

# ACADEMIC SENATE: EXECUTIVE COMMITTEE EXTRA

## MINUTES

TUESDAY, MARCH 21, 2023

10:00 A.M. – 11:30 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:** J. Millar

1. CALL TO ORDER

A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

Memo on burrowing animals – CFO, T. Davis, sent the memo. There is concern that fumigating the squirrels affects the kit foxes, an endangered species. The students asked J. Hedges, AVP Capital Planning & Design to attend ASI. The recommendations are to bring a consultant in, and 1) pause, and 2) listen to feedback. There are faculty and community experts who would like to be heard. (A. Hegde) V. Harper is meeting with certain faculty this week to find a core of understanding that can be leveraged. (V. Harper)

A. Hegde will be presenting at The Future of Agriculture conference on March 30, 2023. M. Danforth will chair the Senate Meeting. C. Lam will assist. (A. Hegde)

3. APPROVAL OF AGENDA

Delete item 6. j. i. Honorary Doctorate – Handbook Change. It has already been addressed. (M. Rees) E. Correa moved to approve the amended agenda. M. Rees seconded. Approved.

4. APPROVAL OF MINUTES

- a. March 7, 2023 E. Correa moved to approve, and C. Lam seconded. Approved.
- b. March 14, 2023 (tabled)

5. CONTINUED ITEMS

- a. AS Log
  - i. AAC (J. Tarjan)  
Referral #13 Proposal to add Minor in Sustainability – Feedback from the department to be sent to J. Tarjan (A. Hegde)
  - ii. AS&SS (E. Correa) (deferred)

- iii. BPC (C. Lam) (deferred)
- iv. FAC (M. Rees) (deferred)
- b. Provost Update (V. Harper) (deferred)
  - i. Request for Handbook Title Change for University Administrators
  - ii. COVID Policies
  - iii. ITS Policy Timing
  - iv. CO Update

6. NEW DISCUSSION ITEMS

- a. Concentration in Entrepreneurship - Referred to AAC
- b. Exam Modality for Flex Classes – AAC and AS&SS – There isn't enough time to process the topic. However, perhaps the EC can create a document, Sense of the Senate Statement. (A. Hegde) At some point, it would be useful to talk about pre-pandemic policy of taking training before teaching online class(es). (V. Harper) It appears that the Distributed Learning Committee (DLC), that has been charged with that portion of the policy, has not been meeting. It's a policy that is technically in effect, yet people aren't doing it due to committee proliferation, service overload, faculty burn-out, etc. (M. Danforth) The Provost has made it clear that it's up to the departments. The EC can make a statement and then next year, 2023-2024, send a referral to address the language in the Handbook. (A. Hegde) DCLC has a sub-committee that will be coming back with something. (V. Harper) J. Tarjan offered to draft the Sense of the Senate Statement on Modality. (J. Tarjan) Final exam time issues: Where classes that are scheduled as partially in-person or partially Zoom, and then partially asynchronous, there is the possibility that a student may have a Tuesday 10:00 a.m. class and Thursday 10:00 a.m. different class. They could be scheduled for final exams for both classes at the same time. Perhaps we could have an interim policy related to time-blocks and modality when exams are scheduled at the same time. (M. Danforth) The quickest way to do it is to have a resolution saying that if there's a conflict at exam time, the same policy applies as applied when a student has three exams on the same day. (J. Tarjan) It works for the Music Department to have one block that isn't connected to times. Example: Reading Day as a time block that can be used in many ways. (M. Rees) A request was made to C. Lam to suggest to the Calendar Committee that there be a time block during final exam period that is not tied to any class(es). (A. Hegde) The final exam schedule is not the Calendar Committee's matter. Academic Operations is responsible for the exam schedule. Academic Operations needs to consult with the Calendar Committee. (C. Lam)
- c. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis) (deferred)
- d. Elections and Appointments – M. Danforth

