ACADEMIC SENATE EXECUTIVE COMMITTEE
Agenda
Tuesday, November 12, 2019
10:00 a.m. – 11:30 a.m.
SCI III Rm 100

1. CALL TO ORDER

2. ANNOUNCEMENTS AND INFORMATION

3. APPROVAL OF MINUTES
   October 29, 2019 Minutes

4. APPROVAL OF AGENDA

5. CONTINUED ITEMS
   a. AS Log (handout)
      i. AAC (M. Danforth)
         ▪ Referral 04 Proposal for a Masters in Kinesiology
         ▪ Referral 10- Ethnic Studies as a GE Requirement – Response to the Task
           Force Report
         ▪ Referral 13 Response to Student Misconduct Task Force Report
         ▪ Referral 14 New Course Forms and Process
         ▪ Referral 15 Interdisciplinary Studies New Course Proposals
         ▪ Referral 16 Program Review Process Improvement
         ▪ Referral 17 Learning Management System – Canvas
         ▪ Referral 18 Interdisciplinary BS Degree in Public Health Proposal
         ▪ Referral 19 Winter Term Courses and Units Policy
         ▪ Referral 20 Proposal for Energy and Power Engineering Emphasis within
           the B.S. degree in Electrical Engineering
      ii. AS&SS (J. Millar)
         ▪ Referral 05 Canvas Pilot
         ▪ Referral 12– Graduate Student Grievance and Appeals Policy – Reporting
           Chain
         ▪ Referral 13 Response to Student Misconduct Task Force Report
         ▪ Referral 17 Learning Management System – Canvas
      iii. FAC (M. Rees)
         ▪ Referral 02 Faculty Workload – One WTU Defined
• Referral 08 Honorary Doctorate-Handbook Change
• Referral 09 Faculty Membership on Search Committee for the Provost & VP of AA – Handbook Change
• Referral 11– New Regulations on Consensual Relationship - Handbook Change
  iv. BPC (B. Street)
  • Referral 04 Proposal for a Masters in Kinesiology
  • Referral 07 Academic Calendar – Spring and Fall Semester Breaks
  • Referral 17 Learning Management System – Canvas
  • Referral 20 Proposal for Energy and Power Engineering Emphasis within the B.S. degree in Electrical Engineering

b. Interim Provost Update
c. Searches - Update
  i. AVP Academic Programs
  ii. Dean SS&E
  iii. Associate Dean SS&E
  iv. Faculty Director of Interdisciplinary Studies
  v. Faculty Director of the Teaching and Learning Center
  vi. Faculty Ombudsperson
  vii. Faculty Coordinator for Sustainability
d. Financial and strategic planning transparency and faculty participation
e. Handbook Error Log

6. NEW DISCUSSION ITEMS
  a. Proposal for Online Catalog Management System (handout)
  b. Minimum IELTS and TOEFL scores for international graduate students (handout)

7. AGENDA ITEMS FOR SENATE MEETING November 21, 2019 (Time Certain 11:00 a.m.)
   Announcements
   Consent Agenda
   New Business
   RES - First Reading
   Old Business

8. COMMENTS FROM THE FLOOR
9. ADJOURNMENT

2
1. **CALL TO ORDER**
   A. Hegde called the meeting to order.

2. **ANNOUNCEMENTS AND INFORMATION**
   D. Boschini is anticipated to return to campus next week.
   M. Danforth is at an engineering education conference in Southern California, today.

   J. Tarjan – He’s very impressed by the President’s leadership on the Provost Search. J. Kegley was asked by the President to chair the committee. The finalists will be interviewed on campus. President Zelezny went over the notes from the Open Forum on the Search Committee for Provost, and the job description including qualifications. The candidates will be asked to address questions when they apply. The position will be advertised in the Chronicle. A search firm is being used. There are 13 Provost Searches going on in the CSU. J. Tarjan feels that CSUB has an exemplary process and committee membership. This is as good a start as he’s seen. The President didn’t bring anyone from the outside community to the Search Committee. There isn’t any plan to have local leaders meet with the candidates.

