

# ACADEMIC SENATE: EXECUTIVE COMMITTEE

## MINUTES

TUESDAY, AUGUST 29, 2023

10:00 A.M. – 11:30 A.M.

LOCATION: BDC 134 CONFERENCE ROOM AND VIRTUALLY

**Members:** A. Hegde (Chair), M. Danforth (Vice-Chair), V. Harper, J. Millar, D. Solano, E. Correa, D. Wu, M. Rush and K. Van-Grinsven (Senate Analyst)

**Guest:** K. Grappendorf, D. Boschini

### 1. CALL TO ORDER

- a. A. Hegde called meeting to order at 10:00 AM.

### 2. ANNOUNCEMENTS AND INFORMATION

- a. Resolutions access
  - i. Discussion regarding access to archived resolutions and minutes per requests of D. Boschini and D. Jackson. A. Hegde spoke with F. Gorham to have a portal created that would allow access to archived resolutions as an alternate to BOX folder. EC agrees with the creation of a portal for access to resolutions. Some discussion regarding access to subcommittee minutes.
  - ii. (M. Danforth) Important to note on perhaps the top of the portal page the order of business to clarify how resolutions are generated, i.e., to clarify the process.
- b. K. Grappendorf – Interim Director of Undergraduate Advising (**Time Certain: 10:20 AM**)
  - i. Started in her position as the Interim Director of Undergraduate Advising in July. She is currently starting with information gathering from various areas. She just finished meeting individually with each of the advisors and is now meeting with the Advising Center Coordinators, Associate Deans, ASI Executive Board and Enrollment Management on a regular basis. She will continue working with different groups of faculty, staff, and students during this information collection process.
  - ii. Plan to have a report for the Academic Senate by November 1, 2023.
  - iii. WASC spring visit report results for areas of focus: Advising
    1. Need for training and professional development for both professional advisors and faculty advisors.
    2. Identification of practices and policies (for example, an updated advising manual).
    3. Utilizing data collection from RunnerConnect.

- iv. Attended a working conference at the NACADA Summer Institute to decide on an action plan. Start with drafting a vision, mission, and goals. Going to work on structure, practice, and policies. Been working with the advising center coordinators and associate deans to get a final draft. With that team, they are also working on generating a list of barriers and issues facing advisors and the faculty.
- v. Working on some urgent issues such as how advisors are assigned in PeopleSoft. There was a lot of inaccuracies and inconsistencies across the different advising centers. Another issue is the inconsistencies in the advising center names across the schools, webpages, and campus signage. Will be doing a pop-up on the Red Brick Road this week to help students with some easy issues and referring them out as needed.
- vi. Transparency about what she is seeing are the issues that arise to ensure everyone is on the same page. An example of some of the issues to address include identifying and defining the roles and responsibilities of professional academic advisors versus faculty advisors and increasing communication.
- vii. Open Forum/ Discussion:
  - a. (E. Correa) Suggests some type of informational piece on what specific skills, degrees, trainings, etc. that individuals receive as part of their professional qualifications. (K. Grappendorf) Her understanding is that most professional advisors have master's degrees in counseling, student affairs, or similar programs. Training opportunities and funding have been limited and vary across the schools. There has also not been guidance or expectation regarding continued learning across schools or on their evaluations.
  - 2. (M. Rush) Encourages the further study of the charge of the interim director position. (K. Grappendorf) Yes, has studied the charge of the position. The charge defined in the interim director position description and the charge identified in the resolution do not quite align.
  - 3. (M. Rush) Requests some type of resource directory of the professional advisors for department chairs to have access to. (K. Grappendorf) NSME probably has the most complicated structure. Agrees that some type of introduction or directory would be beneficial.
  - 4. (D. Solano) Communication is a big issue. Professional advisors get a lot more information than the faculty advisors do. (K. Grappendorf) Agrees. Flow of information in all directions needs a lot of work.

