**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**
**FACULTY SENATE EXECUTIVE COMMITTEE**
https://csusb.zoom.us/j/81024271347

**M I N U T E S**

Tuesday, September 19, 2023 – 2-4 PM

Members Present: Claudia Davis, Jordan Fullam, Tiffany Jones, Ann Johnson, Karen Kolehmainen, Thomas Girshin, Beth Steffel, Rafik Mohamed, Sherri Franklin-Guy, Donna Garcia, Tomás Morales

Members Not Present: n/a

1. Call to Order (2 PM)

2. Approval of the Executive Committee Meeting Minutes 9-5-2023
   2.1. The FS Executive Committee reviewed the FS Executive Committee Minutes for Sept. 9, 2023 and had no amendments.

3. Approval of the Executive Committee Meeting Minutes 9-12-2023
   3.1. The FS Executive Committee reviewed the FS Executive Committee Minutes for Sept. 12, 2023 and had no amendments.

4. Appointments
   4.1. Student Research Competition-Graduate - 1 Position (2023-2025)
      4.1.1. Theo Mazumdar **(CAL)**
         4.1.1.1. Theo Mazumdar was appointed to the committee. The Faculty Senate Office will notify the appointee.
   4.2. International Student Service Advisory Committee – 1 Position (2023-2025)
      4.2.1. Heekyung Lee **(WCOE)**
      4.2.2. Thora Giallouri **(CSBS)**
         4.2.2.1. Thora Giallouri was appointed to the committee. The Faculty Senate Office will notify the appointee.
   4.3. Instructional Quality Committee – 1 Position (tenured, 2023-2025)
      4.3.1. Angela Horner **(CNS)**

4.3.1.1. Angela Horner was appointed to the committee. The Faculty Senate Office will notify the appointee.

4.4. Intellectual Life and Visiting Scholar Committee – 1 Position (2023-2025)

4.4.1. [Crystal Huang](#) **(JHBC)**

4.4.2. [Sung Hee Paik](#) **(JHBC)**

4.4.2.1. Sung Hee Paik was appointed to the committee. The Faculty Senate Office will notify the appointee.

4.5. Committee for Centers and Institutes – 1 Position (2023-2024)

4.5.1. [Monideepa Becerra](#) **(Director of Center or Institute)**

4.5.2. [Dany Doueiri](#) **(Director of Center or Institute)**

4.5.2.1. Monideepa Becerra was appointed to the committee. The Faculty Senate Office will notify the appointee.

4.6. Alcohol, Tobacco & Other Related Drugs Advisory Committee – 2 positions At-Large (2023-2026)

4.6.1. [HeeKyung Lee](#) **(WCOE)**

4.6.1.1. Senator Steffel mentioned this may be a ghost committee that has not been meeting and asked for verification.

4.6.1.2. HeeKyung Lee was appointed to the committee. The Faculty Senate Office will notify the appointee and look into the status of this committee.

4.7. PDC Faculty Scholarly Research and Creative Activities – 3 Positions At-Large (2023-2025)

4.7.1. [Younglee Kim](#) **(CNS)**

4.7.2. [Michelle Russen](#) **(JHBC)**

4.7.2.1. Senator Steffel recommended that with the new leadership at PDC, the executive committee should appoint these individuals and verify the campus' current needs within their overall structure.

4.7.2.2. Younglee Kim and Michelle Russen were appointed to the committee. The Faculty Senate Office will notify the appointees.

