

ACADEMIC SENATE EXECUTIVE COMMITTEE

Minutes

Tuesday, October 19, 2021

10:00 a.m. – 11:25 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: M. Martinez (excused)

1. CALL TO ORDER

A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

- Foundation Board – The faculty representative, A. Jacobsen, asked for Senate updates to be shared with the Board at their November 5 meeting. She identified that some faculty have gone back to face-to-face teaching, the Senate passed the Bachelors in Public Health program, and the Masters of Science in Computer Science program. Perhaps add to that, the Ethnic Studies formation is in progress. (A. Hegde) We want to have transparency about where things are. (E. Correa)
- Budget Forum – C. Lam did a great job. The recording is available on the Budget Central webpage, [here](#). (A. Hegde) Consider whether we want to go on record, as we have done before, with our interest in improving the tenure track (TT) numbers and reducing the student/faculty ratio. While the President said CSUB would use growth monies for that, the deeper issue is the explosion of non-teaching staff of all types. We used to be where we should be for a non-urban campus. Currently, it's far away from where it should be. Those positions keep being added when instruction is the focus of our campus. (J. Tarjan) We can discuss reaffirming RES 192017 Balancing the Restoration of Faculty Ranks with MPP and Staff Hiring and a commitment to that. Perhaps look at the cost of instruction. It's 47% of the net operating budget. We want a good portion of that for instruction. (A. Hegde) AB 1725 mandated the community colleges which receive monies from the State to have 50% expenditures in the district on instruction. The community would be perplexed that less than 50% of CSUB's budget is for instruction. (J. Tarjan) The Foundation Board may be interested in the enrollment growth in comparison to hiring. (E. Correa) It's in the Budget Book (C. Lam) BPC could look at the data and touch points and put out a report with analysis of enrollment growth and then the EC can have a broader conversation. (A. Hegde) As noted by the President, we did

not get an allocation for an off-campus center to provide the same quality of service for Antelope Valley. The Foundation Board may be interested in that. (J. Tarjan)

3. APPROVAL OF AGENDA

A. Hegde added Academic Master Plan (AMP) Bakersfield 2022-23 through 2031-32 to NEW DISCUSSION. J. Tarjan requested adding two items: Chair access to virtual WPAFs and the schedule for independent unit chair RTP review and missing materials. M. Rees requested adding, access to Task Stream.

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

4. APPROVAL OF MINUTES

E. Correa moved to approve the October 5, 2021 Minutes. C. Lam seconded. Approved.

5. CONTINUED ITEMS

a. AS Log (handout)

- i. AAC (J. Tarjan) A number of items were acted upon as the inter school curriculum committee.

Referral # 9 Proposal to Employ High Impact (HIP) Practice Tracking – the committee is close to being ready to meet with AS&SS. (J. Tarjan)

Referral # 8 General Studies (GST) Department Formation was withdrawn from AAC, BPC, and FAC by the EC. The new referral sent to AAC focuses on foundational concerns. (A. Hegde)

- ii. AS&SS (E. Correa)

Referral # 9 Proposal to Employ High Impact (HIP) Practice Tracking - Vice Chair A. Lauer and Interim Assoc. Dean for Undergraduate and Graduate Studies L. Vega put faculty concerns into a document for AAC's review and joint committee discussion and whether to submit a recommendation or a resolution.

- iii. FAC (M. Rees)

Referral # 14 Proposal for the Creation of an Ethnic Studies (ES) Department - the committee received some questions from the prospective ES faculty in response FAC's memo and are processing it.

Referral 03 Electronic RTP as Application Standard – the survey on RTP storage in Box resulted in complaints about lack of organization of the files. The workshop is starting to fix that. The committee is reluctant to pay for Interfolio software while they are getting used to using Box. (M. Rees) Perhaps another workshop in coordination with AVP FA could be scheduled for December to help those scheduled for Spring RTP. (A. Hegde)

- iv. BPC (C. Lam) The committee spent their time talking about the Budget Book.

b. Provost Update (V. Harper)