   A. Hegde said that the Ethnic Studies as a GE Requirement Open Forum took place October 23. There were about six people who attended. There is a minority of people who want straight Ethnic Studies, which brings concern about displacing other courses. It’s a difficult task. The Academic Affairs Committee (AAC) and the General Education Curriculum Committee (GECCo) are weighing in on it, and those who submitted feedback at the Open Forum or to the AS Office. The campus’ response to the ASCSU request is due November 1. J. Millar said that Senator Pan is looking for what the ASCSU would do if it were the curriculum committee for Ethnic Studies. J. Tarjan said that the discussion at the ASCSU standing committee meeting last week leaned toward an expectation that the legislation will move ahead on Ethnic Studies as a GE Requirement.
Assemblyperson Weber does not appear to be interested in others’ input. A. Hegde said that the Provost Office already sent a response. The Senate leadership is to send faculty response, and what CSUB has done to date.

3. **APPROVAL OF MINUTES**
   B. Street moved to approve the October 22, 2019 Minutes via email. M. Rees moved to second. Approved.

4. **APPROVAL OF AGENDA**
   B. Street moved to approve the agenda. M. Rees seconded. Approved.

5. **CONTINUED ITEMS**
   a. Online SOCI software – following last week’s discussion in the Senate, F. Gorham asked the Senate to approve a renewal of the Campus Climate software license. The discussion didn’t raise a strong opposition, or alternative suggestions. Currently, the online SOCI are administered by S. Miller in IT. The department already has a subscription to Campus Climate. In case more discussion is needed, it can be extended so we can look to test it once again in Winter 2020. We decided that we wouldn’t send to committee because it’s not changing any policy. It costs $13,000 annually and faculty receives a better response. J. Tarjan said that having the Provost on the EC was a great decision. He repeated his earlier recommendations to have the Academic Senate Chair on the Cabinet. The CIO reports to BAS with a dotted line to V. Harper. It’s great that F. Gorham brought the request to the Senate, however he went to faculty after the fact without any faculty input, again. Example: Canvas. B. Street said that the key is having faculty involved at the beginning of exploration. J. Millar recalled that when we had problems with the online SOCIs, IT purchased Campus Climate software rather than approaching faculty with a possible solution. She is agreeable to moving forward with Campus Climate and before F. Gorham moves forward on fixing faculty problems, he needs to get faculty involved to discuss whether his idea would fix faculty’s problem. Before IT adopts online SOCIs for online courses, wait until faculty see how the online SOCIs for classroom courses perform. J. Tarjan feels that our CIO is an improvement. It’s a matter of procedure. Get people involved early. M. Rees was satisfied with the cost. A. Hegde received a diagram from F. Gorham showing that the other campuses are migrating to Canvas. B. Chen/Director of Enterprise Applications had informed BPC that the turn-around time for online SOCIs is days versus weeks for paper SOCIs. Response rate for paper is trending downward: spring 2017 55%, fall
2017 70%, spring 2018 60%, fall 2018 51%. During the same time online SOCs response rate was 40%, 52%, 44% and 41% for the same time period. There has been an increase in percent of courses using online SOCs. J. Tarjan said that since the campus is exploring, Bring Your Own Device (BYOD), the participation rate may increase. A. Hegde said that Campus Climate can turn-off and turn-on what the instructors can see, such that they will see student feedback a week or so after grades are turned in. B. Street mentioned that the software is capable of aggregating the data to match the answer to the question and the comments. That aggregation and matching are the useful part of the data. Qualtrics can’t do that. A. Hegde will inform F. Gorham that EC supports the purchase of Campus Climate for online SOCs. The software only replaces the in-house method of conducting online SOCs and does not change any policy regarding usage of online SOCs. Later, the committee can discuss using online SOCs for online courses.

