ACADEMIC SENATE EXECUTIVE COMMITTEE
Minutes
Tuesday, October 22, 2019
10:00 a.m. – 11:30 a.m.
SCI III Rm 100

Absent: D. Boschini, J. Millar

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

2. ANNOUNCEMENTS AND INFORMATION
   Trustee Wenda Fong is meeting with the Academic Senate members October 24,
   1:10-2:10 Location: SCI III Rm 100.
   Provost Search Committee- The first meeting is Friday, October 25.
   Summary of GI 2025 Symposium: A. Hegde represented D. Boschini as Senate Chair.
   He had an opportunity to talk with Senate Chairs from other CSU campuses. We have it
   better here than other campuses when it comes to Provost Search. It’s common to have
   only one elected faculty representative, and the President appoints the rest of the
   members. The keynote speakers from San Diego State had student stories similar to
   ours (first generation, immigrant, etc.) Each student had one person who made a
   difference when they were lost and confused. That person was the reason they
   continued with their education. A. Hegde said, in our day-to-day challenges, some of us
   forget that those around us have extreme struggles. Our job is to remove barriers. The
   President of Paul Quinn College spoke of the need to meet students where they are.
   President Zelezny has said this, too. Teach the students we have instead of the students
   we wish we had. The new Student Success dashboard was demonstrated. Then,
   Governor Newsom made the point that he approved $660M to the CSU. Chancellor
   White made his presentation. For A. Hegde it was an eye opener. He wishes more
   faculty could attend. It was designed for administrators and each campus had a limited
   number of spots and President Zelezny asked for two more. A. Hegde expressed his
   gratitude for the opportunity to attend. V. Harper said that the Chancellor did a
   marvelous job talking about the time we live in. It was V. Harper’s third GI Symposium.
   There was a lot of skepticism at first, and now there isn’t. Cultural change is in progress.
   He will ask the President to open more spots to attend. There is more value in the social
   opportunities than the actual sessions. The social time was not on state funds. He did
   enjoy the sessions and presentations. A. Hegde was in the same session on data
analytics as the President of the California State Student Association (CSSA). The student leader made the point that some ideas are great but not for everyone. For example, San Diego State students outside the service area have to spend the first two years in the dorms. It creates a problem for some. They have to scramble during summer for housing. Some students get lost when they come to the university. It important that students make connections with somebody – counselor, staff, or faculty. CSUB’s First Year Seminar is so important to help our students stay. J. Tarjan made reference to high impact practices such as student research, cohorting, and study abroad. There is strong support for study abroad because it increases graduation rates the highest. Yet, people from upper class families who study abroad would graduate whether they study abroad or not. Sometimes things are more complex. He compiled 10 years of longitude data on business majors to study the gap between the ethnic groups and the genders. The study controlled for A grades. All differences disappear. If one does a multivariate analysis to demonstrate that we don’t discriminate based on gender or race, be sure to control for Pell eligibility or something else. He suspects that the gaps will be even smaller than they are now. It starts with research design. By simply taking a sample of wealthy students and a sample of low-income students, one can’t conclude that that there is a gap between those two groups. Most of the problems we have with research is that they are done as binary research. Examples: 1) lung cancer is strongly correlated to beer drinking. So, don’t drink beer. 2) Women are graduating at much higher levels than men. The implication is that we are mistreating men. A. Hegde informed the EC that the President planned to give her report on the GI Symposium at Senate on October 24, 2019 but she had another appointment. Everyone is focused on closing those equity gaps. V. Harper will give a report to Senate.

3. APPROVAL OF MINUTES
   M. Danforth motion to approve the October 15, 2019 Minutes over email. B. Street seconded. Approved.

4. APPROVAL OF AGENDA
   M. Danforth moved to approve the Agenda. B. Street seconded. Approved.

5. CONTINUED ITEMS
   c. AS Log (handout)
      i. AAC (M. Danforth) She will be at the Chancellor’s Office (CO) October 29-31. She will ask R. Gearhart to chair the next meeting.
         ▪ Referral 04 Proposal for a Masters in Kinesiology – AAC had joint meeting with BPC. K. Grappendorf/Kinesiology Chair and R. Dawson/EEGO
Director of Academic Programs attended. Everyone was satisfied with the Q&A. A joint resolution is forthcoming.

