ACADEMIC SENATE EXECUTIVE COMMITTEE
SUMMER SENATE
Agenda
Tuesday, May 14 2019
10:00 a.m. – 11:30 a.m.
SCI III Room 100

1. CALL TO ORDER

2. ANNOUNCEMENTS AND INFORMATION

3. APPROVAL OF MINUTES
   April 30, 2019 Minutes

4. APPROVAL OF AGENDA

5. CONTINUED ITEMS
   a. AS Log (handout)
      i. AAC (M. Danforth)
      ii. AS&SS (E. Correa)
      iii. FAC (M. Rush)
      iv. BPC (B. Street)
   b. Provost Update
      i. BC/CSUB Partnership
   c. Searches
      i. AVP EM
      ii. AVP Academic Programs
      iii. Associate Dean of Undergraduate and Graduate Studies
   d. University Week
      i. Faculty Meeting
   e. Call for Interest: Faculty Ombudsperson
      i. Job description
   f. ITAC Report

6. NEW DISCUSSION ITEMS
   a. GECCo: Vice Chair
   b. Standing Committee Appointments
   c. Meeting Tuesday, May 21
      i. Library, Counselors, Athletic faculty extension
   d. Follow-up on effective communication
e. The UPRC requested Senate to address programs not completing reviews

7. **AGENDA ITEMS FOR SENATE MEETING AUGUST 29, 2019** (Time Certain 11:00 a.m.)
   - Announcements
   - Orientation
   - ASCSU Report
   - Interim Provost Report
   - Committee Reports
   - Consent Agenda
   - Resolutions
   - New Business
   - Open Forum

8. **COMMENTS FROM THE FLOOR**

   * Changes to the University Handbook
ACADEMIC SENATE EXECUTIVE COMMITTEE
Minutes
Tuesday, April 30, 2019
10:00 a.m. – 11:30 a.m.
SCI III Room 100

Members: D. Boschini (Chair), A. Hegde (Vice Chair), J. Millar, J. Tarjan, M. Rush, E. Correa, B. Street, M. Danforth, V. Harper

1. CALL TO ORDER
   D. Boschini called the meeting to order

2. ANNOUNCEMENTS AND INFORMATION
   • April 30 Executive Committee meeting from 11:30-12:30 with President Zelezny
   • Budget Forum May 14, Tuesday 09:00 – 10:00 Student Union Multi-Purpose Room
   • Calendars
     o EC: May 14
     o Sub-committees: May 2
     o Senate: May 9 finish 2018-2019 business and organizational meeting 2019-2020

3. APPROVAL OF MINUTES
   B. Street moved to approve April 23, 2019 Minutes. E. Correa seconded. Minutes approved.

4. APPROVAL OF AGENDA
   M. Rush requested adding Article 20.37 to NEW ITEMS. D. Boschini added to NEW ITEMS: Agenda Items meeting with the President, and Academic Senate Calendar 2019-2020.
   M. Rush moved to approve Agenda as amended. E. Correa seconded. Agenda approved.

5. CONTINUED ITEMS
   a. AS Log (handout) D. Boschini reminded Chairs to send thank you letters to members. Send letter on department letterhead. It is helpful to junior faculty and others to put in their file.
      i. AAC (M. Danforth) the committee finalized notes on Referral 17 Distributed Learning Committee Policies for next year’s AAC. L. Zuzarte received initial feedback on annual calendar for deadlines since approval of RES 181911.
      ii. AS&SS (E. Correa) Canvas Pilot is ongoing. What action should be taken? D. Boschini suggested to thank them for the info sharing and the informal loop does not represent the Senate’s approval for anything. E. Correa met with F. Gorham to informed him that there would be a flow chart developed this summer to help the IT and faculty collaboration.
iii. FAC (M. Rush) The committee is finished.

iv. BPC (B. Street) A. Hegde and D. Boschini will not be attending the last meeting due to Investiture activity. The meeting may be cancelled.

