

ACADEMIC SENATE: EXECUTIVE COMMITTEE

MINUTES

TUESDAY, MARCH 28, 2023

10:00 A.M. – 11:25 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

- Award to Chairs – To be presented at the Senate Meeting
- Exceptional Service Awards – The Exceptional Service Award Committee met and reviewed applications. They were able to give seven (7) awards of three (3) WTUs each. The department chairs of awardees will be emailed today because registration begins April 10. The awardees have the option to take the WTUs in Fall or Spring. The formal letters will be drafted before the end of the semester. There has to be a reason why given to those who were not awarded about why they didn't get it. The Committee didn't have enough WTUs to give to all exceptional applicants. Those who didn't receive this year's award had received the award before. Those who are doing exceptional work repeatedly should be given compensation by their dean.

3. APPROVAL OF AGENDA

Move NEW DISCUSSION Academic Integrity Policy AI item o. up to item b.
M. Rees moved to approve the agenda. J. Tarjan seconded. Approved.

4. APPROVAL OF MINUTES

- a. March 14, 2023 C. Lam moved to approve and J. Tarjan. Approved.
- b. March 21, 2023 J. Tarjan moved to approve. C. Lam seconded. Approved.

5. CONTINUED ITEMS

- a. AS Log
 - i. AAC (J. Tarjan)
Referral #13 –AAC will be looking at the documents for a Minor in Environmental Sustainability.

Referral #21 - Concentration vs Emphasis – D. Jackson gave the AAC materials to consider

Referral #24 – AS&SS Membership Bylaws Change – AAC is in support of student member as voting member

Referral #27 Standing Committee Bylaws Change – discussed briefly.

ii. AS&SS – (deferred) E. Correa is conducting interviews for her department.

iii. BPC (C. Lam)

Referral #09 – Addendum to Calendar – Juneteenth – waiting for HR

Referral # 27 – Standing Committee Bylaws – to be discussed.

Referral #30 - Election Attempt Limit – to be discussed

Referral #31 - Academic Administrator Search Handbook Change to be discussed next meeting.

Referral #01 - Time Blocks and Space Utilization – next step is to come up with a proposal and send to DCLC. (C. Lam) The suggestion was to write a report/memo which outlines all that was considered. We need an open forum in the Fall for more faculty input. (A. Hegde)

iv. FAC (M. Rees)

Referral #03 Holding Exams on Last Day of Class – Memo sent to EC recommending that Senate Chair email a reminder. Complete

Referral #33 – Sabbatical Eligibility Language – Handbook Change – CBA language is in alignment with what is in the Handbook. A memo will be sent to EC to complete FAC's work.

Referral #16 GST Instructor Classroom Observation – The deferment has already happened. Complete.

Referral #25 – Second Year Review materials – It may be ready for Thursday

Referral 2021-2022 #41 - Six Year Lecturer – It needs a lot of work. (M Rees) Perhaps we can have 2-3 people from FAC plus 2 others to look at the Handbook over the summer. The Provost will need to approve stipend, etc. To be continued at the Summer Senate.

b. Provost Update (V. Harper)

i. ITS Policy Timing – Last semester, ITS forced out an update in the middle of break. It negatively impacted faculty returning from winter break who couldn't log in. M. Danforth requested that the Provost reach out to ITS to ask them to keep the academic calendar in mind. The Provost will relay the message.

ii. CO Update – The new Chancellor appointment is expected in July. Comment: Concern about the Interim Chancellor and the CSU CO response to CCC bachelor's degree proposals with AB 927 (J. Millar). CO needs to provide better leadership and guidance to campuses and faculty on CCC proposals that are for competing programs. Only 30 days to make case that CCC proposal overlaps CSU (M. Martinez). The

template goes to the CO, who can dialogue with CCC CO and campuses (V. Harper). Discussion ensued. Concern: Upper-division GE offered at CCCs; do they transfer? (M. Rees) We do not have upper division reciprocity (J. Tarjan). ASCSU Senators J. Millar and M. Martinez were tasked with writing a resolution, Sense of the Senate Statement CSUB, on the process. (A. Hegde)

- iii. President searches are still in progress. Some have become open searches.
- iv. Dean Search BPA is coming to conclusion. The Provost had five consultations with members of the community. An offer to be extended to an individual probably early next week.

