ACADEMIC SENATE EXECUTIVE COMMITTEE

Minutes
Tuesday, December 1, 2020
10:00 a.m. – 11:30 a.m.
Videoconference

Members: A. Hegde, M. Danforth, J. Millar, M. Martinez, M. Rees, R. Gearhart, C. Lam, B. Street, D. Boschini, V. Harper
Absent: M. Martinez, J. Millar
Visitor: M. Malhotra

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

2. ANNOUNCEMENTS, INFORMATION AND WELLNESS CHECK
   o Institution Research, Planning, and Assessment (IRPA) – K. Krishnan retired today. M. Malhotra is the Interim AVP IRPA. Today is her first day. Prior to coming to CSUB, she was responsible for systemwide data collection management; business intelligence; online learning, distance education; teacher education; transfer pathway – Associate Degree for Transfer (ADT); access-denied eligible; academic performance. She aims to develop a data culture at CSUB. She will listen to understand the champions of the campus. It takes time to have discussion from the whole group to see how to use big data for the benefit of the students. A. Hegde welcomed her to campus and thanked her for joining the meeting.
   o M. Martinez is attending the ASCSU’s Advancing Equity and Diversity Initiative meeting.
   o J. Millar is attending an ASCSU meeting.
   o The Senate and Standing Committee meetings dates have been swapped. The Senators and frequent visitors have been informed. A campus wide message will be sent. The Standing Committees are meeting December 3. The Academic Senate is meeting December 10.
   o All Faculty Meeting – February 8, 2021. The plan is to have a moderated discussion and debrief on the transition to virtual instruction. M. Danforth said the time demands of the workload have eeked into all areas of her life and she expects that others feel the same. It would be good for it to be recognized.
   o The Winter Session Proposal – M. Novak contacted A. Hegde to withdraw the proposal based on a student survey which produced mixed results. AAC and BPC to
pause on Referral #9 Expanded Winter Session until receipt of the formal notification of withdrawal. Winter Session will continue as it has been scheduled.

3. APPROVAL OF MINUTES
   C. Lam moved to approve the November 17, 2020 Minutes. B. Street seconded. Approved.

4. APPROVAL OF AGENDA
   B. Street moved to approve the agenda. C. Lam seconded. Approved.

5. CONTINUED ITEMS
   a. AS Log (handout)
      i. AAC (R. Gearhart) In addition to the seven referrals in committee, A. Rodriguez mentioned that there are many proposals in the pipeline regarding Interdisciplinary and Ethnic Studies courses. There is a moratorium on MA INST. The committee will prioritize things that can be done quickly.
      ii. AS&SS (C. Lam) He and M. Rees invited F. Gorham to discuss Referral #15 Ally Software at a joint December 3 meeting.
      iii. FAC (M. Rees) The committee received four new referrals at the last EC meeting. They'll focus on Referral #6 CSUB Patent Policy and reach out to I. Ebong before he retires.
      iv. BPC (B. Street) Referral #9 Winter Session will be paused. Referral #3 Institutional Research in Response to WSCUC Report, to be fair to the management transition, the committee to look at it in the Spring. The four remaining referrals, #13 BS in Public Health, #12 Proposal for MS in Accounting, #14 Proposal for ES Department, and #18 AMP are related to another sub-committees. The EC identified the AMP as the priority.
         A. Hegde is considering setting-up a calendar for the Senate business. Requests for program approval, new degree proposal, AMP, etc. would be submitted by a specific date to cycle through the committee review process within the academic year. The EC will look at establishing a business calendar in the Spring.
   b. Provost Update – V. Harper
      i. Fall 2020 and Spring 2021 Update – The CO met with all the Presidents last week about the dramatic increase in COVID-19 cases. To mitigate the spread, CSUB will be 1) conducting all Fall 2020 finals online and 2) virtual until Feb 1, 2021. The first week of the Spring 2021 semester, including hybrid classes, will be virtual. R. Gearhart said that Kern County Department of Public Health is a month behind on notifying people for contact tracing. V. Harper said the CO provided no rational why hybrid courses are going virtual.
It was the direction by the CO. A. Hegde shared that some campuses have delayed starting their Spring term. They're adjusting their Academic Calendar to eliminate Spring Break or create mini breaks. The President asked the CO for an exception. Perhaps faculty could be given options. C. Lam said that the CSUB COVID-19 dashboard has not been updated in two weeks.

ii. Academic Master Plan 2021-2022 through 2029-2030 - Thank you for moving it forward.

