CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

FACULTY SENATE EXECUTIVE COMMITTEE

A G E N D A
Tuesday, April 16, 2019
2:00-3:50PM
AD-145

1. Approval of EC Minutes for April 2, 2019, ECM 2019.04.02 (attachment)

2. Approval of FS Minutes for April 9, 2019, FSM 2019.04.09 (attachment)

3. Appointments (attachment)

4. Retirement Resolutions (attachment)

5. FAM 652.2 Evaluation of Lecturers – Senator Chen

6. FAM 652.1 Early Tenure/Promotion – Senator Chen

7. Faculty Professional Development Coordinating Committee

8. President's Update

9. Provost's Update

10. Chair's Update

11. FAC Report

12. EPRC Report

Time Certain – 3:30PM

13. Approval of FS Agenda for April 23, 2019 – FSA 2019.04.23 (attached)

14. Statewide Academic Report

15. New Business

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE

M I N U T E S

Tuesday, April 2, 2019
2:00-3:50PM
AD-145

Members Present: Karen Kolehmainen, Lasisi Ajayi, Rong Chen, Donna Garcia, Davida Fischman, Beth Steffel, Haakon Brown, Jill Vasillakos-Long, Jodie Ullman, Shari McMahan, Tomas Morales

1. **Approval of EC Minutes for March 12, 2019 (ECM 2019.03.12)**
   - The EC Minutes for March 12, 2019 were approved by the Executive Committee as amended.

2. **Approval of Faculty Senate Minutes for March 19, 2019 (FSM 2019.03.19)**
   - The Faculty Senate Minutes for March 19, 2019 were approved as amended by the Executive Committee.

3. **Appointments**
   - The FS Executive Committee made the following appointment:
     - Student Grade Appeal Panel – COE: Sherri Franklin-Guy (2018-2020)

   Sylvia will send out another call today for the Shared Governance Steering Committee – 2 positions (tenured, tenure-track faculty—with experience in shared governance) with a deadline.

4. **Retirement Resolutions**
   - Resolution writers were assigned
   - Karen will make several contacts to obtain resolution writers
   - Sylvia will contact Academic Affairs for an updated list to include full-time lecturers.
   - Sylvia will send out samples of resolutions (formal, short, informal samples)

5. **Q2S Teach-In – Craig Seal**
   - Q2S created a presentation for faculty to take 5-10 minutes of class time to present to students and see what types of questions arise.
   - Contact information will be added to the presentation
   - Presentation will be posted also on Blackboard
   - We will include this as an Information Item on the April 9, 2019 Faculty Senate Agenda

6. **FAM 652.2 Evaluation of Lecturers – Senator Chen**
   - We would like to encourage lecturers to attend workshops/professional development
   - Lecturer requirements are determined and administered according to their contract
   - Not a good idea to put this on the Faculty Senate Agenda for April 9, 2019
   - Senator Chen will take this FAM back to the FAC along with the concerns raised today and possible put on the April 23, 2019 Agenda

7. **President's Update**
   - Participated in the CSU Advocacy Day on March 1st
   - The new Governor appears to be more receptive to the CSU's and encouraged us to "don't change your advocacy, ask legislature to add to your budget".

- March 21 had a good meeting with foundation leaders
- Just returned from Washington and had a good three days
- Attended President's Alliance for Higher Education and Immigration Reform
- There has been a precipitous drop in international students in USA

8. **Provost's Update**

9. **Chair's Update**

10. **FAC Report**

11. **EPRC Report**

12. **Approval of FS Agenda for April 9, 2019 (FSA 2019.04.09)**
- The FS Agenda for April 9, 2019 was approved as amended by the Executive Committee.

Meeting adjourned.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE MEETING, 53rd SENATE

M I N U T E S

SESSION 08 - Tuesday- April 9, 2019, 2:00PM – 3:50PM, Pine Room

Members Present: All members were present with the exception of: D. Garcia, Y. Hwang, K. Kowalski, A. Louque, O. Mango, M. Marx, S. McMahan, S. McMurran, A. Menton, E. Murillo, J. Ullman

Guests Present: D. Freer, S. Sudhakar, T. Provenzano, O. Palmerin, C. Seal, R. Chuang, G. King, S. Yildirim, R. Nava, H. Le Grande, J. Lappin, R. Mohamed, M. Cazares, A. Castaneda, H. Oh, C. Caballero, J. Zhu