4.8. PDC Planning & Operational Council – 1 Position At-Large (2023-2025)

4.8.1. [Rachel Allinson](#) **(CSBS)**

4.8.2. [Sarah Dunn](#) **(CNS)**

4.8.2.1. Rachel Allinson was appointed to the committee. The Faculty Senate Office will notify the appointee.

4.9. PDC Engagement Committee – 3 Positions At-Large (2023-2025)

4.9.1. [Charli Eaton](#) **(CSBS)**

4.9.2. [Michelle Russen](#) **(JHBC)**

- 4.9.2.1. Charli Eaton and Michelle Russen were appointed to the committee. The Faculty Senate Office will notify the appointees.
- 4.10. PDC Teaching Committee – 5 Positions At-Large (part-time and tenure-track faculty, 2023-2025)
    - 4.10.1. [Roberto Leo](#) **(CAL)**
    - 4.10.2. [Sarah Dunn](#) **(CNS)**
        - 4.10.2.1. Roberto Leo and Sarah Dunn were appointed to the committee. The Faculty Senate Office will notify the appointees.
- 4.11. University Enterprises Corporation Board of Directors – 1 Position At-Large (2023-2026)
    - 4.11.1. [Eric Vogelsang](#) **(CSBS)**
    - 4.11.2. [Kate Liszka](#) **(CSBS)**
    - 4.11.3. [Khalil Dajani](#) **(CNS)**
    - 4.11.4. [Becky Sumbera](#) **(WCOE)**
        - 4.11.4.1. Eric Vogelsang was appointed to the committee. The Faculty Senate Office will notify the appointee.

5. President's Report
    - 5.1. President Morales thanked the executive committee members for all the service they provide.
    - 5.2. President Morales mentioned that the university has a wonderful array of activities and celebrations for Hispanic Heritage Month, which started on Sept. 15 and will last about a month. President Morales encouraged committee members to look at the event calendar and attend these activities as their schedule allows.
    - 5.3. President Morales shared the university celebrated California Native American Day with a luncheon. Assemblymember Ramos attended along with other tribal leaders. He noted the executive committee should be very proud, as he is, that for the past 20 years, Cal State San Bernardino has brought second and third graders to the campus. According to San Manuel's numbers, they have educated more than 50,000 of these students during the last 20 years. These programs are taught by native elders. President Morales understands that Cal State San Bernardino is the only CSU with such a program. The event goes on all weekend, and on Friday evening, the program included bird singers and cultural activities.
    - 5.4. Chair Davis thanked President Morales and asked if there were any questions.
    - 5.5. Senator Garcia thanked President Morales for his report and mentioned that last week, while at the CSU, Vice Chancellor Leora Freedman talked about the

implementation team, Cozen O'Connor Report, state audit, etc. Campuses had various degrees in the establishment of their implementation team. Senator Garcia noticed that CSUSB has established an implementation team, but there has been no conversation on campus. Senator Garcia acknowledged this great accomplishment and noted that CSUSB was well ahead of many other campuses in putting this team together. Senator Garcia thinks it would be highly beneficial if this information were communicated to the campus community. Currently, there is simply a link without any content on the Title IX website.

5.6.    President Morales thanked Senator Garcia and stated he would share this information with David Hou and Robin Phillips, who co-chair the Implementation Committee. President Morales mentioned the committee had met two or three times. The committee is in the process of identifying the individuals who will serve on the multidisciplinary committee that will address real-time concerns expressed by employees, both formal complaints and what is described as lower-bar complaints, such as microaggression and similar behaviors may not rise to the level of Executive Order 1096. The thinking right now is to have two committees, one for employees – there will be faculty representation, of course, on that committee but also staff representation – and a separate committee to address student complaints, different from the CARE team. President Morales believes the formal training of the Implementation Committee has yet to take place but thinks it has been scheduled. President Morales reiterated this is in the early stages, but will share Senator Garcia's suggestion.

6.    Provost's Report
6.1.    Provost Mohamed noted that the search committee has completed the short-list Zoom interviews for the CEGE leadership position. The seven candidates have been evaluated, and the committee has submitted a list of their strengths and weaknesses. Invitations to three finalists are anticipated to be sent tomorrow. On-campus interviews should be completed in the next two weeks.
6.2.    The library will have its first-floor renovation grand opening tomorrow at noon. The first floor looks great and has been a very active student space.
6.3.    The Palm Desert Campus held a very successful PDC Pack Welcome event last Thursday for new students. The event had an excellent turnout, with administrators and faculty from both campuses and at least 100 new students attending.
6.4.    Chair Davis thanked Provost Mohamed and asked if there were any questions.