6. NEW DISCUSSION ITEMS

- a. School/ College Creation Policy – School Elevation Exploratory Committee (SEEC) – In order to provide opportunity for faculty feedback to the SEEC’s report, the EC will hold a Schools to Colleges Renaming Open Forum the week after Spring Break, on April 10, 2023, 9:00-10:00 and 2:00-3:00. A. Hegde will send a message out to faculty. The EC will process feedback on April 11. AAC has already discussed report. BPC and AS&SS to take it up on April 13, 2023. The plan is to have a resolution on April 20, 2023, to address renaming the schools to colleges. Policy and process to create new schools and colleges will be future Senate work.
- b. Academic Integrity Policy AI – Appoint a group of four tenured faculty to work with the Dean of Students, E. Poole-Callahan, to decide what the process is when someone is called out. It should be for all university levels. (J. Tarjan) Distinguish actions which address differences between repeat offense and every offense. (J. Millar) Put out a call for majority (4) tenured faculty, student ASI, SSP advisor from Student Affairs. It’s not a decision-making body. The Dean of Students has that responsibility. Make it a Standing Committee. Refer to RES 212233 committee structure page 5 under repeated violations. Put this in the final round of calls for appointment.
- c. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis)
- d. Elections and Appointments – M. Danforth
 - i. U-wide RTP criteria taskforce (equity) (HOLD)
- e. Campus Modality Philosophy – Handbook Appendix – J. Tarjan shared his draft of a Modality Statement with the EC members. Faculty are dedicated to student success. Antelope Valley students needs are recognized as sometimes different than students on the main campus. Student learning and development should be foremost. Faculty serve a variety of roles, and not just in the classroom. Every program should build foundational soft skills in addition to content. Modality decisions should be reached by consensus. (J. Tarjan) The existing policy is that the department decides. Within the

department, if there are multiple sections of courses and the department wants to leave the decision up to those instructors, that's fine. Still, it's the department's decision. Space Utilization is an issue. Faculty need to get across to the administration that faculty need single-occupant offices to meet with students. The Board of Trustees has a policy on the size of that office. If we switch more to on-line modalities, then our utilization decreases, and we won't get faculty offices. (A. Hegde) It's not just the department that is driving the decision. It's the decision of the department and program in compliance with whatever they have registered as their instructional mode with their regional and/or specialty accreditors. Example: If faculty told WSCUC that they're teaching an in-person program, it cannot just switch to an on-line program without re-registering with WSCUC as a distance-learning program. The same applies to ABET. Add something to the effect of "Consensus with faculty in accordance with their approved instructional mode." (M. Danforth) Specify the need for the Modality Statement. We feel more people are doing hybrid and on-line courses and not all in good policy. We believe face-to-face social collaborative learning is an important modality for the mental health of students. (M. Rees) Edit and share with everyone and send to the Senate. When it was brought up in DCLC in last fall, most chairs were supportive of it. Some departments are struggling because there are faculty who want asynchronous, and the department chairs don't feel that they can push back. (A. Hegde) During the discussion about space utilization, accreditation, and modalities that work for students, keep in mind that what students think they prefer and what actually works for them might be different things. Students are still learning how to learn. (M. Danforth) We need to give people some guidance toward adjusting to a modality. For example, this is how it would go, if you chose an on-line course or an in-person course. (J. Millar) J. Tarjan agrees that there are some problems with the pandemic and moving to virtual. Faculty are paid to give students the learning experience they need, not just what they want. Students are different. The most we can do is to make a statement to appeal to their better nature, and to keep the student first. He recommended leaving faculty offices out of the discussion. (J. Tarjan) E. Correa and M. Danforth gave input to the document. We can send the Modality Statement to the Senate, saying this is what the institution should be about and the reasons why. Then, continue the discussion at the Faculty Meeting in the Fall, and eventually it may be in the Handbook. (A. Hegde)

- f. Academic Administrators (deferred)
 - i. Evaluation of Academic Administrators – Handbook 311.1
- g. Order of Business – Bylaws change (Section III. A.) (deferred)
- h. Various policies (deferred)
 - i. Policy Documents: Program Review Guidance, Honor's Program, Campus Survey of Items of Cultural Significance

- ii. Reference Letters Policy- Link: Employment Policy Governing the Provision of Employee References
<https://calstate.policystat.com/policy/12142918/latest/>
- iii. Policies: Reimbursement Rate, and Professional Development Funding (HOLD- *check with Provost*)
- i. 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*)
 - iv. Handbook – Higher level organizational tool – Summer Senate:
 - 1. What is the status of the Handbook
 - 2. What should be the content of the scope of the Handbook versus an Academic Policy Manual and other policy items
 - 3. Improve the organization of the Handbook because it's hard to use.
 - 4. Fix language inconsistencies and duplication. (J. Tarjan)
- j. Resolution on CCC baccalaureate degrees [AB 927] – See Provost Update 5.b.ii.
- 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. Proposals Direct to ASCSU (E. Correa's request) (deferred)
- o. Title IX - Visit by the [Cozen O'Connor](#) firm – a Summer Senate topic

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. March 16, 2022 (*attached*)
- C. Announcements and Information
 - a. President's Report – Lynette Zelezny (**Time Certain: 10:10 AM**).
 - b. Elections and Appointments- M. Danforth
- 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
 - RES 222324 Addendum to the Academic Calendar 2023-2024
- b. New Business
 - RES 222322 Change Title from Small Business Management Concentration in the BSBS Program to “Entrepreneurship Concentration”
 - RES 222323 Reclassify Assistant VP to Associate VP IRPA and Associate VP GRaSP
- 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

H. Adjournment

8. ADJOURNMENT

A. Hegde adjourned the meeting at 11:30.