

**ACADEMIC SENATE EXECUTIVE COMMITTEE**

Minutes

Tuesday, December 7, 2021

10:00 a.m. – 11:42 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**

1. CALL TO ORDER

A. Hegde called the meeting to order.

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK

Two-Factor Authentication (2FA) – email and Canvas are subject to two-factor authentication. F. Gorham requests that faculty implement it by February 7, 2022. (A. Hegde) It's really an Office 365 authentication, thus the Microsoft system authentication. If one is syncing their CSUB One Drive to File Explorer on Windows will the code have to be entered every twelve hours to keep their files synchronized? She prefers One Drive because there's never been any loss of meta data. We should find out how it will affect people doing One Drive synchronization and how the new policy effects Box. (M. Danforth) There will be two ways to authenticate: 1) the single sign-on (SSO) used for Box, MyCSUB, etc. which has the two-factor authentication embedded in it. One enters their net ID and password and then it brings them into the 2FA page (with CSUB logo). 2) Microsoft sign-in (with Rowdy picture) to turn on Office 365, Canvas, and anything else that takes one to the Microsoft sign-in page. Upon implementation, one enters their email and password and then it will take them to the 2FA. (M. Danforth) A. Hegde will check with F. Gorham on M. Danforth's concerns and request that some statistics on effectiveness be made available to help with adoption of 2FA. (A. Hegde)

Library Proposal to take over FYS – Waiting for reply from GECCo before EC sends memo. (A. Hegde)

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES

E. Correa moved to approve the November 30, 2021 Minutes. C. Lam seconded. Approved.

5. CONTINUED ITEMS

a. AS Log (handout)

i. AAC (J. Tarjan)

The committee is finalizing resolutions on the following:

Referral # 5 Summer Term Unit Limits

Referral #24 BA Sociology Concentration Revision – Racial and Ethnic Dynamics

Referral # 9 Proposal to Employ High Impact Practice (HIP) Tracking. The resolution will be from AAC only.

Referral # 7 GECCo Structure and Reporting

Referral #25 General Studies (GST) Department Formation - AAC received a report from the Department Formation Task Force (see Agenda handout) which they will take up. J. Tarjan will invite A. Gebauer to AAC to discuss

ii. AS&SS (E. Correa)

Referral # 9 Proposal to Employ High Impact Practice (HIP) Tracking. The work is at a stand-still as members are not in agreement after meeting with AAC. We can decide whether to send resolution from AAC and not AS&SS. There's no deadline. (A. Hegde) AAC's will come with recommendations and caveats. (J. Tarjan)

Referral # 10 Faculty Advising Structure - AS&SS has met with the Faculty Council and various Staff Advisors from different schools. There appears to be miscommunications and misunderstandings around reports that have been provided in terms of not finding accurate responses to what has been offered. Maybe by next semester some agreement or recommendation can be made. E. Correa doesn't see a resolution coming forward. (E. Correa)

Referral # 26 Testing Center – It hasn't even been touched. Some want just one room, and some want a proper infrastructure in place.

iii. FAC (M. Rees) FAC has so many referrals and many have long discussions attached to them.

Referral # 3 Electronic RTP as Application Standard – FAC went through the survey responses. There wasn't a lot of interest in alternate company while faculty is still learning Box. It could be general electronic in the future, and not company specific. (M. Rees) The first RTP files are due the first week in August. It would be helpful to have something by the end of Spring. A. Hegde has heard from faculty that when they do a rebuttal, it's not being read by the next level. The most common complaint is that the deans are not reading the rebuttal letters. It would be helpful if there was some acknowledgement that they had. There's no language in the Handbook as such. Perhaps the contract says they must do it. Also, some acknowledgement from the URC that the rebuttal letters

