

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE

<https://csusb.zoom.us/j/81024271347>

Tuesday, October 31, 2023 – 2-4 PM

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

Members Not Present: Donna Garcia, Tomás Morales, Beth Steffel

1. Call to Order (2:01 PM)
2. Review of Meeting Minutes 10-3-2023 [Awaiting minutes from Academic Affairs]
3. Review of Meeting Minutes 10-10-2023 [Awaiting minutes from Academic Affairs]
4. Review of Meeting Minutes 10-17-2023 [Awaiting minutes from Academic Affairs]
5. Review of Faculty Senate Meeting Minutes 10-24-2023 [Awaiting minutes from Academic Affairs]
6. Appointments
 - 6.1. Committee for Centers and Institutes - 1 Position CAL 2023-2025
 - 6.1.1. [Jonathan Anthony Robinson](#)
 - 6.1.1.1. Jonathan Anthony Robinson was appointed to the committee. The Faculty Senate Office will notify the appointee.
 - 6.2. Honorary Degree Committee - 1 Position CAL 2023-2024
 - 6.2.1. [Stacey Fraser](#)
 - 6.2.1.1. Stacey Fraser was appointed to the committee. The Faculty Senate Office will notify the appointee.
 - 6.3. Institutional Student Services Advisory Committee 1 Position COE 2023-2025
 - 6.3.1. [Young Suk Hwang](#)
 - 6.3.1.1. Young Suk Hwang was appointed to the committee. The Faculty Senate Office will notify the appointee.

6.4. Santos Manuel Student Union Board of Directors (At-Large) 2023-2025

6.4.1 [Bibiana Diaz-Rodriguez](#)

6.4.1.1 Bibiana Diaz-Rodriguez was appointed to the committee. The Faculty Senate Office will notify the appointee.

7. President's Report - None

8. Provost's Report - None

9. Chair's Report

9.1. Chair Davis is pleased to announce that she has interviewed two of the three finalists for the faculty senate ASC II position. Chair Davis has one more candidate to interview in person today. All three are impressive candidates. This means that the Faculty Senate Office will soon have a dedicated ASC. The starting date will be determined soon. Chair Davis thanked the committee members, Thomas Girshin, Jenna Aguirre, Janette Garcia, Sherri Franklin-Guy, and Tiffany Jones. The committee had a consensus on the final three candidates. Chair Davis is looking forward to having support in the faculty senate office.

9.2. Senator Kolehmainen commended Chair Davis on the amount of extra work she had to take on, in addition to her own regular senate chair and faculty work, during this extended period without an ASC.

10. [FAC Report](#)

11. [EPRC Report](#)

11.1. [School of Cyber and Decisional Sciences Proposal](#)

11.2. [School of Cyber and Decisional Sciences Recommendation](#)

11.2.1. Senator Fullam presented the School of Cyber and Decision Sciences proposal and requested that it be presented at the next Faculty Senate meeting.

11.2.2. Senator Kolehmainen stated that this was a strong proposal, but asked about the historical precedent of changing a department to a school. It was her understanding that usually the change was initiated for accrediting reasons, and it is unclear in the proposal whether accreditation was one of the factors driving this proposal. Senator Kolehmainen recommended asking Senator Steffel as to whether

accreditation was a key factor in the approval of such proposals in the past.

- 11.2.3. Chair Davis agreed with Senator Kolehmainen that it would be worth running this proposal by Senator Steffel who would have knowledge of similar proposals from the past few years.
- 11.2.4. Vice Chair Girshin agreed that it was a strong proposal and asked whether he had read in the proposal that in the future the school was planning to expand outside the Jack H. Brown College (JHBC).
- 11.2.5. Senator Fullam stated that he did not recall seeing any mention of the program expanding out of JHBC. Senator Fullam pointed out that the FAM uses department and school interchangeably. The proposal also does mention accreditation in sections 2f, 2h and 3f.
- 11.2.6. Chair Davis asked Senator Kolehmainen if she was referring to a specific aspect of accreditation.
- 11.2.7. Senator Kolehmainen stated that the proposal seemed to not have a strong enough reference to accreditation in general, and in the past accreditation had to be a large part of the argument for a conversion to a school. In the current proposal, accreditation is only mentioned peripherally and does not seem to be a major motivation for conversion.
- 11.2.8. Chair Davis asked if Senator Johnson had any comments.
- 11.2.9. Senator Johnson stated that JHBC is anxious to hear about the status of the request.
- 11.2.10. Vice Chair Girshin asked if the school would be on state-side or self-supporting.
- 11.2.11. Chair Davis mentioned that the proposal stated it would be self-supporting.
- 11.2.12. Senator Fullam mentioned that the EPRC was in support of the proposal because it has a national reputation that bodes well for CSUSB.
- 11.2.13. Senator Fullam will obtain further information about accreditation and clarify the question about self-support or state-side and report back to the Executive Committee.

