

ACADEMIC SENATE EXECUTIVE COMMITTEE Extra

Minutes

Tuesday, August 31, 2021

10:00 a.m. – 11:40 a.m.

Video Conference

Members: A. Hegde (Chair), M. Danforth (Vice-Chair), J. Millar, M. Martinez, E. Correa, C. Lam, M. Rees, J. Tarjan, V. Harper

Absent: J. Millar

1. CALL TO ORDER

A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

- President Zelezny visits EC October 5, 11:00 – 11:30. Send questions to A. Hegde.
- Committee Reports – A. Hegde recommended that each committee submit one before each Senate meeting for members review and for meeting records.
- Faculty and President Discussion – There is faculty interest in having access to the President like students have during her Walk and Talk, per E. Correa. A. Hegde will suggest to the President that she have a Faculty Forum.

3. APPROVAL OF AGENDA

M. Danforth suggested edit to 5.c.i. GRaSP is considered an “academic” unit. Thus, the Search Committee should be a full academic committee: (5) FT Tenured Faculty; (1) from each school and (1) At-Large.

E. Correa moved to approve the agenda as amended. C. Lam seconded. Approved.

4. APPROVAL OF MINUTES

E. Correa moved to approve the August 24, 2021 Minutes. J. Tarjan seconded. Approved.

5. CONTINUED ITEMS

a. AS Log (handout)

i. AAC (J. Tarjan)

Referral 2020-2021 20 URPC Changes carried over pending the URPC Task Force report.

INST Proposal to add Phil 4550 to INST WGSS Concentration. AAC serving as the curriculum committee. A. Hegde received notification that INST has changed it to GWSS minor. Minors are within programs and do not have to go before the Senate. Item complete.

- ii. AS&SS (E. Correa) The carry over items from 2020-2021 will be discussed in the first meeting.
 - iii. FAC (M. Rees) There are numerous carry-over items from 2020-2021 expected to be assigned as new referrals for 2021-2022. See item 5.f.
 - iv. BPC (C. Lam) Meeting with former BPC Chair took place. Carry-over clarified:
Referral 2020-2021 03 Institutional Research in Response to WSCUC Report is a planning item, thus sent to BPC.
Referral 2020-2021 29 GECCo Reporting Structure – It involves planning. Since it's heavy on academic affairs, the AAC will lead the charge on joint referral.
- b. Provost Update (V. Harper)
- i. Class size –J. Tarjan said that CSUB has the second largest class size in the system. Further, it's disproportionate for the size of university compared to other CSUs.
 - ii. Academic Integrity (deferred)
 - 1. Office of Student Rights & Responsibilities and Academic Affairs
 - 2. Academic Integrity Pledge
 - 3. RES 192013 Response to Student Misconduct Task Force
 - 4. Testing Center
 - ii. Academic Affairs Reorganization aka School Elevation – V. Harper and AVP FA D. Boschini will be sending a request to Academic Senate Chair A. Hegde for an ad hoc committee. J. Tarjan suggested an open forum and/or form a task force. V. Harper said the feedback he's received is whether entities in colleges are going forward. The committee should give recommendations for that. Having the Senate's support of such a structural change is critical to the long-term viability of the institution. M. Rees expressed concerned about the entities in colleges bringing growth of administrators. V. Harper replied that the Senate's recommendation is critical to the shared governance in decision-making. The conversation as such would lead to the additional number of faculty lines, etc.
 - iii. Meeting with portions of Black Faculty over issues raised during University Week forthcoming. E. Correa acknowledged the outreach to Black Faculty. Consider outreach to others since we are an HSI and MSI and the concern about their workload.
- c. Searches (V. Harper)
- i. AVP GRaSP – This is considered an “academic” position. Senate Call for Nominations for (5) FT Tenured Faculty; (1) from each school plus (1) At-Large. The committee meet Falls '21 and Spring '22