6.5. Senator Fullam had two questions about the dean of the College of Education's internal evaluation that took place last year. (1) "Is there an external agency evaluating the dean of the College of Education? (2) "What kind of follow-up activity is taking place?"

6.6. Provost Mohamed responded that an external agency did not evaluate the dean but noted that a consultant was hired as a neutral party in an effort to facilitate any needed changes revealed during the dean's review. This process will allow department chairs, program coordinators, and individuals form the dean's office to share candidly on way the college can effectively move forward.

6.7. Senator Franklin-Guy thanked Provost Mohamed for previously providing information about the budget deficit and asked if Provost Mohamed could speak to the rationale for the College of Education's impending off-site leadership retreat, given the budget deficit. Senator Franklin-Guy indicated that given the budget constraints, an on-site retreat would seem more cost effective.

6.8. Provost Mohamed verbalized that off-site is necessary for a retreat like this to ensure people are fully present and engaged without interruptions. It allows for privacy and an avenue for participants to fully express themselves among their peers. Provost Mohamed also noted the cost of on-campus food services is not inexpensive and that some of the on-campus facilities charge to rent space. The facilitator is the only individual for whom lodging accommodations will be provided. Provost Mohamed also shared that the facilitator was secured, and the retreat was planned before the reality of the budget came to light.

6.9. Chair Davis asked if the retreat was open to everyone in the college or if it was a select group and how this was decided.

6.10. Provost Mohamed responded that the retreat was not open to everyone in the college but that everyone in the college had an opportunity through the dean's review process to offer their insights. This retreat is focused on the extended leadership, essentially the dean's leadership cabinet and other levels of college leadership.

6.11. Chair Davis asked for clarification on the recruitment committee for the Associate Vice Provost for Faculty Affairs and Development and Academic Programs and if it will remain the same as search committee members were duly elected to serve.

6.12. Provost Mohamed stated he thought it was going to be put on the Faculty Senate agenda.

6.13. Chair Davis stated that there was further discussion in the EC about this and to date, she has not received any minutes from that meeting.

6.14. A discussion followed on the bylaws and stated definitions of an ad hoc and select committee, with Chair Davis and, Senator Jones and Girshin weighing in that it was determined the search committee to be an ad hoc committee.

6.15. Provost Mohamed reiterated that this is a new search given that there a revised job description and a new search firm.

6.16. Senator Jones inquired why would it be considered a new search and if the search committee members are aware that their work was done?

6.17. Senator Steffel noted that this is a recruitment committee, if a recruitment fails, it is a new committee, but the same people could be reelected.

6.18. Vice Chair Girshin noted that FAM 640.5 did not refer to what constitutes a failed search or include any accompanying language.

7. Chair's Report

7.1. Chair Davis continues to work diligently to ensure everything stays afloat as there is no designated faculty senate office staff.

7.2. Chair Davis mentioned she attended the CSU Board of Trustees meeting last week and observed the CSU Trustee Award for Outstanding Achievement, including 23 students from each campus received awards including an army veteran from CSUSB. Chair Davis attended the CFA rally to support colleagues outside of the CSU Board of Trustees meeting.

8. [FAC Report](#)

Senator Kolehmainen noted she had nothing to add to the report but would be happy to answer any questions. No questions were asked.

8.1. FAM 652.6 "Election of Department Evaluation Committees"

8.1.1. [With Markup](#)

8.1.2. [Without Markup](#)

8.1.2.1. Senator Kolehmainen noted the Faculty Senate passed a revision of the RPT policy that, among other things, included more flexibility in the composition of the Department Evaluation Committee. Senator Kolehmainen thanked President Morales for signing this policy and made him aware that the committee later discovered instances of "he" or "she" rather than gender-neutral language in the signed policy. These corrections will be shared at next week's full senate meeting, and the first reading will be waived to expedite the policy. Hopefully, the FAM will be approved. The only change again is the gender-neutral language. The FAC hopes President Morales will agree to sign expeditiously, assuming it is passed next week, so the policy can go into effect.