- i. Budget Forum – V. Harper thanked C. Lam and A. Hegde for a very good forum and to all who attended for their participation. The campus has come a long way toward receiving answers to questions, while some questions remain.
- ii. Vaccination Status Deadline – It’s imperative that full-time and part-time faculty interact with the Point-and-Click system before October 27. The requirement applies to all Fall ’21 and Spring ’22 faculty. If faculty hasn’t uploaded their vaccination record, or exception or not getting tested every week as part of their exemption, they will be disciplined. The first step is suspension. 20% of faculty haven’t interacted with the system. They have been contacted directly by the Provost or the AVP FA and some of those conversations were not productive. The list of individuals is confidential. The Provost requested that faculty members reach out to their colleagues through a global email to their department, so they know the requirement was bargained and how serious this is. His concern is the reaction when those who aren’t interacting receive a memo that includes “termination”. (V. Harper)
 - Q: There are glitches in the system where the process doesn’t go through. SS&E administrators were asked to share the issues. Will they be rectified? (E. Correa)
 - A: As long as faculty are interacting with the system, they’re in compliance. (V. Harper)
 - Request: Have Deans send a message to their department chairs emphasizing that employment action may be taken on Spring instructors if they do not interact with the portal. (J. Tarjan)
 - Suggestion: There needs to be a small help desk for Point-and-Click. Give outreach info in the landing page. (M. Danforth)
 - Comment: It will be difficult for department chairs to plan for Spring if suddenly they lose teaching staff or support staff and they’re not ready for it. (C. Lam)
 - Response: The first step is suspension. The workflow has been discussed with the Deans. They are prepared. (V. Harper)
- iii. Hiring Expansion – V. Harper meets with the Deans today. He shared the unique document, *Expansion Line Allocation Guidance*, with EC. The President authorized two tenure track nurses relative to the \$6 million procured from the legislature. Nine positions are restored. Three expansion lines: one for AB 1460. Two to be allocated. He is collecting data to see where the positions should be allocated as a cross reference to what the Deans have noted for hires. The purpose of the guidance is to make sure everyone understands the process. Expect to see your dean at the next chairs’ meeting to discuss which unit to advocate for expansion.
- iv. Video recording deletion – A meeting is planned with CFA President, CIO and the Provost to discuss the deletion of Zoom files after 180 days.
- v. Policy Portal – csub.edu/policies Ultimately, it will give guidance on all Academic Affairs (AA). There are many policies working their way through the system. The EC will have the opportunity to have input on policy before it becomes permanent. The policy portal should help close the gap on the lack of

- information on indirect cost recovery, computer refreshes, professional development, etc. EC gave their feedback to the Provost.
- vi. Ethnic Studies Funding - \$672,000 has been allocated on a recurring basis to AB 1460, not to an Ethnic Studies Department.
 - vii. WSL Masking Proposal (deferred)
 - viii. Tenure Density (handout)
 - ix. Grants and Sponsored Research (GRaSP) Faculty Advisory Council
- c. Searches (V. Harper)
- i. AVP GRaSP –The committee has been launched.
 - ii. AVP IRPA – The committee has been launched.
 - iii. Dean BPA – The committee starts this week. The response from HR is that there is no policy about committee member attendance.
 - iv. Dean NSME - The committee has been launched
 - v. Dean Antelope Valley – see 6.a. The committee meets Fall '21 and Spring '22
 - vi. Dean Library – see 6.a. The committee meets Spring '22
 - vii. Associate Dean Undergraduate and Graduate Studies – the committee meets Falls '21 and Spring '22.
- d. Financial and strategic planning transparency and faculty participation – See 2.
- e. AB 928 –The intent of the legislation is that all three systems-Community College, CSUs, and UCs- have the same general education (GE) path. The concern is that maybe oral communication would be lost because the UC system doesn't require it. The CSU Senate Chairs discussed it. The Vice-Chancellor asked the Senate Chairs not do anything while negotiations are being worked through. (A. Hegde) They will get faculty input through the Inter-segmental Committee of the Academic Senates (ICAS). It's the EC of the three-system senates. The intent is to set-up a portal for input. J. Tarjan has asked the ICAS Chair to have it be campus-based requests so that CSUB can provide comment, rather than be discipline based requests. (J. Tarjan)
- f. AAC Referrals: Copy Catalog and Special Concerns – J. Tarjan (deferred)
- g. Library New MPP position – The Interim Dean Library sent a request to have a current staff position converted to an MPP position, Associate Dean. (A. Hegde) Is there an additional cost and how would that work? (E. Correa) Associate Dean would cost more. It would have to be absorbed as part of position control. A new MPP would have to be approved by the President. The AS is a necessary step in the process. Yet, an approval by Senate does not guarantee its implementation. (V. Harper) J. Tarjan doesn't think any librarians have been added, yet we went from the Director of the Library to Dean of the Library, and then Dean of Library with the department Chair, and now we have to deal with an Associate Dean. As soon as we provide that much reassigned time to administrative support etcetera to the schools, maybe we can move forward with the Library. The library's role has diminished over time. The things they do are important, but they are done a different way. It's questionable how much actual direct work is done. There are a lot of administrative positions that are redundant on campus and this position would be right at the top of the list, should it be authorized. (J. Tarjan) Recall that there was a request from EEGO for an Associate Dean position that was not approved