b. AS Log (handout)
   i. AAC (M. Danforth) (deferred)
      ▪ Referral 04 Proposal for a Masters in Kinesiology
      ▪ Referral 13 Response to Student Misconduct Task Force Report
      ▪ Referral 14 New Course Forms and Process
      ▪ Referral 15 Interdisciplinary Studies New Course Proposals
      ▪ Referral 16 Program Review Process Improvement
      ▪ Referral 17 Learning Management System – Canvas
      ▪ Referral 18 Interdisciplinary BS Degree in Public Health Proposal
      ▪ Referral 19 Winter Term Courses and Units Policy
   ii. AS&SS (J. Millar)
      ▪ Referral 05 Canvas Pilot (pending report to EC)
      ▪ Referral 12– Graduate Student Grievance and Appeals Policy – Reporting Chain (deferred)
      ▪ Referral 13 Response to Student Misconduct Task Force Report – BJ Moore and R. Alvarez attended. The core discussion was to make civility and integrity a main push for all on campus. J. Millar will get with AAC chair to combine committees’ responses before reporting back to EC.
      ▪ Referral 17 Learning Management System – Canvas – There is a joint meeting with BPC on Thursday. F. Gorham will be attending.
   iii. FAC (M. Rees)
Referral 02 Faculty Workload – One WTU Defined - M. Rees said that P. Miser provided the assigned time list from the past three years. That’s been shared with the committee.

Referral 08 Honorary Doctorate-Handbook Change (deferred)

Referral 09 Faculty Membership on Search Committee for the Provost & VP of AA – Handbook Change (deferred)

Referral 11– New Regulations on Consensual Relationship - Handbook Change (deferred)

iv. BPC (B. Street)

Referral 04 Proposal for a Masters in Kinesiology – BPC’s part of the revamped proposal was submitted to J. Stark and M. Danforth of AAC. B. Street anticipates a draft resolution co-written by AAC, to be ready for the next Senate meeting.

Referral 07 Academic Calendar – Spring and Fall Semester Breaks – BPC received calendars from the Calendar Committee. BPC is waiting for confirmation from D. Cantrell that the Commencement dates were confirmed by the Commencement Committee. B. Street asked the Calendar Committee to attend BPC’s November 14 meeting to go line by line to help facilitate a discussion toward finalizing the calendar.

Referral 17 Learning Management System – Canvas – F. Gorham will be attending BPCs meeting to have discussion with both BPC and AS&SS. J. Millar will forward AS&SS’s minutes to B. Street. It may be necessary to have to be a meeting amongst the three committees to include AAC’s discussion.

c. Interim Provost Update (V. Harper)

- Calendar Query – teaching days during Thanksgiving week and University Week. D. Cantrell took the calendar strategies to the executive groups and then reported back to BPC that two were rejected. The only favorable strategy was to take three days from University Week, thus reduce University Week to two days. Albeit, University Week is important to the President and the Interim Provost.

- Teacher Education Program – thank you to the Teacher Education Program for its American Association of State Colleges and Universities (AASCU) Award. He, the President, and Dr. K. LaGue travelled to Phoenix where the AASCU recognized CSUB’s Rural Residency Program amongst all programs in the nation. Our Teacher Education Program is doing its absolute best to expand the number of teachers in our region.
# Academic Affairs Committee: Melissa Danforth/Chair, meets 10:00am in SCI III Room 100

**Dates:** Sept 5, Sept 19, Oct 3, Oct 17, Oct 31, Nov 14, Dec 12, Jan 30, Feb 13, Feb 27, Mar 12, Mar 26, Apr 9, April 30