have been read. A. Hegde will reach out to whoever is chairing the URC and recommend that they look at the rebuttal letters. (A. Hegde) They could be put in the file and emailed. (M. Rees) A faculty member emailed the Provost's Office and sent a copy to the dean, but there is no way of knowing whether the files have been put in Box. In one instance, the dean replied that he wasn't in Box. There are some issues with Box. A. Hegde will talk to D. Boschini to make sure the letters are in the right place. (A. Hegde) People in BPA weren't getting the copies, even though they were copied on the document(s). Something broke down. Who is responsible for making sure copies are getting sent to people, whether paper or electronic? (J. Tarjan) It has to do with access permissions. Once one does their level of review, they no longer have access to it. (A. Hegde) The file metadata doesn't properly sync to Box. In the CEECS department, the unit committee uploaded the unit's review letters and the deans couldn't see it through the Windows Explorer. When they logged into the web browser, they were then able to see them. It's another area where Box could be a stopgap measure but maybe not a good permanent solution. (M. Danforth) It's not clear to people that they need to go through the web browser to access the files. We either go to software designed for RTP or go back to hard copies. No one is happy with Box. (J. Tarjan) E. Correa reinforced the need for assurance that the deans are reading the files and when there are mistakes, that they make the adjustments. She's seen several faculty members have issues with factual pieces, like publication numbers, being incorrect. When notified, nothing was done so the error kept repeating and went all the way up to the university-wide committee. There needs to be careful attention to reading and asking a few questions. If Box is giving us trouble, maybe there should just be an electronic copy that was used before. Also, have a "copy" function to make sure that everybody has a copy of whatever rebuttal letter and whatever is being posted. (E. Correa) Thank you for the discussion items. If we can't come to resolution whether to go completely electronic, we may have to go back to paper while working it out. Please direct any other RTP and/or Box issues to M. Rees. (A. Hegde)

Workshop for Lecturer RTP – M. Rees and D. Boschini are conducting it.

iv. BPC (C. Lam)

Referral #16 Institutional Research in Response to WSCUC Report – BPC decided not to take action. BPC had a very good meeting with M. Malhotra. She demonstrated products and the committee is looking forward to the improvement. (C. Lam) Draft a memo to the EC with BPC's feedback or why BPC is not acting on it. (A. Hegde)

The Senate has been through a lot of things. As we reflect, either 1) we've been addressing things that haven't been addressed or 2) exercising shared governance effectively. Hopefully, when we get to the part about additional compensation for faculty, the administration will do right by us. (A. Hegde)

b. Provost Update (V. Harper)

Retention, Tenure, Promotion (RTP) - He heard the conversation, above. It's an important process. Box is used as a stopgap. FAC will have to be involved for another software solution. The product would be a joint-shared decision. As for paper RTP, the question is how comfortable people will be coming to campus and guidelines from regulators. V. Harper will talk to the deans about reading the rebuttal letters. The Provost reads all rebuttal letters.

Associate Dean Library – The Provost and the President discussed the change in the current staff position to Associate Dean Library. Provost wants the Senate's support. We will not fill the position until there is a permanent Dean Library. The search for a permanent Dean Library begins in Spring '22. The role classification and salary relative to the existing line has only a minimal impact.

RES 212207 Formation of Ethnic Studies (ETHS) Department – Upon the President's signature, the Provost will get it started immediately. He has thought it through thoroughly. It will move from Academic Programs to SS&E. INST will continue to exist. The department has to be in its place for the Dean to process the allocation of the faculty line and to make additions to the catalog. J. Rodriguez will make the selection of department chair with faculty consultation. Effectively, the department exists as soon as it's signed. This will eliminate any uncertainty. (V. Harper) The Senate Chair requests that FAC's suggestions are reviewed. Caution the Dean about selecting the Chair. Consult the Handbook. The Senate's role is done. It's up to the Provost. However they proceed, if there is a need, we can address it at that time. (A. Hegde)

Thank you to the Executive Committee for a remarkable semester. The Provost is looking forward to what appears to be an outstanding budget for next year. He aims to match the number of new lines made six years ago. There is plenty of need for faculty and staff. Look for more information in January as we start the budgetary process. (V. Harper)

- i. Workload Reduction Strategies – The document addressed three items: stipend, WTUs, and class size. The Provost intends to begin funding in Spring. Class size is particularly important, and he plans to move those forward quite aggressively.
- ii. Spring 22 Modality Shifting Guidance – No change to the policy in place. Thanks to faculty for their work on the schedule. If something occurs due to the

pandemic, the faculty in consultation with the Deans can initiate a change with adequate communication to the students. The Provost asked that faculty check their email upon returning for Spring for any potential change due to the pandemic.

