SUMMER SENATE
Minutes
Wednesday, July 8, 2020
10:00 a.m. – 11:45 a.m.
Video Conference

Absent: J. Millar
Visitor: T. Davis

1. CALL TO ORDER
The meeting was called to order by A. Hegde.

2. ANNOUNCEMENTS AND INFORMATION
CARES ACT and HEERF – A. Hegde prefaced T. Davis’ presentation by informing the group that he and B. Street meet regularly with T. Davis. A. Hegde appreciates the interaction. T. Davis said that the Higher Education Emergency Relief Fund (HEERF) falls under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. He walked the group through a shared document, CSUB Source and Use of Funds. There were two notifications [installments]. Notification #1 was $13,588,942. 50% is required to go Student Aid. The other 50% to the Institution to be used at their discretion. Notification #2 was $956,617 for minority-serving institution. The total funding is $14,545,559. The money needs to be spent this next year. L. Lorigo, Director of Budget is overseeing the distribution. The criteria for use of funds are
   1. Student Assistance,
   2. Costs associated with significant changes in the delivery of instruction due to the coronavirus, and
   3. Retain current employees to the “maximum extent practical”.
Notification #1 Student Assistance
The first thing CSUB did was award emergency aid grants to students this spring. That money has been spent. We can still award additional aid to students using discretionary funds. CSUB is tentatively targeting to award $270,000 to Fall 2020 first-time freshman students in form of a technology grant. Given our environment, we require students to have certain computer and Internet access. There are a percentage of students who don’t have a computer and have a financial need. The amounts for computers and Internet hot-spots to be determined. Once ITS and Budget submit the costs they will be
added to that spend. The institution can replenish itself for refunds for elected fees such as parking, dining, and housing.

Costs associated with significant changes to the delivery of instruction due to the coronavirus

CSUB is allowed to recover extraordinary operating costs. Record your COVID-19 cost in the operating fund BK001 and in your department. Use the class code to indicate COVID-19 prior to June 30. We can account this way, knowing we had savings from lack of travel and other spending that did not occur. As we move into new fiscal year, continue to record COVID costs in your operating budget BK001 lest there are truly extraordinary COVID 19 expenses. In that case, submit those for the Provost’s approval. It then goes to BAS for T. Davis’ approval. It would be applied to the newly established BKCR3. CSUB is allowed to use funds for unfunded emergency pay for essential workers. Pursuant to the Collective Bargaining Agreement (CBA) essential workers come to campus and the union requires essential workers get emergency pay. Related to that, the remaining balance is directed to the Transfer to virtual education: improve facilities and faculty training. For example, the summer training will be absorbed by the CARES HEERF, and not the Provost’s office. $5million to be investment in tech, and the remaining going out to the identified costs. CSUB has plans to improve technology so faculty can be in classroom using state of the art equipment which enables faculty and students to be productive.

Retain current employees to the “maximum extent practical”

Core services support campus safety, dining services, and parking. (CSUB has half the normal population of housing students.) No commission revenue to CSUB means that there’s nothing to support those services. Similarly, there is a small portion of the University Police Department who are students whose compensation is paid by parking fees. Since there is no revenue to support that, the employees can be retained using this federal funding. T. Davis took questions from the Summer Senators.

