ACADEMIC SENATE EXECUTIVE COMMITTEE
Minutes
Tuesday, January 28, 2020
10:00 a.m. – 11:30 a.m.
SCI III Rm 100

Visitor: F. Gorham

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

2. ANNOUNCEMENTS AND INFORMATION
   All Faculty Meeting Monday, February 10 – Stockdale Room 11:30 a.m. -1:00 p.m.
   The reservation will have a space for faculty to input an issue. Suggested Agenda:
   - Interim Provost to attend to provide an update on Searches
   - Interim Provost to discuss faculty lines and how they’re allocated

   Faculty Open Forum – Canvas LMS Wednesday February 12 – HCCR 1:00-2:00 p.m.

   F. Gorham Proposed Open Forum: Canvas –
   D. Boschini introduced the discussion by stating that she met with the Interim Provost, F. Gorham, and B. Street about Canvas Learning Management System (LMS). ASI has already passed a resolution supporting the adoption of Canvas. AAC, AS&SS, and BPC have Referral 17. Some of the questions D. Boschini is receiving are FAC related. For example, how do we retain documentation for RTP files? The discussion could continue in committees. The charge was to obtain feedback, not necessarily to agree on all points. Timelines need to be set for the Senate to weigh in. There are external deadlines, such as contracts. Some faculty who don’t like change may have created some slowing down of the discussion and therefore taking away from a timely business decision which could be a better software program with features that move students forward. F. Gorham responded to questions that were sent in advance:
   - Has Canvas been purchased?
     The pilot cost $7500 for each of two semesters. This spring term cost a lot more because we are in a limited production license to June 30, 2020 that was needed to extend the usage while faculty discussions continued. After June 30, the cost will be a
five-year contract and two year rider, which is the normal Procurement term and condition. Blackboard (BB) wants the same type of commitment.

- Status of pilot?
The pilot was completed in Fall 2019. All the reports, surveys, etc. are on the LMS Evaluation website https://its.csub.edu/lmseval The Canvas Pilot Survey Report was distributed at EC meeting October 15, 2020.
- Timeline for decision?
Based on the contract term ending June 30, we want to start working with Procurement on June 1 to execute the new contract. If the decision were to not move forward with Canvas, faculty would have to be informed that they need to move their courses from Canvas to BB. We may have people in Canvas who don’t have any equivalency in BB. The decision should take place by the end of April.

- Who makes the decision?
Many people have been part of the decision process: ASI, Academic Senate, Provost Council and the Senate Standing Committees. We don’t want to rush the decision due to opposing needs such as the Academic Calendar, etc. V. Harper will be making the final decision.

- What’s the relationship between the TLC and IT?
TLC has our Instructional Design personnel. IT helps with course content and tools. IT administers the system, contracts, and integrates the solutions. It is a strong partnership. Three Canvas liaisons were hired to work with faculty at school locations. They have been helping faculty via training sessions. The TLC, as part of their Summer Institute, included Canvas and BB workshops as part of their Quality Matters (QM) certification program. Any kind of BB and Canvas training is now in TLC.

F. Gorham thanked the Interim Provost for the opportunity to have a Faculty Open Forum on Canvas. D. Boschini thanked F. Gorham for meeting with the EC and then she opened the floor to questions and comments:

B. Street will deliver the introduction. F. Gorham will talk for a few minutes regarding the strengths and weaknesses of Canvas and BB, the features lost with change, showing screen shots and providing artifacts. Then the meeting will be open to Q&A.

D. Boschini requested that IT team keep their answers short. The Runner Editor requested to attend. The event is open to observe and report.

- Timeline and doing rework in Canvas?
- How does a course get archived?

