023

10:00 A.M. – 11:30 A.M.

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

- 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. Enrollment Management – D. Cantrell (**Time Certain: 10:20 AM**) *tentative*
 - 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
 - RES 222316 Interim Director of Academic Advising Recommendations
 - RES 222317 Periodic Evaluation/Performance Review Calendar - Handbook
 - G. Open Forum (**Time Certain: 11:15 AM**)
 - H. Adjournment
8. ADJOURNMENT
- A. Hegde adjourned the meeting at 11:40.