1. **APPROVAL OF THE MINUTES**
   Senator Rizzo moved and Senator Fischman seconded the motion to approve the Faculty Senate minutes for March 19, 2019 (FSM 2019.03.19) as presented. **PASSED Unanimously**

2. **APPROVAL OF THE AGENDA**
   Senator Rizzo moved and Senator So seconded the motion to approve the agenda. Senator Chen amended the motion to move Item 9.2 to a time certain of 3:10PM and seconded by Senator Chen-Maynard. The Faculty Senate Agenda for April 9, 2019 was approved as amended. **PASSED Unanimously**

3. **CHAIR'S REPORT**
   - No report today.
   - Senator Rizzo asked about the status of the USTD courses (USTD 3000/USTD 5000) courses that are not attached to an academic discipline and were tabled at a previous meeting.
   - We will put an action item on the next Faculty Senate Agenda to address these courses and invite Caroline Vickers and Monideepa Becerra to come with a time certain.
   - Senator Rizzo will attend the UCC Meeting scheduled for Thursday, April 11, 2019.

4. **PRESIDENT'S REPORT**
   - See attached report

5. **PROVOST'S REPORT**
   - In the absence of the Provost, Deputy Provost S. Yildirim responded to questions raised regarding colleges not accepting faculty lines.
   - We are above the CSU average in tenure track density
   - The Tenure Track Faculty Density Task Force was tasked to look at overall hiring number over three years.

- Suggested that Department Chairs are asked what their needs are.
- Evaluating department chairs every year vs. every three years in currently on the table
- Want to encourage departments to have one committee per search going forward

6. **INFORMATION ITEMS**

   6.2 **Q2S Teach-In – Craig Seal**
   - Dr. Seal is asking Faculty to walk through the Q2S PowerPoint (that will be sent to all in an email) during 5-10 minutes of each class. This will give the students things to think about, identifies benefits of semesters, etc.
   - This will go out from Faculty Senate as soon as possible.

   6.3 **Change in Department Name**
   - The CAL has requested to change the Department of Art to the Department of Art & Design. This request was approved by the Faculty Senate.

7. **NEW BUSINESS**

   7.1 **FAM 818.9 Missed Class Policy – Tabled first reading**

   7.2 **FAM 820.55 Summer SOTEs – Tabled first reading**

8. **OLD BUSINESS**

9. **COMMITTEE REPORTS**

   9.2 **FAC – Early Tenure Promotion Survey Results – Senator Chen**
   - Senator Chen presented a PowerPoint explaining results to Early Tenure Promotion Survey

10. **STATEWIDE ACADEMIC SENATOR'S REPORT**

11. **SENATOR'S REPORTS/INCLUDING ASI PRESIDENT'S REPORT**

12. **DIVISION REPORTS**

    12.1 Vice President for Information Technology Services

    12.2 Vice President for University Advancement

    12.3 Academic Affairs/Deans' Reports

    12.4 Vice President for Administration and Finance

    12.5 Vice President for Student Affairs

Meeting Adjourned at 3:53PM

At Large

Shared Governance Steering Committee - 2 positions (tenured, tenure-track) with experience in shared governance. **Dorothy Chen-Maynard, Beth Steffel, Karen Kolehmainen

From: <mark>Dorothy Chen</mark>
Sent: Tuesday, March 26, 2019 1:06 PM
To: Faculty Senate
Subject: Re: [Campus] Request for Volunteers

I am interested in the shared governance steering committee. I served on the collegiality respect committee which is now disbanded. I am interested to make sure that the campus climate improves and that we have a good relationship between faculty senate and administration and will be collegial; and being on this committee would allow me to work on this process of providing shared governance on campus.
Thanks
Dorothy

<mark>Beth Steffel</mark>

Reply all|

Today, 1:58 PM

Sylvia Myers

Inbox

This message was sent with high importance.

You replied on 4/12/2019 1:59 PM.

I'm interested in serving on the Shared Governance Steering Committee. I've served on our Faculty Senate for eight years, the Faculty Senate Executive Committee for seven years, and have been an ASCSU Statewide Senator for six years. I'm committed to shared governance across the CSU and would like to help improve it at CSUSB.

HI Sylvia,

I'd like to be considered for the shared governance steering committee.
I served on the shared governance task force that recommending bringing
in the shared governance consultant, and I'd like to see this process
through to its conclusion. I have extensive experience in shared
governance, having served on the senate for more years than I care to
admit, and as senate chair since the summer of 2016. I have seen
firsthand the consequences of a lack of effective shared governance, and
I am highly committed to improving the state of shared governance at
CSUSB. Thank you!

