

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

FACULTY SENATE EXECUTIVE COMMITTEE

A G E N D A

Tuesday, May 14, 2019

2:00-3:50PM

AD-145

1. Approval of EC Minutes for April 30, 2019, ECM 2019.04.30(attachment)
2. Approval of FS Minutes for May 7, 2019, FSM 2019.05.07 (attachment)
3. Appointments (attachment)

Time Certain: 2:30PM

4. Proposed Senate Resolution – Tiffany Jones
5. Executive Committee Elections
6. Faculty Appreciation Awards – Chair Kolehmainen
7. FAM 818.9 – Class Attendance Policy (Discussion) Senator Fischman
8. Faculty Senate/Academic Affairs Retreat – Follow-up Discussion
9. President’s Update
10. Provost’s Update
11. Chair’s Update
12. FAC Report
13. EPRC Report
14. Statewide Academic Report
15. New Business

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
FACULTY SENATE EXECUTIVE COMMITTEE

MINUTES

Tuesday, April 30, 2019
2:00-3:50PM
AD-145

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

1. Approval of EC Minutes for April 16, 2019 (ECM 2019.04.16)

- The EC Minutes for April 16, 2019 were approved as amended by the Executive Committee.

2. Approval of Faculty Senate Minutes for April 23, 2019 (FSM 2019.04.23)

- The Faculty Senate Minutes for April 23, 2019 were approved as amended by the Executive Committee.

3. Appointments

- The FS Executive Committee made the following appointments:
Diversity Committee – Jonathan Anderson, CBPA
Honorary Degree Committee – Zhaojing Chen, CNS
Athletics Advisory – Richard Addante, At Large
Children’s Center Advisory Committee – Amy Van Schagen, At Large
Energy Roadmap Working Group – Kenneth Shultz, At Large
Commercialization/Copyright/Fair Use Committee – Codi Lazar, At Large
Campus Accessibility Advisory Board – Jessica Luck, At Large
Palm Desert Campus Planning – Dorothy Chen-Maynard, At Large

4. FAM 652.1 – Early Tenure/Promotion (Revisions) - Senator Chen

- Current language is not specific on when you can go for early tenure/promotion
- We are recommending that we state “after three years”
- There was much discussion and a decision was made to put this FAM on the May 7th Faculty Senate Agenda as first reading

5. Online Discussion Location – Not discussed

6. FAM 818.9 – Class Attendance Policy – Senator Fischman

- Changes were made to accommodate accreditation (at the end of purpose and scope)
- Removed timing in Item 1
- Part 2b was reworded
- Religious clause is now with legal counsel
- This FAM will go on the May 7th Faculty Senate Agenda as a second reading

7. President’s Update – No time

8. Provost’s Update – No time

9. Chair’s Update – No time

10. FAC Report – No time

11. EPRC Report – No time

12. Approval of FS Agenda for May 7, 2019 – FSA 2019.05.07

- The FS Agenda for May 7, 2019 was approved as amended by the Executive Committee.

13. Statewide Academic Report

- A report was provided regarding the statewide senator's recent meeting in Sacramento
- Asked to fully fund the graduation initiative
- Asked to support SB 14 and AB13 has since died.
- Three other priority bills asked for support
- May Plenary in two weeks

14. New Business

Meeting adjourned.

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

MINUTES

SESSION 11 - Tuesday- May 7, 2019, 2:00PM – 3:50PM, Pine Room

Members Present: All members were present with the following exceptions: K. Collins, D. Garcia, K. Kowalski, A. Menton, B. Steffel

Guests Present: S. Pantula, S. Sudhakar, G. King, R. Addante, C. Seal, R. Chuang, S. Yildirim, R. Nava, J. Lappin, R. Mohamed, T. Karmanova, J. Zhu, H. LeGrande, D. Freer

1. APPROVAL OF THE MINUTES

Senator Rizzo moved and Senator Murillo seconded the motion to approve the Faculty Senate minutes for April 23, 2019 (FSM 2019.04.23) as presented. **PASSED Unanimously**

2. APPROVAL OF THE AGENDA

Senator Rizzo moved and Senator Chen seconded the motion to approve the agenda as presented.