- ii. AVP IRPA – B. Street elected
- iii. Dean BPA – Additional tenured faculty member (Provost and EC) selection for majority of faculty members
- iv. Dean NSME – SEC Call for Nominations Fall for (4) FT tenured faculty member
- v. Dean Antelope Valley – One member resigned from the committee. BPA to run an election for that vacancy. The committee meets Fall '21 and Spring '22
- vi. Dean Library – established committee meets Spring '22
- vii. Associate Dean Undergraduate and Graduate Studies - Senate Call for Nominations for (1) FT Tenured Faculty from each school and (1) At-Large on behalf of AVP AP.
- viii. Director Faculty Training and Learning Center (TLC) – TLC Advisory Board elects
- ix. Processing of teacher contracts – There was a request to have ASCs from other units help with the processing of paperwork in the Provost's Office so the lists can get to the department ASCs sooner. V. Harper doesn't expect recurrence.
- d. Financial and strategic planning transparency and faculty participation – (deferred)
- e. Teaching in Faculty's Assigned Class Times – removed as it is no longer an issue.
- f. Proposal for the Creation of Ethnic Studies Department – FAC sent a list of recommendations to the proposers last year. A. Hegde was informed that the unit is chaired by AVP AA and Dean of Academic Programs, D. Jackson. They are in discussions. A. Hegde suggested that they meet as a group, vote on recommendations, and then D. Jackson will send the outcome(s) to him. A. Hegde will then forward to M. Rees, FAC Chair. Referral to FAC.
- g. MA INST Moratorium – AAC acts as the school curriculum committee. Referred to AAC.
- h. INST Proposal to add Phil 4550 to INST WGSS Concentration – See 5.a.i.
- i. Faculty Advising and Staff Advising Structure – B. Street was Faculty Fellow working with D. Jackson, AVP Academic Programs. They presented their report to the Provost's Council. They will share it at the DCLC meeting and then with the EC September 21. Hold off reissuing last year's referral to AS&SS and perhaps another committee until the proposal is presented.
- j. Proposal to Employ High Impact Practice (HIP) Tracking - Dr. Jackson sent a document that we should be tracking HIPs in PeopleSoft. J. Tarjan said it may not be an exhaustive list. E. Correa asked what if a faculty starts with HIP and then goes a different route. A. Hegde said that it can be discussed in committee. Referred to AAC, AS&SS.
- k. EEGO Course Offering - Summer Term – Students were overloading units during summer. Referred to AAC.
- l. GECCo Reporting Structure – referred to AAC, BPC, FAC
- m. General Studies (GST) Department Formation – Referred to AAC, BPC, FAC

- n. Accessibility – M. Danforth identified two issues: 1) Textbook adoption requirements from the Chancellor’s Office (CO). Materials must be chosen in sufficient time to allow for accessible options to be discovered. Chairs were told there was a master list at the bookstore. The bookstore said that the chairs had the master list. The owner of the master list needs to be identified. 2) The policies for adopting a textbook need to be specified. For example, what if someone doesn’t submit a book? There are big issues around the timeline and methodology of adopting a textbook. Who is responsible for maintaining the master textbook list? When students with disability register late, it falls on the faculty member to fill the gap. We are not serving the student nor the rest of class when information is not provided earlier. Enrollment Management could inform instructors of those students who have special needs. Because of the late registration and they can’t find accessible materials, J. Tarjan asked that the student be given a tutor to help him navigate the university, not just someone in the learning center to read the syllabus. Look at it from the student’s perspective. SSD has been working with the student but they don’t seem to have the ability nor resources. What happens when there is insufficient time to access materials? Is the list of accommodations enough? M. Danforth said the Accessibility Technology Initiative (ATI) Instructional Materials Committee discussed that a faculty chose a Pearson textbook that supposedly had accessible textbook but when the pdf was sent to SSD, it would not render on the screen reader. Some vendors may say they have an accessible textbook yet we do not have access to it. Her unit also had a visually impaired student whereby the faculty member made more accommodations to this student than what they get through SSD. She will forward the ATI Instructional Materials report sent to the President and Provost in Fall ’20. A. Hegde said that some faculty say that a particular book is the only one that could be used for a class. Some textbook publishers are not willing to make materials accessible. Referred to FAC
- o. Honorary Doctorate-Handbook Change – FAC – (hold until next meeting)
- p. Criteria and Nomination Process for Faculty Awards – FHAC is discussing whether there should be a five-year period before an individual could get another award. It’s to encourage others to receive recognition. Committees can decide whether a person can achieve an award multiple times. C. Lam noted that FHAC needs guidelines on how to interpret nominations from individuals. While it is allowed, committee members seem to see them differently. Referred to FAC
- q. CSUB Patent Policy – removed from agenda. FAC addressed it. President hasn’t signed, awaiting CSU policy.
- r. Notification to Chairs of Assigned Time – M. Martinez was told at the last minute that faculty was not teaching. Whether it’s an appointment, sabbatical, or time off,