There isn’t enough time to have side by side projection of the two LMS for a live comparison. D. Boschini recommended that the sub-committees chairs set boundaries on the conversation to that of the charge, Referral # 17. Who has used Canvas? One of the potential hang-ups is that some of the decision makers are not early adopters and
cannot speak knowledgably. A. Hegde said that the fairest measure would be from the people who have used Canvas. Online homework system works better with Canvas. His students prefer Canvas. Blackboard is very faculty dependent and if the instructor isn’t organized, the materials are all over the place. Canvas organizes the material and is more mobile friendly. M. Danforth had simple and challenging material transferred from BB to Canvas. The rubrics came over, but not all the scores. The words are there, but she had to construct the rubric dimensions. Many instructors would need technical support from TLC to do that. A. Hegde said that the TLC plans to hire another Instructional Designer. Initially, not everything comes over. There’s an implementation task for faculty to perform to get it all set up. Then, every semester a new shell is created. With Canvas, the material expires. The auto-enroll is good for some people. Once the LMS decision is made, there are other issues that need to be addressed. M. Danforth said that the auto-expire needs to be at least a couple semesters in case the student has a dispute. M. Rees asked if Canvas serves every discipline, such as Chemistry where symbols are used. F. Gorham replied that the A. Slabey reached out to K. Lopez but he didn’t have the time to examine and then speak with the Instructional Designer. We need to have the time to devote to experiencing the program in order to identify issues, and then the time to fix issues. Canvas has a full math function. It’s beautiful. Yet faculty have to be the ones who experience for themselves and then state their preference. D. Boschini suggested to give Senators a homework assignment before voting: Here’s the LMS evaluation website, please visit the site and do some reading, go to Canvas and work on at least one course that has been transferred over for you. Senators need to come to the meeting having done their homework prepared to deliberate, or else they are not an effective member of the Senate. The vote probably won’t be unanimous, but it needs to be based on a well-informed perspective. The list of features are in the Canvas Pilot Survey Report.

D. Boschini asked, What if we already have a majority, and are ready to make a decision. We may be holding up the decision by thinking about it more. How many are in the minority, why are they there, have they been heard, and is there anything that can be done to have them change their mind? As participants in shared governance, it may be time to vote and move on. She asked the EC members to say which LMS they prefer and give their compelling reason. Then she suggested that the sub-committee chairs to do the same at their next standing committee meeting.

V. Harper asked that the Senate make a recommendation. We will constantly have to change because products and services are always needed to advance the students’ learning. D. Boschini said if we don’t do this semester, it could go on through next year with new committee members. The decision may not be unanimous. The faculty trusts the Senate to be functional.
D. Boschini recommends that the resolution reach the Senate by March 5. February 6 is next Senate and when the timeline will be revealed. The Senators will get homework (links as provided above) and a reminder that they all have a course on Canvas. If they don’t, then they need to notify A. Slabey immediately to get something to work with. It needs to be on sub-committee agenda for two meetings February 13 and February 27, and then a resolution to the Senate for First and Second Readings. The Senate needs to decide by April 2nd. If people aren’t ready to participate they have to abstain. They were elected to represent their constituents and we expect them to participate as such. There is no wiggle room in that timeline. There could be an announcement by the Interim Provost by Spring Break. M. Rees will inform FAC, since they were not part of the referral. A. Hegde suggested that committees’ resolution be to support or not. The default is switch to Canvas unless you say No.

- Box – F. Gorham said the decision process was ITS looking at DropBox and Box solutions and then the Information Technology Advisory Council (ITAC) approved the funding Box. He understands there is a need for other solutions. Those users can be incorporated by buying licenses for DropBox. J. Tarjan said while F. Gorham has been responsive, our consultative process has failed us. D. Boschini recommended that ITS communication directly with faculty. For example, R. Weller’s outreach message as the new Faculty Director of TLC. The V drive is gone yet there wasn’t a notice. People like to hear what’s happening, what to do about it, and what’s next. F. Gorham said IT won’t move a department to Box unless there is an okay from the chair. The DCLC meeting is a great place to update faculty. The LMS survey is at https://its.csub.edu/lmseval

D. Boschini thanked F. Gorham for attending the meeting and asked if he was satisfied with the timeline described such that the Interim Provost could decide by Spring Break. F. Gorham was satisfied with having a Senate approval by April 2, 2020.

3. **APPROVAL OF MINUTES**
   M. Danforth moved to approve the January 21, 2020 Minutes. B. Street seconded. Approved.

