



ACADEMIC SENATE: EXECUTIVE COMMITTEE

Minutes

TUESDAY, OCTOBER 10, 2023

10:00 A.M. – 11:30 A.M.

Location: BDC 134 Conference Room and virtual

Zoom Link: <https://csub.zoom.us/j/81291128392?pwd=MzhRMW50UUJJNIRaMWttMUVESTRSQT09>

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

Guest: none

1. CALL TO ORDER

- a. A. Hegde called meeting to order 10:04 AM.

2. ANNOUNCEMENTS AND INFORMATION

- a. Interim Provost call closed yesterday. A. Hegde anticipates an announcement for the Interim Provost appointment to be sent out next week.

3. APPROVAL OF AGENDA (Time Certain: 10:05 AM)

- a. Approved.

4. APPROVAL OF EC MINUTES (tabled)

- a. September 12, 2023 (**handout**)
- b. September 26, 2023 (**handout**)

5. CONTINUED ITEMS

- a. AS Log and Committee Rosters (**handout – EXCEL document**)

- i. AAC (D. Solano)

1. RES 232404 is ready to be included in the Senate agenda.
2. Waiting on additional information for the BPA Advising Center name change referral and revised documents for referral 2023-2024 20 Proposal for Emphasis in Biochemistry.

- ii. AS&SS (E. Correa)

1. Vice-chair, Melanie Taylor led the last two AS&SS meetings. They are still discussing the referrals regarding the Academic Pledge and Adobe Sign

forms. They are also waiting on data from the Chancellor's Office regarding OER before revising RES 232402 for the second reading.

iii. BPC (D. Wu)

1. Campus Budget Open Forum will be taking place October 16 at 11:00 AM in the MPR.
2. Working hard on referral 2023- 2024 04 Time Blocks and Space Utilization. They met with Tommy Holiwell and the Associate Deans and are ready to present the time block proposal to DCLC. Discussion with Lori Blodorn, HR, has been postponed. M. Danforth suggested the Space Management Committee meeting to me and provide feedback to BPC. Meetings have not been taking place.

iv. FAC (M. Rush)

1. Addendum to 2023-2024 #02 Digitizing the Performance Review Process sent RE: Faculty Performance Software Review Committee Report (**handout**)
 - a. M. Rush said FAC wishes to present the resolution provided by the Faculty Performance Software Review Committee to the Senate. Will include in Senate agenda.

b. Provost Update (V. Harper) (deferred)

- i. CO Update
 - 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)
- c. Summer SOCI Issues: Memorandum to be drafted and distributed (see minutes from 9/26/2023) (deferred)

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

- a. Request from the Graduate Policies and Curriculum Committee – FAC (**handout**)
 - i. A. Hegde and K. Van Grinsven will draft referral and send to FAC. E. Correa mentioned that she had some proposed edits. A. Hegde directed E. Correa to send proposed edits to M. Rush for FAC's review and discussion.
- b. GE Breadth and taskforce composition (**handout**)
 - i. Last week A. Hegde attended the systemwide ASCSU Senate Chairs' meeting. Faculty trustee attended and discussed what the faculty trustee role is, the 6% tuition increase, and Senate Chair. Also discussed AB 928 and GE. A. Hegde will invite her to come to the Senate to provide some information. Changes may not need to be made to GE.
- c. Elections and Appointments – M. Danforth
 - i. ASCSU Senator – urgent call once Simply Voting has been tested.

