CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE
https://csusb.zoom.us/s/84761794289

M I N U T E S

Tuesday, March 21, 2023 – 2-4 PM

Members Present: Claudia Davis, Mark Groen, Sherri Franklin-Guy, Jordan Fullam, Thomas Girshin, Ann Johnson, Tiffany Jones, Karen Kolehmainen, Provost Mohamed

Members Not Present: Tomás Morales, Beth Steffel

Guest Presenters Present: Rachel Beech

1. Call to Order (2:01 PM)

2. Approval of FS Executive Committee Meeting Minutes February 28, 2023
    2.1. Vice Chair Jones suggested removing "evaluation process" under section 8.1.2.5. and replacing it with "policy".
    2.2. The FS Executive Committee unanimously approved the FS Executive Committee minutes for February 28, 2023 with the above amendment.

3. Approval of FS Executive Committee Meeting Minutes March 14, 2023 (TBA forthcoming)
    3.1. The minutes will be available for the April 4, 2023 meeting.

4. Review of Faculty Senate Meeting Minutes March 7, 2023
    4.1. The FS Executive Committee unanimously approved the review of the Faculty Senate Meeting minutes for March 7, 2023.

5. Appointments- None

6. President's Report- None

7. Provost's Report
    7.1. Provost Mohamed mentioned the vice provost, associate provost, and SBS dean positions should be posted soon. Those recruitments should be wrapped up by the end of the academic year.

7.2.   Provost Mohamed shared that all the sabbatical requests that were recommended by the deans will be funded. Once those announcements are made, the call for the research reassign time and the probationary faculty reassign time awards will be sent.

7.3.   Chair Davis asked how many sabbaticals were funded.

7.4.   Provost Mohamed answered about thirty-five. The CBA requires eighteen to be funded, so about twice that amount.

8.   Chair's Report

8.1.   Chair Davis shared she and the faculty senate support staff have been meeting with different constituents on campus to clarify roles and responsibilities.

8.2.   Chair Davis mentioned Trustees Linares and Sabalius will be on campus Thursday, March 23, 2023. There will be time to meet with both trustees.

9.   [FAC Report](#)

9.1.   FAM 035.3 "University-Level Awards"

9.1.1.   [With Markup](#)

9.1.2.   [Without Markup](#)

9.1.2.1.   Senator Kolehmainen mentioned some minor changes have been made to allow librarians, counselors, and coaches to be eligible for the Outstanding Service and Outstanding Scholarship, Research, Creative Activities Awards. They are not eligible for the Outstanding Professor, Golden Apple, or Outstanding Lecturer Awards because those awards have a heavy emphasis on teaching. Librarians, counselors, and coaches are encouraged to establish awards in their respective units.

9.1.2.2.   Senator Kolehmainen clarified that "Procedure and Process" should be removed from the top of the second page and only remain before the header "University Awards Committee".

9.1.2.3.   Senator Kolehmainen motioned for a first reading at the next faculty senate meeting. Second Fullam seconded the motion. The motion passed unanimously.

9.2.   FAM 652.2 "Evaluation of Lecturers"

9.2.1.   [With Markup](#)

9.2.1.1.   Senator Kolehmainen mentioned the Honors Program hires lecturers and there were questions about how they are evaluated. There was language added to clarify that these lecturers will be evaluated by the Honors Director and a

committee composed of tenured faculty who also teach in the Honors program. This parallels how lecturers are evaluated in departments and colleges. A clarifying statement regarding the joint appointment was added.

9.2.1.2. Senator Kolehmainen mentioned the term SOTEs was replaced with student evaluations, in case the name of the instrument changes in the future. A new paragraph was added to clarify that if there is a separate evaluation committee for lecturers, it would relieve the tenure-line evaluation committees from reviewing. There was language added specifying how the Honors Program will elect their evaluation committee members.

9.2.1.3. Senator Kolehmainen mentioned that examples of review periods were included in the revision. There was also language added clarifying that the dean makes the final decision on reappointments.

9.2.1.4. Vice Chair Jones asked if the timeline changed according to the CBA. Previously departments had to submit completed evaluations no later than two weeks before the end of the term, but now it is six weeks. Is it a requirement of the CBA, an intentional change, or being continued from before?

9.2.1.5. Senator Kolehmainen mentioned there wasn't something in the CBA that prompted this change. The old policy was not very specific about the timeline aspects. Senator Kolehmainen mentioned she will double check the CBA and report back.

9.2.1.6. Senator Kolehmainen mentioned a lot of the work was done by last year's FAC. Senator Kolehmainen also mentioned lecturer representatives on the senate were emailed for their input. One individual suggested lecturers be given a draft of the evaluation before it is published so any factual errors can be corrected. The request was denied since it would lengthen the timeline and tenure track faculty are not given this option either.