Senator Fischman asked to amend the Agenda and postpone Item 7.1 until May 28th.
The amended motion PASSED Unanimously

3. CHAIR'S REPORT

- Congratulate Sylvia on her winning performance on Wheel of Fortune.
- Faculty Senate and Academic Affairs retreat is this Friday, May 10th.
- Carl Wieman, Physicist, will be on our campus tomorrow at 4:00PM
- Distributed a letter from Department Chairs regarding Annual Reviews

4. PRESIDENT'S REPORT

- See attached report
- Will the Hospitality Major be on SB campus: The program is in BA Administration program so it is in both places, but the need is in Palm Desert and that is why there is a presence there.

5. PROVOST'S REPORT

- See attached report

6. INFORMATION ITEMS

6.1 Minutes of EC Meeting – 4/16/19 (ECM 2019.04.16) attachment

6.2 Curriculum Items (attachment)

- The full packet was reviewed and approved.

6.3 CAPS Presentation – Gwendolyn Brower-Romero

- Would like to provide a snapshot of the services CAPS provide
- Staff includes: LMFT's, LCSW's doctoral level therapists and psychologists, part-time counselors, trainees (unlicensed) a campus advocate, administrative assistants
- We see a lot of trauma, compound trauma
- Tenure track hiring is important for us--would increase retention
- Job security will help us provide services that our vital to our student clients
- The Governor is expected to pass the bill that will provide one counselor for 1500 students at state colleges/universities. However, the legislators' biggest problem is there appears to be a shortage of counselors to hire. Therefore, it would be good for colleges/universities to offer tenure, tenure-track.
- Faculty referral to a counselor or group counselor is a little tricky due to several factors. Therefore, they should go through the "Care Team".
- They are having Mental Health Awareness events to address stigmas related to mental illness along issues individuals may have with counseling efforts/services.
- Let the Senate know what we can do to assist.

7. OLD BUSINESS

8. NEW BUSINESS

8.1 FAM 820.55 Summer SOTE's – Senator Fischman (first reading)

Senator Fischman moved and Senator Chen seconded the motion to accept FAM 820.55 for a first reading. **PASSED Unanimously.**

- Provide a mechanism to give feedback to faculty and to give students the opportunity to give that feedback.
- Received a suggestion to add a comment that it is not the responsibility of the CEGE to manage these. Will look at wording to put that in for second reading.

8.2 FAM 652.2 Evaluation of Lecturers – Senator Chen (first reading)

Senator Pelletier moved and Senator Ajayi seconded the motion to accept FAM 652.2 for a first reading. **PASSED Unanimously.**

- Senator Chen provided a document of explanations to help explain the changes for this policy.
- FAC acknowledged that the line between part-time and full-time has been blurred.
- FAC are attempting to clear up the terminology in this FAM
- FAC have included language to recognize lecturers who do work way beyond their normal activities.

Comments:

- Suggest Change term from "contracts" to "appointments" in this document.
- Suggest to change "Lecturers play a vital role in the university" in the beginning of this document.
- Dean signature is not included on Lecturer Evaluation Form. The form is signed by the committee and the chair.

8.3 FAM 652.1 Evaluation of Tenure-Line Faculty – Senator Chen (first reading)

Senator Ullman moved and Senator Davis seconded the motion to accept FAM 651.2 for a first reading.

- Early tenure and promotion to Associate will not take place until after three years of service in this university. Can apply in their fourth year.
- This also applies to full professor: must complete three years at this university and can apply in their fourth year.
- Service credit up to two years should be viewed in its totality and cannot be primary reason for granting promotion.
- FAC decided that a “time line” is a better way to focus this process.
- It was suggested to consider significant “contribution” to be considered

9. COMMITTEE REPORTS**9.1 EPRC – No report****9.2 FAC – No report****9.3 Q2S – No report****9.4 WSCUS – No report****10. STATEWIDE ACADEMIC SENATOR’S REPORT****11. SENATORS’ REPORTS/INCLUDING ASI PRESIDENT’S REPORT****12. DIVISION REPORTS – No time****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 3:55PM