- Referral 10- Ethnic Studies as a GE Requirement – The committee looked at the original Task Force Report 2016, the Response to the Report 2017, the letter to Senator Pan, the response to Senator Pan and then distilled what was time sensitive: which junior courses address diversity, in what category, what are the requirements for that category. Ethnic studies can be found throughout CSUB’s GE program. The committee discussed that diversity is broader that ethnic studies. AAC is working with L. Paris to get the report fleshed out. J. Tarjan stressed the importance of having a process so that faculty members who are interested have a voice to respond to Senate request for feedback. There is a strong feeling that diversity is not the same as ethnic studies. The Task Force report was trying to increase the number of people teaching ethnic studies and the number of students taking those courses. We need to make sure people who have opinions have a chance to weigh in. That was the goal of the author of this bill, AB 1460 CSU Graduation Requirement Ethnic Studies. As a campus, CSUB did weigh in to say we want more of a diversity requirement. There is going to be push-back that diversity is not ethnic studies. J. Tarjan said he is willing to get people together who teach these courses. A. Hegde will ask L. Paris to hold an open forum on Monday. It would be useful to have copies of AAC and GECCo’s reports available at the meeting. There are several courses that touch on aspects of human diversity. J. Tarjan said that the process is very important. He recommended a general call to attend. Senator Pan asks for campuses to weigh in. ASCSU Chair Catherine Nelson asks how do you want to handle this? For example, a more flexible environment, ethnic studies imbedded in GE, etc. A. Hegde stated that the deadline for the Senate Chairs to submit their input to the ASCSU is November 1.

- Referral 13 Response to Student Misconduct Task Force Report – since AS&SS is inviting members of the Task Force, R. Alvarez and BJ Moore, to their meeting, AAC tabled the topic until they got minutes from AS&SS.
- Referral 14 New Course Forms and Process - deferred
- Referral 15 Interdisciplinary Studies New Course Proposals - everyone was happy with the revisions. The referral will move over to GECCo.
- Referral 16 Program Review Process Improvement - deferred
- Referral 17 Learning Management System – Copies of the Canvas Pilot Report were distributed as homework.
Referral 18 Interdisciplinary BS Degree in Public Health Proposal – Certain forms are needed. J. Tarjan suggested to ask whether graduates are hirable upon attaining a masters degree in health, and bachelor degrees in health. M. Danforth will be sending the proposal out to the various Curriculum Committee (CC) Chairs for their feedback. AAC acts as the CC for Interdisciplinary Studies programs. A. Hegde said that it is normal practice for the CC of INST to contact the chairs of the departments as a courtesy. ECON is offered every year but it’s not on the proposal – it’s important for the Economics Chair to estimate the number of students projected to enroll.

Referral 19 Winter Term Courses and Units Policy

ii. AS&SS (J. Millar) (deferred)

Referral 05 Canvas Pilot -

Referral 03 ASI Executive Director as Ex-Officio Non-Voting Member of Academic Support and Student Services Committee (AS&SS) - Bylaws Change

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. The committee reviewed comments from the DCLC and focused on what was needed for the Provost’s Office.

Referral 08 Honorary Doctorate-Handbook Change – She reached out to the President’s Office about their parts of the process.

Referral 09 Faculty Membership on Search Committee for the Provost & VP of AA – Handbook Change – The committee discussed the benefits of having TT, T, FT and what constituencies are involved, and who would be reviewing these positions. D. Schecter is in the process of revising the faculty search committee membership. M. Danforth has a search committee with two TT because she doesn’t have enough T people. The exceptions are still the norm, especially for smaller departments.

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

iv. BPC (B. Street) – K. Krishnan provided profile #4 from IRPA. The committee is looking for the actual headcount for fall 2019. Tenure density will be part of the discussion at the next meeting.
- Referral 04 Proposal for a Masters in Kinesiology – see AAC’s update.
- Referral 07 Academic Calendar – Spring and Fall Semester Breaks – B. Street has been in discussion with D. Cantrell. BPC is expecting the Calendar Committee to present drafts of 2021-2022 and the 2022-2023 calendars at its November 14 meeting. It will be an opportunity for discussion on how they the Calendar Committee’s decision making process on Spring break, going forward. B. Street talked to D. Cantrell, requesting that the Commencement Committee make the decisions on the Commencement dates, and to consider including a member of the Commencement Committee on the Calendar Committee. The Calendar Committee will be presenting three different calendars based on the three proposed mechanisms for instituting a Fall Break.
- Referral 17 Learning Management System – Canvas - the committee held its initial discussion. It’s a big referral. The feedback from the three committees is to work on items specific to the committees’ role. A. Hegde said that the committees have their charge. The chair can say, this is not our charge. Recall that the Provost said that there isn’t a deadline. If committees need to discuss a topic, have the discussion until satisfied.

