ACADEMIC SENATE EXECUTIVE COMMITTEE

Agenda
Tuesday, February 04, 2020
10:00 a.m. – 11:30 a.m.
SCI III Rm 100

1. CALL TO ORDER

2. ANNOUNCEMENTS AND INFORMATION
All Faculty Meeting Monday, February 10 – Stockdale Room 11:30 a.m. -1:00 p.m.
Faculty Open Forum – Canvas LMS Wednesday February 12 – HCCR 1:00-2:00 p.m.

3. APPROVAL OF MINUTES
January 28, 2020 Minutes to be approved with materials for February 11, 2020

4. APPROVAL OF AGENDA

5. CONTINUED ITEMS
a. AS Log (handout)
   i. AAC (M. Danforth)
      ▪ Referral 13 Response to Student Misconduct Task Force Report
      ▪ Referral 14 New Course Forms and Process
      ▪ 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
      ▪ Referral 21 Minimum IELTS and TOEFL Scores for International Graduate Students
   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 11– New Regulations on Consensual Relationship - Handbook Change

iv. BPC (B. Street)
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
   i. Mentorship Programs
   ii. Block Scheduling

c. Searches – (Updates due February 11)
   i. AVP Faculty Affairs
   ii. AVP Academic Programs
   iii. Dean Antelope Valley
   iv. Dean SS&E
   v. Associate Dean SS&E
   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. Article 20.37 Assigned Time committee and call
   b. Bring Your Own Device Survey (handout)
   c. Criteria for Dean’s List and Graduation with Honors
   d. EO 1110 Task Force Recommendation – Catalog Change (handout)
   e. RTP Issues: Implementation and Handbook Language (handouts)

7. AGENDA ITEMS FOR SENATE MEETING February 6, 2020 (Time Certain 11:00 a.m.)
   Announcements
   Consent Agenda
   New Business
   RES 192009 Faculty Membership on Search Committee Provost and VP AA – First Reading

8. COMMENTS FROM THE FLOOR

9. ADJOURNMENT
**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>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Status</th>
<th>Action</th>
<th>Approved by Senate</th>
<th>Sent to President</th>
<th>Approved by President</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/27/19</td>
<td>2018-2019 Referral 20 Continuous Enrollment Course</td>
<td>Withdrawn 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>
<td></td>
<td></td>
</tr>
<tr>
<td>08/27/19</td>
<td>2019-2020 Referral 01_Distributed Learning Note: two resolutions resulted</td>
<td>Pending President’s approval</td>
<td>AAC RES 192002 Distributed Learning Committee Handbook Change RES 192007 Online and Hybrid Courses Handbook Changes</td>
<td>10/24/19</td>
<td>11/01/19</td>
<td>11/04/19</td>
</tr>
<tr>
<td>08/27/19</td>
<td>2019-2020 Referral 04 Proposal for a Master in Kinesiology</td>
<td>Complete</td>
<td>AAC, BPC Address the Program rationale, Existing support resources for the proposed program, and additional support resources required. RES 192006 Master in Kinesiology</td>
<td>12/05/19</td>
<td>12/13/19</td>
<td>12/17/19</td>
</tr>
<tr>
<td>09/17/19</td>
<td>2019-2020 Referral 13 Response to Student Misconduct Task Force Report</td>
<td></td>
<td>AAC, AS&amp;SS Proposed changes to policy and procedures, and implementation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/17/19</td>
<td>2019-2020 Referral 14 New Course Forms and Process</td>
<td></td>
<td>AAC New forms’ integration with curriculum review, catalog, PeopleSoft, degree audit, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/17/19</td>
<td>2019-2020 Referral 15 Interdisciplinary Studies New Course Proposal</td>
<td>Complete Sent to GECCo</td>
<td>AAC Intro to Ethnic Studies, Intro to Latina/o Studies, and Latina/o – Chicanas/os and Popular Culture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/1/19</td>
<td>2019-2020 Referral 16 Program Review Process Improvement</td>
<td></td>
<td>AAC Streamline the process upon looking at minimum federal requirements and the current Academic Program Review template.</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/15/19</td>
<td>2019-2020 Referral 18 Interdisciplinary BS Degree in Public Health Proposal</td>
<td></td>
<td>AAC The demand, structure, and resources required to deliver effectively and efficiently</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/15/19</td>
<td>2019-2020 Referral 19 Winter Term Courses and Units Policy</td>
<td></td>
<td>AAC Purpose of Winter Term, potential overload jeopardizing student success, establish a policy for max courses &amp; units</td>
<td></td>
<td></td>
<td></td>
</tr>
<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></td>
<td>AAC BPC The demand, structure, and resources required to deliver effectively and efficiently</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Status</th>
<th>Action</th>
<th>Approved by Senate</th>
<th>Sent to President</th>
<th>Approved by President</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/12/19</td>
<td>2018-2019 Referral 21 Minimum IELTS and TOEFL Scores for International Graduate Students</td>
<td>AAC</td>
<td>Address no IELTS score, and CSUB’s TOEFL iBT score of 79</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Academic Support and Student Services: Janet Millar/Chair, meets 10:00am in BPA 134

