

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE MEETING, 58th SENATE
[Faculty Senate Remote/Zoom Meeting Practices](https://csusb.zoom.us/j/87302338002)
<https://csusb.zoom.us/j/87302338002>

MINUTES

SESSION 1 - September 26, 2023 – 2-4 PM

Members Present: Ece Algan, Cary Barber, Haakon Brown, Rong Chen, Kimberly Collins, Jacqueline Coyle-Shapiro, Nicole Dabbs, Claudia Davis, Kenneth Desforges, Carson Fajardo, Sherri Franklin-Guy, Jordan Fullam, Donna Garcia, Janelle Gilbert, Thomas Girshin, Mark Groen, Young Suk Hwang, Matthew Jackson, Ann Johnson, Jacob Jones, Karen Kolehmainen, Yawen Li, Lua Lopez Perez, Rafik Mohamed, Tomas Morales, Fadi Muheidat, John Mumma, Jess Nerren, Kristi Papailler, Zachary Powell, Haiyan Qiao, Daniel Stahl-Kovell, Ho Sung So, Beth Steffel, Chad (John) Sweeney, Jill Vassilakos-Long

Members Not Present: Tiffany Jones, John Reitzel, Monty Van Wart

Alternate Members Present: Armando Barragan Jr., Taline Georgiou, Angela Louque

Guests Present: Monica Aleja, Gerard Au, Francisca Beer, Sandy Bennett, Chris Bradney, Lori Caruthers Collins, Mike Chao, David Clave, Kim Cousins, Lesley Davidson-Boyd, Chinaka DomNwachukwu, Melissa Evans, Twillea Evans-Carthen, Christine Famega, Evangeline Fangonli-Gagalang, Janette Garcia, Renee Gregg, Bryan Haddock, Christina Hassija, Shannon Higgins, Dorota Huizinga, Madeline Jetter, Ryan Keating, Janet Kottke, Kurt Kowalski, Michael Lewin, Miranda McIntyre, Anthony Metcalf, Chris Naticchia, Hyunkyung Oh, Paz Oliverez, Brad Owen, Sastry Pantula, Kathie Pelletier, Robin Phillips, Robert Ricco, Andrea Schoepfer, Ken Shultz, Conrad Shayo, Ken Terry Smith, Sam Sudhakar, Mandy Taylor, Tykeysha Thomas, Monique Williams, Rose Wilson

1. Call to Order (4:00 PM)
2. APPROVAL OF THE AGENDA

- 2.1. Senator Groen made a motion to approve the Faculty Senate agenda for September 26, 2023. Senator Fullam seconded the motion. The agenda was approved unanimously as presented.
3. APPROVAL OF THE MINUTES
 - 3.1. [Faculty Senate Meeting Minutes, May 9th 2023](#)
 - 3.1.1. Senator Groen made a motion to approve the Faculty Senate Meeting Minutes from May 9, 2023. Vice Chair Girshin seconded the motion. The Faculty Senate Meeting Minutes from May 9, 2023, were approved as presented.
 - 3.2. [Faculty Senate Organizational Meeting #1 Minutes May 9th 2023](#)
 - 3.2.1. Senator Groen made a motion to approve the Faculty Senate Organizational Meeting #1 Minutes from May 9, 2023. Senator Fullam seconded the motion. The Faculty Senate Organizational Meeting #1 Minutes from May 9, 2023, were approved as presented.
 - 3.3. [Faculty Senate Organizational Meeting #2 Minutes May 9th 2023](#)
 - 3.3.1. Senator Groen made a motion to approve the Faculty Senate Organizational Meeting #2 Minutes from May 9, 2023. Senator Dabbs seconded the motion. The Faculty Senate Organizational Meeting #2 Minutes from May 9, 2023, were approved as presented.
4. COMMUNICATIONS/INFORMATION ITEMS
 - 4.1. [FS Executive Committee Meeting Minutes, September 5, 2023](#)
 - 4.2. [FS Executive Committee Meeting Minutes, September 12, 2023](#)
 - 4.3. [FS Executive Committee Meeting Minutes, May 2, 2023](#)
 - 4.4. Curriculum
 - 4.4.1. [Course changes](#) 9-19-2023
 - 4.4.2. [Program changes](#) 9-19-2023