Q&A and Comments:

Faculty lines for this year – Q: Has decision been made? (E. Correa) A: There are three allocated lines: one will go to Ethnic Studies, and the remaining two are unallocated. The Provost meets this week with the deans regarding those two lines. (V. Harper)

Campus course materials fees – Comments: The Cabinet decided in 2020 that there wouldn't be fees during the pandemic but the Student Affairs (SA) webpage posts the campus fees form with dates. The process of getting the Dean and Provost support of fees gets picked up in February. (J. Millar) CEE/CS used a software program that we received an Amazon Web Service (AWS) grant for. We have to pay to continue it, but we never got the course material fee approved to continue using AWS. If the Cabinet put aside course fees, it was not communicated to the departments. The CEE/CS department put in a request in February 2020 for the approval of a new course material fee. Attempts by the dean's office staff and department ASC to follow-up did not result in a response. The communication needs to be worked on. SA is affecting students through curriculum. The AWS grant came out of the Chancellor's Office. It was used to redo the curriculum for this course with the expectation that once the grant expired, it would be moved over to course material fees to continue to pay for AWS. We couldn't get the course material fees to continue to pay for AWS and the faculty had to revert the curriculum to the old curriculum during the pandemic. SA needs to communicate the status of the pending requests, the process on how to submit, whether there will be a continuance of course materials fees that were submitted in January and February, and how long it will be in effect. The communication fell through on anyone who submitted a request in January 2020 and February 2020 for Fall 2020. They did not get a response. The Course Fee Committee seems to be where there was a breakdown. (M. Danforth) Those concerns will be communicated to her VP. (J. Millar)

- c. Searches (V. Harper)
  - i. AVP GRaSP – No update
  - ii. AVP IRPA – Applications are being received.
  - iii. Dean BPA – No update.
  - iv. Dean NSME - Campus interviews are in Spring. Thank you to M. Danforth for moving the search along briskly and efficiently.
  - v. Dean Antelope Valley – V. Harper meets with the Search Committee this week.
  - vi. Dean Library - The search for a permanent Dean Library begins in Spring '22.
  - vii. Associate Dean Undergraduate and Graduate Studies – Applications will be looked at in Spring, per D. Jackson.

- d. Financial and strategic planning transparency and faculty participation (See 5.b.i.)
- e. AB 928 (deferred)
- f. AAC Referrals: Copy Catalog and Special Concerns – J. Tarjan (deferred)