Calendar Committee – 1 position (2019-2021, tenured, tenure-track) Carol Hood

I would like to be considered for renewal to the Calendar Committee. I have been both a student and a faculty member in the quarter and semester systems in the past 17 years. As our semester conversion grows ever closer, I believe that I can continue to provide assistance in transferring our calendar to that of a semester school keeping both the faculty/staff and student perspectives in mind. In the past term, I have participated in and provided suggestions for the various proposal component ideas sent out in the recent survey regarding the academic calendar and scheduling after the semester transition. I have attended additional campus meetings related to scheduling, advising, and the calendar in preparation for our next steps. I have presented various calendar options and survey results to both the Faculty Senate and the Q2S steering committee on multiple occasions. I would like to continue to provide support as a member of the calendar committee as we move forward with the semester transition process. I'm happy to provide more details regarding my specific contributions if requested.

Thank you for your consideration,
Carol Hood

Instructionally Related Programs Board – 2 positions (2019-2021, tenured, tenure-track)

Dorothy Chen-Maynard

Instructionally related Activities/program: I served on this committee until last year when I did not realize that my term was up and missed the opportunity to serve on this important committee that allows faculty to work with students to prioritize the use of the funds from student fees. I attended all the committee meetings, retreats, and activities while I was on the board and would like to continue to represent the faculty in allocation of funds, especially when the amounts available are becoming so limited and increased number of applications for the funds. I can be fair in making recommendations and I work with students on the committee and allowing them to voice their opinions.

Brian Heisterkamp

I am a current member of the Instructionally Related Programs Board. I believe my current term ends at the end of this academic year. I would like to be considered for the 2019-21 term that you list in your email. Please let me know if you need any additional information from me.

Thank you,
-Brian Heisterkamp

Philanthropic Foundation Board of Directors – 2 positions (2019-2021, tenured, tenure-track)

Dorothy Chen-Maynard

I missed that I am up for CSUSB **Philanthropic Board**, which is my first choice for appointment.

University Enterprises Corporation Board of Directors – 1 position (2019-2022, tenured, tenure-track)

Richard Addante

Interests stem from having worked with the UEC for several years in different capacities as a funded researcher. I see its value and impact on campus, and if there is a need for faculty to serve in this capacity I could be well suited by virtue of having had this experience conducting research and interacting with the UEC.

Essia Hamouda

I would like to be part of this committee to learn about the needs of the university and provide all the help I can. I also believe that being part of this committee will help me connect with peers in the university and network with them.

Please find my CV attached.

Thank you,
Essia

CLASS ATTENDANCE POLICY

FAM 818.9

Purpose and Scope

It is generally assumed that students are expected to attend all in-person class sessions and activities, and participate in synchronous online activities at the time at which they are scheduled. However, it may happen that a student has conflicting commitments that preclude such attendance [in isolated instances](#), and this policy lays out the procedure to request approval to miss class, and the obligation for the student to complete make-up work.

[We note that some accrediting agencies require specific attendance hours and/or procedures, and where those conflict with this policy, the accrediting body requirements supercede this policy.](#)

Policy Statement

Commitments that will automatically be approved, after appropriate procedure is followed, for missing a class are:

1. Illness, injury to the student, or medical conditions [approved by a physician that preclude attendance](#)
2. Death, injury, or serious illness of an immediate family member. An immediate family member is defined as a close relative, or a person residing in the immediate household of the student.
3. Religious observance ([for tests and examinations](#) as per [California Education Code section §89320](#) and extended also to other course activities as described above)
4. University-sanctioned or -approved one-time activities (examples include but are not limited to artistic performances, participation in scholarly conferences and presentations, intercollegiate athletic activities (based on [the appendix](#) Additional Procedures for Student Athlete Missed Class Time below), student government, required class field trips, etc.)
5. Jury duty, military service, or other mandated government obligation

Students may also request to miss class for other reasons, in which case approval is at the discretion of the instructor.