5. (M. Danforth) Questions regarding RunnerConnect reorganization and usability. (K. Grappendorf) Meeting monthly with the RunnerConnect lead and taking over Dr. Jackson's role. Will be relaunching some trainings, starting with Nursing and Mathematics.
  6. Chancellor's Office has provided funding for NACADA to come back and conduct more surveys and evaluations.
  7. (V. Harper) How have the advisors and centers responded to this position? (K. Grappendorf) There has been a lot of burnout and frustration. Hoping to keep the conversations flowing and move forward with understanding that everyone is doing their best and find more effective and efficient methods.
  8. They have a new email address that can be used to compile questions: [advisinghelp@csb.edu](mailto:advisinghelp@csb.edu)
- c. D. Boschini - Option to Retreat Policy (**Time Certain: 10:35 AM**)
    - i. See notes under b. Provost Update
3. APPROVAL OF AGENDA (Time Certain: 10:05 AM)
    - a. D. Wu motioned to approve the agenda; seconded by (missed name).  
Approved.
4. APPROVAL OF EC MINUTES (tabled)
    - a. January 24, 2023
    - b. January 31, 2023
    - c. May 2, 2023
    - d. May 9, 2023
    - e. May 25, 2023 – Summer Senate
    - f. August 22, 2023
5. CONTINUED ITEMS
    - a. AS Log and Committee Rosters (**handout**)
      - i. AAC
        1. Academic Operations: Tommy Holiwell (V. Harper confirmed is appropriate).
      - ii. AS&SS
        1. Still missing AVP Student Affairs and Student Success or designee. K. Van Grinsven confirmed with I. Pesco that the position is still vacant. Will notify us when the position is filled.
      - iii. BPC
        1. Appointment of Rhonda Dugan, SSE Representative.
      - iv. FAC
        1. The CFA President, Tracey Salisbury, has decided to participate in FAC and step down from BPC.

- b. Provost Update (V. Harper)
  - i. CO Update (deferred)
  - ii. ~~Interim Appointments~~ (carry over from 8/22/2023 agenda; can be removed).
  - iii. Option to Retreat Policy - reference minutes 4/11/23- FAC (**handout**)
    - 1. (A. Hegde) The Option to Retreat policy was introduced at Provost Council, Board of Trustees meeting.
    - 2. (D. Boschini) Will need to review the policy and create campus-level policy and procedures for retreating to be in the hands of the faculty. Important to note that the systemwide policy is written to identify tenured faculty, which does not line up with the CSUB policy. Also, important to point out that this policy must be identified in the administrator's appointment letter.
    - 3. Referral to go to FAC.
    - 4. Discussion:
      - a. (A. Hegde) Concerns were voiced during the last round of administrator hiring that the department was not consulted. (D. Boschini) Yes, based on how the system-wide policy was written and the way the campus handled it, consultation at the interview phase only happened with the departments if it was requested by the candidate. Suggests that something be worked into the campus policy to make sure CSUB is extending that question to the candidates. Situation happened last term and department was not consulted and then later were informed that administrator had retreat rights.
      - b. Challenges and concerns for departments that do not have tenured faculty or do not have very many.
      - c. Retreat challenges when certain departments or disciplines do not fit cleanly with the candidate's background, or if department does not participate.
      - d. Internal and external candidates.
      - e. Position control lines and how this factors in.
  - iv. Posthumous Degree Policy – reference minutes 4/11/23- AAC (**handout**)
    - 1. (D. Boschini) Presented the posthumous degree drafted policy.
    - 2. Referral to go to AAC.
  - v. NAGPRA Research Moratorium MEMO (**handout**)
    - 1. (V. Harper) The attached documents include information on the California Assembly Bill 275 which will result in the effective end of all scholarship, research, and instruction involving Native American artifacts and remains. All artifacts are mandated to be returned, inventoried, and the appropriate

steps followed so these cultural artifacts are appropriately repatriated to the tribes.