<table>
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<tr>
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<tbody>
<tr>
<td>08/27/19</td>
<td>2018-2019 Referral 20 Continuous Enrollment Course</td>
<td>Withdrew 8/27/19</td>
<td>AAC There won’t be anything for the Senate to act on until the subcommittee issues their report.</td>
<td></td>
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<tr>
<td>08/27/19</td>
<td>2019-2020 Referral 01_Distributed Learning</td>
<td>AAC RES 192002 Distributed Learning Committee Handbook Change</td>
<td></td>
<td>10/24/19</td>
<td>11/01/19</td>
<td>11/04/19</td>
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<tr>
<td>08/27/19</td>
<td>2019-2020 Referral 04 Proposal for a Masters in Kinesiology</td>
<td>AAC, BPC Address the Program rationale, Existing support resources for the proposed program, and additional support resources required</td>
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<tr>
<td>09/17/19</td>
<td>2019-2020 Referral 13 Response to Student Misconduct Task Force Report</td>
<td>AAC, AS&amp;SS Proposed changes to policy and procedures, and implementation</td>
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<tr>
<td>09/17/19</td>
<td>2019-2020 Referral 14 New Course Forms and Process</td>
<td>AAC New forms' integration with curriculum review, catalog, PeopleSoft, degree audit, etc.</td>
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<tr>
<td>09/17/19</td>
<td>2019-2020 Referral 15 Interdisciplinary Studies New Course Proposal</td>
<td>Complete Sent to GECCo AAC Intro to Ethnic Studies, Intro to Latina/o Studies, and Latina/o – Chicanas/os and Popular Culture</td>
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<tr>
<td>10/1/19</td>
<td>2019-2020 Referral 16 Program Review Process Improvement</td>
<td>AAC Streamline the process upon looking at minimum federal requirements and the current Academic Program Review template</td>
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<tr>
<td>10/15/19</td>
<td>2019-2020 Referral 17 Learning Management System – Canvas</td>
<td>AAC, AS&amp;SS, BPC Identify the problem that needs to be solved and the decision-making process to result in best solution for users. Cost/benefit analysis.</td>
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<tr>
<td>10/15/19</td>
<td>2019-2020 Referral 18 Interdisciplinary BS Degree in Public Health Proposal</td>
<td>AAC The demand, structure, and resources required to deliver effectively and efficiently</td>
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<tr>
<td>10/15/19</td>
<td>2019-2020 Referral 19 Winter Term Courses and Units Policy</td>
<td>AAC Purpose of Winter Term, potential overload jeopardizing student success, establish a policy for max courses &amp; units</td>
<td></td>
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<tr>
<td>10/29/19</td>
<td>2019-2020 20 Referral Proposal for Energy and Power Engineering Emphasis within the B.S. degree in Electrical Engineering</td>
<td>AAC BPC The demand, structure, and resources required to deliver effectively and efficiently</td>
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## Academic Support and Student Services: Janet Millar/Chair, meets 10:00am in BPA 134

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<tr>
<td>08/27/19</td>
<td>2018-2019 Referral 05 Canvas Pilot</td>
<td>Carried over</td>
<td>AS&amp;SS Chair to request that Canvas Pilot Committee provide a report by Oct 1 referencing viability of adoption based on the result of compiling positive and negative factors and description their decision process.</td>
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<td>08/27/19</td>
<td>2019-2020 Referral 03 ASI Executive Director as Ex-Officio Non-Voting Member of Academic Support and Student Services Committee (AS&amp;SS) - Bylaws Change</td>
<td></td>
<td>AS&amp;SS RES 192004 Addition of ASI Executive Director to Academic Support and Student Services Committee</td>
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<td>09/10/19</td>
<td>2019-2020 Referral 12 – Graduate Student Grievance and Appeals Policy – Reporting Chain</td>
<td></td>
<td>AS&amp;SS Policy alignment: University Handbook, and Catalog</td>
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<td>09/17/19</td>
<td>2019-2020 Referral 13 Response to Student Misconduct Task Force Report</td>
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<td>AAC, AS&amp;SS Proposed changes to policy and procedures, and implementation</td>
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<tr>
<td>10/15/19</td>
<td>2019-2020 Referral 17 – Learning Management System – Canvas</td>
<td></td>
<td>AAC, AS&amp;SS, BPC Identify the problem that needs to be solved and the decision-making process to result in best solution for users. Cost/benefit analysis.</td>
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### Faculty Affairs Committee: Mandy Rees/Chair, meets 10:00am in SCI III Rm 235 Math Library