Procedure and Process

Procedure regarding missing a class:

1. As soon as the student is reasonably expected to be aware of the need to miss a class, he or she must submit a written request to the instructor, along with documentation as-if required by the instructor. Requests may be rejected if they are untimely. However, late requests for missing a test or examination because the timing conflicts with a student's religious creed will be granted if rescheduling of the test or examination does not create an undue hardship (significant difficulty or expense) for the University.
 - ~~—In the case of religious observance or university-sanctioned/approved activities, this must be no later than the first day of class or, if the date of observance is not set by then, as soon as the student is notified of the date.~~

~~— In the case of government obligations, this must be as soon as the student is notified.~~

~~— In the case of other requests not listed above, this must be at least 2 weeks before the expected missed class or as soon as the student is notified of the need.~~

5.2. The instructor will notify the student of one of the following, typically within two days:

- a. Approval or disapproval to miss class
- b. The required work to make up the class, if any, along with a deadline for submission.

6.3. The student will complete the required work by the deadline determined by the instructor.

As long as appropriate prior notice is given and students successfully complete the missed work, faculty shall not penalize a student for missing a class or examination for that activity.

We note that missing more than one or two classes in a term is likely to be detrimental to studies, and encourage students to consider making other arrangements if they expect to request to be absent from a significant number of classes.

Approved by the Faculty Senate on _____

Approved by the Provost on _____

Approved by the President on _____

History

First created: 2016 by Educational Policy and Resources Committee

Revised: April 2019 by Educational Policy and Resources Committee

Renumbered: _____ [Date] from _____ to _____

APPENDIX I:

Addendum to Class Attendance Policy

Additional Procedures for Student Athlete Missed Class Time

1. Student athletes shall not miss any regularly scheduled classes for any practice activities.
2. For home competition student athletes shall not miss any classes prior to two hours before the scheduled competition time.
3. For away competition with same day travel, student athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
4. For away competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition.
5. The Director of Athletics will provide to the Faculty Athletics Representative and the Academic Vice President, at least one month prior to the start of a sport's season, a listing of all competitions in that sport which will necessitate student- athletes being absent from class. This listing will include the time and date of competition, destination, departure time, travel time, and return time. The Faculty Athletics Representative or the Academic Vice President may request that modifications to the travel plans be made.
6. A summary of the listings described in item 5 will be circulated to Faculty.
7. Student athletes will continue to present individual, written notifications, provided by the Athletics Department, to their instructors at least 48 hours prior to each contest which affects their class attendance.
8. It is expected that student athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student-athlete for any tests that will be missed.
9. It is expected that faculty members will not penalize student athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
10. It is expected that coaches will not penalize student athletes for missing practices due to conflicts with regularly scheduled classes for which student- athletes are enrolled.
11. No competition will be scheduled on any day on which final examinations are scheduled unless prior approval has been received from the Academic Vice President.
12. Exceptions to the above statements for special tournaments and competitions including championship play must be approved by the Faculty Athletics Representative and the Academic Vice President.
13. Faculty who have questions about the application of these statements may contact the Faculty Athletics Representative or the Academic Affairs Committee.

[APPENDIX H: Not to be included in the final version. This is here for reference during Senate discussions.](#)

CA Ed Code 89320

(a) The Trustees of the California State University shall require each state university, in administering any test or examination, to permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student's religious creed. This requirement shall not apply if administering the test or examination at an alternate time would impose an undue hardship that could not reasonably have been avoided. In any court proceeding in which the existence of an undue hardship that could not reasonably have been avoided is an issue, the burden of proof shall be upon the institution.

(b) As used in this section, “undue hardship” means an action requiring significant difficulty or expense, when considered in light of the following factors:

- (1) The nature and cost of the accommodation needed.
- (2) The overall financial resources of the facilities involved in the provision of the reasonable accommodations, the number of persons employed at the facility, and the effect on expenses and resources or the impact otherwise of these accommodations upon the operation of the facility.
- (3) The overall financial resources of the covered entity, the overall size of the business of a covered entity with respect to the number of employees, and the number, type, and location of its facilities.
- (4) The type of operations, including the composition, structure, and functions of the workforce of the entity.
- (5) The geographic separateness, administrative, or fiscal relationship of the facility or facilities.

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.]