J. Tarjan commented on the differences in students’ use of technology. We may have juniors and seniors who have severe financial and learning constraints. They leave a noisy home or work environment to use their phones from a parking lot for schoolwork. They use their smart phones – not by choice, to take screenshots of exams, etc. T. Davis recalls a recent survey that showed that 15% of the student body indicated they didn’t have the technology they needed. The Provost and Academic Affairs are working to establish criteria, like a computer or laptop, to be successful. We have to develop a strategy to support them. D. Boschini thanked T. Davis for the survey on expected costs. However, the Nursing department hasn’t been asked what the extraordinary costs are going to be this year. $60,000 - $80,000 is the best-case scenario. She knows that Nursing’s O&E budget will be spent before the first day of classes. Nursing will likely
absorb all the savings incurred by the entire School of NSME. One size does not fit all. T. Davis acknowledged that Nursing will have extraordinary costs related to COVID-19. CARES will not reimburse for normal costs. Most departments will have the room in their operating budget because people are not traveling and are working from home and increasingly using time-saving technology, etc. When the extraordinary costs are incurred, use class code and indicate that they should be covered under the CARES Act fund when submitting to the Provost’s office. There are significant federal requirements under this circumstance and with the Department of Education. We will be audited. We have to make decisions with vague and changing directions, knowing we’re going to get audited three years from now. M. Martinez asked if it was possible to 1) allocate some of the funding for minority-serving institution to the Multicultural Alliance and Gender Equity Center (MAGEC). It’s not just the Hispanic students using the Dream Center at MAGEC. Others seek help with housing, legal, DACA, etc. 2) work out an agreement whereby certain county libraries be used as testing centers and/or hotspots. It could help those Hispanic students living in Arvin and Lamont, for example, and help fund these libraries. It could also provide jobs for graduate students to proctor tests, etc. T. Davis agreed, and will talk to the CIO about providing hotspots and develop an environment to support their studies. Regarding the Dream Center, the CARES Act was clear that no funds were to go to students who were not Title 4 (Financial Aid) eligible. That excludes all the Dreamers and international students. CSUB did award funds from its reserves to provide scholarships toward Dreamers and our international students. There may be another funding mechanism for the Dream Center. He will talk with Chief Diversity Officer, C. Catota about looking into that possibility. M. Danforth reiterated the need for upper level student support. She conducted a survey of her computer science students. It resulted in 11/27 stating that they have Internet access issues. If computer science students are having issues, then other students are having issues. Faculty have extraordinary costs, too. The first level equipment purchases in spring went so quickly. Now that faculty won’t be returning to campus, they need to purchase more things to teach their classes from home in the fall - such as scanners, better microphones, etc. She strongly advocates funds go toward faculty and upper level students. T. Davis said that CARES is one-time money and one-time spend. The idea is to get students the computers to be successful and then find other funding for other things like the recurring cost of Internet service. C. Lam asked if there was enough inventory of computers and funding for hot spots to cover the fall semester. T. Davis replied that CSU is moving away from purchasing Chromebooks and hot spots to providing grant money so students can acquire their own tools. We will still go with providing some hot spots. D. Wilson asked, what are normal expenses? Example, masks in skills lab aren’t normally needed. Who makes determination of what is
extraordinary? T. Davis said that the department determines. Class code COVID 19 requires documentation. Expect some questions from Accounting, so we have the right documentation to be ready for when we get audited. A. Hegde thanked T. Davis for his time and detailed explanation. Direct further questions to A. Hegde and B. Street. They are meeting with T. Davis regularly.

3. **APPROVAL OF MINUTES**
   C. Lam moved to approve June 24, 2020 Minutes. B. Street seconded. Approved.

4. **APPROVAL OF AGENDA**
   C. Lam requested to add “New rule on international students” under CONTINUED ITEMS, COVID-19 related issues.
   V. Harper requested “Required open camera” to be added to Provost Update.
   J. Tarjan requested that GI designated courses be added to NEW DISCUSSION ITEMS
   M. Rees requested that Honorary Doctorate be added to NEW DISCUSSION ITEMS
   R. Gearhart moved to approve the agenda as amended. B. Street seconded. Approved.

5. **CONTINUED ITEMS**
   a. **Provost Update – V. Harper**
      Budget – The Provost Council will be receiving criteria and protocol on items that will be reimbursed. He will set aside approximately $80,000 to backstop any departments for expenses related to the coronavirus. If ultimately, they aren’t reimbursed, the Provost’s Office will absorb it. He’ll make the money available by removing the COVID code to move the expense to Provost Office, to serve as buffer so the departments don’t take the hit. He’ll absorb the uncertainty.
      Stipend for professional development – At this time, there is a hand-shake agreement on the amount. He wants to distribute it to those who joined the group without knowing what the stipend was going to be. The Provost office will be reimbursed for that, through the CARES Act.
      AA Consultant survey – He thanked M. Danforth and J. Tarjan for their help in developing a good survey for the consultants. It should be going out to faculty today. The responses will be collected over the next few days. There will be a summary sent to the consultants. We’re on the path to get CSUB’s reporting done.
      Administrator reviews - The President will send out communication on the results of Administrator reviews in the next few days.
   b. **Searches Update**
      Nothing to report.
c. Financial and strategic planning transparency and faculty participation - see ANNOUNCEMENTS – CARES ACT - HEERF

d. Handbook Error Log –
   i. 304.7.3 Temporary Faculty with Six or More Years of Service – the issue of continuous appointment. The topic will be taken up in the fall.
   ii. 306.2.2 Criteria for Periodic Evaluation of Faculty – it appears that the handbook is missing a word. M. Danforth said that it could be that the section number (in accordance to) could be missing. A. Hegde will look at it. If it’s a minor change, it can be addressed during the next meeting.