1. J. Millar is retiring October 13. A call will need to be issued to replace B. Street and J. Millar. (M. Danforth) Will test the Simply Voting software this week and issue calls early next week.
- ii. Additional Administrative Review Committee needed for D. Jackson (**handout**)
 1. (M. Danforth) Additional committee will need to be formed for the review of Dean Frakes (Arts and Humanities Dean) as well. Quite a few administrators were due for review in 2022-2023 and these reviews did not take place. Will proceed with sending out the calls needed for committee composition as appropriate. Executive Senate did not receive notification of the Administrative Reviews due to delays in the Office of the Provost.
- iii. Faculty Status/ Rosters Issues
 1. Issues with active faculty rosters provided by Faculty Affairs, HR and ITS. Causing delays in the generation of the voting eligibility lists. Challenges are compounded and effecting different areas of campus functions. Examples include wrong titles, wrong departments, name changes not being updated, and incorrect statuses.
- iv. Distributed Learning Committee (DLC) to be added to next EC meeting (M. Danforth).
- v. U-wide RTP criteria taskforce (equity) (HOLD)
- d. Order of Business – Bylaws change (Section III. A.)
 - i. This item is regarding the Senate agenda order and the order of reports for ASI, ASCSU, Provost, and Standing Committees. If all were to agree, a resolution can be drafted by the EC.
- e. Evaluation of Academic Administrators – Handbook 311.1 (**handout**) – FAC
 - i. 311.1, 311.2 and 311.3 will need to be reviewed. Language needs to be revised for clarity and consistency for all Academic Affairs administrators. Referral will be drafted and sent to FAC.
- f. Carry-over from 2021-2022 Annual Report (Possible New Referrals)
 - i. Committee on Professional Responsibility (CPR) Constitution; academic integrity for faculty – FAC
 1. Unsure if there is still a role for CPR with the new Faculty Ombudsperson position. Discussion on hold.
 - ii. RES 212234 CSUB Faculty Retention and Tenure Density Priority – (HOLD- pending action from President)
 1. A. Hegde will discuss with V. Harper as he will be entering the Interim President role in January.
- g. Resolution on CCC baccalaureate degrees [AB 927] – EC (deferred)
- h. Cultural Taxation Award Criteria and Review Committee Structure – BPC and FAC (HOLD- check with Provost on if award still exists) (deferred)
- i. Strategic Plan Group data gathering instrument(s) – BPC (deferred)

- j. Investment Divestiture – BPC (deferred)
- k. Proposals Direct to ASCSU (E. Correa’s request)
 - i. A. Hegde asked E. Correa for clarification regarding this potential referral. E. Correa discussed that it is regarding the process for requesting a change in department name and that change not showing up on the student diplomas. No action needed at this time. Remove from agenda?
 - ii. (M. Danforth) Suggests that perhaps the process for renaming a department versus renaming a program be reviewed and considered for referral.

7. AGENDA ITEMS FOR SENATE MEETING

THURSDAY, OCTOBER 12, 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. September 28, 2023 (**handout**)
- C. Announcements and Information
 - a. President’s Report – L. Zelezny (**Time Certain: 10:10 AM**).
 - b. Respondus Software – J. Paschal (**Time Certain: 10:20 AM**). 10 minutes
 - c. Elections and Appointments- M. Danforth
- 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 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 232404 Posthumous Degree Policy – AAC **(handout)**
 - ii. RES 232405 Standing Committee- Bylaws Change – FAC **(handout)**
 - iii. RES 232406 RTP and PTR Committees- Handbook Change – FAC **(handout)**
 - iv. RES 232407 Pilot of Interfolio – FAC and EC **(handout)**
 - c. Old Business
 - i. ~~RES 232401 Statement on Campus Modality – EC~~ (Removed from Senate agenda; not ready for second reading).
 - ii. ~~RES 232402 Statement on Reducing Educational Material Cost at CSUB – AS&SS~~ (Remove from Senate agenda; not ready for second reading).
- G. Open Forum **(Time Certain: 11:15 AM)**
- H. Faculty Recognition **(Time Certain: 11:25 AM)**
- I. Adjournment

8. MISCELLANEOUS TOPICS

- a. DEI Initiatives
 - i. A. Hedge will request C. Catota to come to EC to discuss updates on DEI initiatives and Campus Climate survey.
- b. RES 232403 Definitions of Undergraduate Concentrations and Emphases Status
 - i. (K. Van Grinsven) Received the memorandum from the President's Office this morning. Yes, it was approved by the President.

9. ADJOURNMENT

- a. A. Hedge adjourned meeting at 11:30 AM.