8.1.2.2.    Senator Kolehmainen noted that the FAC has a separate policy on the Election of Department Evaluation Committees. The revised RPT policy and the Election of Department Evaluation Committees are now inconsistent, resulting in this revision.

8.1.2.3.    The paragraph in red under the Policy Statement has been lifted verbatim from the RPT policy and replaces the struck-out section below it. This basic change allows larger departments with many evaluations to increase the size of their department evaluation committee to five members.

8.1.2.4.    Under Procedures for Elections, the FAC committee added items No. 1 and No. 2. Item No. 1 points out that election procedures should follow the procedures in the Bylaws. A reference link has also been added. It also states that college election officers can help departments with these procedures. For item No. 2: Since the policy has allowed larger departments to make their department evaluation committee larger, the FAC thought this should be done before the election of specific committee members because we do not want the number of members to hinge on who those members will be. A provision was added stating that the first step is for a departmental faculty member to request that the department evaluation committee consist of more than three members. Once this request is made, the faculty in the department can vote on it.

8.1.2.5.    Starting in Item 3, nominations would be made after the number of people on the department evaluation committee is decided. Several changes were made in Item 3. The verification that each nomination comes from a tenure-line faculty member in the department: The previous wording that says it has to be in writing has been relaxed so nominations can be made by email and similar ways. There is also a provision in the CBA that FERPers are eligible but that committees cannot be comprised solely of faculty participating in the Faculty Early Retirement Program. A sentence to that effect has been added to be consistent with the CBA.

8.1.2.6.    Item 6: The FAC has allowed an alternate committee member to be chosen if a recusal occurs.

8.1.2.7.    Under No. 7, there was a section about committees with three people versus two people that has been struck out. Senator Kolehmainen does not see why two committee members would be elected because even the old version states three, and they are elected yearly. This section also provides for the election of nominees from outside of a closely related department. The FAC

thought this was confusing and unnecessarily complicated, so the entire section was struck.

8.1.2.8.　In number 8, the FAC tried to make this friendly so it could be done electronically. The old verbiage mentions placing nominations in mailboxes. It has been changed to "distributed."

8.1.2.9.　In No. 10, another reference to the Bylaws for election procedures was added, and the language about faculty mailboxes was again eliminated.

8.1.2.10.　Under No. 11, a grammatical change was made in Part "e." Language was added to Section "f," stating that committees cannot be comprised solely of FERPers. The FAC specified, "If the election results in a committee composed entirely of faculty in the Faculty Early Retirement Program, the last FERPer elected shall be removed, and one more committee member shall be elected from among the remaining candidates who are not participating in the Faculty Early Retirement Program."

8.1.2.11.　The FAC had concerns about steps to take if a committee does not have at least three members. Language was added stating, "The department chair should work to nominate other qualified nominees from related departments."

8.1.2.12.　In No. 13, the FAC specified that it would be to the department chair who sends the results of the election to the College Office, the Faculty Senate Office, and Faculty Affairs and Development. This process has been slipping through the cracks, so how this should happen was made clearer.

8.1.2.13.　Senator Kolehmainen noted a reference to "mailboxes" was missed and needs to be changed in Section 14. Senator Kolehmainen hopes the Executive Committee will allow her to make this one change before this policy is put on the Faculty Senate meeting agenda.

8.1.2.14.　Senator Kolehmainen mentioned that a new table has been added to Attachment B, which contains a sample ballot. The table shows the ratification and ranking for each candidate.

8.1.2.15.　Senator Kolehmainen verbalized that FAC recommends placing this policy on next week's Faculty Senate meeting agenda.

8.1.2.16.　Chair Davis thanked Senator Kolehmainen and asked if there were any questions.

8.1.2.17.　Senator Johnson wanted to clarify that a department evaluation committee can have up to five members if it has two full professors.

8.1.2.18.　Senator Kolehmainen replied that all but one has to be a full professor and believes this is specified in the CBA.