e. COVID-19 related issues
   i. New rule on international students – V. Harper said that we welcome and want international students as part of the rich community we have. He was among the Provosts and Chancellor’s Office (CO) on a conference call yesterday, and he’s meeting later today with the Dean of Extended Education and Global Outreach (EEGO), M. Novak. Guidance from U.S. Immigration and Customs Enforcement (ICE) stipulated how the rule will be implemented according to how an institution defines itself. We have to certify to the ICE division, Student and Exchange Visitor Program (SEVP), whether CSU will be 100% distance learning, or a hybrid institute. We are a hybrid institution. The law indicates that our international students could not take a full course load online. We received an exception for that in Spring 2020, as did many higher education institutions. SEVP modified temporary exemptions for nonimmigrant students taking online courses during Fall 2020 semester. All higher education institutions had their waiver revoked. CSUB will have to redo visa applications for approximately 150 students here, and then we have to seek recertification for our hybrid operating model. We’re working to make sure it’s a pathway for our international students to be supported by this institution. We do not have a full plan, yet. M. Martinez and M. Rees expressed concern to push the process to accommodate international students planning to take Fall 2020 courses. B. Street asked about a timeline for a policy for the system and if there is anything the campus could do to mitigate the decision. V. Harper said the policy distributed from ICE is being worked through by the CO’s legal team. It’s clear from the Provosts meeting that we’re taking a system-wide approach. Students’ applications will have to reviewed. It affects those who are here, and those who are abroad. Most of our students are abroad. We have three weeks to make a statement that students are not taking online classes and redo their institutional application. We are doing the best we can to have the process completed before Fall semester begins. CSUB has begun reaching out to students abroad. A.
Hegde said it’s not the first time this happened. He was a graduate student after the 9/11 international terrorist attacks in the U.S. The rules changed whereby one had to be a full-time student. When a student finished their coursework, their dissertation was only one to three units. The university automatically reenrolled the students to be in compliance with the regulation. A. Hegde chose to pay $40,000 for another academic year rather than go back to Canada. F1 students who could not pay fees were deported. Any kind of communication to the international students to let them know we are working on it and that they are not alone would be helpful. J. Tarjan said that certain faculty members with H1-B visas are approaching their maximum number of years without securing a green card. V. Harper replied that expedited processing has been released or reinstated for faculty and their applications were sent before the deadline. Faculty have been taken care of.

ii. Required open cameras – B. Hartsell sent syllabi language about masks last week. He is preparing language to be sent to faculty that states that they can require that students to open their cameras during instruction. The caveats are: it needs to be on the syllabus, and the campus needs to address issues like poor connectivity, and CSUB needs to update the FAQ regarding recordings. A. Hegde asked about enforcement of face masks in the classroom. V. Harper suggested to use the language that he, B. Hartsell and legal counsel A. M. put together for the syllabi. R. Gearhart asked for the rationale behind putting the responsibility of granting exceptions to wearing masks on the Director of Equity, Inclusion and Compliance. He suggested that the Student Health Center or other active health related units be involved to ascertain medical situation. V. Harper responded that M. Brown is the Title V person and will consult with others, and he trusts his process. M. Martinez said that requiring students to be online and use cameras is a good start. He suggested to follow what Princeton University did. They have a safety and health policy that returning students have to sign an agreement that they’ll wear a mask. It’s a new student code of conduct. The expectations are spelled out. Adopting such would give faculty leeway to enforce, and make faculty and staff more secure about their safety. V. Harper continues to look at other campuses’ benchmarks. The statement we have was vetted by the CSU legal counsel. M. Rees said that the Performing Arts disciplines are conducting safety studies to determine on their own what can and cannot be done outdoors without masks. Bands, which applied as a face-to-face course, could not meet if masks are required. She asked for an exception for wind instruments. V. Harper will talk to Counsel and M. Williamson. A reasonable standard will be applied.
Updates on University Week/ Faculty Day Planning – the last couple years past chair, D. Boschini, sent a survey and then addressed faculty’s most pressing issues during the General Faculty Meeting. A. Hegde said we’ll still do a survey. Since the theme for University Week is social justice, the survey may include that. He and M. Danforth are on the University Week Planning Committee. He asked for assistance in planning. He will ask R. Weller if FTLC is responsible for the faculty development day. M. Danforth suggested social justice workshops that can address inclusivity, etc. A. Hegde suggested focus on the specific social justice areas that receiving funds. (reference Virtual CSUB: Your weekly update dated June 25, 2020.)

