

## ACADEMIC SENATE EXECUTIVE COMMITTEE

Minutes

Tuesday, March 1, 2022

10:00 a.m. – 11:36 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

Provost Faculty Open Forum - March 4, 2022, 10:00 – 11:00 a.m.

President's Faculty Open Forum – March 29, 2022 – 1:00 – 2:00 p.m.

3. APPROVAL OF AGENDA

Topics added to the agenda: Debrief of IRPA Candidates under New Discussion, and Personal Instruction under Provost Update. E. Correa moved to approve the agenda as amended. C. Lam seconded. Approved.

4. APPROVAL OF MINUTES

February 15, 2022 Minutes tabled.

5. CONTINUED ITEMS

a. AS Log (handout)

i. AAC (J. Tarjan)

Referral #8 Proposal for the Formation of a General Studies (GST) Department – It may reform as a committee.

Referral #7 GECCo Reporting Structure - AAC suggests GECCo report to AAC, similar to how it works in the ASCSU and the Chancellors Advising Committee. The Director of GE appointed to AAC as an ex-officio member. The committee outlined the types of things that would be reported to the Senate each semester. Course reviews to be posted

and to provide staff support. The draft resolution to be shared with AS&SS and BPC for their feedback. (J. Tarjan)

Referral #35 BA in History with Social Science Teaching Concentration  
– On the agenda for next meeting.

ii. AS&SS (E. Correa)

Referral #10 Faculty Advising Structure - Recommendations for the Academic Advising Task Force sent to EC. Complete.

Referral #9 Proposal to Employ HIP Tracking – Memo on why non-support and recommendations sent to EC. Complete.

Referral #29 Task Stream Usage and Access – Questions about who has access and how. Understand what the problem is.

Referral #36 Appendix K IMAP – The committee began reading the material

iii. FAC (M. Rees)

Referral #2 Department Formation Criteria Revision– BPC shared comments. FAC had thoughts on those. FAC had two small edits.

Referral #30 Completeness of RTP Files – There are compliance issues on the submission of files. It was made clear that something other than Box is needed. (M. Rees) Someone on the unit committee is supposed to sign the PAF. It happened for a while, then was

abandoned. Some departments have everyone who's on the unit committee sign, sometimes it's the chair of the committee who signs. Legally it's supposed to be signed, as the official document. (M. Rees)

E. Correa requested that the committee look at more information for those doing the six-year lecturer review, because there's been a lot of concern about 1) not knowing they have to put everything into the file, and 2) indicating that there's not information when asking if it's like a regular one-year review. They don't know that there's something additional they need to do and then the files are coming to the Unit Committee and the committee is looking at only one year of files. We don't want people to lose out on this opportunity. (E. Correa)

Notification of the Lecturer candidates for six-year review needed. It's an cumulative review for a three year contract. It can be we're interpreting it to be an overview of the review letters for six years, not

necessarily every document: all the past letters, etc. That might be a Handbook issue. (M. Rees) The Lecturer review is broken, for the most part. Q: Please clarify whether the PAF or letter signed? (J. Tarjan) A: There's a file in the dean's office, called the Personal Action File (PAF). It's the official file. The way D. Boschini, AVP FA described it, the Working Performance Action File (WPAF) is what we review and it is separate from the official file. She said that during the review process, they are seen as one file. But that official file (PAF) is supposed to have a signature because if you haven't reviewed it, then somebody challenges the decision, and that official file hasn't been signed as reviewed, then it's a problem. (M. Rees) It's a serious issue that needs to be communicated. The letters of reprimand, etc. that go into the PAF are not seen by the unit committee. The PAFs have never been reviewed except by chairs who want to dig up dirt on people. (J. Tarjan) Context: D. Schecter promoted having the unit committee review the PAF. Then, NSME's office staff really took up the banner before virtual operations. Obviously, when people can't go on campus and it's a paper file, there are accommodations there. In NSME, one would get an email from the ASC that the files were pulled and when is the entire unit committee coming in to sign the files. There are issues there, needing an additional referral. 1) The University Review Committee (URC) doesn't have access to PAFs because they're maintained in the various, different deans' offices. It's difficult for the URC to access them. 2) The higher one goes in the review cycle for TT the harder it is to access that file. Perhaps that's an additional discussion: not just digitizing WPAF but needing to come up with something that digitizes the review portion of the PAF. One doesn't want to digitize the contracts. The performance review materials such as the summary page of all the SOCs, letters of reprimand, and unit letters from previous levels of review could be digitized since those are the sorts of materials in the WPAF. The digital PAF could still keep the personnel/contract items in the PAF invisible or offline. We need an additional referral to look at how that works relative to the CBA, the HR perspective, and in providing access to the Unit Committee

perspective. (M. Danforth) General comment: the chairs, and especially the deans need more training in understanding contract language and processes regarding evaluation, range elevation, and the RTP process. (J. Tarjan) There's an overreliance on Faculty Affairs for training. We're just following our culture. The deans should be more up-to-date on the issues so they don't all go to the AVP FA. (V. Harper) FAC will receive a separate referral on the PAF and WPAF. The more precise we can be in the Handbook the less we leave it up to interpretation by whoever is in that seat. (A. Hegde)

iv. BPC (C. Lam)

Referral #29 Task Stream Usage and Access – D. Jackson came up with a policy. BPC approved it and then sent it to J. Tarjan and E. Correa.