2:10 PM Time Certain (If preceding items have not been completed)

5. OLD BUSINESS
6. NEW BUSINESS
 - 6.1. RETIREMENT RESOLUTION (One Reading)
 - 6.1.1. Chris Naticchia - [Resolution](#) (John Mumma)
 - 6.1.2. Robert Knop - [Resolution](#) (Thomas Girshin)

- 6.1.3. Terry Donovan Smith - [Resolution](#) (Thomas Girshin)
- 6.1.4. Anthony Metcalf - [Resolution](#) (Mike Chao)
- 6.1.5. Dawn Blue - [Resolution](#) (Tykesha Thomas)
- 6.1.6. John Tate - [Resolution](#) (Kim Cousins)
- 6.1.7. Wenxiang Wang - [Resolution](#) (Madeleine Jetter)
- 6.1.8. Karen Kolehmainen - [Resolution](#) (Rong Chen)
- 6.1.9. Kurt Kowalski - [Resolution](#) (Jordan Fullam)
- 6.1.10. Sang Seok Nam - [Resolution](#) (Sherri Franklin-Guy)
- 6.1.11. Brian Levin - [Resolution](#) (Christine Famega)
- 6.1.12. David V. Chavez - [Resolution](#) (Janet Kottke)
- 6.1.13. Michael Lewin - [Resolution](#) (Christina Hassija)
- 6.1.14. Dorota Huizinga - [Resolution](#) (Ann Johnson)
- 6.1.15. Francisca Beer - [Resolution](#) (Ann Johnson)
- 6.1.16. Kamvar Farahbod - [Resolution](#) (Ann Johnson)
- 6.1.17. Mohammad Bazaz - [Resolution](#) (Ann Johnson)

7. [CHAIR'S REPORT](#)

8. [PRESIDENT'S REPORT](#)

9. [PROVOST'S REPORT](#)

10. COMMITTEE REPORTS

10.1. [FAC Report](#)

10.1.1. FAM 652.1 "Evaluation of Tenure-Line Faculty"

10.1.1.1. [With Markup](#)

10.1.1.2. [Without Markup](#)

10.1.1.2.1. Senator Kolehmainen mentioned this policy was passed by the Faculty Senate in the Academic Year 2022-2023 and was approved and signed by President Morales over the summer.

10.1.1.2.2. Senator Kolehmainen mentioned one of the changes made was to replace the use of "he" or "she" with gender-neutral language. Some of these instances were missed and have been corrected.

10.1.1.2.3. Since these changes are minor, Senator Kolehmainen moved to waive the first reading of

this policy and approve it for a second read. Vice Chair Girshin seconded the motion. A vote was taken. The results were 30 Ayes and 3 Abstentions. The policy was approved as a second read.

10.1.2. FAM 652.6 “Election of Department Evaluation Committees”

10.1.2.1. [With Markup](#)

10.1.2.2. [Without Markup](#)

10.1.2.2.1. Senator Kolehmainen mentioned that due to the changes made to the Evaluation of Tenure-Line Faculty policy, it is now inconsistent with the Election of Department Evaluation Committees policy. Changes have been made to make the two policies consistent.

10.1.2.2.2. Senator Kolehmainen mentioned that a paragraph from the RPT document has been added to the Election of Department Evaluation Committees policy under the Policy Statement section. This section notes: (1) Large departments can have as many as five members in the DEC. (2) One member can be an Associate Professor who is not undergoing a performance review. The remaining members must be full professors. (3) Associate Professors must recuse themselves from cases involving a promotion to a Professor. (4) The policy allows for an alternate if a recusal results in a committee with fewer than three members. (5) It specifies that eligible faculty undergoing a periodic evaluation may serve on the committee but must recuse themselves from their cases. (6) The Department Chair may not serve as the chair. Rather, the committee shall elect its chair, who must be a Professor. (7) The committee serves a one-year term and is elected annually from within the department or related academic disciplines. Senator Kolehmainen noted that most of this

language was already included and replaces the struck-out language immediately underneath it.