**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>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Status</th>
<th>Action</th>
<th>Approved by Senate</th>
<th>Sent to President</th>
<th>Approved by President</th>
</tr>
</thead>
<tbody>
<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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>Complete</td>
<td>AS&amp;SS RES 192004 Addition of ASI Executive Director to Academic Support and Student Services Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/10/19</td>
<td>2019-2020 Referral 12– Graduate Student Grievance and Appeals Policy – Reporting Chain</td>
<td>AS&amp;SS</td>
<td>Policy alignment: University Handbook, and Catalog</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/17/19</td>
<td>2019-2020 Referral 13 Response to Student Misconduct Task Force Report</td>
<td>AS&amp;SS</td>
<td>Proposed changes to policy and procedures, and implementation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/15/19</td>
<td>2019-2020 Referral 17 – Learning Management System – Canvas</td>
<td>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>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Faculty Affairs Committee: Mandy Rees/Chair, meets 10:00am in SCI III Rm 235 Math Library

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>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Status</th>
<th>Action</th>
<th>Approved by Senate</th>
<th>Sent to President</th>
<th>Approved by President</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/27/19</td>
<td>2019-2020 Referral 02 Faculty Workload – One WTU Defined</td>
<td>FAC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/27/19</td>
<td>2019-2020 Referral 05 SOCIs for Summer Courses</td>
<td>Complete</td>
<td>FAC RES 192003 SOCIs for Summer and Winter Courses</td>
<td>10/24/19</td>
<td>11/01/19</td>
<td>11/04/19</td>
</tr>
<tr>
<td>08/27/19</td>
<td>2019-2020 Referral 06 Faculty Award for Scholarship – Handbook Change</td>
<td>Complete</td>
<td>FAC 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>FAC Refer to RES 121329 Procedures for Honorary Doctorate Nominations and Selection REVISED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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>First Reading</td>
<td>FAC The qualification requirements of faculty members RES 192009 Faculty Membership on Search Committee Provost and VP AA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/10/19</td>
<td>2019-2020 Referral 11– New Regulations on Consensual Relationship - Handbook Change</td>
<td></td>
<td>FAC Changes to University Handbook 303.13 to address new regulation from Chancellor’s Office (CO)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Budget and Planning Committee: Brian Street/Chair, meets 10:00am in Student Health Center, Conference Room (HCCR)**

**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>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Status</th>
<th>Action</th>
<th>Approved by Senate</th>
<th>Sent to President</th>
<th>Approved by President</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/27/19</td>
<td>2019-2020 Referral 04 Proposal for a Master in Kinesiology</td>
<td>Complete</td>
<td>AAC, BPC Address the Program rationale, Existing support resources for the proposed program, and additional support resources required. RES 192006 Master in Kinesiology</td>
<td>12/05/19</td>
<td>12/13/19</td>
<td>12/17/19</td>
</tr>
<tr>
<td>8/27/19</td>
<td>2019-2020 Referral 07 Academic Calendar – Spring and Fall Semester Breaks</td>
<td>Complete</td>
<td>BPC RES 192008 Academic Calendars Fall 2020 Spring 2021 Summer 2021</td>
<td>12/05/19</td>
<td>12/13/19</td>
<td>12/17/19</td>
</tr>
<tr>
<td>10/15/19</td>
<td>2019-2020 Referral 17 – Learning Management System – Canvas</td>
<td>Complete</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>
<td></td>
<td></td>
<td></td>
</tr>
<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>Complete</td>
<td>AAC BPC The demand, structure, and resources required to deliver effectively and efficiently</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Executive Committee of the CSUB Academic Senate invites all faculty members to apply for assigned time under Article 20.37 of the Collective Bargaining Agreement. This assigned time is for faculty members who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort. All current faculty members, including lecturers, are eligible to apply. Faculty members already receiving assigned time for the same general category of activity (e.g. assigned time for excess enrollments, assigned time for committee service) shall not be eligible for support from this pool for the same activities. Interested faculty members should read Article 20.37 before applying.