12. Statewide ASCSU Report – No report

13. Old Business

13.1. Faculty Senate Documents

13.1.1. Accessible Database for FAMs (Senator Kolehmainen)

- 13.1.1.1. Senator Kolehmainen made a motion requesting that the new ASC prioritize an accessible database of all FAM documents in MSWord docx format that allows for easier revision. She mentioned that when downloading FAM documents from the website, the PDF formats make it difficult to have a readily accessible version that allows for revision.
 - 13.1.1.2. Motion seconded by Vice Chair Girshin
 - 13.1.1.3. Vice Chair Girshin asked members of the Executive Committee what they thought about transitioning all files to google docs instead of docx.
 - 13.1.1.4. Senator Jones stated that the move to the live format of google docs may cause problems as policies often require signature and should remain static.
 - 13.1.1.5. Motion to create an accessible database of docx FAM files passed unanimously.
- 13.1.2. Memorialization of Faculty Senate Documents/PDFs (Chair Davis)
- 13.1.2.1. Chair Davis requested that we ensure that all faculty senate documents be memorialized at each stage as static PDFs. Chair Davis pointed out that when multiple individuals have access to a file, and amendments are made during meetings, that it is difficult to track those changes in the documents. Chair Davis would like to ensure that a date be placed on a file and then saved as a PDF to ensure correct records of changes.
 - 13.1.2.2. Senator Fullam stated that when using MSWord, some track changes did not always save fully when saved in PDF format.
 - 13.1.2.3. Senator Kolehmainen also found that when files are downloaded off the google drive as docx files, track changes do not always transfer.
 - 13.1.2.4. Senator Jones suggested that perhaps we agree to use just one program (either MSWord or Google docs) for all files, although the track changes issue may be because of different computers.
 - 13.1.2.5. Senator Fullam suggested that we lock MSWord files which may solve the issue.
 - 13.1.2.6. Vice Chair Girshin noted that most of the time the problems with track changes occurred with strike out due to different versions of MSWord and Adobe.

- 13.1.2.7. Chair Davis motioned to ensure that the new ASC will look into the best way to memorialize documents.
- 13.1.2.8. Vice Chair Girshin seconded the motion.
- 13.1.2.9. Motion passed unanimously.

13.2. [FAM 803.5 “Policy and Procedures Concerning Academic Dishonesty Policy”](#) (Senator Fullam)

- 13.2.1. Chair Davis requested that EPRC review the policy in order to update it with new requirements due to development in Artificial Intelligence (AI).
- 13.2.2. Senator Fullam agreed to present the policy to EPRC

13.3. Recruitment Committees

13.3.1. AVP for Academic Programs [Chair Davis]

- 13.3.1.1. Chair Davis requested that Individuals who were duly elected on these committees continue to serve and that those who would no longer be able to serve would be replaced by a duly election process.
- 13.3.1.2. Chair Davis and Vice Chair Girshin examined the by-laws which state that in the event of a vacancy, replacement members should be elected.
- 13.3.1.3. Vice Chair Girshin reached out to the current committee members all of whom confirmed that they would like to continue.
- 13.3.1.4. Senator Franklin-Guy made a motion that duly elected faculty be permitted to continue to serve on the committee and that elections be held to fill the vacancies of those who cannot or do not wish to continue to serve.
- 13.3.1.5. Motion was seconded by Vice Chair Girshin.
- 13.3.1.6. Motion passed unanimously

13.3.2. AVP for Faculty Affairs and Development [Chair Davis]

- 13.3.2.1. As per 13.3.1.1. above, Chair Davis requested that individuals who were duly elected on these committees continue to serve and those who would no longer be able to serve would be replaced with an election.
- 13.3.2.2. Vice Chair Girshin reached out to the current committee members, and two members can no longer serve; the COE representative has left the university, and the CSBS representative can no longer

serve. The CNS representative Dorothy Chen-Maynard was elected this semester.

13.3.2.3. Senator Franklin-Guy made a motion that duly elected faculty be permitted to continue to serve on the committee and that elections be held to fill the vacancies of those who cannot or do not wish to continue to serve.