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

- a. General Faculty Meeting, Spring – Discussion ensued. The EC determined that the best time is the second week of the semester, Friday, February 4, 2021, 12:00-2:00 p.m. A “Save the Date” notification with Outlook calendar download containing the Zoom link to be emailed.
- b. Spring 2022 Final Exams Schedule – It’s systematic when one has a class, the exam is scheduled close to that class timeblock. For example, a 7:00 a.m. class it goes to the 8:00 exam time block. However, we have commencement on Friday, which is up against final exams. It’s not fair to students to have to choose whether to go to classes on Friday or Commencement. Currently it affects the 7:00 a.m. and 11:00 a.m. time blocks. (See handout in the agenda.) This needs to be addressed by the Calendar Committee. (M. Rees) There may still be a policy that students have the right to request an alternate exam time if they have two or more exams on the same day. (J. Tarjan) The conflict with the exam schedule and commencement was discussed by the Calendar Committee. In the 2022-2023 calendar, there is the same situation. However, the Associate Director of Commencement, D. Ebeling, guaranteed that exams only happen during the daytime and Commencement happens in the evening. She can answer whether that same arrangement is true for Spring ’22. (C. Lam) Spring commencement is in the morning (A. Hegde) Even if we change the Friday exams to the evening, the students won’t want to return for the exam after the morning commencement ceremony. It’s always been an issue of having commencement on the final exam day. We run out of final exam blocks. That needs wider discussion on how to resolve the conflict. (M. Danforth) We need to have a policy and make it known that if a student has an exam on commencement day, they can request from their faculty to take it on a different day. In the future we need the Calendar Committee to address the exam schedule while they are doing the Academic Calendar. (A. Hegde) Discussion ensued. We could either hold-off until the schedule is perfect or we can send the schedule out now and then give that exception, and then in Spring have a policy for faculty to work with students to have an alternate day for same day multiple final exams. We can’t solve all issues with this calendar. (A. Hegde) Get the Calendar Committee and Commencement Committee together. Perhaps it means getting support from the President and the Cabinet to pay staff to be at commencement on the weekend. (M. Danforth) Send a referral to BPC to come up with an interim policy for Spring that says if a graduating student has a final exam Thursday night, or Friday, work with their instructor for an

- alternate time. There may be a faculty member who wants to attend Commencement and they have to give an exam. (A. Hegde) Perhaps a letter from the Chair of the Faculty alerting faculty that the Senate is considering the policy. There may be a request from graduating students to find an alternate exam day. (J. Tarjan) That's a good idea. It could be added to their syllabi. (A. Hegde)
- c. New Department Formation – The EC received the recommendations from the Task Force.
  - d. Elections and Appointments – M. Danforth
    - i. Statement of Interest in various committees
      - Diversity Equity and Inclusion (DEI) – A. Argueta appointed
      - Student Recreation Center Advisory Committee – Jahyun Kim appointed
    - ii. Human Subject Institutional Board (HIRB) recommendations for appointment and reappointments – The EC recommended to the Provost to approve membership of R. Cheshire, C. Commuri, G. Herndon, B. Sanchez.
    - iii. AS&SS Librarian – The EC discussed the committee member's recommendation and appointed M. McCoy to AS&SS for Spring 2022.
    - iv. ATI Working Group (deferred)
      - 1. Appointments and expectations of service
      - 2. Sub-committee – Instructional Materials
    - v. Fourth attempt to fill position turns to EC appointment – Handbook Change (deferred)
    - vi. School Elections Committee – Handbook Change 202.7 (deferred)
    - vii. Order of Business – Bylaws change (Section III. A.) (deferred)
    - viii. Standing Committee Bylaws change – (Section IV) (deferred)
      - 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)
    - ix. Committee proliferation (deferred)
  - e. Summer Compensation (deferred)
  - f. Exam Modality for Flex Classes (deferred)
  - g. Policies: Reimbursement Rate, and Professional Development Funding (deferred)
  - h. Reconsider Time Blocks (deferred)
  - i. Academic Calendar Thanksgiving Week – (deferred)
  - j. Investment Divestiture (deferred)
  - k. Academic Integrity (deferred)
    - i. Academic Integrity Pledge
  - l. RTP Completeness – Handbook Change – FAC (deferred)

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

7. **AGENDA ITEMS FOR SENATE MEETING February 3, 2021**

Approval of Minutes

Announcements

- President's Report – L. 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 (Time Certain 11:15)

8. **COMMENTS FROM THE FLOOR**

Chair RTP Review – There's no time built into the schedule. There is no way to implement the procedures in the Handbook, cleanly. Perhaps it could be done through procedure on the schedule. Example, the chair has one week as part of the dean's time. (J. Tarjan) It's part of a referral that was already sent to FAC. (A. Hegde)

9. **ADJOURNMENT**

A. Hegde adjourned the meeting at 11:42