- the chair needs to be aware in advance. J. Tarjan commented that it's a problem to keep track of assigned time, grants, committee work, CO work, etc. He recommended one person at school to be copied on all communication regarding all types of assigned time. How can coordination of AA and HR improve toward notifying chair of the department assigned time from any source? Referred to FAC
- s. URC Recommendations – additional Handbook changes – FAC (deferred)
 - t. Sabbatical Application Process Improvement – FAC (deferred)
 - u. Institutional Research in Response to WSCUC Report – BPC See 5.a.i.
 - v. Distinguished Professor Award – (handout) FAC (deferred)
 - w. Faculty Poll regarding online instruction (Hold pending further information)
 - x. Alma Mater (Hold pending further investigation)
 - y. Assigned Time application revision and timing (Hold pending information) – FAC

6. NEW DISCUSSION ITEMS (Time Certain 10:45)

- a. Handbook 305.2.4 Tenure and 305.3.4 Promotion - The language in 305.2.4 Early Award of Tenure to Faculty a. reads for *acceptable* performance in professionally related service. The language in 305.3.4 Promotion reads *exceptional* performance. The language needs to be consistent in these two sections. The Academic Senate's intent was clear and strongly behind making service exceptional. Files for tenure and promotion are due on October 4. A resolution can be brought to the next Senate meeting. Note the intent of the meaning as presented in M. Rees' email to AVP FA D. Boschini and the Senate Chair A. Hegde. M. Danforth expressed concern that there may be backlash from those who worked over the summer to prepare their files under the language as written. A. Hegde, D. Boschini, and M. Rees to meet. It would be recommendation for a department who doesn't have it or needs to revise it. Referred to FAC
- b. DEI Faculty Report – The DEI Faculty Fellows Exploratory Group was formed in Summer '21. Their report was submitted to the Provost. It's for our review and to comment whether there are on any actionable items. There are institutional and faculty issues. If there isn't a resolution, the committees can submit a response. Referred to BPC and FAC.
- c. GE Minors – The GE Director requested that the Senate work to clarify language on what constitutes a minor. J. Tarjan recommended to ask GECCo to look at the Minor, to see if its viable, and come back with recommendations for requirements for the minor and changes. Hold this item.
- d. Senate Calendar and Potential Timelines in Standing Committee(s) (deferred)
- e. University-wide Exceptional Service Requirement for RTP – Each department has their own criteria for teaching, scholarship, and service. Should be a university-wide

criteria for RTP? Eighteen CSUs have university-wide criteria. M. Danforth suggested that it needs to be a broad discussion. Keep in mind criteria are written at university level could be a barrier to DEI. For example, board service. They may be in a discipline where there aren't that many boards to serve on. We may be unintentionally and accidentally locking out a certain segment of faculty who could be very good, productive faculty. A. Hegde discussed with faculty that some units have criteria that doesn't acknowledge cultural taxation or DEI. If one is a faculty of color, there are students who come to them to a greater degree causing a greater workload. Faculty of color are being asked to serve on RTP committees, etc. This would be a service item. C. Lam noted that every department has a different story. It may be very difficult to equate departments because they have different focus. E. Correa suggested that schools could establish criteria. They may provide some uniformity of criteria having similarities of what's required. The CO has discussed Open Ed Resources as a possible option where faculty can do research during pandemic. This could be a way for faculty to get recognition for that work done during the pandemic, by including it in RTP criteria. M. Danforth said school level criteria is broad and may not be responsive to different units. Early tenure and promotion may be more feasible first. She's concerned about criteria creep into regular RTP. Example: Her department criteria revision is being held up because they don't have a quota for publication and research for tenure. They don't want to have a quota for publication for research because they may have an exceptional faculty serving the department, and due to life circumstances, the research and publication has suffered. They don't want to lose that person. They'd like to see that faculty member become an associate professor and tenured. Distinguish between early tenure and promotion, which is a rare event, and regular tenure which has to be adaptive to allow the departments to make the decision on what is their criteria for teaching, research, and service. We wouldn't want a quota established at a higher level. A. Hegde recommended that units take DEI into their criteria. E. Correa asked if another category of RTP can be created which would cover cultural taxation and DEI. J. Tarjan thinks that it pertains to collective bargaining. Teaching, Scholarship, and Service must be included. Mentoring students can be weighted more heavily, just as long as teaching remains the most important factor. A. Hegde suggested formation of General Guiding Principles instead of a mandate. No referral.