Per University Handbook 303.1, Duties of Teaching Faculty, Librarians, and Counselors, normal faculty duties include faculty searches, RTP, assessment activities, department curricular development and oversight, student advising and mentoring, office hours, or those activities and responsibilities from which a faculty member is receiving assigned time. In addition to teaching students, faculty share other obligations such as advising students, providing informal counseling, serving on departmental, school, and university committees, and appearing at academic functions.

Applicants shall submit a narrative that does not exceed two pages, double spaced, 12 point font, one-inch margins, describing their recent exceptional levels of service and their intended use of the time that might be assigned under Article 20.37. Applicants shall include within the narrative a summary of their WTU assignments for the current and immediately preceding year. Applicants shall sign their narratives, and they shall forward their narratives to their department chairs who shall also sign the narratives to attest to the accuracy of the WTU assignments before forwarding the narrative to the Executive Committee or returning the narrative to the applicant for correction.

Applications shall be delivered to the Senate Executive Committee in person or via campus mail to EDUC 251 by [date] and clearly marked as “Application for Article 20.37 Assigned Time.”

If you have questions, please direct them to [name], Chair of the Senate Executive Committee or [name], Chair of the Faculty Affairs Committee.
Technology Use in Classroom

Preamble/Welcome:

The Bring Your Own Device (BYOD) Task Force would like faculty input on use of technology in the classroom, particularly specialized software programs, hardware, apps, etc. that are used by students for classes. This task force is only concerned with use of technology in the classroom by students, not other uses of technology on campus, such as office computers or instructor stations.

If a BYOD policy is adopted by CSUB, all students would be required to have a device that meets campus minimum standards and the campus would provide a software solution, such as virtualized software environments, to ensure students would have access to appropriate software for their courses. Standard software programs such as Microsoft Office and web browsers will be supported by any BYOD model adopted.

The task force wants input from faculty members to ensure any minimum standards adopted would be responsive to the instructional needs of faculty members. Your responses will be shared with the task force members to inform decisions made about a potential BYOD policy at CSUB.

Please take a few minutes to complete the following survey. If you have any questions, please contact the BYOD Task Force at byod@csub.edu.

1. Do you use technology in your classes?
   a. Yes
   b. No (Skip logic to comments)
2. What percentage of your classes would be able to use the tablets and/or cell phones for required classroom technology:
   a. Almost all classes (>90%)
   b. Most classes (>60%)
   c. About half of the classes (40-60%)
   d. Some classes (10-40%)
   e. Almost no classes (<10%)
   f. Need more information to determine
3. What percentage of your classes would be able to use a Chromebook with virtualized software access to PC and Mac software for required classroom technology:
   a. Almost all classes (>90%)
   b. Most classes (>60%)
   c. About half of the classes (40-60%)
   d. Some classes (10-40%)
   e. Almost no classes (<10%)
   f. Need more information to determine
4. What percentage of your classes would absolutely need a PC or Mac laptop for required classroom technology:
   a. Almost all classes (>90%)
   b. Most classes (>60%)
   c. About half of the classes (40-60%)
   d. Some classes (10-40%)
e. Almost no classes (<10%)
f. Need more information to determine
5. If you use specialized software and/or apps in your classes, please list those programs: (open-ended comment)
6. If you use specialized hardware in your classes, please list that hardware: (open-ended comment)
7. Do you think a bring-your-own-device model will work for your classes?
   a. Yes
   b. No
   c. Maybe
8. Please explain your response to the previous question: (open-ended comment)
9. Please provide any additional comments you have about the BYOD model: (open-ended comment – Skip logic from Q1 goes here if they don’t use technology in the classroom)
To: Academic Senate Executive Committee

From: EO 1110 Implementation Team: David Gove (Mathematics), Kim Flachmann (English), Abbey Flachmann (English), Doreen Anderson-Facile (Sociology), Anne Duran (Psychology), Kyle Susa (Psychology), Jacob Whitaker (Early Start), Lori Paris (General Education), Lisa Zuzarte (Academic Operations and Support), Debra Jackson (Undergraduate Studies)

Date: October 4, 2019

Re: Appeals of Course Placement for Incoming Freshman

The EO 1110 Implementation Team proposes that the following language to be added to the university catalog:

Course Placement Appeals

Students who believe they have been placed in the wrong course(s) for General Education written communication (A2) or mathematics/quantitative reasoning (B4) courses may appeal their course placement to the Academic Petitions Committee (APC). Students should submit a completed course placement appeals form with supporting documentation to the Academic Programs Office (EDUC 242, 661-654-3420).

Background

Executive Order 1110, effective August 2, 2017, concerns the Assessment of Academic Preparation and Placement in First-Year General Education Written Communication and Mathematics/Quantitative Reasoning Courses. Per this EO, “each campus shall establish a student course-placement appeals process.”