Referral #34 Academic Calendar Fall Recess Schedule – BPC decided to propose adding Wednesday before Thanksgiving in the Fall Recess.

Referral #7 GECCo Reporting Structure – (See AAC report.)

Referral #19 DEI Faculty Fellows Exploratory Group Report –The consensus is that it's a good start but nowhere close enough. (C. Lam) The thoughts were shared with the Provost. It's up to the Provost how he wants to proceed with the DEI Task Force. Perhaps an alternative could be discussed in BPC and then give it to V. Harper.

Addendum to the Academic Calendar 2022-23 – The starting date of Academic Advising for Continuing Students for Fall 2022 changed from March 28 to March 21, 2022 to fix a discrepancy between the Spring 2022 and Fall 2022 calendars. The resolution can be placed on the Consent Agenda. BPC to reach out to the Calendar Committee to start the process earlier so there is more time for review and less addendums. (A. Hegde)

b. Provost Update (V. Harper)

- i. Poll for Provost meeting – There will be a poll on the Senate General Faculty webpage. EC finds these issues of recent interest: What happens when faculty get sick? What is bare minimum of accommodations to students? Clarify what is a cluster hire. (J. Tarjan)
- ii. Title IX – Provost meets with M. Brown today and looking at database from the last five years and structures used for investigations.

- iii. Cluster Hire – AVP FA, D. Boschini and CDO, C. Catota authored the document. They proposed a roadshow to get feedback from several groups. The parameters on Cluster Hires will be clear to everyone.
- iv. J. Castro’s step down does not have any impact on CSUB’s budget
- v. Repopulation of Campus – It’s been observed that while students are happy to be back together, they don’t know how to relate to one another. There needs to be a student focus. Students have missed big chunks of developmental learning as well as academic learning. Office hours must be on campus. Faculty need to come to work. There is pressure on why not come to campus. Provide something from which Chairs need to draw on to develop a sense of comradery. This is the time to send a message to choose what’s best for our students. (M. Rees) The Provost has taken that position and it will be articulated in the Provost Faculty Open Forum this week. We are a predominantly a face-to-face campus. Contemplate the impact of long-term virtual learning of the students. It’s not in their best interest. (V. Harper)
- vi. Summer Compensation – General Faculty and Department Chairs (deferred)
- vii. Personal Instruction (deferred)
- c. Searches (V. Harper)
  - i. AVP GRaSP – No update
  - ii. AVP IRPA - No update
  - iii. Dean BPA - No update
  - iv. Dean NSME – The candidate signed and is the process of notifying their campus. Thank you to M. Danforth for chairing the search committee. Announcements coming soon.
  - v. Dean Antelope Valley - No update
  - vi. Dean Library - No update
  - vii. Associate Dean Undergraduate and Graduate Studies – No update
- d. Assigned Time 20.37 Review Committee (deferred)
- e. Financial and strategic planning transparency and faculty participation
- f. AB 928 – Ask WSCUC why they are giving UC a pass on the core competency for oral communication. It has a dramatic impact on our students with the common transfer admissions curriculum. (J. Tarjan) The California component of American Government is missing from UC GE. Ethnic Studies is also missing. (M. Martinez) WSCUC normally doesn’t

address content. They address skills. One could ask them to consider content. (J. Tarjan)

- g. AAC Referrals: Copy Catalog and Special Concerns – J. Tarjan (deferred)

## 6. NEW DISCUSSION ITEMS

- a. IRPA Candidate Debrief – Discussion focused on the strengths and differences between external and internal candidates. Also discussed the scope of the disfunction and heavy lifting with Academic Operations. If PeopleSoft not set up properly, there is a different approach. If we're looking for the ideal person, qualities would be: data analyst and data management, yet it's very important to have experience in change management. (J. Tarjan) There is an open forum for each candidate. Assess all three candidates and give strengths and weaknesses and represent the wishes of the faculty. (A. Hegde)
- b. Campus Wide Faculty Advising Task Force – The roster is complete. (M. Danforth) The Provost's Office will provide staff support. A. Hegde will meet with the group and advise them of their charge and to elect their chair. The memo from AS&SS with recommendations will be included with the charge of coming up with a resolution. Then, the EC will take it to the Senate. (A. Hegde) The Associate Deans were creating a plan for school advising. There may be a need for conversations so there aren't multiple groups doing the same thing with different outcomes. (E. Correa) A. Hegde will reach out to the Associate Deans too. Shared governance comes from Faculty, and then the Provost will take that recommendation. The Provost is welcome to consult the associate deans. For now, the Faculty Advising Task Force is acting on this report. (A. Hegde) Whatever is happening at school level can be folded into what we all agree on. (V. Harper)
- c. General Faculty Meeting, Spring
  - i. Guidelines for Chat during Senate meetings
  - ii. Modalities moving forward after pandemic – AAC and AS&SS
  - iii. Faculty Rights and disciplinary action (handout)
  - iv. RTP rebuttal letter acknowledgement include interpretation of the substance of the letter
  - v. URC workload as campus grows