because EEGO is not an academic unit where there is a need for Dean, Associate Dean, and department Chairs. Do we send to sub-committee or EC return it due to lack of support? Then, it would be up to the Provost and the requesting Interim Dean whether they want to move it to the President, informing her that the Senate doesn't support this. (A. Hegde) What was the process for EEGO? (M. Danforth) It went to BPC and BPC said "no" and that was the end of it. (A. Hegde) The Library also has a proposal forwarded to take over part of General Education (GE) and hiring faculty for that position. This is unprecedented. (J. Tarjan) Discussion ensued. Voted: don't send to committee. A. Hegde will send a memo to the Provost with a copy to the Interim Dean Library saying that the EC did not feel that the proposal should move forward at this time; EC is not in favor and doesn't support it. (A. Hegde)

- h. General Studies Department proposal revision – Referral #08 withdrawn from AAC, BPC and FAC upon recommendation of AAC Chair, and then a new referral sent to AAC. The issues were discussed in EC meeting, September 19, 2021.
- i. Proposal to Migrate FYS into the Library (deferred)

6. NEW DISCUSSION ITEMS

a. Search Committee Composition

Dean Antelope Valley (AV) Search Committee - Librarian in AV volunteered for the Dean AV Search Committee.

Dean Library Search Committee – an existing member is on sabbatical.

Handbook 309.5 is slightly ambiguous in how it defines General Faculty and how it applies to eligibility. The issues are

- Currently, the Dean AV and Dean Library search committee were formed from four full-time tenured faculty members: (1) from each school. The Handbook states that for individual schools, Library, and Antelope Valley, (4) full-time faculty members drawn and elected from the effected constituency.
- The clause, tenured faculty members, does not indicate "General Faculty", which would include librarians.
- The Search Committee Dean Library was constituted before the latest update to Handbook 309.5. Search committees has been held longer than eighteen months, essentially two academic years. Should we look at when a search committee needs to be reconstituted? (M. Danforth)

The Search Committee Library needs to be reconstituted, primarily due to the expiration of its term of service before launching. (A. Hegde) In terms of structure of the committees, it's unclear who are the AV and Library constituency. (M. Danforth) The Library serves the entire university. We're correct in doing it university-wide. The Antelope Valley campus is populated by faculty from the main campus or hired to teach at AV. Its constituency is university-wide. (A. Hegde) Discussion ensued.

- The consensus for the Library is that it serves the university, so the current search committee structure consists of four full-time tenured faculty from any school or library. If librarians aren't elected, librarians can be appointed to represent the Library. (A. Hegde) Reconstitute the Dean of the Library Search as a call for four full-time tenured faculty members from any school or the Library. It goes out to all faculty in the schools and all librarians. Send memo to announce result, K. Holloway to serve the BPA position on Dean AV Search Committee. (M. Danforth) Referral to FAC to look at section 309.5 (A. Hegde)
- b. Academic Master Plan (AMP) Bakersfield 2022-23 through 2031-32 referred to AAC and BPC
 - c. Access to Task Stream – There are concerns that its use and access be consistent to what was first presented as a “filing cabinet” for departments for their program review and WSCUC. The WSCUC assessment was put on the web and made public when it was understood to be private. Guidelines needed to clarify what Task Stream is used for and who has access to it. If others are pulling documents which were intended to be private, the documents may be taken down or put in differently. (M. Rees) Task Stream was originally presented as a place to store materials for WSCUC and ABET accreditation only. The original purpose may have been lost over time where individuals have asked for specialized Task Stream workspaces. (M. Danforth) There are a lot of people who have access to Task Stream. It appears that all they have to do is ask IRPA for access. There should be some vetting process as to who and why they need it and then approval from the people who are adding the material(s). (A. Hegde) To prevent potential FERPA violations, there needs to be an IRPA policy as to what should be on Task Stream. (M. Danforth) Referred to AAC, AS&SS, and BPC. (A. Hegde)
 - d. Chair access to virtual WPAFs – The RTP process does not have a timeline for chair review. There is a presumption that the chair review is an independent review from the unit committee. While it's uncommon, one would want to see what the unit committee said and if they didn't cover some things in the file, like a reprimand or recurring issues. As a solution, consider having a sequence where chair has a week to do their review and then it goes back to the candidate should there be a need for rebut, etc., then it goes to the Dean. Since files are stored electronically, it is difficult for the chair to gain access. (J. Tarjan) Refer to Handbook 305.5.3 Completeness of the RTP File. If the review committee believes there are missing materials, what do they do? (A. Hegde) The issues are 1) Clarify the wording to better communicate the meaning of the current language, such that materials have to be inserted and go through all levels of review 2) The timeline for review and where does the chair letter, if there is one, fit in? Now it's side by side with the unit committee. Should