- i. Search Committee for AVP GRaSP – Handbook 309.5 or 310 – Clarify the language in both sections to make it clear as to which section applies to the composition for the Search Committee for AVP GRaSP. Referred to BPC.
  - ii. Ombudsperson – Professor or Associate Professor – Do we call for 1) required tenure and prefer full professor or 2) just tenure? (A. Hegde) Discussion ensued. (A. Hegde) Update the rank, update the compensation, and the term of service, and performance review periods. (M. Danforth) 6 month is part-time. 10 months is a regular faculty appointment. If there was summer work, the Ombudsperson would be compensated. (A. Hegde) The Provost agreed about summer compensation. (V. Harper) Change the three-year term to two-year term and make it renewable. By a show of hands, the EC voted for FT Tenure faculty. The EC is the backstop to focus on the best qualified person. (A. Hegde) The current version of the call to be sent to the EC to edit, showing tracked changes, and then it will be sent to the Provost and D. Boschini to let them know this is the version that the Senate Office will send out. (A. Hegde)
    - iii. U-wide RTP criteria taskforce (equity) (HOLD)
- e. Campus Modality Philosophy – Handbook Appendix – J. Tarjan to send a draft for the EC members to weigh in on. The topic to be discussed next meeting.
- f. Academic Administrators
  - i. Evaluation of Academic Administrators – Handbook 311.1 (deferred)
  - ii. Dean Professional Development [Orientation] – FAC – Broaden to include Chairs. We are not doing exit interviews of faculty, and we’re not doing training on the Handbook, CBA, etc. We should all go through it every fall, especially those on the academic team or interested in a leadership position. (J. Tarjan) It’s not just chairs. We need to look at permissions and access levels. If your previous chair or dean didn’t tell you that there are chair permissions available on MyCSUB, OnBase, etc. then you have to wait for staff to conduct certain tasks within the chair role. All sorts of things from a procedural and training perspective aren’t happening. More broadly, faculty and staff advisor training and advisor access levels need to be looked at. FYS needs to coordinate with GECCo on content and how to handle transfer students. (M. Danforth) We’ll continue the conversation. Perhaps a DCLC sub-committee can work on the on-boarding of Chairs. (A. Hegde)
    - 1. Responsiveness
    - 2. Understanding/following the Handbook
    - 3. Understanding/following the CBA
    - 4. Supporting (not undercutting) chairs
- g. Order of Business – Bylaws change (Section III. A.) (deferred)

- h. 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] – SEEC report reviewed and discussed. The main recommendation is to change the schools to colleges. When it passes through the Senate, the resolution should state that no new colleges will be created without policies from the Senate to do so. (A. Hegde) The recommendation just said that we should develop a process for approving future school proposals. It did not address developing a policy for approving a future colleges. Currently, EEGO is a division. What if it wants to be a college, and what is the process? (M. Danforth) Standing committee chairs to discuss SEEC report in their committees. The committee chairs will then submit a summary of main points and concerns in a memo to the EC. The EC can address the items in a resolution. (A. Hegde)
  - iii. Canvas access policies – The issue is that a Qualtrics survey was sent to students about their advising experience on November 22, 2022 via Canvas Announcements. Canvas is a classroom space. To put something there without consulting faculty is an issue. (A. Hegde) There are uses of Canvas other than providing course material to students. Engineering is using Canvas to organize course related material to provide to the accreditation team. Allow things like that, e.g., Academic Integrity Module, GRaSP training manuals, etc. What is the purpose of announcements on Canvas? (M. Danforth) At some point we need a policy. Focus on guidance when posting Announcements in a referral for next year. (A. Hegde)
  - 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 This was addressed in *Referral 2022-2023 #34 Advisor and Student Initiated Course Add/Drops in Adobe Sign*.
  - vi. Policies: Reimbursement Rate, and Professional Development Funding (HOLD- check with Provost) (deferred)
- i. Open Educational Resources (OER) – Would like to see OER incorporated in RTP criteria, particularly as we're trying to reduce costs. (E. Correa) That's a longer conversation. (A. Hegde) AS&SS can make a statement of support for incorporating OER. (A. Tarjan) Is it affordability or OER? (J. Tarjan) It's about reducing the cost, not "no cost". (E. Correa) OER is not for every course. (J. Tarjan) Information needs to go to the Deans about what classes are lowering costs. (E. Correa) The bookstore uses the label "OER" for more than OER. Basically, it's signaling that the Bookstore is not ordering the book. Perhaps the Bookstore could change their language to say "There are free