- 10.1.2.2.3. Senator Kolehmainen reviewed the additional changes under the Procedures for Elections section, which operationalizes the above revisions.
- 10.1.2.2.4. Senator Kolehmainen moved to accept this policy for a second reading. Senator Chen seconded the motion. A vote was taken. The results were 29 Ayes and 3 Abstentions. The policy was approved as a second read.
- 10.1.2.2.5. Chair Davis motioned to approve this policy. A vote was taken. The results were 23 Ayes, 2 Nays and 1 Abstention. The policy was approved by the Faculty Senate.

10.2. [EPRC Report](#)

10.2.1. FAM 827.3 “Distance Education Policy”

- 10.2.1.1. [With Markup](#)
- 10.2.1.2. [Without Markup](#)
- 10.2.1.3. [Correspondence](#)

- 10.2.1.3.1. Senator Fullam mentioned the Faculty Senate voted to approve this policy at its May 9, 2023, meeting. However, Chair Davis received a letter from Provost Mohamed over the summer. The letter noted the policy's strengths but raised concerns that warranted further consultation and consideration. The EPRC reviewed these concerns and determined that additional revisions would further strengthen this policy.
- 10.2.1.3.2. Senator Fullam motioned to have a first read of the new revisions to this policy. Senator Chen moved to have a first read, and Senator Groen seconded the motion.
- 10.2.1.3.3. Senator Fullam reviewed the revisions that included (1) a new section on international students; (2) a new section on Services to Students with Disabilities; (3) changing the course modality designations so that there are two CSUSB hybrid

course modalities instead of one; and (4) adding new language to strengthen existing sections on shared governance and training. Minor changes to organization and style were also reviewed.

10.2.1.3.4. Senator Chen raised a clarifying question about the classifications, specifically, the use of current smart classroom technology whereby both modalities are provided and the coding.

10.2.1.3.5. Senator Fullam mentioned that cosynchronous instruction refers to teaching students in person, but students may also be Zooming remotely simultaneously. He also noted courses coded as face-to-face hybrid (less than 50 percent online) or hybrid (50 percent or more online) can all include cosynchronous instruction at the instructor's discretion. He referenced the language, "Instructors teaching F2F courses may elect but shall not be compelled to provide students the option to attend scheduled in-person class meetings remotely (via cosynchronous instruction) on an emergency case-by-case basis without changing the modality of the course." He further noted that if an instructor chooses to opt in, this flexibility can occur on an ongoing basis.

10.2.1.3.6. Senator Chen asked if the EPRC had concerns about students not attending classes that are billed face to face if a remote option is provided. He recommended references to "an ongoing basis" in the two hybrid designations be struck.

10.2.1.3.7. Senator Fullam mentioned the Faculty Senate could consider this revision. As a counterpoint, he noted that this removes an "option" for faculty rather than a "requirement" and should be considered when evaluating this potential revision.

10.2.1.3.8. Senator Chen also expressed concerns about Section 19 on Services to Students with Disabilities (SSD). He noted the language is quite definitive that faculty allow the SSD office to send

a representative to the classroom to provide remote-learning technology for the SSD representative.

10.2.1.3.9. Senator Fullam mentioned that faculty are responsible for coordinating with the SSD office to ensure that reasonable accommodations for students with disabilities are implemented in compliance with state and federal laws. This includes implementing remote instruction as an SSD accommodation for eligible students.

10.2.1.3.10. Senator Chen wondered why this language appears in this policy and referenced the existing Americans with Disabilities Act. He also noted the language of “reasonable accommodations” in Section 19a. Reasonable to him means the accommodation is acceptable to the instructor, the SSD student, and the other students in the class. In his case, this accommodation cannot be made because the course is heavily structured with class activity. Senator Chen suggested the EPRC look at the other CSU campuses, if possible, to see if this provision is referenced.