b. Provost Update

i. Faculty lines 2019-2010 – President asked that T. Davis and V. Harper to meet to talk about non-material change in the Governor’s budget. They can estimate what the budget will be. V. Harper’s intent is to increase tenure density. V. Harper will get as many lines and expansion hires as possible. A dataset and a hire decision matrix are being used. The Dean Council meetings used an estimate of the number of lines. The process is more transparent for them. Deans take sub-set to chairs and that is used for the final allocation in schools. V. Harper plans to make announcements before end of semester. Whatever number pops out, it’ll be plus one (for the sustainability position). D. Boschini requested to have the meetings with chairs scheduled now, so chairs can process. J. Tarjan said the following is intended to be cooperative and collaborative: $300M is proposed by the Governor for the base budget CSU augmentation, permanent funding. They are going to lose $150M. Thus, it will be $250M for the campuses. CSUB may get $6M. Faculty hiring may not get a fair share because something like 40% gets allocated to the rest of the university. That results in $3.6M for departments = 30 tenure-track positions. To allocate only 12 positions is an insult. It is half of what the Governor would intend for faculty. There is a need for quantifiable criteria. There has been chair and succession plan by area, Student Faculty Ratio (SFR), cost per degree, etc. which evidently have not been used. Anytime there is a move from way down the list to the top, there needs to a justification (possible grant as a reason). V. Harper replied that the issue of data sharing will take multiple cycles to install, for it hasn’t been done. The culture isn’t ready for it yet. He came from a campus that had a very deliberate hiring process using a decision matrix using weighted measure and score to hire 50-60 faculty members for a 17,000 student campus. He intends present empirical data to this cycle with the understanding that the data is buttressed by qualification and the hiring needs of schools. The deans will participate in the discussion of expansion hires, (insight) on how the conversations and allocations took place. Eventually, there will be a more properly vetted and transparent process on how the allocation was made to the schools. J. Tarjan is concerned that schools will get an equal number of hires when there is a larger gap where there are schools that have not seen new hires to the degree that other schools have. V. Harper said that as the resources come in, there are bucket referred to “restricted funds”. They are restricted in a legislative sense. To say $3M unencumbered to the university, and to say all those money do have not particular EO or restrictions that means that those resources have to go to particular areas. The scenario of $3.6 M to campus is misleading. J. Tarjan revised his estimates after factoring in
mandatory cost increases by indicating that he still believes 16-17 new positions might be supported if making progress on tenure track ratios were the highest priority.

ii. BC/CSUB Partnership (deferred)

c. Searches
   i. AVP EM
   ii. AVP Academic Programs
   iii. Associate Dean of Undergraduate and Graduate Studies
   iv. Director of Academic Operations
   v. Interim Dean SS&E

d. University Week
   i. Faculty Meeting - Structure: time, intent for the general faculty, and the Academic Senate priorities. There were suggestions:
      1. Gather topics of interest and then have break-up groups instead of gripe session.
      2. Highlight positive developments on campus. Examples: faculty awards, leadership academy, review of progress made.
      3. Highlighting the issues of the upcoming year – tenure track lines, and workload concerns.
      4. A report from EC that says these topics are on the EC Agenda for August: setting of spring break decision, workload and those issues that will get immediate referrals to sub-committee.
      5. When faculty walking in, they could receive a sheet of paper with the message, thank you for your contribution to the university and look forward to continued engagement. Give them a tag “valuable member of the CSUB faculty.”
      6. Give opportunities for people to give input on things that are not working and their recommended solution. Have a spot for how to address it.
      7. Prioritize ideas, and how much time and who will coordinate.

Some solutions are not feasible. People who are part of faculty – the actual constituents don’t understand the feasibility. Lift the awareness of processes, and resources. Brief faculty of the process of communicating issues and solutions. People don’t attend venues and why. Not every rep goes back to constituents. The only mechanism is what the Senate did last year and to listen for new issues. Start with the process on what they can do and not do. Anonymous letters don’t work. Some people are problem people and not solution people. What are issues, identify the key issues, and then send that to the general faculty beforehand. Limit the time to speak. People get to Senate on issues they don’t like when those things should be addressed in their department and school. The rule for the Academic Affairs stateside is that no one can gripe without providing a workable solution. There are limits we have,
6. **NEW DISCUSSION ITEMS**

a. Article 20.37 - M. Rush submitted the list of awardees in ranked order in a memo to D. Boschini. D. Boschini thanked the committee. All recommendations approved by the EC. They will be sent to the Interim Provost for his signature. The award committee feedback on the process is to include in next year’s call a more thorough description of what is exceptional service; the depth and breadth of service, to campus, for example.

b. ITAC Report (deferred)

c. Academic Senate Calendar 2019-2020 – Faculty due on campus August 19, 2019. The first EC meeting on August 27th and then the Senate meets Aug 29th. Do a calendar hold on all Tuesdays for EC. Extra EC meetings will be cancelled if not needed. The sub-committees meet the same week as EC, then Senate meeting the following week.

d. Call for Interest: Faculty Ombudsperson
   
i. Job description – It will be worked on before the end of semester. The Provost does a call for interest, the applications are reviewed by the EC, and then the Provost and the President appoint.

e. Follow-up on effective communication (deferred)

f. Appointments to various university-wide committees (handout)
   
i. Academic Council for International Programs (ACIP) - D. Olson appointed.
   