9.2.1.7. Vice Chair Jones asked if this policy only applies to those on stateside not those teaching through CEGE.

9.2.1.8. Senator Kolehmainen mentioned that is her understanding.

9.2.1.9. Senator Girshin asked if the Honors Director was a part of this conversation. Will it create a situation where it is difficult to create a committee?

9.2.1.10. Senator Kolehmainen mentioned last year's FAC did consult with the Honors Director and verified it would be workable for them.

9.2.1.11. Senator Kolehmainen stated she will make clarifications and bring it back to the next EC meeting.

10. [EPRC Report](#)

10.1. FAM 827.3 "Distributed Learning Policy"

10.1.1. [With Markup](#)

10.1.2. [With Sources](#)

10.1.3. [Without Markup](#)

10.1.3.1. Senator Fullam explained the procedure that was used in drafting the new distributed learning policy. After receiving feedback on the background research, EPRC took the structure from other CSU policies. For each section, EPRC looked up the policies for every CSU campus, the current CSUSB FAM, and the 2021-22 proposed EPRC revisions and consulted those documents. Every passage that was copied was edited for clarity and style to meet the needs of CSUSB. EPRC included text recommended by the EC and drafted new text when necessary.

10.1.3.2. Senator Fullam shared a version of the policy which included the sources of information. Any text not highlighted was drafted from EPRC. The highlighted text was taken from elsewhere and the source was included.

10.1.3.3. Senator Fullam mentioned the Purpose and Scope section uses the language of expectation because it is appropriate policy language when talking about standards. That language was carried on to other sections as well. General definitions regarding mode of instruction, specific course definitions about how to code internally, and program definitions were included.

10.1.3.4. Senator Fullam mentioned when the policy talks about specific training and technical review of courses, the term "strongly encouraged" was used. However, the term "expected" was also used in certain sections. It is a middle ground between strongly encouraged and required. Based on precedent from other CSUs, the appropriate context to hold individuals accountable for those expectations is the established evaluation procedures that are on campus.

10.1.3.5.   Senator Fullam mentioned the evaluations of teaching for distance education (DE) courses should follow the same procedures and standards as any other course. Faculty who teach DE courses are expected to include in their faculty activity report a description of prior experience, evidence of student success, and professional development activities related to teaching DE courses.

10.1.3.6.   Senator Fullam mentioned the policy states both new DE courses and programs being created and modifications to instructional modality of courses and programs will go through the usual curriculum review process. If there is a dispute about limiting teaching modality of a course or program, there will be a vote held to resolve the dispute.

10.1.3.7.   Senator Fullam mentioned the WASC requirements were clarified. The department chair in consultation with faculty will monitor the number of required program courses that meet WASC definitions of DE. A passage was also added to have procedures in place that ensure students attending classes are the same ones who registered for the class.

10.1.3.8.   Senator Johnson asked what faculty should do if they suspect someone in their class is an imposter. Should that be in another policy?

10.1.3.9.   Senator Fullam mentioned this policy does not say how that situation would be addressed. The appropriate policy would probably be the FAM on academic dishonesty.

10.1.3.10.   Senator Kolehmainen mentioned the name WASC has been changed to WSCUC.

10.1.3.11.   Senator Fullam mentioned WSCUC is a division of WASC. The terms are used interchangeably, but he will double check.

10.1.3.12.   Senator Girshin asked if the titles in section 4d should be updated to reflect CSUSB titles (ex. update Faculty Center to Faculty Center for Excellence).

10.1.3.13.   Senator Fullam mentioned he is working to ensure titles, names for training, etc. are correct. That area will result in some changes.

10.1.3.14.   Senator Girshin mentioned there has been some conversation in regard to course caps. It seems like there is occasional pressure to increase course caps. Senator Girshin asked if there should be

language about parity between face-to-face course cap descriptions.

10.1.3.15. Senator Fullam mentioned he can discuss it with EPRC. If the consensus of the EC is that it is a good amendment, he could include it in the next draft.

10.1.3.16. Senator Girshin mentioned he would like that language included. Course caps are an important pedagogical condition to make sure classes are small.

10.1.3.17. Senator Fullam mentioned there may be language in other CSU policies he can look at. In terms of language regarding courses and resources available for faculty, that information was omitted.

10.1.3.18. Vice Chair Jones mentioned the term "appropriate administrator" may need to be clarified.

10.1.3.19. Senator Fullam mentioned his understanding is that it is the dean's responsibility. However, in his college, it is delegated to the department chair.