4. **APPROVAL OF AGENDA**
   D. Boschini suggested that CONTINUED ITEMS and NEW DISCUSSION ITEMS be deferred so Searches could be discussed. She recommended that the EC schedule another extra meeting for next week to cover the deferred items.
   J. Tarjan recommended that the EC view the last five minutes of the Board of Trustees meeting.
M. Danforth moved to approve the Agenda. B. Street seconded. Approved.

5. CONTINUED ITEMS (deferred)
   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 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 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
   c. Searches – (handout) organizational chart
      i. AVP Faculty Affairs - This internal interim appointment is underway. V. Harper plans to make the appointment in the next few weeks. The Interim AVP FA will be in place until December 31, 2020.
ii. AVP Academic Programs – no update

iii. Dean Antelope Valley – V. Harper is still contemplating the type of search for this position. He will be traveling to AV shortly to have a conversation with faculty and staff. A decision on the type of search will occur shortly.

iv. Dean SS&E - This will be a national search for a permanent replacement. This committee has been formed, and the first meeting of the committee will take place in a few days. This search will be completed by the end of the spring term.

v. Associate Dean SS&E is pending the placement of the Dean SS&E.

vi. Dean Library – Call for nominations of faculty members for the Search Committee forthcoming. Consider whether the Library is an Academic Dean. Refer to Handbook 309.5 and 310.2. The Provost has the opportunity to appoint and he would appoint. This is a permanent position to be decided by end of semester.

vii. Faculty Ombudsperson – no nominations came forward. The call needs to go out again along with some recruitment.

viii. Faculty Coordinator for Sustainability – There was only one application and V. Harper is looking for a pool of applicants to make an appointment in Fall 2020.

d. Financial and strategic planning transparency and faculty participation (deferred)

e. Handbook Error Log (deferred)

6. **NEW DISCUSSION ITEMS** (deferred)
   a. RTP Issues: Implementation and Handbook Language (handouts)
   b. Bring Your Own Device Survey (handout)
   c. Block Scheduling
   d. Article 20.37 Assigned Time committee and call
   e. Criteria for Dean’s List and Graduation with Honors

7. **AGENDA ITEMS FOR SENATE MEETING February 6, 2020** (Time Certain 11:00 a.m.)
   - Announcements
   - Consent Agenda
   - New Business

8. **COMMENTS FROM THE FLOOR**

   V. Harper said that the lines going to each school will be folded into Budget and anticipate future lines. There is preliminary information that he’ll explain at the All Faculty Meeting. J. Tarjan asked about the criteria of position allocation and more data. D. Boschini said Chairs haven’t yet been asked to generate priorities for the next hiring cycle. V. Harper said each school is different: V. Harper and T. Davis looked at the initial budget. The President makes a preliminary carve-up of resources relative to
the strategic plan. Estimates are drawn on the number of lines. V. Harper negotiates for an increase in tenure-density. Deans reach out to department chairs and then Dean present their proposal that fits allocation of school that meets needs of the individual schools. Then the FTES SFR are considered.

J. Tarjan shared that the ASCSU Report makes note that the Governor allocated $451 million less than what requested by the BOT. $200 million only covers costs and nothing for growth nor for GI 2025.

EJ Callahan has been promoted to Assistant VP Student Affairs and M. Quarles to Assistant VP Student Affairs. T. Davis tabled the AVP in BAS. C. Hu has moved from the Director of the Faculty Teaching and Learning Center (TLC) to the position of Director of Enrollment Management. R. Weller is the Faculty Director of the TLC.

J. Tarjan showed the video of President Zelezny’s announcement at the Board of Trustees of the $5 million endowment by Grimm family members for the Grimm Center for Agricultural Business. The gift from B. Grimm-Anderson, K. Grimm-Marshall and B. Grimm will allow CSUB Bakersfield to offer a world-class agribusiness education to thousands of Valley Families, and promote workforce development, civic engagement, business opportunities which support the regional economy.

9. ADJOURNMENT
The meeting adjourned at 11:30.