<mark>Karen</mark>

Retirement and FERP Report
2018/2019 AY

TENURE TRACK RETIREMENTS: ⬜ Not FERPing

Regular:	Department

1. Tong Lai Yu — CNS - Computer Science & Engineering (Karen will email)
2. Mary Boland — CAL - English - Ron Chen
3. Astrid Sheil — CAL - Communication Studies Thomas Corrigan
4. Kay Zemoudeh — CNS - School of Computer Science and Engineering (Karen wil email)
5. Javier Torner — CNS - Physics Karen Kolehmainen
6. Diana Fass — Counseling & Psychological Svs   Jill Vassilokos-Long
7. Joseph D. Chavez — CNS - Mathematics Davida Fischman
8. Donna Schnorr — COE - Educ Leadership&Tech ELT Lasisi Ajayi
9. Ron Chen — CAL – English (Dave Carlson)
10. Kathie Pelletier — JHBC- Management Breena Coates
11. Larry K. Gaines — CSBS – Criminal Justice   Janine Kremling
12. Joseph Jesunathadas — COE – Teacher Education and Foundations Lasisi/Davida
13. Pedro Santoni — CSBS – History (Tiffany Jones)
14. Peter Williams — CNS - Mathematics   Davida Fischman
15. Russell Barber — CSBS – Anthropology (Karen will email)
16. Janet Chang — CSBS – Social Work (Laurie Smith)
17 Charles Stanton — CNS – Mathematics   Davida Fischman
18 Owen Murphy — CNS - Computer Science & Engineering (Karen will email)
19 Barbara Sirotnik — JHBC – IDS

LECTURER RETIREMENTS:

Donald Girard	**Communication Studies**
Christine Dias	**Anthropology**
Robert Cupp	**Psychology** **Jodie Ullman/Donna Garcia**

EVALUATION OF LECTURERS

FAM 652.2

Purpose and Scope

Lecturers have been playing an increasingly vital part in the mission of the university. The evaluation of lecturers is thus an important process that helps ensure the quality of instruction for students. This document sets forth policies and processes for the evaluation of lecturers.

The major aspects of the evaluation of lecturers are stipulated in the Collective Bargaining Agreement (CBA). What is specified in this document is meant to implement the CBA, not to replace any element of it. If a provision in this document is found to be inconsistent with a future CBA, the CBA shall prevail.

Lecturer evaluation is intended to aid the dean's decision about the lecturer's future appointment and the department's decision about the lecturer's assignment. Its focus should be on the quality of performance.

This policy shall refer to FAM 652.1: Evaluation of Tenure-Line Faculty where necessary, as many aspects of evaluation are the same for both lecturers and tenure-line faculty.

Definition

1. *Lecturer*: A non-tenure-line, unit-three employee who provides academic instruction to students. Such instruction is provided generally—although not always—under a course found in the CSUSB Catalog (e.g. MATH XXXX, ENG XXXX). A lecturer may teach on any time base and may be on any types of contracts (e.g. Academic Term, Academic Year, or Three-Year, see below).
2. *Department*: An academic department or academic school (e.g. School of Social Work and School of Computer Science and Engineering).
3. *Department head*: The chair of a department or the director of a school.
4. *WPAF*: Working Personnel Action File.

Policy Statement

Lecturers in the university are typically hired by a department and occasionally by a college on a

contractual basis. There are three types of contract:

1. *Academic Term*: Appointment for one or more academic terms, the totality of which is shorter than an academic year.
2. *Academic Year*: Appointed for an academic year.
3. *Three-Year*: Appointed for three academic years.

Lecturers shall be normally evaluated on the duties as defined in their contract. Accomplishments and activities beyond those contractual duties may be considered if they are closely related to their contractual assignments.

All aspects of evaluation shall be confidential.

Lecturers hired by a department are evaluated jointly by either the Department Evaluation Committee or the Lecture Evaluation Committee (see below on committee) and the department head. Lecturers hired by a college are evaluated by the either the College Evaluation Committee or the College Lecturer Evaluation Committee (see below on committee) and the college dean.

Accumulating Documentation

Effective and fair evaluations of lecturers rely on evidence and documentation collected throughout the year. For most lecturers, whose sole or primary responsibility is teaching, evidence and documentation come from the following two sources.

1. *SOTEs*. The SOTEs for lecturers are administered in the same way as they are for tenure-line faculty (FAM 652.1). For those lecturers whose assignment is supervision, Student Evaluations of Supervision Effectiveness (SESEs) shall be used instead.