resources, contact your instructor for details” as opposed to using specifically “OER”. Make it more generic. (M. Danforth) Come up with a statement, referring to compact that we’re obligated to reduce costs, and these are the possibilities. Include the change in terminology. (A. Hegde) Referred to AS&SS.

- j. 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 (deferred)
  - iii. RES 212234 CSUB Faculty Retention and Tenure Density Priority – (*HOLD- pending action from President*)
- k. Resolution on California Community College (CCC) baccalaureate degrees [AB 927] – At the ASCSU meeting last week, it became clear that faculty across the system are upset with CO that they don’t have a proactive program to responded within 30 days to the BA degrees being proposed by the CCCs. The process of offering a new BA program though the CCC is to be done through consultation with the university system. CCCs are setting up meetings with short notice, which cannot be attended. (M. Martinez) Everything has to be routed through the CO. (V. Harper) Not being able to be involved with CCC partners before the 30 day response period is setting CSU faculty up for failure by taking CSU faculty out of the conversation before the 30 day response period. (M. Danforth) If we were informed that BC wanted to develop a program that isn’t appropriate, is there someone at CSUB that could help us through the process and respond? (M. Rees) This is an issue at the ASCSU level. It’s unclear what the process or avenues to take. Every campus should have an AB 927 faculty member who knows how to address this issue, but this hasn’t been set up. (M. Martinez) We are partners with CCCs for transfer and matriculation. We need to keep those relationships cordial, especially for programs where there is a very high number of transfer students. We should be growing and working together collaboratively. (E. Correa) It would be nice to have a point of contact and start these things earlier. (J. Tarjan) There is no framework from the legislature or CO for this. (M. Martinez) The system wide senate chairs met, and they didn’t push back on Feather River CCC BA program because of the distance from Humboldt State. The problem is that if a CCC can get a program approved, it can be offered anywhere in the state. (A. Hegde) The CCC can have 25% of their programs be BA programs. (M. Martinez) Will there be direction to chairs and program directors on this? (J. Tarjan) V. Harper will talk to Deans today and ask that the topic be included on the DCLC agenda. (V. Harper) The only objection we can make to AB 927 is the duplication of curriculum. The issues of quality cannot be questioned. The only thing we can do now is make a statement. (A. Hegde)

- l. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- *check with Provost on if award still exists*) (deferred)
- m. Strategic Plan Group data gathering instrument(s) – BPC (deferred)
- n. Investment Divestiture – BPC (deferred)
- o. Academic Integrity Policy AI (deferred)
- p. Proposals Direct to ASCSU (E. Correa’s request) (deferred)
- q. Advisory Group to Academic Integrity (J. Tarjan’s request) (deferred)

7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, MARCH 30, 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. Campus Safety – M. Williamson *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 222317 Periodic Evaluation/Performance Review Calendar –  
Handbook

RES 222318 Graduation Writing Assessment Requirement (GWAR)  
Committee Membership and Charge

RES 222319 Discontinuation of the Master of Science in Administration

RES 222320 Bylaws Change to the Composition of the Budget and  
Planning Committee

RES 222321 Faculty Hall of Fame Selection Process – Handbook Change

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

H. Adjournment

8. ADJOURNMENT

A. Hegde adjourned the meeting at 11:30.