- f. CSUB Policy on Use of small Unmanned Aircraft Systems (sUAS) – GRaSP update - Referred to BPC

E. Correa moved to extend the meeting 10 minutes. M. Danforth seconded.

- g. Elections and Appointments – M. Danforth – There are issues getting people to serve on committees. Perhaps it's due to the pandemic and causing people to be overworked. As we grow, we need to address certain issues.
- The School Elections Committee (SEC) became accustomed to having the Academic Senate Office analyst handle everything for them when they should be handling school elections for themselves.
 - It's become a logistical challenge to 1) find people, 2) to manage the calls and possibly 3) committee proliferation. There were 130 calls for 50 committees in 2020-2021.

The Fall Call for Nominations for elected positions will commence upon receipt and processing of the 2021-2022 faculty list. Their status (FT, TT, T, Full Professor, etc.) is important to determine eligibility for voting and certain positions. E. Correa commented that there is less time and no reward for the extra work involved, especially during the pandemic. People don't have the energy to serve if they aren't given release time. There has to be something to motivate faculty. A. Hegde will take up the issue at next Senate Chair's meeting. J. Tarjan suggested that FAC look at expectations / criteria for post-tenure review (PTR). We expect service to increase and include a list of examples. A. Hegde suggested a Handbook statement of shared governance that we need everyone to engage in their discipline, especially the senior faculty. J. Tarjan said the head of the last search committee said that we have so many people in the administrative ranks or associate professors who are stepped up to take other responsibilities but haven't taken the time to complete their research agenda. It was a way of saying that the tenured faculty need to step-up. It's a national trend. M. Martinez sees it as a problem of post-tenure review. Post-tenure review has no teeth, no reward. It needs to be addressed at a higher level. Perhaps put it in the contract language, post-review. A. Hegde said there's already a referral. A. Hegde offered to randomly go to senior faculty and ask them if they're involved. If not, why. How can we get more people involved? He asked the EC to continue thinking about what actionable things we can do.

- i. Fourth attempt to fill position turns to EC appointment – Handbook Change – M. Danforth asked if different procedures are needed to say what happens if a position isn't filled by the fourth attempt. How do we work the SEC into the process?
- ii. School Elections Committee – Handbook Change 202.7 - Do we need rethink how the SECs are working? It used to be that the schools did more. Now there is a gap in the willingness of the schools to do what they should do and the skills to

do it. There are structural things that the Senate can address. For example, look at whether there is too high of a demand on T/TT faculty.

- iii. Standing Committee Bylaws change – (deferred)
 - 1. Chair Election Statement of Interest
 - 2. Two-years on Senate requirement
 - 3. Structure of BPC
 - 4. Strike “at least” - (JT)
- iv. Committee proliferation – Identify whether there are non-functional committees that need to be properly retired such as ad hoc committees that don’t go away.
- h. Strategic Plan Group data gathering instrument(s) (deferred)
- i. Academic Freedom revisited – FAC (deferred)
- j. University Handbook Numbering Revisions (deferred)
- k. General Faculty Meeting major points (deferred)

7. **AGENDA ITEMS FOR SENATE MEETING September 9, 2021 (Time Certain 11:00 a.m.)**

Approval of Minutes

Announcements

- President Zelezny (Time Certain 10:10)
- Elections and Appointments – M. Danforth

Approval of Agenda (Time Certain 10:05)

Reports

Resolutions (Time Certain 10:35)

Consent Agenda

New Business

Old Business

Open Forum and Wellness Check (Time Certain 11:15)

8. **COMMENTS FROM THE FLOOR**

The Provost thanked B. Bywaters for taking on tasks on University Day and all the expertise she brings. She has partnered with the Provost’s Office on many things.

9. **ADJOURNMENT (Time Certain 11:25 am)**

A. Hegde adjourned the meeting at 11:40.