   Lecturers on the Academic Term or Academic Year contract are required to have all of their classes SOTEd.

   Lecturers on the Three-Year contract may exclude up to 20% of the courses SOTEd from being used for evaluation in a given academic year. The exclusion should not negatively affect the representativeness of the lecturer's teaching portfolio as determined jointly by the department head and the evaluated lecturer. In the event of disagreement about what courses are deemed "representative," each party shall select 50% of the courses as representative. If this selection process results in SOTEs not being included for evaluation, the department head and the lecturer concerned will sign a statement indicating which SOTEs shall be excluded from evaluation. The signed statement shall be placed in the lecturer's WPAF.

2. Class visitation. The process for class visitation for lecturers is the same as it is for tenure-line faculty (FAM 652.1). A class visitation results in a report filed by the visitor, which becomes official documentation for evaluation.

   a. All lecturers shall be visited in the term in which they begin their employment and in any new course they are assigned to teach.

b. Lecturers on the Three-Year contract are visited at least once in an evaluation cycle.

c. Subsequent and additional visitations of lecturers may be scheduled by the Department/College Evaluation Committee or Department/College Lecturer Evaluation Committee (see below). Additional visitations may also be scheduled at the request of the lecturer or an appropriate administrator.

3. Other evidence/documentation. For lecturers with accomplishments and activities beyond what is specified in their contract, they may include the documentation for these accomplishments and activities for evaluation. The inclusion shall be approved by the department head or college dean.

For lecturers who are assigned non-teaching duties on their contract, the accomplishments and activities related to these duties such assignment shall be documented in writing and signed by the appropriate administrator (college dean or department head or college dean). Such documentation shall be placed in the lecturer's WPAF (see below).

Procedure and Process

The evaluation of lecturers are conducted primarily at the department (and, occasionally, the college, see below) level and in coordination with the college and the Office of Faculty Affairs and Development.

1. *Committee for evaluation*
    The committee for the evaluation of lecturers may be the Department Evaluation Committee, which is created in accordance with FAM 652.1 (three tenured faculty, two of whom must be at the rank of professor). It may also be a separate committee (Lecturer Evaluation Committee) if the department so chooses based on a vote of the tenure-line faculty. This committee will be composed of at least three tenured faculty elected via the same process for the Department Evaluation Committee. The chair of the committee is elected by committee members. The department head cannot be an elected committee member. He or she, instead, conducts the evaluation jointly with the committee in the capacity of the department head.

    Lecturers hired by or assigned to teach in a college may be evaluated by the College Evaluation Committee or a College Lecturer Evaluation Committee. The College Lecturer Evaluation Committee shall be elected in the same way as the Department Lecturer Evaluation Committee.

    If a Lecturer Evaluation Committee is composed (at either the department or college level), it will assume the responsibilities in all aspects of lecturer evaluation as specified in FAM 652.1 (e.g. assignment of class visitation). The Evaluation Committee shall be released of these responsibilities.

2. *Lecturer WPAF*

a. Evaluation of lecturers shall be based solely on the lecturer's WPAF.
b. The college shall be responsible for assembling the WPAFs and delivering them to the committee that evaluate the lecturers.

  i. For lecturers whose responsibility is solely teaching, the WPAF shall include a Lecturer Evaluation Form (See Appendix), a list of all classes taught during the evaluation cycle, SOTE results, visitation reports, previous years' evaluation reports (if applicable), and documentation for excluded SOTEs (if applicable). It may also include other information on accomplishments and activities beyond their contractual duties as deemed appropriate jointly by the department/college and the lecturer as specified in Item 34 under the Accumulating Documentation section.
  ii. For lecturers whose duties are primarily teaching but include other, non-teaching assignments, the activities and accomplishments in these assignments shall be included in addition to the items listed in "i" above.
  iii. For lecturers whose assignments are solely or primarily non-teaching, a Faculty Activity Report (FAR) shall be submitted by the lecturer to the college office. The requirements for the FAR are the same as those for tenure-line faculty as stipulated in FAM 652.1.

3. *Frequency of evaluation*
   a. Lecturers on the Academic Term contract shall be evaluated at the discretion of the department head or appropriate administrator. Lecturers themselves can also request evaluation.
   b. Lecturers on the Academic Year contract shall be evaluated in the last term of their contract.
   c. Lecturers on the Three-Year contract shall be evaluated in the last term of their contract. More frequent evaluations may be conducted upon the request of the lecturer or at the discretion of the president or designee.