13.3.2.4. Motion was seconded by Vice Chair Girshin.

13.3.2.5. The motion passed unanimously.

13.3.2.6. Chair Davis mentioned that due to senate chair responsibilities she had to step down from the committee as well.

13.3.3. [CNS C-Form](#) (Senator Fullam)

13.3.4. [CNS Policy](#) (Senator Fullam)

13.3.4.1. Senator Fullam stated that he had received more messages from faculty concerning the CNS C-form policy claiming that this requirement was an overreach and is interfering with faculty ability to offer the courses they want. Senator Fullam asked for guidance from the committee on how to address faculty concerns.

13.3.4.2. Chair Davis highlighted the section on “Instructors will offer multiple options for being contacted by students and will respond within ___ weeks.”

13.3.4.3. Senator Johnson asked what “multiple options” meant beyond email and telephone calls.

13.3.4.4. Vice Chair Girshin stated that he interpreted the bold section in the form as a prompt for faculty input, and the italics as simply an example draft and not a requirement. The main issue is that there is an additional form that faculty are now asked to fill out in addition to the existing C form.

13.3.4.5. Senator Jones asked about the purpose of the form. Senator Jones wondered whether the form is meant to be attached to new course C form requests, or if it is to be filled out every time an online course is offered. If the latter, this would be representative of the larger unnecessary workload expected from faculty over the years.

13.3.4.6. Vice Chair Girshin stated that the FAM governs how we propose new courses. This form is not mentioned in the FAM, and it does seem like an overreach. If this form is necessary, then a revision may be required of the FAM.

- 13.3.4.7. Senator Fullam mentioned that if one looks at Section 13 of the CNS distance policy, CNS is using this form when scheduling a distance course, not merely when proposing a new course.
- 13.3.4.8. Chair Davis stated that this form has not been approved by the faculty senate. It is therefore unsurprising that faculty are complaining. The form is requiring faculty to specify how they will interact with the students, and if deans are telling faculty how to interact with students, it may impinge on a faculty member's ability to teach students in their preferred manner.
- 13.3.4.9. Senator Kolehmainen stated that the current senate distance learning policy should supersede college policy. Senator Kolehmainen suggested that the dean should be informed that the FAM supersedes college policy, and this form currently conflicts with existing policy.
- 13.3.4.10. Senator Jones motioned that the Senate Executive Committee send a notification to the dean of CNS with regards to this policy pointing out that it does not follow the FAM and there are areas that are impinging on academic freedom of faculty.
- 13.3.4.11. Senator Kolehmainen seconded the motion.
- 13.3.4.12. Motion passed unanimously.

14. New Business

14.1. MSPA Program Proposal

14.1.1. Chair Davis received a proposal for the new MSPA program and in light of FAM 112.5, wanted feedback from the Executive Committee.

14.1.2. Senator Jones stated that in reviewing CSUSB's Master Plan, the program was approved to be housed in the College of Natural Sciences. Senator Jones was confused as to why this proposal states it will now be housed in the College of Extended and Global Education (CEGE). The other graduate PA program at CSUMB is housed within its College of Natural Sciences.

14.1.3. Provost Mohamed stated that the program is meant to launch in 2025 and the Chancellor's office confirmed that although it was initially approved to be housed in CNS, it would not be a problem to now be housed in CEGE. This is a nationally accredited program that needs to follow prescribed steps for accreditation. In addition, it works on a different calendar and has a different fee structure from state-side students. There is a discussion of a distant partnership with CNS that

will cover the curriculum review and RPT process for faculty affiliated with the program and once the program gets over the accreditation hurdles, it'll be affiliated with CNS. There is currently an MOU being negotiated with CNS for the program.

- [14.1.4.](#) Senator Jones stated that if the program is meant to eventually be affiliated with CNS, that this is not mentioned in the proposal.
- [14.1.5.](#) Senator Kolehmainen stated that she had similar concerns as Senator Jones and that it can seem as if the proposal is an end run around CNS, without consultation of departments who may have a connection to the program, such as biology and nursing. Senator Kolehmainen asked how faculty were being hired for this program as CEGE does not have disciplinary expertise in hiring faculty. Senator Kolehmainen also had questions concerning the RPT process for those affiliated faculty.
- [14.1.6.](#) Provost Mohamed stated that two faculty members had already been hired for this program. They will not teach until 2025 and are currently building the curriculum (which is prescribed), working on student recruitment and accreditation. CEGE has no oversight on the hiring of the faculty, but is the administrative entity overseeing the program. There is currently a faculty director of the program. Provost Mohamed indicated that he would need to double check, but there were state-side faculty from CNS who sat on the recruitment committee for the two current faculty members. There will be more faculty hired closer to the launch date. Currently, there is a Director of Didactic Education and one for Clinical Education (both experts in PA education). They are still trying to figure out the RPT issues. Provost Mohamed was interrupted due to an emergency and temporarily left the discussion.
- [14.1.7.](#) Senator Jones asked whether CEGE programs were considered part of WASC accreditation as MSPA programs needed to be affiliated with an accredited university.
- [14.1.8.](#) Chair Davis stated that there was currently no representation from CEGE on the Faculty Senate and it was unclear who was representing their college.
- [14.1.9.](#) Provost Mohamed returned and stated that the program was heavily supported by the State of California in that our university received \$17 million for this program to address the health needs of the Inland Empire. The initial establishment of the program was in order to keep with the earmark requirements of the funding. The goal was to get the foundation of the program and then administer it through the college.