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<td>08/27/19</td>
<td>2019-2020 Referral 02 Faculty Workload – One WTU Defined</td>
<td>FAC</td>
<td></td>
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<tr>
<td>08/27/19</td>
<td>2019-2020 Referral 05 SOCs for Summer Courses</td>
<td>FAC</td>
<td>RES 192003 SOCs for Summer and Winter Courses</td>
<td>10/24/19</td>
<td>11/01/19</td>
<td>11/04/19</td>
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<tr>
<td>08/27/19</td>
<td>2019-2020 Referral 06 Faculty Award for Scholarship – Handbook Change</td>
<td>FAC</td>
<td>Resolve discrepancy in award process – RCU and FHAC RES 192001 Faculty Award for Scholarship-Handbook Change</td>
<td>9/26/19</td>
<td>10/04/19</td>
<td>10/22/19</td>
</tr>
<tr>
<td>08/27/19</td>
<td>2019-2020 Referral 08 Honorary Doctorate-Handbook Change</td>
<td>FAC</td>
<td>Refer to RES 121329 Procedures for Honorary Doctorate Nominations and Selection REVISED</td>
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<td>09/10/19</td>
<td>2019-2020 Referral 09 Faculty Membership on Search Committee for the Provost &amp; VP of AA – Handbook Change</td>
<td>FAC</td>
<td>The qualification requirements of faculty members</td>
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<td>09/10/19</td>
<td>2019-2020 Referral 11– New Regulations on Consensual Relationship - Handbook Change</td>
<td>FAC</td>
<td>Changes to University Handbook 303.13 to address new regulation from Chancellor’s Office (CO)</td>
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### Budget and Planning Committee: Brian Street/Chair, meets 10:00am in Student Health Center, Conference Room (HCCR)

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<td>BPC</td>
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<td>10/15/19</td>
<td>2019-2020 Referral 17 – Learning Management System – Canvas</td>
<td>AAC, AS&amp;SS, BPC</td>
<td>Identify the problem that needs to be solved and the decision-making process to result in best solution for users. Cost/benefit analysis.</td>
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<td>AAC BPC</td>
<td>The demand, structure, and resources required to deliver effectively and efficiently</td>
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CSUB University Catalog – Proposal for an Online Catalog Management System

Current Process

The current production of the university catalog involves a multi-step process that is both time consuming and difficult to track with no database to store curricular proposals and monitor appropriate approvals, resulting in missing curricular proposals and an inaccurate catalog.

Proposal

Adopting an online dynamic catalog management system allows users to search multiple sections of a catalog year, complete with hyperlinks to program and course information, as well as the mandatory catalog copy from the Chancellor’s Office, academic related information from administrative offices, and university policies and procedures.

Implementing an online catalog complements the campus’s recent decision to move to an annual catalog, and review of revised curricular proposal forms, all of which are necessary tools for an effective curricular review process:

1. Annual Catalog – with Published Important Dates and Deadlines (**RES 181911 - APPROVED**)
2. Updated/Revised Curricular Proposal Forms – provides necessary approved curricular details for seamless implementation resulting in accurate admission, degree requirements and degree award details. (**Referral 14 – PENDING**)
3. Online Catalog Management System – an accurate catalog management system with workflow that streamlines items numbered one and two into an annual dynamic online catalog.

By integrating information from offices across campus, a web based catalog provides campus information to various audiences. It can also serve as a dynamic recruiting tool for prospective students, faculty and staff.
Per their meeting on October 30, 2019, the Council of Graduate Program Directors recommends that the minimum IELTS and TOEFL iBT scores for international graduate students be revised as follows:

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS minimum</td>
<td>6.5</td>
</tr>
<tr>
<td>TOEFL iBT minimum</td>
<td>80</td>
</tr>
</tbody>
</table>

Rationale:
1. The Division of Graduate Programs section of the current course catalog states that the minimum TOEFL iBT score for international graduate students is 79 and does not provide a minimum IELTS score for international graduate students. (See page 173.)
2. The majority of campuses in the CSU have set the minimum IELTS score at 6.5 and the TOEFL iBT at 80 for admission of international students to their graduate programs. (See attachment.)
3. According to ETS (Educational Testing Service), an IELTS score of 6.5 is equivalent to a TOEFL score of 79-93, and an IELTS score of 7.0 is equivalent to a TOEFL score of 94-101. ([https://www.ets.org/toefl/institutions/scores/compare/](https://www.ets.org/toefl/institutions/scores/compare/))