4. *Process and timeline for evaluation*
   a. Lecturer evaluation typically takes place the spring term. However, the department or college may opt to conduct the evaluation in other terms.
   b. The third week of the term: Evaluators receive lecturers' WPAFs.
   a. Subsequent weeks: Evaluators conduct evaluation and fill out the Lecturer Evaluation Form (Appendix).
   c. No later than the end of the term: Evaluators submit the lecturer Evaluation Form to the college dean.

d. *Criteria of evaluation*
   a. Teaching: the criteria for teaching are the same as for tenure-line faculty's performance review (FAM 652.1).
   b. Non-teaching: the criteria for non-teaching duties are the same as for tenure-line faculty to reflect the scope of the duties specified in the evaluated lecturer's contract (FAM 652.1).
      -

Approved by the Faculty Senate on _____
Approved by the President _____

First Created by Faculty Affairs Committee, April 2019

APPENDIX: LECTURER EVALUATION FORM

Part 1: Information[to be filled out by college office]

Name: _____   **Department:** _____

Type of Appointment: __ Academic Term;   __ Academic Year;   __ Three-Year; __ Other

Time base: ____ **Period under review:** _____(Term) to _____ (Term)

Courses taught during the evaluation cycle: _____

****

Part 2: Evaluation [to be filled out by committee]

Provide a summary evaluation of the quality of performance in the following areas:

1. **Teaching (Not all sections may be applicable. For example, Sections A through C may not be applicable to the evaluation of lectures with entirely supervision assignments.)**

    a. Comment on Command of the Subject Matter, Course Design/Preparation, Instructional Material and Organization, Effectiveness in Instruction, and Academic Assessment of Students

    b. Comment on SOTEs

    c. Comment on Classroom Visitations

    d. Comment on other instructional related activities

    e. Other comments

2. Research, scholarly or creative contributions (if applicable)

3. University and/or community service (if applicable)

If a lecturer is eligible for a three-year appointment or for a subsequent appointment, indicate whether the lecturer's performance is satisfactory or unsatisfactory and provide reasons for your evaluation.

___ Satisfactory   _____ Unsatisfactory

Reasons:

Signed by:

_____   _____   _____

[NAME AND DATE]   [NAME AND DATE]   [NAME AND DATE]

FOR OFFICE USE ONLY

Approved by the CSUSB Faculty Senate on   _____

Signed

_____   _____
Karen Kolehmainen (Senate Chair)   Date

_____   _____
Tomás Morales (CSUSB President)   Date

[This is the last page of an FAM document and shall be kept in the senate office. The dates on this page must match dates on the corresponding lines of the previous page.]

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE MEETING, 53RD SENATE

A G E N D A

SESSION 09– Tuesday – April 23, 2019, 2:00PM – 3:50PM, Panorama Room

1. **APPROVAL OF THE MINUTES**

   1.1 Minutes for April 9, 2019 (FSM 2019.04.09)

2. **APPROVAL OF THE AGENDA**

3. **CHAIR'S UPDATE**

4. **PRESIDENT'S UPDDATE**

5. **PROVOST'S UPDATE**

6. **INFORMATION ITEMS**
   - **6.1** **Minutes of EC Meeting – 4/2/19 ECM 2019.04.02 (attachment)**
   - **6.2** **Registration Appointments**
   - **6.3** **GE Curriculum Items**

7. **DISCUSSION ITEMS**
   - **7.1** **Faculty Professional Development Coordinating Committee**

8. **NEW BUSINESS**
   - **8.1** **FAM 818.9 Missed Class Policy – Senator Fischman (first reading) attachment**
   - **8.2** **FAM 820.55 Summer SOTE's – Senator Fischman (first reading) attachment**

9. **OLD BUSINESS**

10. **COMMITTEE REPORTS**
    - **10.1** **EPRC**
    - **10.2** **FAC**
    - **10.3** **Q2S**
    - **10.4** **WSCUC**

11. **STATEWIDE ACADEMIC SENATOR'S REPORT.**

12. **SENATORS' REPORTS/INCLUDING ASI PRESIDENT'S REPORT.**

13. **DIVISION REPORTS**
    - **13.1** Vice President for Information Technology Services
    - **13.2** Vice President for University Advancement
    - **13.3** Academic Affairs/Deans' Reports
    - **13.4** Vice President for Administration and Finance
    - **13.5** Vice President for Student Affairs