Initially the concern was that if the program was not established quickly and met the funding earmarks, it would jeopardize future funding. Faculty in the program are unit 3 faculty through CEGE, represented by CFA. The faculty have applied to serve on senate committees, but have not heard back regarding their submitted interests.

[14.1.10.](#) Vice Chair Girshin stated that he strongly supported the program, which is essential to meet the needs of the Inland Empire. Vice Chair Girshin however, has similar concerns that Senator Kolehmainen brought up. These are not concerns with the expertise of those affiliated with the program, but more about process and oversight. The question as to why this program is not housed within CNS initially instead of CEGE is still unclear, especially as CEGE does not have the infrastructure in place to support regular processes such as a basic course proposal.

[14.1.11.](#) Provost Mohamed stated that the current MOU will address these issues. There is currently a request that a MSPA member be permitted to serve as a non-voting member on the CNS curriculum committee in order to understand the process. The program is similar to programs that have stateside degrees, but then programs on self-support, such as the MBA and MSW programs. These self-support programs cannot siphon off from existing state-side programs. But the MSPA program has no existing roots on our campus, it will have to be administered by CEGE with an MOU with CNS, which covers the hiring of faculty and revenue sharing. With respect to the faculty, it was important that faculty be afforded union protections. The other equivalent of this program is the recent creation of the Ethnic Studies program.

[14.1.12.](#) Senator Kolehmainen asked what it was about the CEGE structure that expedited the program instead of CNS.

[14.1.13.](#) Provost Mohamed stated that the program has a fee structure that is different, and they won't operate in state-side buildings. Yasuda is currently being renovated to be the program's administrative and academic home. It made more sense to run it through CEGE in collaboration with CNS. CSUSB did not want to run into similar problems that CSUMB had with this program as they didn't have the right oversight from the outset and also had funding problems.

[14.1.14.](#) Chair Davis stated the CSUMB also had issues with clinical placement and curriculum. It would be good to avoid similar issues and have a path forward that is inclusive of the Faculty Senate.

- [14.1.15.](#) Provost Mohamed agreed that the process should be inclusive with the Faculty Senate and will check to see if state-side faculty served on the committees that hired current MSPA faculty.
- [14.1.16.](#) Senator Jones asked when the MOU with CNS would be finalized.
- [14.1.17.](#) Provost Mohamed stated that the MOU is now divided in two parts in order to meet current curriculum deadlines, with curriculum in a separate MOU. CNS wanted more time to address the other aspects of the program that were not as pressed for time. Provost Mohamed mentioned that the program will still go through regular program review processes.
- [14.1.18.](#) Vice Chair Girshin stated that the reason that there were so many questions was because it seemed that the program chose a complex route for establishment when an existing process already existed for the creation of a department. Similar questions will likely be raised in the Faculty Senate when this proposal is presented. Vice Chair Girshin also asked whether one of the faculty in the program was given tenure when hired.
- [14.1.19.](#) Provost Mohamed stated that he will check to see if any of the hired faculty were granted tenure and let us know.
- [14.1.20.](#) Senator Jones suggested that in order to expedite the approval of this program and assure the success of accreditation that the MOU with CNS be finalized sooner rather than later.
- [14.1.21.](#) Provost Mohamed stated that he appreciated all comments and will work with CNS to finalize the MOU.
- [14.1.22.](#) Chair Davis mentioned that those MSPA faculty requesting to be appointed on committees currently have no department or college affiliation. Chair Davis stated that she sent an email to Provost Mohamed outlining the issues and seeking clarification.

15. Adjournment

- 15.1. Vice Chair Girshin made a motion for adjournment
- 15.2. Motion was seconded by Senator Fullam
- Meeting adjourned at 3:57 p.m.