8.1.2.19.     Chair Davis mentioned she received an email last week that members of the department evaluation committee are sometimes five.

8.1.2.20.     Senator Kolehmainen noted that they may be looking at the current RPT policy, which is in effect. Again, at the moment, the two policies are inconsistent.

8.1.2.21.     Senator Jones had a comment about finding enough members. Senator Jones wondered if it would be viable for the department chair to consult with their dean if more than two members could not be found. The dean can also contact the College Election Office, too. It has lists of who is available and who is not. Trying to find enough people for these committees is a reality because there are so many retirements and not enough full professors available for many of these committees.

8.1.2.22.     Senator Johnson also noted the surrounding issues. Members have to be a full professor to serve on the college committee. Since there must also be a full professor on the department evaluation committee, it is causing a problem for some departments. We are running out of faculty to serve.

8.1.2.23.     Chair Davis mentioned there are 17 faculty on the Faculty Senate meeting agenda who are retiring/FERPing. Perhaps they may be willing to consider serving.

8.1.2.24.     Senator Kolehmainen noted that FERPers are allowed to serve. However, the committee cannot be comprised solely of FERPers. Section 3, which includes less negative language, was referenced.

8.1.2.25.     Vice Chair Girshin suggested revising the language about what would happen if there was not a full committee. Specifically, "If for any reason that the department evaluation committee does not have three members to meet the criteria, but does have at least two, it shall complete the evaluation with its two available members."

8.1.2.26.     Senator Kolehmainen noted that she regards this as a friendly suggestion and agreed to the change.

8.1.2.27.     Chair Davis asked if there were any more questions. There were no additional questions. Chair Davis noted that Senator Kolehmainen is asking for this to be a first read at next week's Faculty Senate meeting. All Executive Committee members were in favor.

9.     [EPRC Report](#)

Senator Fullam noted that he would go straight to the Distant Education Policy due to the time certain at 3:30 PM. But if anyone had questions, he would take those during the discussion.

9.1.    FAM 827.3 "Distance Education Policy"
    9.1.1.    [With Markup](#)
    9.1.2.    [Without Markup](#)
        9.1.2.1.    Senator Fullam mentioned that EPRC made one small change to this new set of revisions in the Distant Education Policy. A sentence was added at the end of Section 19a, "Remote instruction as an SSD accommodation does not include video recording of class meetings." He shared that he spoke to the leadership of the SSD Office on campus concerning this. They shared that their policy is not to record. Though it has never happened before, if the SSD Office were to find out that a remote instruction was inadvertently recorded, they would delete it. Senator Fullam hopes this sentence alleviates faculty concerns about remote instruction accommodations SSD offers eligible students.
        9.1.2.2.    Senator Fullam noted that other than the aforementioned change, the policy is the same as it was at the last Executive Committee meeting. He proposed bringing it to the Faculty Senate meeting next week for a reading.
        9.1.2.3.    Senator Johnson wanted to confirm that remote instruction can be online but does not necessarily have to be recorded.
        9.1.2.4.    Fullman confirmed. Going back to the explanation of remote instruction, when the SSD Office determines a student is eligible for remote instruction, it will inform the instructor and give the instructor the *option* to turn on the technology if it is available in the classroom. However, if, for any reason, the instructor says they do not want to do that, or the technology is not available in the room, the SSD Office will send a representative to the class with the technology needed. In either case, the technology does not include a class recording.
        9.1.2.5.    Chair Davis mentioned that when she had an SSD student, a notetaker came into the classroom and asked if this was also cited.
        9.1.2.6.    Senator Fullam shared the accommodation of having a notetaker is not relevant to the Distant Education policy, so it is not in this

section. Senator Fullam further explained that the SSD Office offers various types of accommodations, such as notetakers and audio recordings, but most are irrelevant to distant education.

9.1.2.7. Chair Davis mentioned the issue of faculty workload, specifically if faculty is teaching face-to-face and must now manage Zoom.