In Spring 2019, the EO 1110 Implementation Team consulted with the Advising Leadership Team regarding the development of a process for evaluating course placement appeals. The Team concluded that appeals ought to be reviewed by the existing Academic Petitions Committee (APC), the members of which are appointed by the Academic Senate.
Hi Debbie,

While sending an email about the RTP process to some of my lecturers who just got Spring appointments, I noticed the Handbook language was never updated in Section 306 for the new CBA requirement to have SOCs for all courses. It still says they can include a subset of courses taught that year:

```
e. Temporary faculty in Groups 1, 3 or 4 shall submit SOCs in accordance during the fall semester, prior to the beginning of the evaluation process
```

First established departmental policy and for a minimum of two classes for the year taught since their last periodic evaluation. Temporary faculty in Group 1 shall be reviewed during the Spring PEF cycle. Temporary faculty in Group 3 shall be reviewed yearly during the Spring RTP cycle. *(Revised 06-06-17)*

```
f. Temporary faculty in Group 2 shall be reviewed only in their third year, or the temporary faculty member or the President requests a review in the first or second year. Such faculty shall submit SOCs for a minimum of two classes for the year since the most recent review. The review will occur during the Spring cycle.
```

So another thing to add to the list of Handbook issues. If we do refer Charles’ issues with the RTP language to FAC, this could also be included.

Melissa

--

Dr. Melissa Danforth
Professor, Department Chair
From: Charles Lam <clam@csub.edu>
Sent: Wednesday, November 13, 2019 3:30 PM
To: Deborah Boschini <dboschini@csub.edu>
Subject: Appendix G of Handbook on RTP file

Debbie,

Some language may need to be cleaned up in the RTP file section of the handbook (Appendix G). I will cite some examples here:

I. Documentation of Teaching or Performance
   1) Teaching
      a. Careful documentation of teaching performance is essential. It is imperative to keep this section current, relevant, and orderly for faculty, teaching success is the principal requirement for retention, tenure, and promotion.
      b. Student evaluations of teaching (SOCI) for all courses taught during the probationary period must be included.
      c. Other evidence illustrating teaching effectiveness may include, but are not limited to, the following:
         i. representative syllabi, course materials and handouts, quizzes and exams;
         ii. peer evaluations of teaching, including those conducted by the Faculty Teaching and Learning Center (TLC) staff;
         iii. signed letters from current students or alumni;
         iv. professional development activities for the improvement of teaching performance, including those conducted by the Faculty TLC;
         v. curriculum development—new courses and/or new pedagogy; and/or
         vi. significant advising of students in a major/program.
      d. The use of information or other technologies and involvement in TLC and assessment activities, by themselves, will carry little, if any, weight in the judgment of teaching effectiveness. Reviewers should justify their evaluations regarding such activities and student learning.
      e. Additional teaching through Division of Extended Education and Global Outreach (Revised 07-10-17), including SOCI, may be included in this section.
      f. Except for the SOCI, no anonymous materials, including letters, notes, e-mails, etc., shall be included in the RTP file.

1b) “Student evaluations of teaching (SOCI) for all courses taught during the probationary period must be included.” Here, the “probationary period” would mean cumulative years of SOCI, which URC does not require anymore, and neither does any level of RTP evaluations.
1c.ii) Peer evaluation is now a must, instead of “other evidence illustrating teaching effectiveness”.

There are also some references to “quarter” in the section.

Another issue only pertains to second year RTP process. The issue is as follows. The first year review only pertains to the Fall Semester for the faculty in year 1 and goes only up to the Dean level. Therefore, in the point of view of RTP guidelines (which is not clear but “implied”), candidates only need to submit materials that pertain to the most recent cycle, which is the work completed in the Spring and Summer of Year 1. While it should be interpreted in this manner, certain issues arise:
1. Teaching evaluation is often done in Fall of Year 1. Thus, it is not clear whether this particular peer evaluation should be included in the Year 2 review file.

2. The evaluation in Year 1 cycle does not reach URC, Provost, and Dean. Thus, by only including the Spring semester, the evaluation would include only one semester of work. This will not be reflective of the faculty’s work from the first year. (However, another Dean complained that it is unclear whether the faculty did their work shown in the file in the Fall or after the Fall, so it goes both ways.) URC would appreciate that the entire work of first year be included for evaluation.

Can the Senate please clarify this?

Charles Lam.
(As Chair of URC 19-20.)

===
Charles C.Y. Lam, Professor
Department of Mathematics
CSU Bakersfield