10.1.3.20. Vice Chair Jones mentioned it is usually delegated to the department chair. There should be clarification about who is actually responsible for that.

10.1.3.21. Senator Fullam asked if updating the language to "will be determined by the college dean and/or department chair" would be better.

10.1.3.22. Provost Mohamed mentioned every college has a scheduler who reviews the overall schedule and balances that with need and demand. Provost Mohamed suggested updating the terminology to "appropriate administrator or their designee".

10.1.3.23. Vice Chair Jones suggested adding "in consultation with department chairs". Vice Chair Jones also questioned the language in section 15. It states the class schedule will notify students of requirements for participating online. Does that refer to the actual class schedule, the catalog, or the dates the class meets?

10.1.3.24. Senator Fullam stated it refers to the class schedule since different sections of the same course could be offered in different modalities. Depending on the modality, the hardware and software requirements would be different.

10.1.3.25.   Vice Chair Jones asked if the class schedule is published and a class is offered online, do the specific hardware/software requirements need to be included in the class schedule?

11.   Statewide/ASCSU (Academic Senate of the CSU) Senators' Report
      11.1.   [ASCSU Plenary Meeting Minutes, March 16-17, 2023](#)

12.   Old Business
      12.1.   [CNS Course Delivery Mode Template](#)
      12.2.   Faculty Survey for Follett Access Program

3:00 - 3:15 PM Time Certain (if preceding times have not been completed)

13.   [Enrollment Management at CSUSB](#)
      Rachel Beech, Associate Vice President Enrollment Management

      13.1.   Guest Rachel Beech mentioned that while enrollment is down system wide, CSUSB is not having that issue. While it is easy to bring students to campus, it is much harder to keep them here.
      13.2.   Guest Rachel Beech mentioned that one challenge is how different things are now than pre-pandemic (fall 2019). Things were exacerbated by the pandemic.
      13.3.   Guest Rachel Beech mentioned one of the biggest changes is that more of those students transferring from community colleges are opting for part time status, which impacts full time equivalency.
      13.4.   Guest Rachel Beech mentioned there is more competition from out-of-state schools. Additionally, UCs and CSUs removed testing requirements resulting in students being admitted who wouldn't have been admitted previously.
      13.5.   Guest Rachel Beech mentioned there is a greater need for personal support. There has been an increase in students eligible for financial aid. There is also a greater need for academic support. Students' grades were greatly affected by the pandemic, in essence some students may have to re-learn how to learn.
      13.6.   Guest Rachel Beech discussed enrollment trends. Applications for first-time freshmen bounced back, while transfer applications have dropped. One reason is applications are now accepted year-round. Additionally, community colleges saw a 20% drop in enrollment in fall 2020 which affects transfer applications. There has been an increase in graduate and credential applications. PDC had an increase in first-time freshmen applicants as well.

13.7. Guest Rachel Beech shared some of the strategies CSUSB is using to respond to these challenges including providing tools for families, connecting with prospective students, reintroducing CSUSB to the community, engaging in community partnerships, and offering campus tours. CSUSB is trying to break down enrollment barriers.

13.8. Senator Johnson asked if students who take six credits in summer will be eligible for financial aid.

13.9. Guest Rachel Beech mentioned there is a state university grant to help students pay for summer classes. If a student attends summer full-time, they will receive full-time financial aid just as in the traditional year.

13.10. Provost Mohamed mentioned a minimum of $500,000 is being set aside in HEERF funding to reinvest in one of the grants offered. First year students will also be invested in. They will be encouraged to take summer classes if they are behind on units. Provost Mohamed mentioned the FTE challenge is not just about admittance, it is mean unit load and students dropping out. Provost Mohamed asked Guest Rachel Beech what she was asking for from the EC.

13.11. Guest Rachel Beech mentioned she is asking for a couple things. First, always feel free to refer students to enrollment management or contact her if there are any questions. Guest Rachel Beech mentioned if there are individuals who would benefit from information about what is happening with enrollment, she is happy to present to them. Finally, Guest Rachel Beech asked the EC to stay connected with students and share any feedback they may be hearing.

13.12. Senator Girshin asked if Cal GETC will have an impact on transfers.

13.13. Guest Rachel Beech answered yes, but UC's will feel more of the impact.

13.14. Chair Davis thanked Guest Rachel Beech and mentioned these were great suggestions.

14. New Business

    14.1. Curriculum

        14.1.1. [Course Changes 3/17/23](#)

        14.1.2. [Program Changes 3/17/23](#)

3:30 PM Time Certain

15. Executive Session

16.   Adjournment (4:00 PM)