- Support faculty in the creation of an Ethnic Studies Department proposal ($10,000)
- Mathematics tutoring and peer support for African-American students ($10,000)
- Stipends to faculty mentors for African-American students ($15,000)
- Virtual Center for Social Justice ($4,000)

J. Tarjan is involved in the Summer Institute. Sustainability and Social Justice are combined. Is it part of GE or full placement? He recommends that Social Justice be a stand-alone theme. A. Hegde said it’s a good discussion to have on Faculty Day.

g. Electronic RTP – A. Hegde met with F. Gorham about the feasibility using available technology and checked the number of faculty under review with B. Harstell. He shared the document Electronic RTP – AY 2020-2021. Fall 2020 Faculty under Review: (19) 2nd year; (60) 3rd – 6th year; (16) Post Tenure. Faculty would create a Box folder with sharing rights to designated staff. Designated staff would copy the Box folder and handle sharing rights with each level of review. Possible options to convert paper material to electronic copies: (1) single page scanner for each faculty member, (2) multi-page scanner for each faculty member, or (3) drop off papers on campus to have sent to a scanning service company. M. Danforth asked if the proposed scanning service company would accept mailed packages. There needs to be some contactless method for faculty to submit papers to be scanned. A. Hegde will ask F. Gorham. In the long-run, we have to explore whether campus will go all electronic for RTP and for SOCs. M. Rees asked if someone is coming to campus for face-to-face classes can they use the campus equipment to scan? Those going for tenure, there could be five years of material or the most recent year. A. Hegde replied that in that case, use of campus equipment may be an option. We have to come up with a solution. M. Danforth said that second year faculty deadline is approaching. V. Harper is discussing an extension of the deadline with B. Hartsell, and he expects some flexibility. A. Hegde asked the group 1) if Box is okay for electronic processing of RTP. The biggest concern is Box security. 2) If the deadline was delayed, will Interfolio work? There is a training issue if we adopt new software.
M. Danforth said that it might be more reasonable for the Dean’s office to manage the process; more staff to distribute the workload. The deans could give short extensions of the deadline. M. Rees asked if the staff Box copies are destroyed after review. V. Harper said that F. Gorham feels that Box is a suitable platform and we want to prevent people from coming to campus. The question is the how to communicate the protocol to campus. He recommends to have CFA and the Senate move that it’s appropriate. A. Hegde said that a process has to be created, and then have M. Rees, D. Gove and B. Hartsell look at it. Because of urgency, the Summer Senate (SS) may have to get more involved in details such as scanning SOClS, Box security, and the process. For example, the physical folder has a log sheet. F. Gorham said that a Box parent folder can be created, and there could be a sign-in by only those who have access to it. The sub-folder is only for view and print. Others can’t upload anything into that sub-folder or edit. There would be a limited time that one had access to the folder. F. Gorham’s team would work on the process. Senate gives guidance. He asked if the SS was comfortable to use Box, campus, or using the scanning service company. A. Hedge will share feedback with B. Hartsell and then draft a resolution by the next meeting. He asked V. Harper to work on extending the deadlines. That would give faculty enough time to upload their materials. This is only for AY 2020-2021. A referral will go out to FAC in the fall to discuss long term policy regarding Electronic RTP.

M. Rees moved to extend the meeting by 10 minutes. B. Street seconded. Approved.

h. Statement to the campus community from the Summer Senate – The suggestions have been incorporated into the third version. B. Street supports it and feels it’s a starting point. He is looking for structural and policy changes to be defined later. A. Hegde said that the statement needs to be made and then be discussed further during Faculty Day with a focus on solutions. As the budget details are defined, it will help guide what we are able to do as a group. A. Hegde will send the statement to Jennifer Self Public Affairs.

i. Fall Office Hours (deferred)

j. Academic Testing (deferred)

6. NEW DISCUSSION ITEMS
   a. UPRC Annual Report (deferred)
   b. American Institutions – Government (deferred)
   c. Educator Prep Programs (deferred)
d. GI designated courses (deferred)
e. Honorary Doctorate – referral to AAC. This is the second time in two years that faculty was not involved. The Honorary Doctorate Committee was not consulted. D. Boschini said that the awardee’s name was mentioned during a one-on-one with the President, but the EC was not consulted. V. Harper talked about the awardee’s name with the President and it had to go to the CO but he doesn’t have further information on the process. D. Boschini said the awardee is a good choice, especially for the impact on our Antelope Valley campus. She suggested the discussion be about the process. A. Hegde said that the nominations can come forward by the Trustees directly to the President. He will list FHDC as a topic for discussion when he meets with the President in August.

7. **AGENDA ITEMS FOR SENATE MEETING AUGUST 27, 2020** (Time Certain 11:00 a.m.)
   - Announcements
   - Consent Agenda
   - Standing Committee 2020-2021
   - New Business
     - [RES 202101 Extension of Temporary Suspension of the Online/Hybrid Instructor Certification Requirement](#)
     - RES 202102 Academic Standing Spring 2020
     - RES 202103 Electronic RTP – AY 2020-2021
     - [RES 202104 GWAR Testing – AY 2020-2021](#)
   - Old Business
   - Open Forum Items

8. **COMMENTS FROM THE FLOOR**

9. **ADJOURNMENT**
   - A. Hegde adjourned the meeting at 11:45 a.m.