ii. Academic Petitions Committee
      1. BPA: M. Way appointed
      2. NSME: Rebecca Larson appointed
   
iii. Teacher Education Advisory Committee (TEAC)
      1. A&H: A. Ressler, and M. Parada appointed
2. SS&E: A. Hays appointed
   iv. Faculty Athletic Representative (FAR) - R. LaFever recommended for appointment by the President.
   v. Instructionally Related Activities Committee (IRA) - C. Mathis appointed.
   vi. Student Recreation Center Advisory Committee (SRC Advisory Committee) - J. Miller appointed.
   vii. Student Union Board – J. Millar appointed.
   viii. University Strategic Planning and Budget Advisory Board (USP & BAC) – C. Lam appointed.

g. Agenda Items for President (Time Certain 11:15)
   i. Faculty lines
   ii. University Advancement and Capital Campaign
   iii. Enrollment Management – growth 12,000 students in the fall

7. AGENDA ITEMS FOR SENATE MEETING  May 9, 2019  (Time Certain 11:00 a.m.)
   AGENDA FOR FIRST SESSION (OUTGOING) 10:00 – 10:45
   Announcements
   WASC Report – D. Jackson (Time Certain 10:35)
   Commendation of Dr. Kathleen Knutzen
   Commencement May 2019
   Consent Agenda
   New Business
   Old Business
   a. RES 181914 Graduate Director Term Limits and Review – Handbook Change* Second Reading

   * Changes to the University Handbook

   AGENDA FOR SECOND SESSION (INCOMING) 11:05 – 11:30
   Introduction of Members  (Handout)
   Approval of Academic Senate Meeting Schedule 2019-2020 (Handout)
   Election of Standing Committee Chairs
      Academic Affairs Committee
      Academic Support and Student Services Committee
      Budget and Planning Committee
      Faculty Affairs Committee
   COMMENTS FROM THE FLOOR

8. ADJOURNMENT
   Meeting adjourned at 11:30.
### Academic Affairs Committee: Melissa Danforth/Chair, meets 10:00am in SCI III Rm 328 Research Room

**Dates:** Sept 6, Sept 20, Oct 4, Oct 18, Nov 1, Nov 15, Dec 6, Jan 31, Feb 14, Feb 29, Mar 14, Mar 28, Apr 11, May 2

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<tbody>
<tr>
<td>08/29/18</td>
<td>2018-2019 Referral 02 Change of Membership on AAC and Change in Bylaws</td>
<td>Complete</td>
<td>AAC Memo to Senate – AAC discussed and decided that since AVP of AP represents AA, the Director of AP need not be an ex-officio on AAC. No update to By-Laws needed.</td>
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<tr>
<td>09/06/18</td>
<td>2018-2019 Referral 03 GITF Hold Proposal</td>
<td>Complete</td>
<td>AAC’s feedback was incorporated into the proposal document.</td>
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<tr>
<td>10/2/18</td>
<td>2018-2019 Referral 07 Interdisciplinary Studies Department Formation Proposal</td>
<td>Complete</td>
<td>AAC, BPC The faculty stakeholder’s proposal was withdrawn 2/27/19.</td>
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<tr>
<td>10/2/18</td>
<td>2018-2019 Referral 08 Instructor Initiated Drop Policy</td>
<td>Complete</td>
<td>AAC RES 181903 Instructor Initiated Drop Policy</td>
<td>1/24/19</td>
<td>2/1/19</td>
<td>2/8/19</td>
</tr>
<tr>
<td>03/05/19</td>
<td>2018-2019 Referral 17 Distributed Learning Committee Policies</td>
<td>Next year</td>
<td>The committee is putting information together for next year’s committee.</td>
<td></td>
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<tr>
<td>03/05/19</td>
<td>2018-2019 Referral 20 Continuous Enrollment Course</td>
<td>Pending response</td>
<td>AAC waiting response from PPA.</td>
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<td>03/05/19</td>
<td>2018-2019 Referral 22 Immediate Reinstatement After Academic Disqualification_AAC+AS&amp;SS</td>
<td>Complete</td>
<td>AAC and AS&amp;SS RES 181915 Appeal of Academic Disqualification or Probation First Reading</td>
<td>4/25/19</td>
<td>5/3/19</td>
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</table>
**Academic Support and Student Services: Elaine Correa/Chair, meets 10:00am in BPA 134**