- the order be unit committee, chair, and then dean? (M. Danforth) Per policy, even if someone wants to add more materials it's not possible. (E. Correa) It's unclear. The Handbook says one thing on the schedule, and it says all required things. At one point, it says one doesn't have to move forward and then it says if one wants to move forward, put materials in. An administrator has advised faculty that one could take things out of the PAF and stick it in the WPAF. That action isn't true to the interpretation of the policy. Clarification needed. (J. Tarjan) A draft referral will return to EC for their approval before giving it to FAC. (A. Hegde)
- e. GECCo Authority (deferred)
 - f. Exam Modality for Flex Classes (deferred)
 - g. Policies: Reimbursement Rate, and Professional Development Funding (deferred)
 - h. Summer Compensation (deferred)
 - i. Testing Center Exploratory Committee – Refer to Provost Harper's memo in the agenda. AS&SS may want to form a sub-committee. Include the recommended people from the Provost. (A. Hegde) The purpose is to hear the visions of Faculty, AVP of Enrollment Management (EM) and Testing Center Director and have logistical consultation. (V. Harper) Consider the feasibility and what it will look like. Referred to AS&SS. This is huge progress. (A. Hegde) E. Correa thanked the Provost.
 - j. Investment Divestiture (deferred)
 - k. Senate Calendar and Potential Timelines in Standing Committee(s) (deferred)
 - l. Academic Integrity – See Testing Center Exploratory Committee, item 6.i.
 - i. Academic Integrity Pledge (deferred)
 - m. Sabbatical Process Improvement – FAC (deferred)
 - n. Elections and Appointments – M. Danforth (deferred)
 - i. ATI Working Group
 - 1. Appointments
 - 2. Sub-committee – Instructional Materials
 - ii. Fourth attempt to fill position turns to EC appointment – Handbook Change
 - iii. School Elevation Exploratory Committee (SEEC) – Two EC members
 - iv. President's Sustainability Committee
 - v. School Elections Committee – Handbook Change 202.7
 - vi. Order of Business – Bylaws change (Section III. A.)
 - vii. Standing Committee Bylaws change – (Section IV)
 - 1. Chair Election Statement of Interest (J. Tarjan's suggestion)
 - 2. Two-years on Senate requirement
 - 3. Structure of BPC
 - 4. Strike "at least" (J. Tarjan's suggestion)
 - viii. Committee proliferation

- o. Strategic Plan Group data gathering instrument(s) (deferred)
- p. Philosophy on Teaching Modalities (deferred)
- q. Academic Freedom revisited – FAC (deferred)
- r. Distinguished Professor Award – FAC (deferred)
- s. Faculty Poll regarding online instruction (Hold pending further information)
- t. Alma Mater (Hold pending further investigation)
- u. Assigned Time application revision and timing (Hold pending further information) – FAC

7. **AGENDA ITEMS FOR SENATE MEETING October 21, 2021**

Approval of Minutes

Announcements

- 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 (Time Certain 11:15)

8. **COMMENTS FROM THE FLOOR**

Student attendance and drop observations: 30% of J. Tarjan’s class has dropped. 50% attendance in one of A. Hegde’s classes.

9. **ADJOURNMENT**

A. Hegde adjourned the meeting at 11:31.