

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
FACULTY SENATE EXECUTIVE COMMITTEE

MINUTES

Tuesday, March 17, 2020 – 2-3:50PM (AD-145 or <https://csusb.zoom.us/j/389256734>)

**Members Present:** Beth Steffel, Rong Chen, Jodie Ullman, Kathie Pelletier, Davida Fischman, Dorothy Chen-Maynard, Lasisi Ajayi, Tomás Morales, Shari McMahan

**Visitors:** Seval Yildirim

1. **Approval of EC Minutes for February 25, 2020 – [FS Executive Committee Meeting Minutes](#)**
  - 1.1. The EC Minutes for February 25, 2020, were approved as presented by the Executive Committee.
  
2. **Approval of March 3, 2020 Faculty Senate Meeting Minutes – [Faculty Senate Meeting Minutes](#)**
  - 2.1. The Faculty Senate Meeting Minutes for March 3, 2020 were approved as presented by the Executive Committee.
  
3. **Approval of the Agenda**
  - 3.1. The Agenda for March 17, 2020 was approved as presented.
  
4. **Provost's Report**
  - 4.1. Things are moving rapidly and we are getting all necessary approvals.
  - 4.2. Suggest we add a statement on psychological resources (counseling)
  - 4.3. All Spring instruction will be online
  - 4.4. Suggest a call center be set up and appropriately staffed
  - 4.5. Suggest we create a plan to figure out an alternative to ensure we follow through with several of our traditions to recognize Faculty, staff and students
    - 4.5.1. President wants to work with his staff and the EC to create a plan. Keep on our radar
  - 4.6. We will probably conduct our elections online
  - 4.7. We will not be changing the grading structure at this time.
  
5. **President's Report**
  - 5.1. Will continue communicating and will continue to submit his reports to the senate

6. **Appointments**
  - 6.1. Search Committee for Director of Academic Technologies and Innovation/Chief Academic Technologies Officer (CATO) - 2 positions (1 tenure-track faculty, 1 lecturer)
    - 6.1.1. Hosung So (TT Faculty)
  - 6.2. Student Health Director Search Committee
    - 6.2.1. Pinthusorn Pattayakorn
  - 6.3. Ad Hoc Committee on Course Continuity
    - 6.3.1. Davida Fischman, Dorothy Chen-Maynard, Jill Vassilakos-Long, Janine Kremling
7. **Discontinuation of Programs Due to Semester Transformation**
  - 7.1. Request from University Curriculum Committee Chair Re: Program Discontinuance Due to Semester Transformation
  - 7.2. FAM 856.3 Policy and Procedures for Reviewing a Program for Discontinuance or Merger
    - 7.2.1. Referred to EPRC
8. **Reassigned Time for Junior Faculty and Proposed Draft Workload Guidelines**
  - 8.1. Draft CSUSB Faculty Workload Guidelines
    - 8.1.1. Should have a policy that treats everyone fairly
    - 8.1.2. Everyone's job is not the same and does not equate to the same treatment
  - 8.2. Reassigned Time Language
    - 8.2.1. Should add "you will be paid in a stipend for supervision". All labor must be compensated. It will be added as Item 2d
    - 8.2.2. Provost McMahan will see if she can budget it out in the colleges
    - 8.2.3. Reassigned time will be shared and posted publicly
  - 8.3. Reassigned Time Form
9. **Assistant/Associate Dean Recruitment Policy**
  - 9.1. Referred to FAC to see if a policy is necessary
10. **Draft Shared Governance Statement**
  - 10.1. Shared Governance Consultant's Notes from January 21, 2020 Visit
    - 10.1.1. Defer for this and find out what is the status of the Consultant
    - 10.1.2. Request an updated draft
    - 10.1.3. Provost McMahan will check with VP Freer
  - 10.2. Draft Shared Governance Statement
11. **Motion from 01/14/2020 Faculty Senate Meeting: "charge the Faculty Senate Executive Committee and the Administration to jointly determine the process to investigate and address FAM violations and draft a proposal to the Senate within four weeks"**