c. Interim Provost Update (handout)
- The memo from the CO on TT hiring was distributed. It shows comparison to where we are on hiring in this Fall 2020 cycle: the total number of recruits and positions approved, how we compare to the rest of the system, and what we need for our size. CSUB’s TT expansion is more than comparable to other institutions. We can start estimating budget, TT hires for the Fall 2021 hiring cycle. We are attempting to add more data to each additional cycle and make it more empirical to provide information and faculty lines to departments within a certain growth rate. There are a number of programs coming off the Academic Master Plan (AMP) that are going to be approved for Fall 2021. We want to make sure we are staffing them. We want to be as open and transparent as possible. We have 14 expansion hires for the fall 2020 cycle. V. Harper discussed with D. Schecter the importance of a 100% placement rate for CSUB’s tenure-density. See the total allocation $1.7M. With benefits, it’s $1.8M million, which is significantly more than 50% of the $3M that was available in this particular transfer fund. M. Rees asked about FT Lecturer hiring. Some departments have so many PT instructors and it would be better for the instructors and the students to have FT instructors. M. Danforth commented that some departments need the PT because of
pedagogic issues. There are some people working full time who come here to teach. Nursing did a what-if analysis. Would they save the campus money if they consolidated X number of positions with benefits into one FT? They found a net savings by consolidating the PT positions. M. Rees commented that it would be a savings and an investment. V. Harper said that typically the deans will bring a proposal to consolidate. The deans have to show, within their lecture pool, the efficiencies of hiring a FT Lecturer and that they can support that person. Sometimes the Provost Office has to put some funding there for the deans to reach their goals. M. Rees asked if the dean’s reasoning could be accurate if they have five PT versus one FT. V. Harper responded that it depends on department and schools. That’s why it’s important for the deans to do the analysis. The cost/benefit depends on the school. M. Danforth – there is a certain threshold when PT get benefits. If one had only a single class per year, they would not get benefits. V. Harper said that the Deans have authority and responsibility to say how we do this. FT versus PT is a school management issue. TT is where the Provost Office makes the broad allocations. J. Tarjan said that one of the resolutions at ASCSU this fall concerned notifying lecturers and contingent faculty of open positions. It’s an expedited process, and cheaper to convert lecturers. A campus can fill positions without a full-blown search. V. Harper isn’t aware of any systemwide information on that. It’s a touchy subject, especially for faculty who were hired to come in as tenure-track. M. Danforth cautions on that approach. It’s better for a lecture on a visa that they be part of a national search. Several years ago, a list of lectures who have Ph.D. revealed that they prefer to stay at the Lecturer level because they are not active in research and/or service, and thus wouldn’t be competitive for a TT position. Any kind of expedited process for a lecturer conversion to TT would require release time for lecturers’ research. A. Hegde said that there are a lot of issues tied into this item.

- The Academic Master Plan (AMP) is a list of newly proposed courses to be sent to the CO after its approval by the Senate. Earlier this semester, the Provost Office sent an announcement asking for new proposals to be included. Each program approved by the CO to proceed then works through its development at the department level, going through their school’s CC to then be approved by the university. The AMP is sent back to the CO for approval of degree. It takes between one to three years from the time a proposal is included in the AMP to the time a class is
offered. A. Hegde said inclusion on the AMP is not a guarantee that the program will happen. It’s just an option to pursue. V. Harper said if there is already a degree program in place, one can do a concentration elevation to a degree program without going through the AMP process. Although he doesn’t recommend that. It still does have to be approved by the CO. Currently, there are two degrees going through the AMP that are being discussed by the schools. M. Danforth has a proposal that was first introduced in 2008 that may start in Fall 21. A. Hegde said that the Senate puts forth a resolution to approve the AMP. He asked whether the five programs added to the AMP were initiated by faculty. V. Harper said that faculty signatures are on the proposals. A. Hegde said that since faculty has initiated the five programs, he does not see a need to refer the AMP to committees. *RES 192005 Academic Master Plan 2020-21 through 2030-31* can be on the next Senate draft Agenda. The Interim Provost will explain the AMP to the Senate.

- V. Harper encourages faculty to participate in the mid-point campaign. We are at 15% faculty participation. The goal is 40%. The backend of the process has been revised. The change is in what the professional advisors do. They have intervention of students with poor performance mid-term. He emphasized that there isn’t anything faculty could do that is more important than communicating to a student mid-term. A. Hegde suggested that a way to improve participation could be a report to faculty that shows X% of students went to the workshop. It lets faculty know that their input means something. V. Harper said it’s a multi-term, multi-year effort to prevent students from going into probation. Once a student gets in probation, they’re likely to leave. A. Hegde said that one of the points made at the GI 2025 Symposium was that the more touch points students have, the better they perform. V. Harper said that $100,000 to go out to the schools next week for their graduation retention plans.

c. Searches - Update

i. AVP Academic Programs – no change.

ii. Dean SS&E – The consultation will start this week. He’ll attend the chairs meetings.

iii. Associate Dean SS&E - same as above.

iv. Faculty Director of Interdisciplinary Studies - The call has closed off.

v. Faculty Director of the Teaching and Learning Center – The call will launch after he has a couple conversations.
vi. Faculty Ombudsperson – The call will go out at the same time as Faculty Coordinator for Sustainability.

vii. Faculty Coordinator for Sustainability – he is waiting for a draft call.

c.