2. These documents are to be circulated to the faculty for informational purposes.
  - vi. Removal of Advising Holds (**handout**) (deferred)
  - vii. Reference Letters Policy- Link: Employment Policy Governing the Provision of Employee References (deferred)  
<https://calstate.policystat.com/policy/12142918/latest/>
  - viii. Policies: Reimbursement Rate, and Professional Development Funding (HOLD- *check with Provost*) (deferred)

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

- a. BPA Advising Center name change (**handout**) (deferred)
- b. SOCI Summer Issue (**handout**) (deferred)
- c. Elections and Appointments – M. Danforth
  - i. ASCSU Representative
    1. B. Street resignation; had roles as the ASCSU Senator, the faculty representative on the Foundation Board (first meeting October 25) and Faculty Leadership Academy.
    2. Call to be sent out soon. The Senate Office is prioritizing the faculty eligibility roster project for elections.
  - ii. U-wide RTP criteria taskforce (equity) (HOLD)
- d. Evaluation of Academic Administrators – Handbook 311.1 (**handout**) (deferred)
- e. Order of Business – Bylaws change (Section III. A.) (deferred)
- f. HSIRB and IACUC Policy updates and approvals- FAC (**handout**) (deferred)
- g. Carry-over from 2021-2022 Annual Report (Possible New Referrals) (deferred)
  - i. Committee on Professional Responsibility (CPR) Constitution; academic integrity for faculty –FAC
  - ii. RES 212234 CSUB Faculty Retention and Tenure Density Priority – (HOLD- *pending action from President*)
- h. Resolution on CCC baccalaureate degrees [AB 927] – EC (deferred)
- i. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- *check with Provost on if award still exists*) (deferred)
- j. Strategic Plan Group data gathering instrument(s) – BPC (deferred)
- k. GE Breadth and taskforce composition (**handout**) (deferred)
- l. Committee Chairs Bylaws Change – 2022-2023 Referral # 27 (**handout**) (deferred)
- m. Investment Divestiture – BPC (deferred)
- n. Proposals Direct to ASCSU (E. Correa's request) (deferred)
- o. Proposal for emphasis in Biochemistry B.S. – AAC (HOLD; referral in progress for Concentration and Emphasis) (deferred)

## 7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, AUGUST 31, 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. May 4, 2023
- C. Announcements and Information
  - a. President's Report – L. Zelezny (**Time Certain: 10:10 AM**).
  - b. Elections and Appointments- M. Danforth
  - c. Senate Orientation (**handout**)
- D. Approval of Agenda (**Time Certain: 10:05 AM**).
- E. Reports
  - a. Provost's Report – V. Harper
  - b. ASCSU Report - J. Millar
  - 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- D. Alamillo
    - ii. Executive Committee- M. Danforth
    - iii. Academic Affairs Committee (AAC) - D. Solano
    - iv. Academic Support & Student Services Committee (AS&SS) - E. Correa
    - v. Budget and Planning Committee (BPC) - D. Wu
    - vi. Faculty Affairs Committee (FAC) - M. Rush
    - vii. Staff Report- J. Cornelison
- F. Resolutions (**Time Certain: 10:45 AM**)
  - a. Consent Agenda
  - b. New Business
    - i. RES 232401 Statement on Campus Modality – EC
    - ii. RES 222402 Statement on Reducing Educational Material Cost at CSUB – AS&SS
  - c. Old Business
- G. Open Forum (**Time Certain: 11:15 AM**)
- H. Adjournment
- I. Senate Meeting Agenda Discussion:
  - a. (A. Hegde) Will remind senators to send K. Van Grinsven the name of their alternates. Would like EC to consider allowing for five minutes of the open forum to be dedicated to faculty recognition. Will also clarify that the Open Forum of the Senate meetings is for announcements. Particular issues or concerns need to be sent to the Senate Office, forwarded to a Senator to share, or the Senate Chair.

8. ADJOURNMENT

- a. Will not meet next Tuesday; next EC meeting will be 9/12/2023.
- b. A. Hegde adjourned meeting at 11:35 AM.