**Dates:** Sept 6, Sept 20, Oct 4, Oct 18, Nov 1, Nov 15, Dec 6, Jan 31, Feb 14, Feb 29, Mar 14, Mar 28, Apr 11, May 2

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<td>10/2/18</td>
<td>2018-2019 Referral 05 Canvas Pilot</td>
<td>Waiting</td>
<td>AS&amp;SS Recommendations made. Response received. — The committee decided to wait to have that conversation.</td>
<td></td>
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<tr>
<td>10/2/18</td>
<td>2018-2019 Referral 06 Distributed Learning Committee</td>
<td>Referred to FAC</td>
<td>No further action from AS&amp;SS.</td>
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<tr>
<td>11/8/18</td>
<td>2018-2019 Referral 11 Textbook Ordering Process</td>
<td>Complete</td>
<td>IncluED is expensive and complicated whereby students have to opt- in and opt-out and it has an impact on the timely management of their financial aid.</td>
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<tr>
<td>02/27/19</td>
<td>2018-2019 Referral 16 Faculty Participation in Information Technology Matters</td>
<td>Complete</td>
<td>AS&amp;SS IT request to have those with expertise in Canvas step up to be trainers. It is an on-going discussion.</td>
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<td>Complete</td>
<td>AAC and AS&amp;SS RES 181915 Appeal of Academic Disqualification or Probation First Reading</td>
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<td>5/3/19</td>
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# ACADEMIC SENATE LOG – MAY 14, 2019

**Budget and Planning Committee: Brian Street/Chair, meets 10:00am in Student Health Center, Conference Room (HCCR)**

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<td>Complete</td>
<td>AAC, BPC, The faculty stakeholder’s proposal was withdrawn 2/27/19</td>
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<tr>
<td>10/2/18</td>
<td>2018-2019 Referral 09 University Hour</td>
<td>Complete</td>
<td>BPC, No resolution is forthcoming or action by the Senate required</td>
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<tr>
<td>4/4/19</td>
<td>2018-2019 Referral 23 Strategic Planning Budget and Faculty Tenure Density Priority</td>
<td>Complete</td>
<td>BPC, RES 181913 Faculty Tenure Density Priority</td>
<td>4/25/19</td>
<td>5/3/19</td>
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**Faculty Affairs Committee: Maureen Rush/Chair, meets 10:00am in SCI III Rm 235 Math Library**

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<tr>
<td>08/28/18</td>
<td>2018-2019 Referral 01 Faculty on Sabbatical Serving on RTP Review Committee</td>
<td>Complete</td>
<td>RES 181902 Faculty on Sabbatical Serving on RTP Review Committee Second Reading 10/11/18</td>
<td>10/11/18</td>
<td>10/19/18</td>
<td>10/23/18</td>
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<tr>
<td>10/2/18</td>
<td>2018-2019 Referral 04 Ombudsman</td>
<td>Complete</td>
<td>RES 181905 Role of Ombudsman in Dispute Resolution</td>
<td>02/21/19</td>
<td>03/01/19</td>
<td>03/04/19</td>
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<tr>
<td>11/13/18</td>
<td>2018-2019 Referral 13 Faculty Award Process – Handbook Change</td>
<td>V02 complete</td>
<td>RES 181909 Faculty Award Process – Handbook Change V02 Senate 4/25/19 edit to include Millie Ablin Award</td>
<td>03/07/19</td>
<td>04/25/19</td>
<td>03/15/19</td>
</tr>
<tr>
<td>10/2/18</td>
<td>2018-2019 Referral 06 Distributed Learning Committee</td>
<td>Moved to AAC</td>
<td>Referral moved from AS&amp;SS to FAC on 10/30/18. Referral moved from FAC to AAC on 03/05/19.</td>
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<tr>
<td>12/4/18</td>
<td>2018-2019 Referral 15_University Council Membership Addition-Library Representative – Handbook Change (105.3)</td>
<td>Complete</td>
<td>RES 181910 University Council – Addition Library Member</td>
<td>02/21/19</td>
<td>03/01/19</td>
<td>3/04/19</td>
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<tr>
<td>03/05/19</td>
<td>2018-2019 Referral 18 Graduate Director Term Limits and Feedback Review - Handbook Change</td>
<td>Complete</td>
<td>FAC RES 181914 Graduate Directors Term Limits</td>
<td>05/09/19</td>
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<td>03/05/19</td>
<td>2018-2019 Referral 19 Faculty Workload</td>
<td>Defer to AY19-20</td>
<td>FAC Defer to AY19-20</td>
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<tr>
<td>03/05/19</td>
<td>2018-2019 Referral 21 Faculty Honorary Doctorate Committee Structure and Process Improvement</td>
<td>Report to EC 4/23/19</td>
<td>FAC No formal resolution to the Senate. Report to EC 4/23/19.</td>
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