iii. RTP Levels of Review – [RES 192019] gave the President authority to delegate RTP to the Provost. Faculty Affairs decided operationally that it should be an annual delegation, not a permanent delegation. The President can delegate some or all of the files. There will be a formal letter of delegation for a period of time. The Provost will request an annual delegation. A. Hegde agreed it was a good process. There are 68 files for review this year.

c. Searches

i. Interim Associate Dean NSME – V. Harper put for a name under consideration. D. Boschini said that the relationship between that person’s department and the Dean’s office has been discussed at the NSME chairs meeting. That person has been a good colleague. She supports the candidate under consideration. V. Harper learned from being offered the Interim position two years ago, embrace change. It is occurring in IRPA, the School of NSME, and GRaSP.

d. Financial and strategic planning transparency and faculty participation – Pandemic Budget Task Force (PBTF) – M. Rees said there is one more meeting. The group is aiming for providing recommendations and concluding the task force. B. Street said that the committee needed to come to a point of decision on recommendations, as alluded to by M. Rees. V. Harper said that the collaboration and the results are outstanding. The Governor will give guidance on the budget in January. The CSUs asked for a $400 million increase, and is hoping for no worse than a flat budget. Each of the academic areas have been asked to produce 15% reduction scenarios. Given the planning, CSUB is well positioned to ensure that our educational mission is protected.

6. NEW DISCUSSION ITEMS

a. Fall Finals – V. Harper – see Provost Update.

b. GRaSP Faculty Role – V. Harper has had discussions with PIs and other divisions in the university. He plans to have a strategic review of GRaSP in the Spring. Discussion of people to include in the consultation ensued. B. Pratt has agreed to be part of it. He is respected. V. Harper asked for additional names. D.
Boschini suggested H. He. She has a lot of experience on grants and is a productive, forward-thinking person, communicates ideas well, and is easy to work with. M. Rees said that A. Jacobsen has good, insightful thoughts. C. Lam suggested K. LaGue, however she’s on sabbatical. M. Danforth suggested someone who has been PI with National Science Foundation (NSF) grants; she and C. Lam have the experience. Also, J. Talamantes was the lead on some of the U.S. Department of Education Engineering Science grants, then L. Cabrales took over in Physics. They shared several of those multi-million-dollar grants. M. Martinez has said a lot about GRaSP in prior meetings. V. Harper will get a message out to faculty.

c. APM Proposal – GECCo – Editorial changes in terms of language from CARS to GECCo are needed. Look at the process. Referred to AAC.

d. Curricular Forms – M. Danforth noticed that the new forms have technical issues that need to be addressed with ITS. It is also very time consuming to complete them due to the load lag of the Word documents and the duplicity between the New Course Form fields and what’s already in the track changes catalog copy documents and memos that department chairs submit to the curriculum committees. It would take four hours to go through the New Course forms versus fifteen minutes using the old forms. There were a lot of questions on what certain fields meant. The course description is limited to 40 words. If that’s a limitation in PeopleSoft, we need a website description instead. A. Hegde also found problems with the documents, including the PDF version of the form. Making it easier for Academic Operations should not mean a transfer of workload to department chairs. Before, BPA would submit a track changes document along with a clean document. The chair wrote a memo. Forms were approved. Consider a referral on the implementation of resolutions whereby a column is inserted to follow-up with the people on the distribution list. B. Street said that it’s more of a procedural issue. The rationale to RES 192024 was in part, on being effective and providing support. It’s not being taken care of in terms of implementing the resolution. The mechanism and procedures need to be made effective. A. Hegde said RES 192024 passed on May 7. D. Boschini recalled that the issue was the overwhelming amount of detail that needed to be evaluated in a short period time. There wasn’t enough time to try it out. A. Hegde suggested that 1) refer back to AAC and invite L. Zuzarte to attend, or 2) next DCLC get feedback from other department chairs. If it’s not working, revisit the resolution. M. Danforth suggested that conversations need to occur now, because the catalog deadline is in two weeks. Understand that this is a transition year and the number of catalog changes and the time it takes has required that she has to put aside certain lower-priority tasks to just get grades done for her Fall courses. Faculty is under a huge amount of strain with these virtual operations. We need some leeway and kindness. A. Hegde had to work on the forms through the Thanksgiving break. D. Boschini said the Nursing Department is on fire and she hasn’t been able to look at it. It may be best to
tell L. Zuzarte that this is not going to work right now because there are too many additional layers to faculty workload right now. The implementation has been a disaster and faculty don’t have the conditions to fix this. A. Hegde said we have had extensions before. Let’s extend the deadline for the catalog. There are things we can do. He will invite L. Zuzarte to the next EC meeting to get feedback. R. Gearhart said that the last time forms were reviewed in AAC, it was a several meeting long process. There was a lot of pushback. There won’t be time for AAC to address forms in a meaningful way.