- d. AP Assessment Quality Feedback (handout)
- e. Elections and Appointments – M. Danforth
  - i. Faculty Fourth attempt to fill position turns to EC appointment – Handbook Change
  - ii. Evaluation of Academic Administrators – Handbook 311.1 (handout)
  - iii. School Elections Committee – Handbook Change 202.7
  - iv. Order of Business – Bylaws change (Section III. A.)
  - v. 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)
    - 5. Senators change schools – Senator J. Moraga’s department moved from A&H to SS&E. He can finish out Spring ‘22 and then call an election to fill A&H vacancy for the remainder of his 2021-2023 term. (A. Hegde) As the School Elevation Exploratory Committee completes their work, this may occur again. We may need to establish a policy.
  - vi. Committee proliferation
- f. Summer Session GE courses (deferred)
- g. Exam Modality for Flex Classes (deferred)
- h. Philosophy on Teaching Modalities - Joint Letter - Handbook Appendix –
 

There are logistical matters in the Handbook which may not be feasible before Fall semester begins: 1) The Distributed Learning Committee (DLC) is to certify online instructors. The DLC hasn’t met during the pandemic. 2) Will the DLC continue to use Quality Matters or should it be a little more broad, allowing faculty to use TOPS or the training from the Chancellor’s Office? The logistical challenges have been glossed over by suspending sections of the Handbook. We need a plan that is feasible going forward. Meet with the Faculty Director of the FTLC, who is also the chair of DLC, R. Weller, to determine the methodologies that will be certified. (M. Danforth) Perhaps we can look at those temporary resolutions at the end of the term and see which ones have expired. A. Hegde will reach out to R. Weller. (A. Hegde) We’re in the process of

getting the policy right. Other campuses tried to snap their fingers. It may take multiple semesters to get the right balance. (V. Harper) An email was sent through certain instructors that the campus mandates that oral communication courses are face-to-face. M. Martinez replied that we need to take a look how and when we re-implement campus-wide policies. We can't do it mid-semester. M. Martinez will meet with A. Gebauer. (M. Martinez)

A. Hegde asked for five-minute extension of the meeting. Approved.

When setting-up policy, procedures, and rules, make them up for the lowest common denominator and look for exceptions. Faculty should be prepared to justify to their dean why departures from pre-pandemic modality meet student learning. There are faculty who live more than two hours from campus. We need to justify to some group, not just to ourselves, why courses aren't face-to-face. (J. Tarjan) We need a contingency plan for when faculty get sick, especially for small departments. Many chairs had to sign-off as having a distance learning program for D. Jackson to take to WSCUC. What are the parameters on that, so we know the implications? (E. Correa) Department of Education gave an exemption. The document only says that one has the ability to offer a distance learning program where 50% or more of courses on a degree path are virtual. It's not an obligation nor a requirement to offer a virtual course. The rule of doing what is best for students still applies. The department can decide to go completely virtual. If one's students can't learn virtually, have an option for non-virtual instruction. (A. Hegde)

- i. RTP – 3-year Lecturers, PTR (deferred)
- j. Handbook 201.1 – CARS name change to GECCo (deferred)
- k. Policies: Reimbursement Rate, and Professional Development Funding (deferred)
- l. Reconsider Time Blocks (deferred)
- m. Investment Divestiture (deferred)
- n. Academic Integrity (deferred)
  - i. Academic Integrity Pledge
- o. Strategic Plan Group data gathering instrument(s) (deferred)

- p. Academic Freedom revisited – FAC (deferred)
- q. Distinguished Professor Award – (deferred)
- r. Faculty Poll regarding online instruction (Hold pending further information)
- s. Alma Mater (Hold pending further investigation)
- t. Assigned Time application revision and timing (Hold pending further information) – FAC

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

Approval of Minutes

Announcements

- President’s Report – L. Zelezny (Time Certain 10:10-10:15)
- Title IX – Marcus Brown (Time Certain 10:15-10:20)
- Enrollment Report – D. Cantrell (Time Certain 10:20-10:35)
- ASCSU and WSCUC meet March 16, 2022
- Elections and Appointments – M. Danforth

Approval of Agenda (Time Certain 10:05)

Reports

Resolutions (Time Certain 10:35)

Consent Agenda

RES 212221 Addendum to the Academic Calendar 2022-23

New Business

RES 212220 Formation of a General Studies Review Committee

Old Business

RES 202218 Final Exam Policy – Interim Policy Change

RES 202219 Submission of Electronic Faculty Performance Files

Open Forum (Time Certain 11:15)

8. **COMMENTS FROM THE FLOOR**

ASCSU Executive Committee meets with WSCUC President on March 16 – Direct questions and concerns to J. Millar or M. Martinez. (J. Millar) See Continued Items – AB 928.

9. **ADJOURNMENT**

A. Hegde adjourned the meeting at 11:36.