10.2.1.3.11. Senator Yawen Li asked for clarification on calculating the class's online percentage. She also asked if there was a limit on the number of hybrid or online courses at the university level.

10.2.1.3.12. Senator Fullam mentioned the percentage amount of any online course is calculated by how much in-person; face-to-face seat time is required. For example, the hybrid courses he teaches meet every other week in person and every other week on Zoom. They also meet in person the first and last week of the semester. This equates to more than half of the class meetings being face-to-face and less than half on Zoom. The instructor would need to look at how much of their class is in person (in a physical classroom) versus via Zoom or if they are completing activities in an asynchronous manner.

Senator Fullam also noted this policy does not include campus-wide restrictions on the number of hybrid or online courses or programs offered. It does state, though, that the usual curriculum approval process be followed, and the implications for international students be considered. He also mentioned the implications for WASC reaccreditation to be considered when adding online and hybrid courses to programs.

- 10.2.1.3.13. Senator Kolehmainen yielded her time to Brad Owen. Dr. Owen mentioned the Academic Technologies and Innovation (ATI) reference in Sections 6c and 6d now falls under the Faculty Center for Excellence and is called Instructional Design and Academic Technologies (IDAT).
- 10.2.1.3.14. Senator Algan mentioned that she would like to give her rank to Senator Nerren, who can share insight about the SSD and speak to some of Senator Chen's concerns.
- 10.2.1.3.15. Senator Nerren spoke in support of the EPRC's inclusion of SSD as a separate section in the policy. She mentioned her experience in the office, having recently served as its interim faculty director, and noted this accommodation is not given out willy-nilly. It is an accommodation under the ADA and the Chancellor's Office. If a student gets this accommodation, they really need it. It is not about a student who prefers their class in a different modality. Sometimes, this is a proper accommodation for a student who may struggle and thrive in our institution with proper accommodations on board. She mentioned her support for the inclusion of SSD in this policy. The ADA is about an individual student with individual needs. The remote accommodation is an individual accommodation for an individual student in a different but similar way and umbrella.

- 10.2.1.3.16. Provost Mohamed mentioned that in addition to the iterative process Senator Nerren just described and not handing out accommodations at random, we expose ourselves to tremendous individual and institutional liability if we do not abide by the accommodations. He noted the ADA is pretty clear on that. If a student files a complaint for being denied this accommodation, it could affect the university monetarily. A representative could also be sent to our campus to measure every doorway, every ramp, and everything else to determine whether our campus is in compliance with the ADA. Provost Mohamed assured the Faculty Senate that no arbitrariness goes into the accommodation process through the SSD office. He recommended that if faculty still have questions, they contact Professor Nerren, who can connect with the new SSD director to provide further explanation. Provost Mohamed also recommended that folks be careful about discussing personnel matters in an open forum like this because it can create rumors and distortions if all the facts are not presented.
- 10.2.1.3.17. Senator Algan mentioned the old policy stated the mode of instruction cannot be changed after registration for classes has started unless the applicable chair approves in extraordinary circumstances.
- 10.2.1.3.18. Senator Fullam noted he would take this back to EPRC.
- 10.2.1.3.19. Chair Davis mentioned there is a motion to bring this policy back for a second read at our October 24th Faculty Senate meeting. A vote was taken. The results were 22 Ayes, 4 Nays and 2 Abstentions. The policy was approved for a second read at next month's meeting.

11. [STATEWIDE/ASCSU \(ACADEMIC SENATE OF THE CSU\) SENATORS' REPORT](#)

12. SENATORS' REPORTS (INCLUDING ASI PRESIDENT'S REPORT)
 - 12.1. [ASI President's Report](#)

13. DIVISION REPORTS
 - 13.1. [Vice President & Chief Financial Officer, Finance, Technology and Operations](#)
 - 13.2. [Vice President for University Advancement](#)
 - 13.3. [Vice President for Student Affairs](#)
 - 13.4. [Vice President for Human Resources](#)

14. DISCUSSION ITEMS

15. OTHER BUSINESS

16. ADJOURNMENT (4:02 PM)