Financial and strategic planning transparency and faculty participation - Yesterday’s Fall Budget Forum was an improvement over prior years’ content and discussion. There doesn’t appear to be a place where one can find the details of University grants. The CO could not provide an explanation. Position Control is another area that is not visible. There needs to be a fact sheet to explain what Position Control is. No one knows what goes in or what comes out again. Last year, M. Rees said a group started to track Instructionally Related Activities (IRA) student funds from referendum to her department. They went through multiple years. The best they could understand it was that the President had initiatives and it was sweep into some roll-over fund. We lost tens of thousands of dollars; money that was in our account is gone. V. Harper said there may be a reason that the monies are not there. J. Tarjan suggested that M. Rees ask for the money back. If they were student funds that were not subject to the general university account, request that they be returned.

6. NEW DISCUSSION ITEMS

c. SOCI Replacement Tool – Currently, SOCI’s are administered in IT. A. Hegde received a request from F. Gorham to have faculty consider using software that has the capability of replacing the home-grown online SOCI, and face-to-face SOCIs. The software is not changing the SOCI questions. M. Danforth inquired whether the software has a time restriction when faculty can look at the report. Faculty should not be accessing reports before grades are due. Do chairs get the reports automatically? Those features need to be in the online tool. She will send a message to F. Gorham. M. Rees commented that if it’s more efficient and allows IT Analyst/Programmer to handle other needs, OK. V. Harper said the cost of the online SOCI tool is $13,000 annually. The additional costs are S. Miller’s time to process and Deans’ time to transfer SOCIs to Chairs. J. Tarjan doesn’t feel that it needs to go to committee.

c. Annual Catalog Deadline Fall 2020 – M. Danforth has heard that since the draft was sent last week that there isn’t enough time for departments to deliberate to make the December 1st deadline. M. Danforth suggested to Academic Programs that December 1 be a soft deadline. In the future, send the catalog draft out during University Week. V. Harper will request that it be a soft deadline. M. Danforth suggested that it be a topic at DCLC and to check where the chairs of the CC are in their process. It takes a minimum of two meetings to approve
anything. It needs to get through the CC on their schedule. V. Harper will send an email to the Chairs. J. Tarjan asked for an editor. M. Rees said that the lack of a template for Q to S conversion created inconsistencies in formatting from department to department, and course numbers between schools.

c. Committee list in Handbook – J. Millar and A. Hegde agreed to look at it this summer. M. Rees offered to help with proof reading. J. Tarjan said for all of the Senate Committees, everyone should have access to committee charge, membership, how often they meet, and their terms. He’s not certain whether it should be in the Handbook. It could have a description in the Handbook. He prefers a RTP handbook, a search and screening handbook. A committee list doesn’t belong there. The Students Grievance Policy doesn’t belong in the Handbook. M. Danforth suggests a continuing item, called Handbook Error Log where we can begin accumulating all these issues. J. Tarjan said if it doesn’t change policy or major practice, the EC can make the changes quickly on behalf of the Senate. A. Hegde- if it’s editorial, we’ll make note of that. J. Tarjan requested a repository for binding policy and procedures. For example, how are grievances for graduate students handled? It’s in the catalog, but not in the Handbook. It says “all students”. V. Harper is working on having a Policy Portal. Send Handbook edit requests to the ASC Academic Senate.

7. **AGENDA ITEMS FOR SENATE MEETING October 24, 2019** (Time Certain 11:00 a.m.)

   **Announcements**
   Trustee Wenda Fong meeting October 24, 2019 1:10-2:10 Location: SCI III Rm 100 Recognition of the Cabinet members for greeting the BC students

   **Consent Agenda**

   **New Business**
   RES 192005 Academic Master Plan 2020-21 through 2030-31 – First Reading
   Old Business
   RES 192002 Distributed Learning Committee Handbook Changes - Second Reading
   RES 192003 SOCIs for Summer and Winter Courses - Second Reading

8. **COMMENTS FROM THE FLOOR**

Many faculty are unaware of the Working Personal Action File (WPAF), and that there is a permanent file in the Dean’s Office. The TLC used to host an annual RTP Workshop for new faculty. It would be helpful to have them again. It goes back to reforming the TLC. V. Harper will reach out to the Faculty Fellow to do the workshop. Candidates like that there is junior faculty on the faculty search committee.

Chancellor White just announced his retirement, June 30, 2020.

Invite Trustee Fong to Thursday’s Senate meeting.