e. Catalog Changes to General Education - A. Gebauer asked A. Hegde who approves catalog revisions in GE. A. Gebauer offered two options: 1) The GE Director would make the revisions and get it approved by GECCo. Then, they would go to Academic Operations. 2) Academic Affairs Committee (AAC) which oversees the interdisciplinary aspect of the curriculum as a curriculum committee task would approve the revisions. A. Hegde recommended #1 due to the deadline, and that EC will continue to discuss the process. M. Danforth said that GECCo needs to do appropriate consultation on Student Learning Outcomes (SLO) if they are going to be revising them. If they do that on Area B without consulting NSME, or if they revise Area C without consulting A&H, then there is a breakdown in communication which we would be within the oversight of the Senate. Their purview is courses and course changes. It’s important to get clarification on the boundaries and what changes GECCo wants to make. A. Hegde said A. Gebauer asked which body approves catalog copy. He wants formal referral on catalog copy preparation and approval to GE revisions by the Director of GECCo. A. Hegde said that the EC didn’t get involved in previous catalog revisions. M. Danforth questioned what is in the catalog copy because the courses are under each individual department. The unit structure (table) came from Academic Operations when the campus transitioned from quarters to semesters. Department chairs were given a template on what the catalog should look like. From her perspective, the course changes and the department catalog description are signed off by GECCo. There is some section in academic policies about GE. Changes to that section typically goes to AAC. A. Hegde doesn’t see anything substantial. He will ask A. Gebauer to send a copy of the revisions made. It should reflect what GECCo is doing. Other than the structure of GE, the Senate has given GECCo authority over the GE curriculum. The EC wants to look at what GECCo has done to catalog revisions. If there is anything of concern there, it will be addressed. Currently, other than the GE Director’s reporting to the Senate, GECCo is completely independent of the Senate. GECCo should have been made a Senate committee, reporting to the Senate as all other academic committees do. The Senate will look at a GECCo restructuring in Spring 2021. The appeals process, where one goes to make changes, etc. needs to be codified. M. Danforth said that Academic Programs sub-page spells-out the structure. It still has A4 instead of what the CO directed to be named as B4, and it needs updates reflecting resolutions made recently. A. Hegde said the
changes may be minor. It’s good practice to have a copy of the revisions sent to the EC.

f. UPRC Changes – AAC, BPC (deferred)
g. Handbook 306.2.2.e – FAC (deferred)
h. Elections and Appointments – M. Danforth (deferred)
   i. School Elections Committees
   ii. Committee proliferation
   iii. Campus Climate Committee Appointments
i. EEGO course offerings – Summer Term (Unit Limits) – AAC (deferred)
j. FYS Instructors and GECCo structure – FAC, BPC, AAC, AS&SS (deferred)
k. Post-Tenure Review Requirements – FAC (deferred)
l. Campus Data Needs – BPC (deferred)
m. Syllabi Accessibility (handout) – AAC (deferred)
n. Faculty Poll regarding online instruction (Hold pending further information)
o. Alma Mater (Hold pending further investigation)
p. MA INST Moratorium (deferred)

7. **AGENDA ITEMS FOR SENATE MEETING DECEMBER 10, 2020** (Time Certain 11:00 a.m.)
   
   **Announcements**
   
   President Zelezny (Time Certain 10:10)

   **Approval of Agenda** (Time Certain 10:05)

   **Reports**

   **Resolutions**

   **Consent Agenda**
   
   RES Graduation Fall 2020

   **New Business**
   
   RES 202113 Academic Master Plan 2021-22 through 2029-30

   **Old Business**
   
   RES 202110 Academic Calendar Fall ’20 Spring ’21 Fall ’21 Spring ’22 Summer ’22

   **Open Forum and Wellness Check** (Time Certain 11:15)

   Past Senate Chair, J. Stark (Time Certain 11:20)

8. **COMMENTS FROM THE FLOOR**
   
   None.

9. **ADJOURNMENT**
   
   A. Hegde adjourned the meeting at 11:30.