9.1.2.8. Senator Fullam noted that faculty do not have to manage Zoom. The SSD Office will, in allowable cases, manage the remote instruction accommodations. If faculty members are concerned about workload, they can state they are hands-off concerning this, and SSD will provide the accommodation with their resources. This is just an option for faculty if they elect to turn on Zoom.

9.1.2.9. Chair Davis noted that Senator Fullam would like this to be a first read at the Faculty Senate meeting next week. The Executive Committee approved.

10. [Statewide/ASCSU (Academic Senate of the CSU) Senators' Report](#)
Senator Steffel noted her linked Senator's Report and invited questions. Senator Steffel welcomed Senator Garcia, who experienced her first Academic Plenary a couple of weeks ago and is already making great contributions to the Academic Senate.

10.1. Chair Davis asked if there were any questions for Senators Steffel or Garcia. No questions were asked.

11. Old Business

12. New Business

12.1. [Retirement Resolutions](#)

12.1.1. Chair Davis thanked those who worked on the retirement resolutions. Chair Davis referenced the list of the retirement resolutions that will be read at the upcoming Faculty Senate meeting.

12.2. [Committee Book](#) (Vice Chair Tom Girshin)

12.2.1. Vice Chair Girshin mentioned that he and Chair Davis met to tighten the Committee Book and noted that one issue that came up that they wanted to bring to the Executive Committee. It is the Committee on Academic Technology and Distributed Learning. There was a discrepancy between what is listed here and what the FAM says. As far

as the membership composition, it says one faculty from each college, three non-voting members, the director of the Office of Academic Technologies and Innovation, the faculty associate of ATI, the dean or designee of the College of Extended and Global Education, and the director of designee of the Teaching Resource Center. Some of these positions do not exist anymore because of restructuring. He asked if this should go through a revision. Specifically, "Should the FAM be revised and consequently the Committee Book so they reflect the structures as they are?"

12.2.2. Provost Mohamed asked, "Which positions do not exist anymore?"

12.2.3. Vice Chair Girshin stated he believed the director of Academic Technologies and Innovation is now bundled under Brad Owen, but it is a different title. Vice Chair Girshin also noted that he was unclear about the status of the faculty associate of ATI position. Vice Chair Girshin mentioned that neither of those titles is correct.

12.2.4. Senator Jones suspects the Committee Book will need to be updated with new titles but is unsure if this FAM regulates this committee. If it does, then yes, the FAM needs to be revised.

12.3. Search Committees (Senator Kolehmainen)

12.3.1. Senator Kolehmainen mentioned that she had received communication from several faculty members concerned that many faculty searches were being canceled. She asked whether or not someone on a search committee that has been canceled can still list this work on their FAR. She also asked, "If a search has been canceled but is reopened next year, whether the already elected search committee would continue next year or if a new committee would be elected?"

12.3.2. Senator Jones stated since the search committee has already done the work, she did not see an issue with faculty listing it on their FAR as they've done the work.

12.3.3. Senator Kolehmainen noted that the second issue was similar to the administrative positions discussed earlier.

12.3.4. Senator Garcia agreed with Senator Jones.

12.3.5. Chair Davis noted the consensus of the Executive Committee seems to be to allow faculty to include this work on their FAR. Chair Davis also agreed because the faculty had already done the work.

12.3.6. Senator Kolehmainen also agreed and expressed her thanks for the qualification.

12.4.    University Evaluation Committee (Senator Garcia) (not discussed)

12.5.    Proposal for School of Cyber and Decision Sciences
   12.5.1.    Chair Davis noted that she wants to give the Proposal for the School of Cyber and Decision Sciences to EPRC for review.
   12.5.2.    Senator Fullam acknowledged this request.

**3:30 PM Time Certain (If preceding items have not been completed)**

13.    Approval of the September 26, 2023 Faculty Senate Agenda
   13.1.    Senator Kolehmainen moved to approve the FS agenda, and Senator Jones seconded. The agenda was unanimously approved.
   13.2.    The general session ended, and the executive session began at approximately 3:40 PM.

14.    Executive Session

15.    Adjournment (4:00PM)