- 11.1. FAM Implementation FAM
    - 11.1.1. Refer to this as “Policy Addressing Implementation Issues”
    - 11.1.2. Suggest we create a pilot process and take a collaborative look at a process instead of a FAM
      - 11.1.2.1. Provost McMahan will work with Chair Steffel to create a process
  - 11.2. HSU Policy on Policies and Perceived Violation Practice
  - 11.3. Fresno State Policy and Perceived Violation Practice
  - 11.4. CSU San Marcos follows a similar process as Fresno State
  - 11.5. San Jose State University follows a similar process as Fresno State
  - 11.6. SF State identifies in policies who is responsible for implementation and Enforcement
  - 11.7. CSU East Bay brings up publicly in senate meetings any time a policy hasn’t been followed
  - 11.8. CSULA makes adjustments to policy and/or writes new policy as made aware of violations or lack of clarity
  - 11.9. CSU Fullerton has a constant problem of violations and follow an informal process of taking issues to the Senate Chair
  - 11.10. CSU Dominguez Hills doesn’t write policy
- 12. [Proposal to establish the School of Entrepreneurship in the Jack H. Brown College of Business and Public Administration](#)
    - 12.1. Referred to EPRC
- 13. **Spring Quarter 2020 SOTEs timed addendum to [FAM 652.4 “Procedures and Criteria for Performance Review and Periodic Evaluation”](#)**
    - 13.1. What do we do about SOTEs for Spring 2020
    - 13.2. We can suggest to understand this is a different situation but they cannot be Optional per the CBA
    - 13.3. Suggest the Chancellor’s Office and CFA meet and discuss this SOTE issue
    - 13.4. Classroom visitations will be done online at this point
    - 13.5. The President has the authority to change the percentage of SOTEs
    - 13.6. Address at a later meeting
- 14. **Time Blocks**
- 15. **FAC Report**
- 16. **EPRC Report**
    - 16.1. FAM 803.65 Student Academic Grievance Procedures
      - 16.1.1. [With Markup](#)
      - 16.1.2. [Without Markup](#)
      - 16.1.3. Difficult getting enough people on panels

- 16.1.4. Have 2 students on committee and 2 faculty and allow a student or faculty member to remove someone from their panel
- 16.1.5. Will review again at next meeting
- 16.2. FAM 112.5 Procedures to Establish a New Academic Department or School; or to Change the Name of an Existing Academic Department or School
  - 16.2.1. [With Markup](#)
    - 16.2.1.1. Will change title of FAM (too long)
    - 16.2.1.2. Differentiate between changing name of school and changing its designation
    - 16.2.1.3. This will be on the April 2 EC agenda and April 7 FS Agenda
- 17. **Statewide/ASCSU (Academic Senate of the CSU) Senators' Report**
  - 17.1. Time Did Not Permit
- 18. **Chair's Report (time did not permit discussion)**
- 19. **Information Items**
  - 19.1. [Graduate Council Statement on COVID 19](#)
  - 19.2. [Faculty Advising Fellows Program \(Call for Applications\)](#)
  - 19.3. Possible Revisions to [FAM 845.72 Policy Concerning Research Involving Human Subjects](#)
    - 19.3.1. [Narrative](#)
    - 19.3.2. [Revisions](#)
  - 19.4. Faculty Center for Excellence (FCE) Organization
    - 19.4.1. [FAM 871.4 Teaching Resource Center](#)
    - 19.4.2. Faculty Center for Excellence
      - 19.4.2.1. [Team](#)
      - 19.4.2.2. [Strategic Plan](#)
      - 19.4.2.3. [Strategic Plan Implementation Budget](#)
    - 19.4.3. [Academic Integrity Presentation](#)
- 20. **Meeting Schedule**
  - 20.1. April 2, 2020 Additional EC Meeting? – Yes
    - 20.1.1. Support having this meeting
    - 20.1.2. Send the Chair agenda items
    - 20.1.3. Let the Chair know if you want access to the shared drive
    - 20.1.4. The agenda for the April 7 FS meeting will be approved at April 2 EC meeting
  - 20.2. April 7, 2020 FS or EC Meeting? – FS
    - 20.2.1. Need a fact sheet or orientation for remote format
- 21. **Approval of [Faculty Senate Agenda April 7, 2020](#)**

21.1. Deferred to April 2 EC

22. **New Business**

22.1. **Time Did Not Permit**

23. **Adjournment (Time Certain 3:50PM)**

23.1. Adjourned at 3:50PM